

2.1 EXHIBITOR SERVICES ACCOUNT FORM

Name of Event:	_____	Event Dates:	_____
Stand Name:	_____	Stand No.:	_____
Company:	_____		
Contact Name:	_____	Position:	_____
Address:	_____		
State:	_____	Post Code:	_____
Telephone:	_____	Mobile:	_____
E-Mail:	_____	Facsimile:	_____

Please indicate your requirements on the following pages and return this form and all relevant order forms, no later than seven (7) days prior to the commencement of the event. **No services will be provided until payment is received.** Payments will be deducted from your nominated credit card 7 days prior to the event.

Additional charges incurred during the event will be charged to your nominated credit card.

All service charges are current and subject to change without notice.

<input type="checkbox"/> CREDIT CARD		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Bankcard	<input type="checkbox"/> Visa
<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> JCB
Card Number: _____	Expiry Date: _____	
Cardholder's Name: _____	AMEX ID Number: _____	
Signature: _____		

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 Privacy Policy is available from the Security Department, our web site www.mecc.com.au, Level 4 Reception or Customer Service.

METHOD OF ADVICE OF USE AND DISCLOSURE STATEMENT: VERBAL WRITTEN UNABLE TO ADVISE
 ADVISED OF MCET PRIVACY POLICY: YES NO

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
 Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.2 COMMUNICATIONS ORDER FORM

2.2.1 PHONE / FACSIMILE / EFTPOS & ISDN SERVICES



Please indicate the service(s) required by entering the quantity of services required in the appropriate box(s) under the service column in the table below. All services are enabled with local call access. Please indicate the type of additional call access you require in the Call Options column. Please refer to the Service Information section below for details on call charges.

SERVICE	CONNECTION FEE	CALL DEPOSIT (Refundable)	CALL OPTIONS
DIGITAL PHONE LINE (includes handset) <input type="checkbox"/> PHONE LINES - Quantity required These phone lines are digital and will not work with standard analogue devices such as modems	\$110.00 per line	\$220.00 per line	International <input type="checkbox"/> Yes <input type="checkbox"/> No STD <input type="checkbox"/> Yes <input type="checkbox"/> No
FACSIMILE / EFTPOS LINE <input type="checkbox"/> FACSIMILE LINES - Quantity required <input type="checkbox"/> EFTPOS LINES - Quantity required	\$110.00 per line	\$165.00 per line	Mobile <input type="checkbox"/> Yes <input type="checkbox"/> No
DIRECT LINE (PSTN) (2 weeks notice required) <input type="checkbox"/> Quantity Required	\$247.50 per line	\$165.00 per line	Direct lines have full call access and can't be restricted
ISDN ONRAMP2 (8 weeks notice required) <input type="checkbox"/> Quantity Required	\$693.00 per line	\$220.00 per line	International <input type="checkbox"/> Yes <input type="checkbox"/> No STD <input type="checkbox"/> Yes <input type="checkbox"/> No

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2.2.2 PHONE / FACSIMILE / EFTPOS & ISDN - SERVICE INFORMATION

- All phone, facsimile and EFTPOS connections at the Melbourne Exhibition Centre and the Melbourne Convention Centre require the user to dial “0” to obtain an outside line.
- Digital phone handsets that are issued will not work if removed from the building. Handsets will be collected at the conclusion of the event, however if you wish to leave before it has been collected please return it to Customer Service or call for it to be collected if possible.
- A call deposit is required for each line to cover call charges and for loss of equipment. The unused portion is refundable after the conclusion of the event when the charges have been calculated. Please note that a receipt of call charges may take up to 2 weeks post event.
- All handsets and equipment are delivered to stands on the last day of event move-in or earlier by request of the exhibitor.
- A cancellation fee of \$55.00 per line will apply if order cancellations are received less than 48 hours prior to the event.
- Exhibitors requiring ISDN Onramp 2 Services are required to book 8 weeks prior to the delivery date.
- Exhibitors are advised that the ISDN Onramp2 connection is inclusive of the Network Terminating Unit but does not include an ISDN Terminal Adapter or Router. Exhibitors wishing to use the OnRamp2 service are required to provide their own ISDN Terminal Adapter or Router.
- All calls made from the Exhibition Centre or Convention Centre are charged at the following rates. International calls will be charged at the carrier rates applicable at the time of the event and will be settled after the event when the call details are available.

