

Business support, technology and communications order form

Please complete this form and return with your completed [Exhibitor Services Account form](#) no later than seven days prior to your event.




Email: exservices@mcec.com.au or Fax: +613 9235 8121





Note: All prices include GST.




Event details

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


Equipment and services

		1 day price (inc GST)	2 day price (inc GST)	3 day price (inc GST)	4-7 day price (inc GST)	Amount
Laptop computer package (includes delivery and installation)						
	Exhibition laptop computer Centrino Core Duo 2.4Ghz	\$107.00 Qty: ____	\$185.50 Qty: ____	\$245.00 Qty: ____	\$344.00 Qty: ____	\$
Printers (includes delivery and installation)						
	B&W laser printer - 33ppm • Black and white copies – 8 cents per copy	\$105.00 Qty: ____	\$170.00 Qty: ____	\$234.00 Qty: ____	\$298.00 Qty: ____	\$
	Colour laser printer - 22ppm • Black and white copies – 8 cents per copy • Colour copies – 35 cents per copy	\$140.00 Qty: ____	\$238.00 Qty: ____	\$337.00 Qty: ____	\$436.00 Qty: ____	\$
Multifunction units (includes delivery and installation)						
	B&W multifunction – 26ppm (laser printer, scanner, fax and copier) Fax line is not included and must be ordered separately • Black and white copies – 8 cents per copy	\$125.00 Qty: ____	\$190.00 Qty: ____	\$240.00 Qty: ____	\$298.00 Qty: ____	\$

		1 day price (inc GST)	2 day price (inc GST)	3 day price (inc GST)	4-7 day price (inc GST)	Amount
Fax machines (includes delivery and installation)						
	Laser fax machine Fax line is not included and must be ordered separately <ul style="list-style-type: none"> • Black and white copies – 8 cents per copy 	\$90.00 Qty: ____	\$130.00 Qty: ____	\$150.00 Qty: ____	\$170.00 Qty: ____	\$
High volume photocopier (includes delivery and installation)						
	Colour/black and white high volume copier – up to 45ppm (collating, sorting, stapler) <ul style="list-style-type: none"> • Black and white copies – 8 cents per copy • Colour copies – 35 cents per copy 	\$528.00 Qty: ____	\$924.00 Qty: ____	\$1122.00 Qty: ____	\$1122.00 Qty: ____	\$
Screens (includes delivery and installation)						
 Table-top stand	26" LCD screen (1366 X 768 pixels – 720p) <input type="checkbox"/> Table-top stand only	\$120.00 Qty: ____	\$225.00 Qty: ____	\$330.00 Qty: ____	\$330.00 Qty: ____	\$
	32" LCD screen (1920 X 1080 pixels – 1080p) <input type="checkbox"/> Table-top stand or <input type="checkbox"/> 1.8m floor stand	\$140.00 Qty: ____	\$280.00 Qty: ____	\$420.00 Qty: ____	\$420.00 Qty: ____	\$
 1.8m floor stand. (laptop not included)	40" LCD screen (1920 X 1080 pixels – 1080p) <input type="checkbox"/> Table-top stand or <input type="checkbox"/> 1.8m floor stand	\$300.00 Qty: ____	\$495.00 Qty: ____	\$685.00 Qty: ____	\$685.00 Qty: ____	\$
	55" LCD screen (1920 X 1080 pixels – 1080p) <input type="checkbox"/> 1.8m floor stand	\$450.00 Qty: ____	\$695.00 Qty: ____	\$910.00 Qty: ____	\$910.00 Qty: ____	\$
	65" LCD screen (1920 X 1080 pixels – 1080p) <input type="checkbox"/> Table-top stand or <input type="checkbox"/> 1.8m floor stand	\$643.50 Qty: ____	\$990.00 Qty: ____	\$1254.00 Qty: ____	\$1254.00 Qty: ____	\$

	1 day price (inc GST)	2 day price (inc GST)	3 day price (inc GST)	4-7 day price (inc GST)	Amount
Peripherals (includes delivery and installation)					
	DVD player (domestic) \$26.00 Qty: ____	\$33.00 Qty: ____	\$39.00 Qty: ____	\$39.81 Qty: ____	\$
	IPTV service (digital free to air TV) Includes RCA / HDMI / remote control	\$148.00 per event			\$
Audio support (includes delivery and installation)					
	Spruiker PA kit (240V and battery) Includes handheld radio microphone and speaker stand \$90.00 Qty: ____	\$140.00 Qty: ____	\$190.00 Qty: ____	\$240.00 Qty: ____	\$
	Custom PA system Designed to meet your specific event requirements	Price on application			\$
Total					\$

**Images above are representative only*

Telephone, fax and EFTPOS lines (Local, STD and mobile access provided standard with every service)				
	International calls (tick if required)	Qty. required	Rate per event per line (inc GST)	Amount
Digital phone line and handset Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS	<input type="checkbox"/>		\$110.00	\$
Analogue fax line	<input type="checkbox"/>		\$110.00	\$
Analogue EFTPOS line	N/A		\$110.00	\$
Analogue direct line (PSTN)	N/A		\$269.50	\$
ISDN connection # (ONRAMP2)			\$693.00	\$
TOTAL				\$

Exhibitors requiring ISDN connection (Onramp 2) services are required to book two weeks prior to the delivery date.

