



Brisbane Truck Show
Brisbane Convention & Exhibition Centre
25 – 28 May, 2017

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

Section A – BILLING DETAILS		
*Company Name	*Stand Name:/ Stand #	
*Entity Company:	*ABN:	
*Trading Company:	ACN:	
*Address:		
*City/State/Postcode:	*Tel:	Fax:
*Contact Name:	*Email:	
*Mobile:	*Reception Tel:	

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 No

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 RETURN BY FRIDAY 28th APRIL, 2017 TO
GCRAIG@AGILITY.COM OR FAX 02 9642 6899
 FOR INFORMATION CALL GUS CRAIG ON (02) 8755 8812.