

**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: _____	
Day / Date: _____ Time of Delivery: _____		
Estimated Duration Required: _____		
Estimated weight of heaviest piece (kgs): _____	Extended tynes required: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Jib / Slings required: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description / Details: _____		
Approximate volume: _____ (L) x _____ (W) x _____ (H) = _____ m3		
<b>Please Advise Here If There Are Any Dangerous Goods in Your Consignment:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Details: _____		

I have read and accept Agility's Standard Terms & Conditions.

Accepted by (Signature): \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 30<sup>th</sup> JUNE, 2017 TO**

**[dstubbs@agility.com](mailto:dstubbs@agility.com) OR FAX 02 9642 6899**

**FOR INFORMATION CALL DIANNE STUBBS ON (02) 8755 8806.**