CALL TYPE	CALL CHARGES
Local Calls	44 cents flat rate
STD / Mobile Calls	44 cents per minute

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2.2.3 BROADBAND INTERNET ACCESS



Please indicate the service(s) required by entering the quantity of services required in the appropriate box(s) under the service column in the table below. Please also indicate the number of days you require the service to be active for. Broadband services are configured with DHCP so set your computer to receive DHCP and simply plug and play.

SERVICE	1 DAY PRICE	2 – 4 DAYS PRICE	NUMBER OF DAYS
64 Kbit BROADBAND INTERNET ACCESS 50 Mbyte Download – One User Maximum <input type="checkbox"/> Quantity Required	\$110.00	\$110.00	<input type="checkbox"/> Day(s)
256 Kbit BROADBAND INTERNET ACCESS 250 Mbyte Download with 1 Private IP <input type="checkbox"/> Quantity Required	\$330.00	\$550.00	<input type="checkbox"/> Day(s)
512 Kbit BROADBAND INTERNET ACCESS 500 Mbyte Download with 1 Private IP <input type="checkbox"/> Quantity Required	\$440.00	\$770.00	<input type="checkbox"/> Day(s)
1 Mbit BROADBAND INTERNET ACCESS 1 Gbyte Download with 1 Private IP <input type="checkbox"/> Quantity Required	\$550.00	\$880.00	<input type="checkbox"/> Day(s)
2 Mbit BROADBAND INTERNET ACCESS 2 Gbyte Download with 1 Private IP <input type="checkbox"/> Quantity Required	\$880.00	\$1650.00	<input type="checkbox"/> Day(s)
6 Mbit BROADBAND INTERNET ACCESS 4Gbyte Download with 1 Private IP <input type="checkbox"/> Quantity Required	\$1650.00	\$3300.00	<input type="checkbox"/> Day(s)

Please provide date and time, in the field below this table if you require our technicians to configure your computer(s) for you.

Date : ____/____/____ Time : ____:____

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2.2.4 ADDITIONAL COMPUTERS

The above Broadband Connections allows for one (1) computer. To connect additional computers to the service an Ethernet Network Switch and Additional IP Addresses or a Router are required. Please find below the pricing options. By default Private IP Addresses are assigned for your security, however Public IP Addresses are available for any specific requirements.

SERVICE	EVENT PRICE
ADDITIONAL PRIVATE IP ADDRESS <input type="checkbox"/> Quantity Required	\$22.00
PUBLIC IP ADDRESS <input type="checkbox"/> Quantity Required	\$44.00
ETHERNET SWITCH (4/8 Port) <input type="checkbox"/> Quantity Required	\$66.00
ETHERNET SWITCH (12/16 Port) <input type="checkbox"/> Quantity Required	\$99.00
ROUTER / FIREWALL <input type="checkbox"/> Quantity Required	\$165.00

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2.2.5 BROADBAND INTERNET ACCESS - SERVICE INFORMATION

- Please note for connection to our Broadband Internet you will need to have your computer set to obtain IP and DNS addresses automatically from our DHCP server. Administrator access is required if you require the MECC to configure your computer with these settings. Alternatively your administrator can configure these details for you.
- Broadband Internet Access price includes the internet access itself through the supplied cable, 1 allocated IP address and the nominated amount of downloads. We can help you configure your computer with the appropriate settings to access our Broadband connection. For other computer related issues you should contact your administrator, computer vendor or IT support. We may be able to assist with some issues, however please note that a labour charge will be incurred and we cannot take responsibility for problems your computer.
- Broadband Services do not pass through any firewalls to allow maximum access to our end users, however they are private addresses which offers some protection from the outside world. Computer Security and Virus Protection remains the responsibility of the client. We recommend that virus protection with the latest virus definitions be installed and that all operating systems patches and updates also be installed. MECC accepts no responsibility for clients computers contracting viruses or having security compromised once connected to the Internet. We will ensure that the Internet Connection is functioning correctly.
- MECC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.
- MECC can provide firewall services to help protect against harmful attacks from the public internet restricting access to particular ports and applications.
- Labour for computer and network installation, configuration and troubleshooting will be charged at \$55.00 per hour as required.
- Broadband Internet Downloads exceeding the nominated download limit for a service will be charged at \$0.25 / MB.

