Melbourne Convention and Exhibition Centre

EXHIBITOR SERVICES KIT

Melbourne Exhibition Centre
2 Clarendon Street, South Wharf 3006

Melbourne Convention Centre
1 Convention Centre Place, South Wharf 3006

MCEC Exhibitor Services
Telephone: (03) 9235 8110
Facsimile: (03) 9235 8121
Email: exservices@mcec.com.au

Melbourne Convention and Exhibition Centre
Postal Address
GPO Box 777
Melbourne Victoria
Australia 3001

Please note the above postal address is for MCEC internal receipients only. All event related items must be delivered by courier, or freight forwarder, to either the Melbourne Exhibition Centre or Melbourne Convention Centre Loading Docks.

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0.1 OVERVIEW

The Melbourne Convention and Exhibition Centre (MCEC) Exhibitor Services Kit is divided into two sections:

Section 1 - Explanatory notes on services provided for exhibitiors within the Melbourne Convention and Exhibition Centre.

Exhibitors should take the time to read this information as it will affect the way you operate within the Melbourne Convention and Exhibition Centre.

Section 2 – Exhibitor Services Order Forms

Prices are current at the time of producing this kit, however prices are subject to change without notice. Please contact Exhibitor Services directly should you require further information.

Operating procedures do vary between the Melbourne Exhibition Centre and the Melbourne Convention Centre, please ensure you understand the procedures for the centre you will utilise.

Please note that all orders must be accompanied by the completed Exhibitor Services Account Form listing your personal and event details.

All prices quoted are inclusive of GST.

Payment is required prior to the provision of service and must be received one week prior to the commencement of the exhibition move-in.

Services cannot be provided without prior payment.

Completed order forms should be returned to:

MCEC Exhibitor Services
Fax: (03) 9235 8121
Email: exservices@mcec.com.au

Should you have any queries please do not hesitate to contact Exhibitor Services.

We look forward to welcoming you to the Melbourne Convention and Exhibition Centre.

0.1.1 LOCATION MAP

0.2 EMERGENCY PLAN AND INFORMATION

This information is designed to assist you in running a smooth safe show by outlining some important safety aspects.

0.2.1 FIRE AWARENESS

It is illegal to do any of the following:

Block or congest emergency exits. (These can be recognised by green and white exit signs over the doors).
Block the access route to an emergency exit.
Obscure or cover emergency exit signs.
Store equipment or any other item in the fire stairs.
Chock open fire or smoke doors or any doors leading to fire stairs

Please also see section 1.4 Exhibits Requiring Approval in this exhibitor manual for further information.

MCEC MANAGEMENT WILL NOT CONDONE THESE PRACTICES AND ADHERENCE WILL BE STRICTLY ENFORCED.

0.2.2 EMERGENCY EVACUATION PROCEDURES

The MCEC has an Emergency Evacuation Plan to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. All MCEC staff will assist in the evacuation of large numbers of people if the need arises.

Organisers are required to assign designated fire wardens to be present for the duration of the event. In addition it is important for all occupants of the MCEC to be aware of the Emergency Evacuation Plan.

The MCEC has two alarms, which can be heard throughout the building if a fire alarm is activated or there is a pending emergency.

The first alarm is the ALERT ALARM which is a BEEP-BEEP-BEEP sound (similar to a truck reversing). On hearing this alarm, all trained wardens will attend the Wardens Phones and await instruction from the Senior Warden.

ALL OTHER STAFF MEMBERS AND OCCUPANTS WILL CONTINUE ON WITH THEIR NORMAL DUTIES.

The second alarm is the EVACUATION ALARM which is a WHOOP-WHOOP-WHOOP sound (similar to an air raid siren). This is the signal for the wardens to evacuate the area via the fire stairs. LIFTS ARE NOT TO BE USED. You will then be guided to move quietly and calmly to the Assembly Areas.

0.2.3 EMERGENCY EVACUATION ASSEMBLY AREAS

Assembly areas for the MCEC are located at:

Area	Evacuation Assembly Point 1	Evacuation Assembly Point 2
Melbourne Exhibition Centre	Tea House Area	John Batman Park
Melbourne Convention Centre	Flinders Wharf Park (across the new Yarra River footbridge)	John Batman Park

Please take the time to familiarise yourself with emergency exits, fire fighting equipment and evacuation assembly points so that you can assist patrons of your show to safety if required.

