

**Comms Connect**  
**Melbourne Convention & Exhibition Centre**  
**22 – 23 November, 2017**

**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

**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:** \_\_\_\_\_

I have read and accept Agility's Standard Terms & Conditions.  
 X  
 Accepted by (Signature): \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 27<sup>th</sup> OCTOBER, 2017 TO**  
**[rledwell@agility.com](mailto:rledwell@agility.com) OR FAX 02 9642 6899**  
 FOR INFORMATION CALL REBECCA LEDWELL ON (02) 8755 8805.