Call rates (All calls made from MCEC are charged at the following rates)	
Call type	Call charges (inc GST)
Local calls	44 cents flat rate
STD / mobile calls	44 cents per minute
IDD calls	44 cents per minute

Broadband internet access <i>(one cable for one computer and private IP address assigned as standard)</i>				
	First day <i>(Download allowance*)</i> (inc GST)	Additional days <i>(Download allowance*)</i> (inc GST)	Number days required	Amount
512 Kbps internet connection	\$72.00 (1 GB) <input type="checkbox"/>	\$35.00 (1 GB) <input type="checkbox"/>		\$
1 Mbps internet connection	\$89.50 (2 GB) <input type="checkbox"/>	\$53.50 (2 GB) <input type="checkbox"/>		\$
2 Mbps internet connection	\$108.00 (3 GB) <input type="checkbox"/>	\$72.00 (3 GB) <input type="checkbox"/>		\$
6 Mbps internet connection	\$150.00 (5 GB) <input type="checkbox"/>	\$115.00 (5 GB) <input type="checkbox"/>		\$
10 Mbps internet connection	\$211.50 (8 GB) <input type="checkbox"/>	\$175.50 (8 GB) <input type="checkbox"/>		\$
20 Mbps internet connection	\$315.00 (15 GB) <input type="checkbox"/>	\$277.00 (15 GB) <input type="checkbox"/>		\$
30 Mbps internet connection	\$415.00 (25 GB) <input type="checkbox"/>	\$380.00 (25 GB) <input type="checkbox"/>		\$
Higher bandwidth services are available	Price on application			
TOTAL				\$

*Once the download allowance is reached, excess data is charged at \$0.05 per MB. The following address <http://internet.mecc.com.au:7011/myUsage> will allow you to periodically check your usage. Simply enter the address provided whilst you are connected to your MCEC broadband service.

Peripheral broadband services			
Additional connection ** <i>(Required to connect an additional computer)</i>	Cost per connection <i>(Per each additional computer)</i>	Number of connections	Amount
<u>Private</u> IP address with cable	\$22.00		\$
<u>Public</u> IP address with cable	\$44.00		\$
Technical assistance	Cost per 30 minutes <i>(Minimum 30 minute charge)</i>	Duration of assistance	
Computer configuration <ul style="list-style-type: none"> I require assistance in configuring my computers/printers 	\$44.00		\$
TOTAL			\$

** Additional IP's are required when more than one computer is to be connected to a broadband service. This is irrespective of whether you are providing your own hub/switch and cables.

Please contact exhibitor services should you require pricing on custom broadband packages.
Phone: +613 9235 8110
Email: exservices@mcec.com.au

Connection and set up details

Contact person on-site			
Contact number on-site			
Connection/ delivery date:	/ /	Connection /delivery time:	am/pm
Disconnection/ collection date:	/ /	Disconnection/ collection time:	am/pm
Custom flooring	Yes <input type="checkbox"/> No <input type="checkbox"/>	Floor plan:	Attached <input type="checkbox"/> Drawn below <input type="checkbox"/>

Floor plan:

Provide a representative plan of your stand and mark the location of your ordered services showing all solid walls.

Key:	<i>Back of stand</i>
P = Phone line F = Fax line E = EFTPOS line B = Broadband line D = Direct line I = ISDN line S = Screen C = Computer Pr = Printer	
	<i>Front of stand</i>

TERMS AND CONDITIONS

- All prices listed include GST
- Hire fee includes government stamp duty and damage waiver
- Damage waiver does not include theft, and
- A cancellation fee will apply to any orders cancelled less than three working days prior to the event.

Telephone, fax and EFTPOS lines

All phone, fax and EFTPOS connections at MCEC require the user to dial “0” to obtain an outside line.

Exhibitors are required to arrange their own EFTPOS machine. This can be obtained from their bank or financial institution or alternatively they can provide their own.

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. If you wish to leave before it has been collected please return it to Customer Service or call +613 9235 8302 for collection. Lost or damaged handsets will be charged at up to \$450.00.

After the conclusion of the event call charges will be calculated. Please note that the receipt of call charges may take up to three days post event and will be included on your final invoice.

Exhibitors are advised that the ISDN connection (Onramp 2) is inclusive of the network terminating unit but does not include an ISDN terminal adapter or router. Exhibitors wishing to use the Onramp 2 service are required to provide their own ISDN terminal adapter or router.

Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines

Broadband internet connections

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. This is the standard operating system default. Administrator access is needed if you require MCEC to configure your computer with these settings. Ideally your administrator can configure these details for you.

Broadband internet access price includes the internet access itself through the supplied network cable for 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 queries, however please note that a labour charge will be incurred and we do not take responsibility for problems with your computer.

Broadband services do not pass through any firewalls to allow maximum access to our end users, however, by default are private IP addresses which offer 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. MCEC 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.

Broadband services provided are not for resale or sharing with other exhibitors. Offenders will be disconnected and further action may be taken.

MCEC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.

Important note

MCEC does not manage, monitor or support any third party devices connected to our network such as network switches, routers or wireless routers. Should it be discovered that these devices pose either a security risk to MCEC's network or create network issues they will be disconnected, removed or disabled to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure (including MCEC's free wireless network, M Connect).

I have read and understand the above terms and conditions.

Name: _____

Signature: _____

Date: _____