0.2.4 EMERGENCY EXITS – IMPORTANT

Please take time to familiarise yourself with emergency exits.

0.2.5 CONTROLLING RISKS

Safety and security can only be achieved with the full cooperation of all staff and clients.

0.2.6 REPORTING INCIDENTS / NEAR MISSES

Report all incidents or near misses to the event organiser, event security or MCEC Security Control Room on ext 8333 or (03) 9235 8333. This allows for tracking and rectification of hazards and common problems.

0.2.7 SAFETY VESTS AND CLOSED TOED SHOES

Due to an increased awareness from WorkSafe Victoria it is now mandatory for all exhibitors during move – in and out periods, to wear closed toed shoes and approved safety vests at all times.

Exhibitors and contractors will not be allowed entry to the exhibition floor unless closed toed shoes and safety vests are worn. Please contact your event organiser for further details.

0.2.8 ACCESSIBILITY

Accessibility Information

Through its Accessibility Action Plan, the Melbourne Convention and Exhibition Trust (MCET) works proactively to ensure that the Melbourne Convention and Exhibition Centre provides an environment for visitors, contractors and staff that is inclusive and addresses the needs of all users of our venue.

Parking is available for people with disabilities in the Melbourne Exhibition Centre car park. Accessibility parking locations are near entry doors 1, 6 and 10, which have lift access to the concourse and exhibition area on Level 1. To access Level 2 or Level 5 a separate elevator is located behind the customer service desk. Accessibility parking is also available in the South Wharf car park.

Easy access to trams and taxis is via a ramp outside the main Clarendon Street entrance.

Accessibility toilets are situated in the MEC behind the customer service desk, along the concourse and also on Level 2 next to the organiser's suites. Inside the exhibition area, toilets are located on either side of the kiosks.

A telephone providing ease of use for visitors in wheelchairs is located with our other public telephones on the MEC concourse.

A TTV telephone suitable for hearing-impaired people can be found adjacent to the ATMs on the MEC concourse.

Accessibility access to the Convention Centre is via the four main entrances. To access all levels of the Convention Centre, lifts are located within the main foyer.

Accessibility toilets are also available on each level of the Convention Centre. An ambulant toilet is available in all toilets situated within the Convention Centre.

Additional information regarding MCEC Accessibility Features is available via our website: http://www.mcec.com.au/plan-an-event/downloads

The Provision of MCEC Wheelchairs to the Public:

A limited number of wheelchairs are available for loan to guests on-site during events. This service is provided by the MCEC free of charge.

Guests can pre-book a wheelchair by contacting either MCC Concierge or MEC Customer Service on the contact numbers below.

We will require the following information:

- Date of the booking, i.e. today's date;
- Date and time the wheelchair is required; and
- Name of the borrower and contact telephone number

If a guest requests a wheelchair on-site without pre-booking, MCEC will require the name of the borrower, a contact telephone number and one form of ID.

When a guest returns a wheelchair to MEC Customer Service or MCC Concierge, the wheelchair will be checked to ensure it is still in good working order. Guests are advised that MCEC wheelchairs must not be used outside of the complex.

MCC Concierge: +61 3 9235 8310
MEC Customer Service: +61 3 9235 8302

0.3 PRIVACY

The Melbourne Convention and Exhibition Trust (MCET) respects your privacy and is committed to protecting the personal information you share with us in compliance with the Information Privacy Act 2000.

We will only collect this information when you place an order with Exhibitor Services at the Melbourne Convention and Exhibition Centre. Without this information we are restricted in our ability to service your requirements.