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2.3 COMMUNICATION LINE FLOOR PLANS

- Please mark and supply your floor plan or mark on our appropriate floor plan below, the location for installation of your communication lines.
- A **relocation fee of \$82.50** will apply if failure to supply a floor plan results in the repositioning of lines.
- Please mark on the floor plan connection and disconnection dates. This is when the service connection will be turned on and off.
- Please mark on the floor plan if you are installing custom flooring and specify build dates so that the cables can be installed prior to the floor being built.

2.3.1 MELBOURNE EXHIBITION CENTRE FLOOR PLAN

Connection Date: ___/___/_____ Disconnection Date: ___/___/_____

EVENT NAME:

STAND NAME:

STAND NUMBER:

A = Infrastructure Access
T = Telephone Line
M = Modem Line
B = Broadband Internet

E = EFTPOS Line
F = Facsimile Line
D = Direct Line
I = ISDN Line

Custom Flooring Y / N

Install Date : ___/___/_____
Install Time : _____:_____

Back of Stand

Front of Stand

2.3.2 MELBOURNE CONVENTION CENTRE FLOOR PLAN

Connection Date: ___/___/_____ Disconnection Date: ___/___/_____

EVENT NAME:

STAND NAME:

STAND NUMBER:

A = Infrastructure Access
T = Telephone Line
M = Modem Line
B = Broadband Internet

E = EFTPOS Line
F = Facsimile Line
D = Direct Line
I = ISDN Line

Custom Flooring Y / N

Install Date : ___/___/_____
Install Time : _____:_____

Back of Stand

Front of Stand

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2.5 STAND CATERING ORDER FORM

The Melbourne Exhibition and Convention Centre **has the sole catering rights to all food and beverage products.** Exhibitors are not permitted to bring food and beverage into the MECC from outside sources. Exceptions only apply in circumstances related to food and/or beverage tastings.

Before completing your order form please read the information we have provided on Stand Catering in the service information section of this Kit. Please note that in certain circumstances minimum quantities apply.

To ensure we can accommodate your stand catering request, we require a minimum 48 hours notice. **Please note that we require 72 hours notice for order cancellations. If cancellations are received after this time, the full charge will apply.**

Please make your selection from the menus overleaf, complete the order form together with the Exhibitor Services Account form including payment details and return to the address below.

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU / ITEM REQUIRED	QUANTITY	COST
	/ /				
	/ /				
	/ /				
	/ /				
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	/ /				
	/ /				
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	/ /				
	/ /				
	/ /				
TOTAL					

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2.5.1 STAND CATERING

The Melbourne Exhibition and Convention Centre has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverages into the venue from outside sources. Exceptions may be granted in relation to events involving food and/or beverage tastings.

Please note the following in relation to stand catering:

- There is a minimum order of 10 people per menu and orders placed for more than this number must be increased by increments of 10 people. For example, Menu 2 could be ordered for 20 people, but not for 15.
- The delivery time for your order must be made either on the hour or half hour. For example, an order may be placed for 9.00 am or 10.30 am, however not for 9.15am or 10.40 am.
- Top quality single use plates, cups and cutlery are included with all stand catering orders. China crockery, cutlery and trestle tables are available on request at an additional cost.
- All stand catering is delivered to your stand on room service trolleys and is self- serviced. However, if you require staff to service your stand this facility can also be provided at an additional cost if 48 hours notice is provided.
- It is the responsibility of the exhibitor to ensure all non disposable equipment is accounted for upon equipment collection from stands. The cost of any lost equipment will be on charged to the exhibitor. A signature will be required upon delivery and collection of goods ordered.
- The Melbourne Exhibition and Convention Centre can offer an extensive menu selection if you wish to cater for more than 50 guests. Please telephone Exhibitor Services on **(03) 9235 8110** to obtain further information.

