

MATERIALS HANDLING FORM – COMPULSORY FORM

Dear Exhibitors,

In the interests of safety and to ensure appropriate materials handling equipment is available onsite, please assist us by providing information relevant to the handling of your equipment. Regardless of which transport company you are using – including Agility - it is compulsory to complete this form.

NOTE – FOR OVERSIZED / UNUSUAL FREIGHT, PLEASE INDICATE or ATTACH ON THE UNITS THE FOLLOWING: WEIGHT / CENTRE OF GRAVITY / ANY SPECIAL MARKINGS (eg. If freight is weight biased towards a side, or must be forklifted in a certain way)

The information will assist in ensuring a safe working environment - Thank you for your assistance.

Section A – COMPANY DETAILS

Company Name: _____ Stand Name: _____ Stand #: _____
 Contact Name: _____ Email: _____
 Mobile: _____ Fax: _____

Section B – FORKLIFT SERVICES

Day / Date: _____ Time of Delivery: _____
 Estimated Duration Required: _____
 Estimated weight of heaviest piece (kgs): _____ Extended tynes required: Yes No
 Jib / Slings required: Yes No

<u>Forklift Costs – Upto 2.5 tonne</u>	<u>Empty Packing / Storage Costs</u>
\$55.00 Every 15 minutes or part thereof	\$33.00 per lift In/out - Onsite (inside hall)
	\$44.00 per m3 or part thereof - Offsite (outside hall)

Section C – STORAGE SERVICES (Empty packaging only – Strictly no product)

Description / Details: _____
 Approximate volume: _____ (L) x _____ (W) x _____ (H) = _____
 Please Advise Here If There Are Any Dangerous Goods in Your Consignment: Yes No
 Details: _____

Section D – CREDIT CARD DETAILS (Required if Agility is not handling your freight)

The charges are processed after the show for actual time used (forklift) or volume (storage).

Card Type (Please circle): AMEX VISA MASTERCARD DINERS

Card Number: _____

Expiry: ____ / ____ Name on Card: _____

Amount: \$ _____ Signature: _____

N.B. Please collect a copy of the Tax Invoice from the Agility site desk before leaving the venue at the end of the event.
 ** Payment by credit card incurs a 3.5% surcharge**

I have read and accept Agility's Standard Terms & Conditions.

 Accepted by (Signature):