

## 2.14 FOOD AND BEVERAGE OUTLET ACCOUNT CARD ORDER FORM

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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.

The following Food and Beverage Outlets are available at the MCEC:

- Kiosks
- M Café
- Exhibitor Lounge
- Coffee Cart

Exhibitors at the Melbourne Exhibition Centre wishing to purchase food and beverage from the M Café, Kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Food and Beverage Outlet Account Card simply complete the details below together with the Exhibitor Services Account Form. Once your Account Card order has been processed a tax invoice and payment form will be issued from Exhibitor Services. Amounts due to be refunded will be confirmed when all final invoices are distributed after the conclusion of the event.

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: Please retain all receipts as charges are not itemised. GST is charged at the point of sale – please retain all receipts for details of GST incurred.

<b>Credit limit required:</b>	\$
<b>Number of cards required:</b>	
<b>Account cards are required to be collected at Customer Service desk on:</b>	/ /
<i>Office Use Only - Account Card Number:</i>	#

## 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](mailto: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](mailto: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](http://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: \_\_\_\_\_