

Phone Services Application Form



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Ascot Vale VIC 3032
Enter via gate 5 Langs Road
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www.melbourneshowgrounds.com
ABN 66 006 728 785 ACN 006 728 785

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. Applicants must note that ISDN services have a minimum notice period.

Please provide a **floor plan** and **stand number** highlighting the location of your site and submit with this completed form a minimum of **10 business days prior** to the commencement of your event. Applications received late are not guaranteed.

Contact and Phone Service Request Details

Event Name:

Company:

Contact Name:

Position:

Address:

Postcode:

Phone:

Fax:

Mobile:

Email:

Stand No./ Location:

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="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> EFTPOS	<input type="checkbox"/> Local <input type="checkbox"/> STD <input type="checkbox"/> International	\$110.00	\$
Direct Phone Line (PSTN)		<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> EFTPOS	<input type="checkbox"/> Local <input type="checkbox"/> STD <input type="checkbox"/> International	\$220.00	\$
ISDN Onramp 2 Please note: ISDN Onramp services require a minimum 8 week notice period			<input type="checkbox"/> Local <input type="checkbox"/> STD <input type="checkbox"/> International	\$539.00	\$
Sub Total Cost:					\$
Handset Bond - \$150.00 per handset (GST ex)					\$
# Cabling Total Cost (GST inc):					\$ 220.00
Phone Services Total Cost (GST inc):					\$

Your personal information will be used only to process this "Phone Services Application Form". For full details of our Privacy Policy please refer to our website www.melbourneshowgrounds.com/privacy-policy/
Refer to Terms and Conditions of Use clause 9

PLEASE NOTE: - The service information and Terms and Conditions of Use overleaf form part of this application form
- This form will not be processed until the information above and overleaf has been completed and payment has been 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 (charge is based per minute). International calls will be charged at the carrier rates at the time of the completed event period

Applicants requiring ISDN Onramp 2 services will need to take note of the notice period as this will impact the delivery of the services in time for the event. Applicants are advised that the ISDN Onramp 2 service includes the network terminating unit but does not include a terminal adaptor or the router. If the ISDN Onramp 2 service is utilised for either voice or data connections, a voice or data rate will apply at the carrier rate at the time of the completed event, or monthly if your event runs for longer than one month.

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

When ordering the phone services, please ensure that page 1 and 2 of this application form is returned with a signature stating that you have read and acknowledge the Terms and Conditions of Use set out below.

Terms & Conditions of Use

1. All orders need to be placed prior to the event and notice period. Any order received at a later date will incur a late fee
2. Phone handsets can be provided at request provided that a handset bond has been paid at a cost of \$150.00 ex GST. This amount will be refunded after the conclusion of the event. Hired handsets can be collected from, and returned to the Melbourne Showgrounds Reception
3. If handsets are damaged or not returned, the handset bond will not be reimbursed
4. If a phone service is cancelled within 48 hours prior the event, the network connection fee will not be refunded. If a request for ISDN Onramp service is ordered and cancelled at a later date, the network connection fee and call charge deposit fee will not be reimbursed. This service is emulated and provides the same service as an ISDN Onramp 2. If you require a Telstra ISDN Onramp 2 service, an additional cost of \$200 is required and 8 weeks of notice is required prior the event
5. 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
6. 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
7. If a floor plan or stand number is not provided with this form, any additional costs associated with moving services will be charges to the Applicant
8. Melbourne Showgrounds will not accept responsibility for any phone downtime, instability or bad reception.
9. Cabling cost only covers one phone line service subject to position 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 and agree to abide by them.

Name: _____ Date: _____

Signature: _____

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