

Planning your AV equipment

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

CONTACT DETAILS

CONTACT NAME	POSITION	
COMPANY	ABN/ACN	
ADDRESS		
SUBURB	POSTCODE	STATE
TELEPHONE	MOBILE	
EMAIL		

EVENT DETAILS

EVENT NAME	EVENT DATES
STAND NAME	STAND NUMBER

Should the Bill To details differ from the contact details above please advise Exhibitor Services in your email.

CONNECTION AND SET UP DETAILS

CONTACT PERSON ON-SITE			
CONTACT NUMBER ON-SITE			
INSTALLATION/ CONNECTION DATE	/	/	INSTALLATION/ CONNECTION TIME (AM/PM)
DISCONNECTION/ COLLECTION DATE	/	/	DISCONNECTION/ COLLECTION TIME (AM/PM)
CUSTOM FLOORING	YES	NO	PLEASE ATTACH STAND PLAN WHEN SENDING THROUGH EXHIBITOR SERVICES ORDER

TERMS AND CONDITIONS

- Cancellations to service requests must be submitted in writing to exservices@mcec.com.au 72 hours prior to the event commencing. Failure to submit a request to cancel or for any cancellations received after the cut off period will result in full fees being charged.
- Hire fee includes government stamp duty and damage waiver. Damage waiver does not include theft.
- All prices listed include GST.
- Images above are representative only.
- No services will be provided until payment is received.

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). Our Privacy Policy is available [here](#).

I agree to MCEC privacy collection statement and Terms and Conditions

EQUIPMENT AND SERVICES

All our pricing includes delivery and installation.

		1 DAY PRICE	2 DAY PRICE	3 DAY PRICE	4-7 DAY PRICE	TOTAL
SCREENS						
	32" LCD SCREEN (1920 X 1080 PIXELS - 1080P)	\$242.00	\$363.00	\$434.50	\$528.00	\$
	TABLE-TOP STAND	QUANTITY	QUANTITY	QUANTITY	QUANTITY	
TABLE-TOP STAND	46" LCD SCREEN (1920 X 1080 PIXELS - 1080P)	\$396.00	\$638.00	\$830.50	\$968.00	\$
	TABLE-TOP STAND OR FLOOR STAND	QUANTITY	QUANTITY	QUANTITY	QUANTITY	
	55" LCD SCREEN (1920 X 1080 PIXELS - 1080P)	\$533.50	\$845.35	\$1072.56	\$1269.47	\$
	TABLE-TOP STAND OR FLOOR STAND	QUANTITY	QUANTITY	QUANTITY	QUANTITY	
FLOOR STAND. (LAPTOP NOT INCLUDED)	65" LCD SCREEN (1920 X 1080 PIXELS - 1080P)	\$660.00	\$1060.40	\$1352.12	\$1604.94	\$
	TABLE-TOP STAND OR FLOOR STAND	QUANTITY	QUANTITY	QUANTITY	QUANTITY	
	80" LCD SCREEN (1920 X 1080 PIXELS - 1080P)	\$957.00	\$1519.10	\$1928.85	\$2283.56	\$
	FLOOR STAND ONLY	QUANTITY	QUANTITY	QUANTITY	QUANTITY	

PREFERRED CONNECTION FOR LCD SCREEN

HDMI CABLE

MEDIA PLAYBACK DEVICE

AUDIO SUPPORT



SPRUIKER PA KIT (240V AND BATTERY)
• INCLUDES WIRED MICROPHONE AND SPEAKER STAND

	1 DAY PRICE	2 DAY PRICE	3 DAY PRICE	4-7 DAY PRICE	TOTAL
\$90.00	\$140.00	\$140.00	\$240.00	\$	
QUANTITY	QUANTITY	QUANTITY	QUANTITY		

TECHNICAL SUPPORT

	COST PER 30 MINUTES (MINIMUM 30 MINUTE CHARGE)	DURATION OF ASSISTANCE
COMPUTER CONFIGURATION • I REQUIRE ASSISTANCE IN CONFIGURING MY COMPUTERS/PRINTERS	\$44.00	\$
TOTAL		\$