

ESPRESSO CART PACKAGE ORDER FORM

Please complete and return this form no later than 7 business days prior to your event to exservices@mcec.com.au.

Once your order has been received and processed, you will be sent a Tax Invoice confirming your order details. **No services will be provided until payment is received.** All service charges are current and subject to change without notice. Any request received after this due date will be assessed on an individual basis as we may not be able to guarantee delivery of good and services after this deadline has past.

Event details

Event name:	
Event date(s):	
Stand name:	Stand number:
Onsite contact name:	Mobile number:

Contact details

Contact Name:			
Position:			
Company:		ABN / ACN:	
Address:			
	Suburb:	Postcode:	State:
Telephone:		Mobile:	
Email: <i>(required for payment)</i>			

Bill to details (if different to above)

Contact Name:			
Position:			
Company:		ABN / ACN:	
Address:			
	Suburb:	Postcode:	State:
Telephone:		Mobile:	
Email: <i>(required for payment)</i>			

MESSAGE FROM THE COFFEE MOB

The Coffee Mob is the Melbourne Convention and Exhibition Centre's (MCEC) preferred provider. The Coffee Mob began more than ten years ago with a simple focus: To deliver stylish mobile Coffee Carts and provide quality coffee at all Major Events. Our service driven focus has positioned us as a highly regarded preferred Coffee Cart operator for some of the largest coffee companies including Veneziano, Lavazza and Vittoria Coffee and Coffee Contractors at many venues including the MCG and Flemington Racecourse.

The Coffee Mob take great pride in what we do, working closely with our clients to guarantee the highest standards in customer service and satisfaction, whilst delivering the highest quality of coffee. We have an extensive range of equipment including over 45 Coffee Carts and over 150 Espresso Machines which, when complimented by our friendly and well trained barista staff, guarantee coffee excellence every time. The Coffee Mob also has a long standing partnership with Australia's leading specialty coffee roaster, Veneziano Coffee.

Our skilled baristas can serve a variety of beverage options including our specialty coffee, premium hot chocolate and a selection of fine teas, to ensure we exceed all of our customers' hot beverage needs.

PACKAGE OPTIONS

MCEC and The Coffee Mob have a variety of custom package options available for exhibitors to hire for use within their stand during an event. Choose from either a 3 hour or full day package with a variety of additional options to suit the exhibitors' needs. All of our options are outlined in this order form. Please pay close attention to the requirements as they must be adhered to.

What coffee machine package suits your stand?

- *Machine hire only (3 hour package)* [page 3](#)
- *Machine hire only (all day)* [page 4](#)
- *Coffee cart hire (3 hour package)* [page 5](#)
- *Coffee cart hire (all day)* [page 6](#)

If you decide to order a coffee cart hire package, enquire about further personalisation through the addition of a 55" LED Full HD Screen which is fitted to the front of your cart. This screen will allow you to showcase your branding, logos, moving images, website, menu or any display targeting your audience.

To take your branding to the next level we also offer an option for personalisation, via branded cups / uniforms. This is an additional cost so please enquire with exservices@mcec.com.au for further details.

Please note Coffee Carts and Machines are limited and subject to availability therefore prompt submission of your form is recommended.

MACHINE HIRE ONLY -Bench provided by exhibitor

3 hour package - \$682.00 (Inc. GST)

- One professional barista
- Machine provided by The Coffee Mob
- Package produces 200 cups

Additional Package Options Order Form:	Extra quantity
Additional hours (Labour and Equipment Only) - \$59.40 per hour NB. Does not include additional product	
Additional cups - \$170.50 per 100 cups	
Fridge for hire \$60.50 per day	
Additional barista - \$48.40 per hour (minimum 3 consecutive hours) NB. Does not include additional product	

Package Duration Order Form:

	Date	Start time	Finish time	Total hours	Amount
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Fridge Hire					

MACHINE HIRE ONLY -Bench provided by exhibitor

All day package - \$1,122.00 (Inc. GST, up to 8 hours)

- One professional barista
- Machine provided by The Coffee Mob
- Package produces 300 cups

Additional Package Options Order Form:	Extra quantity
Additional hours (Labour Only) - \$48.40 per hour NB. Does not include additional product	
Additional cups - \$170.50 per 100 cups	
Fridge for hire \$60.50 per day	
Additional barista - \$48.40 per hour (minimum 3 consecutive hours) NB. Does not include additional product	

Package Duration Order Form:

	Date	Start time	Finish time	Total hours	Amount
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Fridge Hire					

COFFEE CART HIRE
3 hour package - \$847.00 (Inc. GST)

- One professional barista
- Machine and coffee cart provided by The Coffee Mob
- Package produces 200 cups
- Built in fridge

