

MOVE IN FORM

HELP US TO HELP YOU!

Agility Fairs & Events has been appointed the official contractor for transportation and materials handling for this important event. Our commitment is to ensure that the **move in** is as smooth as possible, and therefore it is **IMPORTANT** that you pre-arrange your access time with us.

In order for us to accommodate your requirements, we need to know exactly when you would like to move in. When we know your requirements we will produce a **Move In Schedule** that will accommodate everyone's needs as closely as possible. If preferred times conflict, Agility Fairs & Events will liaise with all concerned to arrive at a satisfactory solution.

Exhibitors using AGILITY FAIRS & EVENTS for transport services do not need to complete this form.

Company Details

Company: _____	ABN: _____
Address: _____	
Suburb/Town: _____	Post Code: _____
Tel: _____	Fax: _____
Contact Name: _____	Mobile: _____
Email Address: _____	Stand No: _____

Move In Requirements

Day / Date: _____	ETA: _____	Estimated time required: _____
Vehicle: _____		

Forklift Required? Yes No (If yes, complete details below)

Day / Date: _____	ETA: _____	Estimated time required: _____
Estimated weight of heaviest piece (kgs): _____	Extended tynes required? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you choose not to use Agility Fairs & Events for your freight transportation on this occasion, please advise your carrier that they must make the appropriate loading dock booking time with Agility Fairs & Events. Failure to do so may result in unavoidable delays.

PLEASE NOTE

Regardless of the type of vehicle you have – if you require access to the loading dock to unload your consignment...
YOU MUST BOOK A MOVE IN TIME!

**PLEASE COMPLETE THIS FORM AND FAX IT TO AGILITY FAIRS & EVENTS BY
FRIDAY, 15TH JANUARY, 2010 ON (02) 9642 6899
FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (02) 8755 8899.**