If you have any concerns and/or you wish to access your personal information please contact the Privacy Officer at privacy@mcec.com.au or (03) 9235 8000. A copy of the Privacy Policy can be obtained from the Privacy Officer or www.mcec.com.au

SECTION 1: SERVICE INFORMATION

Melbourne Exhibition Centre
2 Clarendon Street, South Wharf 3006

Melbourne Convention Centre
1 Convention Centre Place, South Wharf 3006

MCEC Exhibitor Services
Telephone: (03) 9235 8110
Facsimile: (03) 9235 8121
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1.1 CAR PARK LOCATION MAP

1.1.1 CAR PARKS

MEC Basement Car Park - Enter via Normanby Road

Corner of Montague and Munro Streets Car Park - Enter via Munro Street

Freeway Car Park - Enter via Normanby Road

South Wharf Retail Car Park (DFO Car Park) - Enter via Normanby Road or Convention Centre Place

Melbourne Convention Centre Car Park - Enter via Siddeley Street (not included in map above)

1.2 CAR PARK PRICING GUIDE

NOTE: ALL RATES ARE PROVIDED AS A GUIDE ONLY. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

1.2.1 MELBOURNE EXHIBITION CENTRE BASEMENT CAR PARK

Entry and Exit via Normanby Road - 24 Hour Operation		
Day Rate: Monday to Friday (to 6:00pm)		
0 - 1 hour	$10.00	Minimum
1 - 2 hours	$20.00	
2 - 3 hours	$30.00	
3 - 4 hours	$40.00	
4+ hours	$40.00	Maximum
Early Bird Rate: Monday to Friday (entry between 6:00am – 9:00am and exit between 3:00pm – 12:00am Midnight)		
Early Bird Rate	$13.00	Maximum
Evening Rate: Monday to Thursday (Entry after 6pm and exit before 6am)		
Night Rate	$12.00	
Weekend Rate: Per exit, per day (from 6:00pm Friday to 6:00am Monday)		
Weekend Rate	$15.00	Per exit, per day

The Melbourne Exhibition Centre Basement Car Park has a number of ticketing pay machines located within the car park adjacent to Entry Doors 1, 6, 8 and 10. Any enquiries please call the Wilson Car Park office (03) 9686 5260 or email to Wilson_mel197@bigpond.com.

1.2.2 CORNER OF MONTAGUE AND MUNRO STREETS CAR PARK

Enter via Munro Street		
Single Exit Tickets	$6.00 for 12 hours	Per 12 hours

Pay and Display ticketing machines are available for issue of valid parking tickets. Correct change is required for these units. Please note that the Melbourne Convention and Exhibition Centre and its car parks are "gazetted" areas with City of Melbourne parking infringements applying.

1.2.3 FREEWAY CAR PARK

NOTE: ALL EXHIBITORS ARE ENCOURAGED TO USE THIS CAR PARK

Located under the Westgate Bridge. Access via Normanby Road or Munro Street		
0 - 1 hour	$6.00	
1 - 2 hours	$12.00	
2 - 3 hours	$18.00	
3 - 4 hours	$24.00	
4 - 5 hours	$30.00	
5 - 6 hours	$36.00	
6 hours +	$36.00	Maximum
Lost Ticket fee	$50.00	
Evening Rate: Entry after 6pm and exit before 6 am the next day		
Flat Rate	$8.00	

1.2.4 SOUTH WHARF RETAIL / DFO CAR PARK

Enter via Normanby Road or Convention Centre Place - 24 hour Operation		
0 - 1 hour	$6.00	
1 - 2 hours	$12.00	
2 - 3 hours	$18.00	
3 - 4 hours	$24.00	
4 - 5 hours	$30.00	
5 - 6 hours	$36.00	
6 hours +	$36.00	Maximum
Lost Ticket fee	$50.00	
Evening Rate: Entry after 6pm and exit before 6 am the next day		
Flat Rate	$8.00	

1.2.5 SIDDELEY STREET CAR PARK

Enter via Siddeley Street – 24 Hour Operation		
Casual Rates: Monday to Friday (enter between 6am – 4pm)		
Per hour (or part thereof) for the first three hours	$8.00	
For each additional hour (or part thereof)	$4.00	
Lost Ticket Fee	$50.00	
Evening Flat Rate: Monday to Friday (enter after 4:00pm and exit before 6:00am next day)		
Flat Rate	$7.00	
Early Bird: Monday to Friday (entry between 6:00am – 9:00am and exit between 12pm & Midnight)		
Early Bird Rate	$13.00	
Saturday, Sunday & Public Holidays (enter after 6am and exit before 6am the next day)		
Weekend Rate	$7.00	

NOTE: EXHIBITOR SERVICES DO NOT PREBOOK ANY OF THE CAR PARKS ON BEHALF OF ANY EXHIBITORS, ORGANISERS OR GUESTS. PLEASE CONTACT THE WILSON CAR PARK OFFICE ON (03) 9686 5260 OR EMAIL TO Wilson_mel197@bigpond.com.