2.5.2 STAND CATERING MENU SELECTION

Menu 1A - \$210.00 100 Cup Hot Water Urn (Heat barrier cups)
80 Coffee Sachets
20 English Breakfast Tea / 10 Herbal Tea
10 Hot Chocolate
100 Heat barrier Cups
100 Stirrers
120 Sugar Sticks
Milk (2 litre)

Menu 1B - \$230.00 100 Cup Hot Water Urn (China Cups)
80 Coffee Sachets
20 English Breakfast Tea / 10 Herbal Tea
10 Hot Chocolate
100 Cups and Saucers***
100 Stirrers
120 Sugar Sticks
Milk (2 litre)

Menu 1C - \$75.00 32 Cup Coffee & Tea Urn **
2 x 12 cup urns of freshly brewed coffee
10 Cup Hot Water Thermo Unit
32 Cups and Saucers***
10 Tea bags (English breakfast & herbal)
24 Teaspoons
30 Sugar Sticks
Milk (2 litre)
** No power required

Coffee Menus	
Replenishment Stock	
Premium coffee beans 1Kg bag	\$66.00
50 Coffee Sachets	\$69.00
50 Cups and Saucers***	\$31.00
10 Cup Hot Water Thermo Unit	\$12.50
10 Tea Bags	\$17.50
10 Hot Chocolate	\$17.50
2 Litres Milk	\$4.50
Sugar / Stirrers (with order)	FOC
Disposable Cups - 100	\$22.00

Menu 1D - \$150.00 per day Espresso machine automatic
The perfect solution to make espresso coffee on your stand. This machine is suitable for up to 80 cups per day. To order espresso machine stock, please refer to Coffee Menus Replenishment Stock
Power and Dimensions of Machine:
10 amp power required for Espresso Machine Automatic
Height of Machine: 400mm
Width of Machine: 300mm
Depth of Machine: 370mm

*** Lost or damaged crockery will be on charged to the exhibitor. Please see service information.

2.5.2.1 STAND CATERING MENU SELECTION Cont.

<p>Menu 2 - \$63.50 per platter Muffin Break</p>
<p>Selection of home baked muffins: Orange & Poppy seed Wild berry Chocolate chip Muffins</p>
<p>Minimum 10 people / Maximum 50 People</p>

<p>Menu 3 - \$7.80 per person Bakers Basket</p>
<p>Danish fruit pastries Mini butter Croissants MECC banana bread Served with butter and preserves</p>
<p>Minimum 10 people / Maximum 50 People</p>

<p>Menu 4 - \$12.50 per person Tokyo rolls</p>
<p>Tokyo rolls filled with:</p> <ul style="list-style-type: none"> • Atlantic salmon, cucumber, wasabi • Teriyaki chicken, avocado, red pepper • Cooked tuna, spring onion • Avocado, red pepper, mayonnaise <p>Served with light soy, wasabi and pickled ginger</p>
<p>3 pc per person Minimum 10 people / Maximum 50 People</p>

<p>Menu 5 - \$12.50 per person Turkish bread fingers</p>
<p>Sesame crusted Turkish bread fingers filled with:</p> <ul style="list-style-type: none"> • Champagne ham, lettuce and tomatoes • Caesar salad and chicken • Swiss cheese, cucumber and bell pepper • Roast Mediterranean vegetables
<p>3 pc per person Minimum 10 people / Maximum 50 People</p>

<p>Menu 6 - \$13.50 per person Sandwich selection</p>
<p>New Orleans style corn bread with Prosciutto, tomatoes and black pepper mayonnaise Italian ciabatta roll with roasted Mediterranean vegetables in olive oil Crusty French rack baked baguette with tandoori chicken, cucumber and mint yoghurt</p>
<p>2.5 pc per person Minimum 10 people / Maximum 50 People</p>

<p>Menu 7 - \$14.50 per person Sandwich selection with a twist</p>
<p>Crusty German sourdough bread with grain fed roast beef, pickled gherkins and green pepper mayonnaise Pita rollup with falafel, lettuce and tahini Vietnamese rice paper rolls filled with glass noodles, vegetables, mint and coriander</p>
<p>2.5 pc per person Minimum 10 people / Maximum 50 People</p>

*** Lost or damaged crockery will be on charged to the exhibitor. Please see service information.

2.5.2.2 STAND CATERING MENU SELECTION Cont.

Menu 8 - \$7.50 per person Mezze Platter
Kalamata olives, Baba Ganoush, Zaziki and Taramasolata served with toasted Turkish bread fingers
Minimum 10 People / Maximum 50 People

Menu 9 - \$5.60 per person Fruit Platter
A platter of fresh local and tropical fruit served with a yoghurt honey dipping sauce for a healthy refreshment.
Minimum 10 People / Maximum 50 People

Menu 10 - \$78.00 per platter Cheese Platter
A platter of King Island cheese including King Island Brie Roaring fourty blue cheese Smoked cheddar Timboon herb torte Served with Water Crackers, Grissini Sticks and Falwasser Crackers

