

Planning your team's account card

Please complete and return this form to exservices@mcec.com.au

Easily manage your team's food and beverage expenses with one centralised account.

Purchase food or drinks from MCEC's pop-ups, cafes and/or kiosks and charge your expenses to a pre-paid account card. Please be advised, account cards cannot be accepted at food trucks.

Please ensure you have a physical copy of the account card on you at all times whilst purchasing food and/or drinks at our pop-ups, cafes and kiosks. Digital copies, such as a mobile photograph of the account card will not be accepted under any circumstance. Collect your account card upon arrival from an MCEC Customer Service desk.

Account card details

Credit limit required	\$
Number of cards required for your team	
Account cards to be collected at customer service desk on (dd/mm/yy)	

Contact details

Contact name
Position
Company
ABN/ACN
Address
Suburb
Postcode
State
Telephone
Mobile
Email

NB

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

Event details

Event name
Event dates
Stand name
Stand number

Terms and conditions

- Payment must be received for your card to be activated.
- Once your nominated credit limit has been reached, authorisation by the account holder will be required to increase the credit limit. This may be done on-site at an MCEC customer service desk.
- Any credit unused at the conclusion of the event will be refunded upon confirmation and distribution of final invoices.

Please note

Retain all receipts as charges are not itemised and GST is charged at the point of sale.

Privacy collection statement

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law. You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer (privacy@mcec.com.au). Our Privacy Policy is available [here](#).

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