1.3 LOADING DOCK AND DELIVERIES

1.3.1 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOADING DOCK

Melbourne Convention and Exhibition Centre
Loading Docks - entry from Normanby Road
South Wharf Victoria 3006 Australia

1.3.2 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOADING DOCKS SPECIAL REQUIREMENTS

The Melbourne Exhibition Centre Loading Dock is a Self-Servicing Loading Dock. Refer to your organiser for details of the appointed freight handling company.

The MCEC will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to either Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

1.3.3 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOADING DOCK SERVICES

The following services are provided:

STORAGE – MELBOURNE EXHIBITION CENTRE

Shipping Containers freighted to the Melbourne Exhibition Centre Loading Dock can only be done by prior arrangement. Please contact Melbourne Exhibition Centre Loading Dock staff on (03) 9235 8385, thirty (30) working days prior to the container arriving at the Melbourne Exhibition Centre.

Storage charge is $60.00 per day per container including GST. Prior booking is essential as space is limited.

Trailers – Truck storage is available subject to availability. Charges do apply. Please contact the Loading Dock office on (03) 9235 8385.

STORAGE – MELBOURNE CONVENTION CENTRE

There is no storage available for exhibitors at the Melbourne Convention Centre. All enquiries must be directed to your Event Organiser or contact the Loading Dock Office on (03) 9235 8385.

LOADING DOCK ACCESS – MELBOURNE EXHIBITION CENTRE

All vehicles entering the Melbourne Exhibition Centre Loading Dock will be issued a 30-minute unloading permit. Parking infringements will be issued by authorised officers of the City of Melbourne for those vehicles exceeding the 30 minute unloading rule.

LOADING DOCK ACCESS – MELBOURNE CONVENTION CENTRE

All vehicles entering the Melbourne Convention Centre Loading Dock will be issued a 30-minute unloading permit. Parking infringements will be issued by authorised officers of the City of Melbourne for those vehicles exceeding the 30 minute unloading rule.

1.3.4 LOADING DOCKS DELIVERY LABEL

Goods will not be accepted unless the building facility below is identified.

DELIVERING TO WHICH BUILDING:	**EXHIBITION CENTRE BUILDING** Melbourne Convention and Exhibition Centre **Exhibition Centre entrance** Loading Dock – enter off Normanby Road South Wharf Victoria 3006 Australia ***OR*** **CONVENTION CENTRE BUILDING** Melbourne Convention and Exhibition Centre **Convention Centre entrance** Loading Dock – enter off Normanby Road South Wharf Victoria 3006 Australia
YOUR CONTACT NAME:	
YOUR CONTACT PHONE NUMBER:	
NAME OF EVENT:	
DATE OF EVENT:	
ROOM / AREA FOR DELIVERY:	
STAND NAME:	
STAND NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	
NOTE: The Melbourne Convention and Exhibition Centre staff will not accept pre deliveries outside the commencement of the event or sign for any deliveries on behalf on an exhibitor. Please arrange with your courier and or freight forwarder or freight company to deliver only during the licensed event period.	

1.4 EXHIBITS REQUIRING APPROVAL

Exhibitor displays that include food and beverage sampling/sales, animals, helium balloons or naked flames as part of their exhibit are required to submit a proposal in writing to the Melbourne Convention and Exhibition Centre Exhibitor Services department at exservices@mcec.com.au briefly outlining the purpose of the display and how it will be used. Please refer to the following procedures as a guideline.

1.4.1 FOOD AND BEVERAGE SAMPLING/SALES

For further information please refer to Food and Beverage Sampling Section 1.5.