This and That	
Bowl of Fruit chews (800g)	\$ 24.00
Bianco Cuore Chocolates (40 pc) individually wrapped	\$ 24.00
Assorted cookies (1kg) approx. 40 pc	\$ 24.00
Bowl of chocolate favourites 20 pc	\$ 24.00
Roasted Nuts 1kg bag	\$28.00

*** Lost or damaged crockery will be on charged to the exhibitor. Please see service information.

2.5.3 STAND BEVERAGE SELECTION

Item #	Item	Quantity per bottle	Cost
A	Six (6) Victoria Bitter Beer	375mls	\$28.00
B	Six (6) Crown Lager	375mls	\$32.00
C	Six (6) Carlton Sterling Light beer	375 mls	\$24.00
D	Six (6) Cascade Premium Lager	375 mls	\$32.00
E	Six (6) Cascade Premium Light	375 mls	\$28.00
F	White Wine <input type="checkbox"/> Chardonnay <input type="checkbox"/> Semillon Sauvignon Blanc <input type="checkbox"/> Riesling	750mls	\$26.50
G	Red Wine <input type="checkbox"/> Shiraz <input type="checkbox"/> Cabernet Merlot <input type="checkbox"/> Pinot Noir	750mls	\$27.50
H	Sparkling Wine	750mls	\$32.00
	Spirits Pre-mixed – Breezers, Ruski, UDL, etc.		Available upon request
I	Ten (10) Orange Juice	300ml	\$27.50
J	Ten (10) Assorted Juices	300ml	\$28.00
K	Ten (10) Coke	390ml	\$26.00
L	Ten (10) Assorted Soft Drinks	390ml	\$26.00
M	Ten (10) Still Water	400ml	\$26.00
N	Ten (10) Assorted Mineral Water	300ml	\$26.00
O	Ten (10) Plain Mineral Water	300ml	\$26.00
P	Six (6) Energy Drinks	250ml	\$27.50
Q	Water Cooler	Unit	\$115.50
R	Water Bottle	15 Litre Water Bottle	\$22.50
S	Cups	Pack of 100 Cups	\$12.50
	Cappuccino Machine Packages available (per following page)		

Please Note: No alcohol is to be consumed on the exhibition floor during designated move-in/out periods.

2.5.4 CAPPUCCINO /ESPRESSO MACHINE WITH A STAFF MEMBER

Price includes Piazza D'oro *Barista Blend* coffee (100% Arabica beans), ground on site to order, range of brand name teas, hot chocolate, *Ripple Wrap* insulated cardboard cups, stirrers.

Hours of Operation (in a single day)	No. Cups included	Package Cost
5	95	\$500
6	105	\$540
7	115	\$580
8	125	\$620
9	135	\$660
10	145	\$690

Cost per cup once the packaged quantity is exceeded is \$1.65

Crockery may be supplied in place of cardboard cups at an additional cost of \$66.00 per day for daily washing. Prices assume site readiness to receive machine when proposed on job sheet. If site is not ready a charge of \$55 per hour for installing technician may apply. Any damage or losses will be billed to the user.

2.5.4.1 POWER and SPACE REQUIREMENTS:

20 amp power required for Espresso machine (in the form of a suitable three pin socket). Regular 10 amp power is required for the coffee mill.

A suitable bench top or cabinet capable of supporting approx. 70 kg, exhibitor to arrange. Bench top needs to allow sufficient operator workplace, in the vicinity of 500mm either side of machine. Bench height should be in the vicinity of 880-950mm. A bench top hole of approx. 60mm diameter in the centre of the bench for power cord, water pick-up hose and sullage hose. Suitable space below cabinet is required for spring water bottles, waste water container and consumables – approx. 750mm high and 750mm wide.

Typical Espresso machine dimensions are: 550mm high, 740mm wide, 600mm deep (for a machine with two brewing heads). Single head and Triple head machines can also be provided in accordance with supplied bench space, forecast demand, aesthetic considerations.

A small under bench refrigerator or space to allow for an ice-chest may be necessary depending on distance to main refrigeration units.

CARTS are also available, in the following sizes: 1500 x 950mm, 1730 x 820mm, 1805 x 855mm (wings folded) or 1900 x 855mm (wings extended).

