

## 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](mailto:exservices@mcec.com.au)

### Contact details

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Contact name

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Position

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Company

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ABN/ACN

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Address

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Suburb

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Postcode

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State

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Telephone

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Mobile

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Email

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### Event details

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Event name

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Event dates

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Stand name

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Stand number

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**NB**

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

## Connection and set up details

Contact person on-site	
Contact number on-site	
Installation/connection date (dd/mm/yy)	Installation/connection time (am/pm)
Disconnection/collection date (dd/mm/yy)	Disconnection/collection time (am/pm)
Custom flooring	Yes No

Please attach your stand plan when submitting your order form.

## Equipment and services

All pricing includes delivery and installation.

### Screens

		1 Day	2 Days	3 Days	4-7 Days	Total (\$)
	<b>32" LCD screen</b> (1920 x 1080 pixels – 1080p) Table-top stand	x \$242.00	x \$363.00	x \$434.50	x \$528.00	
Table-top stand	<b>43" LCD screen</b> (1920 x 1080 pixels – 1080p) Table-top stand or Floor stand	x \$396.00	x \$638.00	x \$830.50	x \$968.00	
	<b>55" LCD screen</b> (1920 x 1080 pixels – 1080p) Table-top stand or Floor stand	x \$533.50	x \$845.35	x \$1072.56	x \$1269.47	
	<b>65" LCD screen</b> (1920 x 1080 pixels – 1080p) Table-top stand or Floor stand	x \$660.00	x \$1060.40	x \$1352.12	x \$1604.94	
Floor stand (Laptop not included)	<b>80" LCD screen</b> (1920 x 1080 pixels – 1080p) Floor stand only	x \$957.00	x \$1519.10	x \$1928.85	x \$2283.56	

### Preferred connection for LCD screen

HDMI cable	Media playback device
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## Audio Support

	1 Day	2 Days	3 Days	4-7 Days	Total (\$)
 <b>Spruiker PA kit (240V and battery)</b> Includes wired microphone and speaker stand	x \$90.00	x \$140.00	x \$140.00	x \$240.00	

## Technical support

	Cost per 30 minutes (minimum 30 minute charge)	Duration of assistance	Total (\$)
<b>Computer configuration</b> I require assistance in configuring my computers/printers	\$44.00		

**Total equipment and services charges (\$)**

### Terms and conditions

- Cancellations to service requests must be submitted in writing to [exservices@mcec.com.au](mailto: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

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I agree to MCEC's privacy collection statement and Terms and Conditions