

**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

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

**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):

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 15<sup>th</sup> August, 2015 TO  
 EXPOHELP@AGILITY.COM OR FAX 03 9330 3337  
 FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (03) 9330 3303.**