1.4.2 ANIMALS

No animals or pets, with the exception of Seeing Eye dogs, are permitted in the Melbourne Convention and Exhibition Centre except as an approved exhibit, activity or performance legitimately requiring the use of animals. All animals permitted in the licensed area must be on a leash or in an enclosed pen under the control of a handler at all times and must comply with all the requirements prescribed by law for the exhibition of such animals and in compliance with the Prevention of Cruelty to Animals Act 1986. MCEC approval is required if you wish to use animals in your exhibit.

1.4.3 HELIUM BALLOONS

Exhibitors planning to use helium balloons as part of their exhibit are required to obtain MCEC approval. There is a minimum charge of $500 (inc GST) to retrieve loose balloons from the Melbourne Convention and Exhibition Centre ceiling.

1.4.4 NAKED FLAME

Proposals for the use of naked flame on stands must be submitted to the MCEC Management thirty (30) days prior to the commencement of the event. Naked flames include the use of cooking equipment, barbeques, heaters, candles, oil burners etc.

Stands using naked flames shall abide by the following instructions:

1 x 2.3kg fire extinguisher and/or a fire blanket shall be kept on the stand in an area accessible to the general public. This fire extinguisher shall be properly signed.
Under no circumstances will the stand be left unattended while the flame is alight.
No flammable material shall be within one metre of the flame.
Flames shall be extinguished 15 minutes prior to the stand being vacated at the end of the day. Flames will be situated so that members of the public cannot come into contact with the flame or any surface likely to burn the person or ignite their clothing.
Facilities used for cooking must have an automatic emergency cut-off switch.
Appropriate first aid equipment/items must be in place.

1.4.5 TOBACCO SAMPLES

Tobacco display, sales or samples are not permitted within the MCEC. The MCEC is a smoke free venue.

1.4.6 PORTABLE FIRE EXTINGUISHERS

For every stand that has a motor vehicle(s), the following will be the minimum equipment recommendations:

Up to three (3) motor vehicles per stand:

1 X 2.3kg, A:B:(E) dry powder extinguisher mounted in a prominent location in accordance with AS 2444:2001 Portable Fire Extinguishers.

Four (4) or more motor vehicles per stand:

2 X 2.3kg, A:B:(E) dry powder extinguishers mounted in a prominent location in accordance with AS 2444:2001 Portable Fire Extinguishers.

Nine (9) litre foam extinguishers to be strategically located so as to be available to a section (or group) of stands which have motor vehicles on display.

The foam extinguishers are for use on flammable liquids spilt on the floor of the MCEC. These extinguishers can be hired from fire safety equipment suppliers.

IGNITION KEYS ARE NOT TO BE LEFT IN THE VEHICLE AND ARE TO BE STRICTLY CONTROLLED BY THE EXHIBITOR DURING THE EXHIBITION.

1.4.7 LP GAS CYLINDERS

Exhibitions requiring the use of gas cylinders must submit full details to the Event Operations Department <u>one week</u> prior to the commencement of the exhibition. Each application is assessed with the safety of the public as its prime pre-requisite. The MCEC reserves the right to accept or reject any application.

Gas cylinders delivered onsite may be refused if the delivery was done without prior approval or if the representative of the exhibitor in attendance is not present to accept the cylinders.

Liquid Petroleum Gas (LPG) cylinders shall not exceed 9 Kg in size. Maximum of 2 per stand.

The installation and use of Gas Appliances and Gas Cylinders shall be undertaken in accordance with:

Australian Standard AS/NZS 1596:2008 The Storage and Handling of LPG Gas
AS 5601-2004 - Gas Installations

1.4.7.1 Storage of LP Gas Cylinders

All gas cylinders are to be removed from the building and returned each day.

Melbourne Exhibition Centre:

All LP gas cylinders are to be removed from the exhibition area overnight. The Melbourne Exhibition Centre has a gas cage located on the Loading Dock for the storage of gas cylinders overnight. Storage may be booked through the MCEC Loading Dock Manager. Please contact Exhibitor Services on (03) 9235 8110 or exservices@mcec.com.au for further details.

1.4.8 DISPLAYING MOTOR VEHICLES

Motor vehicles powered by flammable liquid and/or gas, may be displayed under the following conditions (please see sections 1.4.9 and 1.4.10):

1.4.9 FLAMMABLE LIQUID POWERED MOTOR VEHICLES

The fuel tank to contain more than 90% of the fuel capacity. The motor vehicle fuel filler cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons.

