

## **FOOD AND BEVERAGE OUTLET ACCOUNT CARD ORDER FORM**

Please complete and return this form no later than 7 business days prior to your event to [exservices@mcec.com.au](mailto:exservices@mcec.com.au). 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.

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.

### ***Event details***

Event name:	
Event date(s):	
Stand name:	Stand number:

### ***Contact details***

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

### ***Bill to (if different to above)***

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

Exhibitors at Melbourne Convention and Exhibition Centre (MCEC) may wish to purchase food and beverage from the below outlets and charge purchases to a pre-paid account card:

- Kiosks
- Onsite Café
- Exhibitor lounge
- The Coffee Mob \*

Account card collection can be from MEC Customer Service Desk opposite Clarendon Street on the date outlined below.

Credit limit required	\$
Number of cards required	
Account cards to be collected at customer service desk on:	/ /
<i>Office use only – account card number</i>	#

#### TERMS AND CONDITIONS

- Payment must be received for your card to become activated
- Once your nominated credit limit has been reached, authorisation by the account holder will be required to increase the credit limit. This may be done on-site at the MCEC customer service desks. Any credit unused at the conclusion of the event will be refunded upon confirmation and distribution of final invoices.

**Please note:** *Retain all receipts as charges are not itemised and GST is charged at the point of sale. \*The Coffee Mob cart charges are calculated separately to MCEC outlet charges.*

I have read and understand the above terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### ***Privacy Collection Statement***

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law. You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer ([privacy@mcec.com.au](mailto:privacy@mcec.com.au)). Our Privacy Policy is available by clicking [here](#).