



**Medicines Management National Conference
International Convention Centre, Sydney
17 – 18 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 <input type="checkbox"/> No <input type="checkbox"/>
	Jib / Slings required: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C – STORAGE SERVICES (Empty packaging only – Strictly no product)

Description / Details: _____	
Approximate volume: _____ (L) x _____ (W) x _____ (H) = _____ m ³	
Please Advise Here If There Are Any Dangerous Goods in Your Consignment: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details: _____	

<input type="checkbox"/> I have read and accept Agility’s Standard Terms & Conditions.
X Accepted by (Signature): _____

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 27th OCTOBER, 2017 TO
rledwell@agility.com OR FAX 03 9330 3337
FOR INFORMATION CALL REBECCA LEDWELL ON (02) 8755 8805.**