UNDER NO CIRCUMSTANCES IS FUEL TO BE DECANTED OR VEHICLES FILLED ON THE MCEC LOADING DOCKS.

1.4.10 FLAMMABLE GAS (LPG) POWERED MOTOR VEHICLES

LPG powered motor vehicles must have their systems fitted in accordance with AS/NZS1425:2007 LPG Gas Fuel Systems for Vehicle Engines. The LPG fuel tank must be isolated from the engine mechanically by closing the ‘Service Tap’ on the fitted fuel tank.

Motor vehicles powered by flammable liquid and/or gas, may be displayed under the following conditions:

LPG powered motor vehicles must have their systems fitted in accordance with AS/NZS1425:2007 LPG Gas Fuel Systems for Vehicle Engines.
The LPG fuel tank must be isolated from the engine mechanically by closing the ‘Service Tap’ on the fitted fuel tank.
The motor vehicles engine is to be run until all fuel in the fuel line and converter is exhausted.
Vehicles in exhibitions will not be started and run without the prior permission of the MCEC Management. To grant permission the MCEC Management will review safety precautions and the control of exhaust emissions. All such requests shall be made in writing.

1.4.11 STANDS REQUIRING ADDITIONAL SAFETY PRECAUTIONS

Should your exhibit feature any of the items listed below please contact your Exhibition Organiser for further information on the safety steps you may need to take, or written approvals that you may need to gain:

A second storey: Certification by an engineer is required for stands of two storeys or more where the second or subsequent storey will be occupied. A Form 11, approving the design of the structure must be lodged with the MCEC before construction begins. When construction is completed an Engineer must certify the structure by completing a Form 12, a copy of which shall be forwarded to the Exhibitions Manager. Where a stand is erected on Centre property that requires certification, as described above or a stand with a roof area greater than 18 m² and more than 3 metres in width, the person responsible must:
Install smoke detectors of the type, which comply with Australian Standard AS 3786-1993 and relevant amendments.
Install fire extinguishers which are of the A:B:(E) dry powder type. This extinguisher is safe to use in an environment where electricity may be present. The size and number will be specified by MCEC Management at the time and will correspond to the fire load present.
A solid ceiling or roof area more than 18 square metres.
A structure more than 3 metres high.
A motor vehicle.
Dangerous Goods as listed in the Dangerous Goods (Storage and Handling) Regulations 2000.
A discharge of noxious waste.
A LPG gas cylinder and overnight storage requirements.
A cylinder containing compressed gas.
A naked flame (e.g. a candle).
Lighting lower than 2.2 metres above floor level. All portable light fittings used in the MCEC are required to have Certificate of Approval or Suitability from an Australian or New Zealand Electrical Safety Regulator.

1.4.12 STAND MATERIALS

Materials used in stand construction must not cause dampness or stain or be readily ignitable or be capable of emitting toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) is strictly forbidden without the express approval of the Licensor. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times.

Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. MCEC management will require proof of treatment.

Moving machinery or equipment likely to injure a member of the public or a swimming pool containing water, must be separated from the public by a physical barrier and supervised. Provided that suitable and adequate provision is made to prevent water leaking onto the floor and the floor is otherwise protected, a Licensee may permit an exhibitor to display fountains, aquariums, spas, rock pools and swimming pools in the licensed area.

NOTE: NO CORE DRILLING OR FIXING INTO ANY FLOOR IS PERMITTED

1.4.13 STAND FLOORING

As per the MCEC Exhibition Stand Guidelines:

A stand may have up to a 32mm high lip without bevelling between 32mm and 115mm, bevelling of the edge must occur. This bevelling must not exceed an angle of 30 degrees or a grading of 1:1.4. This bevelling is to be incorporated within the stand space and not encroach out into the aisle way. All flooring that is over 115mm is classed as a step and if the public requires access, a wheelchair ramp needs to be installed, with a 1 metre high hand rail.

1.4.14 STAND VISIBILITY

MCEC requires that stands are open for visual inspection at all times. No stands are to be enclosed by any fabric or material at any time.

