

2.2 COMMUNICATIONS ORDER FORM

2.2.1 TELEPHONE SERVICES



Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Exhibitor Services Account Form has been attached

Order cannot be processed without the completed details below and the Exhibitor Services Account Form.

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Communication Services on (03) 9235 8160 or Email TSDSales@mcec.com.au

SERVICE	PRICE (Per Event)	CALL DEPOSIT
DIGITAL PHONE LINE & HANDSET International Call Access Yes / No Quantity required <input type="text"/> Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines	\$110.00 per line	\$220.00 per line <i>Includes deposit for handset.</i>
FACSIMILE LINE International Call Access Yes / No Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
EFTPOS LINE Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
DIRECT LINE (PSTN) (2 weeks notice required) Quantity required <input type="text"/>	\$247.50 per line	\$165.00 per line
ISDN ONRAMP2 (8 weeks notice required) Quantity required <input type="text"/>	\$693.00 per line	\$220.00 per line

2.2.2 TELEPHONE SERVICE INFORMATION

All phone, facsimile and EFTPOS connections at the MCEC require the user to dial "0" to obtain an outside line.

Digital phone handsets and equipment are delivered to stands on the last day of event move-in or earlier by request of the exhibitor.

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 on (03) 9235 8302 for it to be collected. Lost or damaged handsets will be charged at up to \$450.00.

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 phone and fax lines are enabled with LOCAL, STD and MOBILE call access unless specified otherwise. International or restricted access is available upon specific request.

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 MCEC 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.

Exhibitors are required to arrange their own EFTPOS Machine. This can be obtained from their Bank or Financial Institution or alternately they can provide their own.

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

2.1 EXHIBITOR SERVICES ACCOUNT FORM

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

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.

Please return your completed forms to fax number +61 3 9235 8121 or email forms to exservices@mcec.com.au.

Once your order has been received and processed, you will be sent a Proforma Tax Invoice and Payment Authorisation Form confirming your order details. Please complete the Payment Authorisation Form and return via fax to +61 2 9235 8071 or email to remittance@mcec.com.au. No services will be provided until payment is received.

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

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 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.

Signature: _____ Date: _____