2.9 STAND CLEANING ORDER FORM - MELBOURNE CONVENTION CENTRE

The Melbourne Convention Centre offers exhibitors stand cleaning at a competitive rate. Ask your Event Planner for a quote.

If you require stand cleaning during the event, please indicate your stand cleaning requirements below. Your stand will then be dusted and vacuumed prior to the opening of the exhibition each day.

DAY REQUIRED	DATE REQUIRED	STAND SIZE	COST PER DAY
Monday	/ /	X Quoted Rate sqm	\$
Tuesday	/ /	X Quoted Rate sqm	\$
Wednesday	/ /	X Quoted Rate sqm	\$
Thursday	/ /	X Quoted Rate sqm	\$
Friday	/ /	X Quoted Rate sqm	\$
Saturday	/ /	X Quoted Rate sqm	\$
Sunday	/ /	X Quoted Rate sqm	\$
TOTAL		X Quoted Rate sqm	\$

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2.10 KIOSK/ COFFEE SHOP ACCOUNT CARD ORDER FORM

2.10.1 MELBOURNE EXHIBITION CENTRE – KIOSK/EXHIBITOR LOUNGE

Exhibitors at the MEC wishing to purchase food and beverage from the kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Kiosk Account Card simply complete the details below together with the Exhibitor Services Account Form. Payment details must accompany the order forms, please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event, will be to the credit card nominated.

A **\$10.00 Service Charge** will be applicable for all Kiosk Account Card orders received after the commencement of the event move – in.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please Note: GST is charged at the point of sale – please retain all Kiosk receipts for details of GST incurred.

2.10.2 MELBOURNE CONVENTION CENTRE – COFFEE SHOP

Exhibitors at the MCC wishing to purchase food and beverage from the Coffee Shop may charge their purchases to an Account Card. To arrange a Coffee Shop Account Card simply complete the details together with the Exhibitor Services Account Form. Payment details must accompany the order form - please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event will be to the credit card nominated.

A **\$10.00 Service Charge** will be applicable for all Account Card orders received after the commencement of the event move – in.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please note: GST is charged at the point of sale – please retain all Coffee Shop receipts for details of GST incurred.

Credit limit required:	\$
Number of cards required:	
MEC Kiosk / MCC Coffee Shop (please circle one) account cards are required to be delivered on:	/ /
Office Use Only - Account Card Number:	#

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2.11 EXHIBITOR PARKING ORDER FORM

2.11.1 EXHIBITOR PARKING - FREEWAY CARPARK MEC - MUNRO STREET

Name of Event: _____	Event Dates: _____
Stand Name: _____	Stand No.: _____
Company: _____	
Contact Name: _____	Position: _____
Address: _____	
State: _____	Post Code: _____
Telephone: _____	Mobile: _____
E-Mail: _____	Facsimile: _____

Please indicate your requirements on the following page. Fax this page and the following page to the MECC Carpark **no later than (7) days prior to the commencement of the event. Fax: (03) 9235 8321**

If you have any queries, contact the MECC Carpark directly on Telephone: (03) 9235 8323.

Parking passes are dated with the requested date for use on that day.

No services will be provided until payment is received. The method of payment is by credit card only.

CREDIT CARD

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Bankcard	<input type="checkbox"/> Visa
<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> JCB
Card Number: _____	Expiry Date: _____	
Cardholder's Name: _____	AMEX ID Number: _____	
Signature: _____		

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 Privacy Policy is available from the Security Department, our web site www.mecc.com.au , Level 4 Reception or Customer Service.

Method of advice of use and disclosure statement: Verbal Written Unable to advise

Advised of MCET privacy policy: Yes No

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2.11.2 EXHIBITOR PARKING - FREEWAY CARPARK MEC - MUNRO STREET - PASSES

NO. OF PASSES REQUIRED	DATE PASS VALID FROM:	DATE PASS VALID TO:	12 HOUR @ \$4.00	18 HOURS @ \$5.00	TOTAL COST
<i>EG: 10 passes required</i>	<i>02/05/05</i>	<i>06/05/05</i>	<i>5 passes x 5 days x \$4.00 per day = \$100</i>	<i>5 passes x 5 days x \$5.00 per day = \$125</i>	<i>\$225.00</i>
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	/ /	/ /			
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	/ /	/ /			
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	/ /	/ /			
	/ /	/ /			
TOTAL					

No services will be provided until payment is received. The method of payment is by credit card only.

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