1.4.15 LIGHTING

All lighting must be 2.2 meters above the floor level. Any variation must be approved.

High-powered lights such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from Australian or New Zealand Electrical Safety Regulators.

1.4.16 TESTING AND TAGGING

It is a legal requirement in all temporary Exhibition work sites that all electrical equipment be tested and tagged. This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions.

1.4.17 SAFETY VESTS AND CLOSED TOED SHOES

Due to an increased awareness from WorkSafe Victoria it is now mandatory for all exhibitors during move – in and out periods, to wear closed toed shoes and approved safety vests at all times.

Exhibitors and contractors will not be allowed entry to the exhibition floor unless closed toed shoes and safety vests are worn. Please contact your event organiser for further details.

1.4.18 CHILDREN ON SITE OUTSIDE SHOW OPEN HOURS

Any person under the age of 15 years is prohibited from accessing MCEC exhibition halls during move in and move out periods.

Persons under the age of 15 years are not permitted on the MCEC loading docks without adult supervision at all times.

1.5 FOOD AND BEVERAGE SAMPLING

1.5.1 FOOD AND BEVERAGE SAMPLING WITHIN VICTORIA

The Victorian State Government food and liquor regulations that cover all distribution of food and beverage products will continue to be applied to all events held at the Melbourne Convention and Exhibition Centre.

The MCEC has exclusive rights for the sale and distribution of all food and drink. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors to the MCEC without the prior written approval of the MCEC. Generally, MCEC Management will not object to the distribution by exhibitors of food items, used as a means of demonstrating any product manufactured or supplied by the exhibitor, forming part of an exhibition. However the sale of such products is not permitted.

PLEASE SUBMIT ALL FOOD AND BEVERAGE APPROVAL PROPOSALS TO exservices@mcec.com.au ANSWERING THE FOLLOWING QUESTIONS

- What event are you exhibiting at?
- What you are sampling?
- Serving size of the samples you will be distributing?
- How many items you will be sampling per day/per event?
- How the distribution of these samples relates to your core business?
- Will you be selling this product and if so in what quantities?
- What is your stand name?
- What is your stand number?

As a rule, guidelines for the distribution of sample servings of food or beverages are as follows:

All Exhibitors wishing to distribute food or beverage must register a temporary food premises with the Melbourne City Council. Please refer your enquiry to the Melbourne City Council for further details.
Sample portions must be of a tasting style and size only - no larger than 50g or 50ml.
Samples must be given away free of cost.
Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
Exhibitors must obtain a Limited Liquor Licence from the Office of Director of Liquor Licensing in Victoria if they wish to provide alcoholic samples. Ph 1300 650 367
Sampling of alcoholic product can be conducted in the licensed area only.
Any person serving alcoholic beverages must hold a current Victorian RSA certificate that has been provided to the MCEC.
Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the Exhibitor.

The Victorian State Government food and liquor regulations require stands handling and serving food or beverage, to have washing facilities on their exhibition stand. Exhibitors can provide their own licensed plumber for connection of sinks and hot water services. If you require the services of a licensed plumber we would be happy to suggest a licensed plumber that you can contact directly. Please contact Exhibitor Services on (03) 9235 8110 or exservices@mcec.com.au.

1.5.2 IMPORTANT NOTE:

Beverage products are considered by the Melbourne City Council to be foodstuffs when dealing in the context of Food Handling and Safety and the issuance of temporary food premise licences. The MCEC has an expectation that all exhibitors will contact the Melbourne City Council in advance of their event to determine the Food Safety and Handling requirements for their beverage product(s).

1.5.3 ALCOHOL BEVERAGE SAMPLING

The Victorian Liquor Control Reform Act 1998 is the relevant legislation that covers the liquor licensing requirements for beverage samples. For one off or short-term events, where the serving of alcoholic samples is proposed, a Limited Licence must be obtained (See attached application form below), or visit the Victorian Liquor Licensing website www.justice.gov.au for further information or to download the application form in PDF format).

Please note that applications for limited licences should be lodged at least 35 days before the event commences. In some cases, you may be required to provide further information or a floor plan of the premises, or to publicly display a notice of the application.