Additional Package Options Order Form:	Extra quantity
<i>Additional hours (Labour and Equipment Only) - \$70.40 per hour NB. Does not include additional product</i>	
<i>Additional cups - \$170.50 per 100 cups</i>	
<i>Additional barista - \$48.40 per hour (minimum 3 consecutive hours) NB. Does not include additional product</i>	

Package Duration Order Form:

	Date	Start time	Finish time	Total hours	Amount
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

COFFEE CART HIRE

All day package - \$1,342.00 (Inc. GST, up to 8 hours)

- One professional barista
- Machine and coffee cart provided by The Coffee Mob
- Package produces 300 cups
- Built in fridge

Additional Package Options Order Form:	Extra quantity
Additional hours (Labour Only) - \$48.40 per hour NB. Does not include additional product	
Additional cups - \$170.50 per 100 cups	
Additional barista - \$48.40 per hour (minimum 3 consecutive hours) NB. Does not include additional product	

Package Duration Order Form:

	Date	Start time	Finish time	Total hours	Amount
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

BUMP IN AND SET UP DETAILS

Contact person(s) on-site – Event duration	<i>NB. This person is authorised to approve any additional products/services ordered on site.</i>		
Contact number on-site			
Preferred bump in date:	/ /	Preferred bump in time e.g. from 12pm/ between 7 & 9am	am/pm
Floor plan: Provide a representative plan of your stand and mark the location of your ordered services showing all solid walls.			
Key:	<i>Back of stand</i>		
B = Bench CC = Coffee Cart			
	<i>Front of stand</i>		

NB. We will do our best to arrange the bump in and set-up around your preferred timings as specified above. However please be mindful that bump in times will also be subject to change around overall event move in and move out scheduling.

MACHINE HIRE PACKAGE REQUIREMENTS

Provision of own custom built bench

- Minimum bench dimensions: Width 1200mm x Depth 600mm
- Storage space directly below bench top is required for water bottles, wastewater container and consumables with Height 750mm x Width 750mm x Depth 600mm
- A 60mm diameter hole is required in the center of the bench top for the machine power cord, water intake hose and wastewater hose to access below storage compartment
- The exhibitor is required to provide a small under bench refrigerator to be placed directly below the espresso machine. These can be ordered through The Coffee Mob at \$60.50 per day. Refer to the order form above.
- Bench height should be 900-950mm and a single tier level surface
- Bench top must support espresso machine and grinder weighing approximately 70kgs
- Cart must be placed within allocated stand floor space with suitable queuing and workspace surrounding the cart
- Smaller and larger coffee machine are available upon request, contact Exhibitor Services for various options and dimensions of the machines

Power supply is the responsibility of the exhibitor /stand builder to arrange

- 1 x 20 amp power supply required for espresso machine
- 1 x 10 amp power supply is required for the coffee grinder and fridge
- Both power outlets are to be located directly under the coffee cart

COFFEE CART PACKAGE REQUIREMENTS

Free standing coffee cart

- Cart must be placed within allocated stand floor space with suitable queuing and workspace surrounding the cart
- Smaller and larger coffee machines are available upon request, contact Exhibitor Services for various options and dimensions of the machines

Power supply is the responsibility of the exhibitor /stand builder to arrange

- 1 x 20 amp power supply required for espresso machine
- 1 x 10 amp power supply is required for the coffee grinder and fridge
- Both power outlets are to be located directly under the 60mm bench top hole

MEASUREMENTS AND BRANDING GUIDELINES

Coffee Cart dimensions

- 1300mm Width (2200mm with wings attached)
- 1080mm Height
- 720mm Width

Panel signage measurements

- Front (inner): 1270mm Width x 860mm Height (signage branding)
- Front (whole): 1310mm Width x 940mm Height(above wheel)
- Sides (inner): 670mm Width x 860mm Height(signage branding)
- Sides (whole): 720mm Width x 900mm Height(under wing and above wheel)

To adhere the panels our supplier are comfortable with the use of double sided tape or Velcro dots.

The dimensions are the same for a standard and an LCD Cart.

TERMS AND CONDITIONS

- Bookings are subject to availability
- Cancellations to service requests must be submitted in writing 72 hours prior to the event. Refunds will not be provided for cancellations received after 72 hours
- Any equipment damage or losses will be billed to the user
- Exhibitor is responsible for organising power connection
- Exhibitor is responsible for communicating requirements to stand builder
- Prices include GST

Information Privacy Act 2000 – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust (MCET) Privacy Policy is available from our web site www.mcec.com.au , Reception or Customer Service.

Advised of MCET Privacy Policy: Yes No

I have read and understand the above terms and conditions.

Name: _____ Signature: _____

Date: _____

I hereby give my consent to use and disclose information on this form in accordance with the advised Use and Disclosure Statement. I have been advised of the MCET Privacy Policy and how to obtain a copy of the policy.