

Phone Services Application Form

Melbourne Showgrounds provides analogue phone lines to most buildings. These lines are provided via the Melbourne Showgrounds PABX system.

Please note that telephone service installation may only commence upon receipt of permission granted by Melbourne Showgrounds.

Please provide a floor plan and stand number highlighting the location of your site, along with this completed form a minimum of 10 business days prior to the event. Late applications are not guaranteed.

Contact and Phone Service Request details

Event Name

Company

Contact Name

Address

Phone

Mobile

Email

Stand No.

Date Service is required (inclusive) From

To

Service	Qty	Service Type	Call Type	Network Connection Fee	Total cost (GST inc)
Phone Line (This service is via the Melbourne Showgrounds PABX. Handsets, Fax and EFTPOS machines can be used via this line).		<input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> EFTPOS	<input type="radio"/> Local <input type="radio"/> STD <input type="radio"/> International	\$110.00	\$
Direct Phone Line (PSTN)		<input type="radio"/> Phone <input type="radio"/> Fax <input type="radio"/> EFTPOS	<input type="radio"/> Local <input type="radio"/> STD <input type="radio"/> International	\$220.00	\$
Sub Total Cost					\$
Handset Bond - \$165 per handset (GST inc)					\$
# Cabling Total Cost (GST inc)					\$220.00
Phone Services Total Cost (GST inc)					\$

Personal information is only used to process the "Phone Services Application Form". For full details of our Privacy Policy please refer to www.melbourneshowgrounds.com/privacy-policy/

The service information and Terms and Conditions of Use form part of this application form. This form will not be processed until all information is complete on both pages and payment is made. All prices quoted on this document are inclusive of GST

Service Information

All calls are charged at the following rates: Local calls – \$0.40c ex GST (flat rate); STD/ mobile calls – \$0.40c ex GST (per minute). International calls will be charged at the carrier rates at the time of the completed event period.

If the call type is not indicated, by default the Local and STD service will be automatically programmed. All cabling costs associated with connection to the phone services, and restoration back to their original state must be paid by the Applicant prior to the event.

Terms and Conditions of Use

1. All orders need to be placed 10 business days prior to the event. Any order received at a later date will incur a late fee.
2. Phone handsets can be supplied. A bond must be paid (\$150.00 ex GST). This will be refunded post event should the handset be returned undamaged. Hired handsets can be collected and returned to Melbourne Showgrounds Reception.
3. If a phone service is cancelled within 48 hours prior the event, the network connection fee will not be refunded.
4. A call charge deposit for each line ordered is required to cover call and rental charges for one month. Should your event exceed one month, additional charges may apply. The unused portion of the deposit will be refunded after the conclusion of the event. A detailed call charges summary can be issued upon request and provided to you after 30 days of the event.
5. If an Applicant requests to utilise their own telecommunications carrier and Melbourne Showgrounds approves the request, Melbourne Showgrounds may charge the Applicant a fee to restore the phone services to their original state
6. Melbourne Showgrounds will not accept responsibility for any phone downtime, instability or bad reception.
7. Cabling costs cover one phone line service. This is subject to the position as additional charges may apply. If there is a requirement for more services additional costs will apply.

I have read and understood the above Terms and Conditions of Use and agree to abide by them.
 This document will be a tax invoice for GST when fully completed and you payment has been made to Melbourne Showgrounds.

Name _____

Signature _____ Date _____

Payment Details

Card Type: Mastercard VISA

Card Number: / / /

Expiry Date: /

Name of Cardholder:

Signature of Cardholder:

Please note: There is a handling and service fee for this service: Visa and Mastercard 1.5%

Return form to:
Melbourne Showgrounds
Fax: 03 9281 7581
Email: venue@rasv.com.au