The City of Melbourne Health Services Branch has provided the following guidelines for "Temporary Food Premises Operating at Special Events." For further information and to obtain a registration form please telephone the City of Melbourne on (03) 9658 8831.

1.5.4 HEALTH ACT REQUIREMENTS

Any exhibitor or person carrying out practices such as body piercing, tattooing, application of makeup, hairdressing, etc. to visitors to the MCEC, requires a Temporary Health Act Registration with the City of Melbourne.

Event organisers (and/or exhibitors) should contact the City of Melbourne Health Services Branch as early as possible prior to the event in order to ensure that any of the above practices carried out by exhibitors do not pose a risk to public safety.

An application form must be completed and returned to the City of Melbourne Health Services Branch at least 14 days prior to the date of the event. A registration fee negotiated between the City of Melbourne and the event organiser must be accompanied with each application, also prior to the date of the event. This fee is to be paid directly to the City of Melbourne Health Services Branch 2 weeks prior to the event. However if the proceeds from the operation of the stalls are to be donated to a charitable organisation running the event, this fee is not applicable. A site plan of the location of each stall is also required to be returned to this office. These details are crucial to the development of the health inspection and monitoring program for the event.

For more information please visit https://streatrader.health.vic.gov.au. If you need assistance using this website please call 1300 085 767.

1.5.5 ALCOHOL SALES/CONSUMPTION DURING MOVE IN/MOVE OUT

As part of the Melbourne Convention and Exhibition Centre continuous improvement policy for the management of Occupational Health and Safety there is a restriction on the sale and consumption of alcohol during move in - out periods of exhibitions.

A SafetyMAP Internal Audit highlighted concerns over alcohol and the operation of plant and equipment during move in/out. In response to this highlighted risk, no alcoholic beverages will be sold or served by the Melbourne Convention and Exhibition Centre via our kiosks and Stand Catering services during designated move-in and move-out periods.

1.5.6 WASHING FACILITIES ON STANDS

The Victorian State Government food and liquor regulations require stands handling and serving food or beverage, to have washing facilities on their exhibition stand. Exhibitors can provide their own licensed plumber for connection of sinks and hot water services. If you require the services of a licensed plumber we would be happy to suggest a licensed plumber that you can contact directly. Please telephone Exhibitor Services on (03) 9235 8110 or email exservices@mcec.com.au. Please refer to Utility Services Section 1.8.

1.6 EXHIBITION HALL DETAILS

The Melbourne Exhibition Centre has twenty (20) bays of exhibition space with a total floor area of 30,000 sqm. The floor area of each bay is 1,500 sqm. Maximum size hall is 30,000 sqm and the minimum size of tenancy is 3,000 sqm. Four operable walls can be placed in 13 locations to provide five areas of different sizes.

Clear height below trusses in the hall is 11.5m. The maximum clearance between trusses and the hall floor is 18m.

1.7 RIGGING

All rigging at the Melbourne Convention and Exhibition Centre must be done through MCEC approved rigging companies. Listed below are details of the MCEC approved rigging companies. Please contact them directly to discuss your requirements and to obtain a quote.

Clifton Productions Pty Ltd
84 – 88 Chifley Drive
Preston VIC 3072
Tel (03) 9484 8044
Fax (03) 9484 8166

Showtech Australia Pty Ltd
15 Capital Court
Braeside VIC 3195
Tel (03) 9587 7311
Fax (03) 9587 2500

Diversity Rigging Pty Ltd
GPO Box 1210K
Melbourne VIC 3001
Tel (03) 9585 4613
Fax (03) 9585 4619

Harry The Hirer
81 – 95 Burnley Street
Richmond VIC 3121
Tel (03) 9425 8666
Fax (03) 9429 6842

1.8 UTILITY SERVICES

It is the responsibility of the exhibitor to arrange connection from the service pit to equipment. If you require the services of a licensed plumber we would be happy to suggest a licensed plumber that you can contact directly. Please telephone Exhibitor Services on (03) 9235 8110 or email exservices@mcec.com.au.

Pit access fees specifically fund the cost of regular site service inspections to ensure the industry's best practice and safety standards have been applied. The fee of $38.50, applies to access only. It does not include connection of equipment to outlet.

All contractors, service technicians, tradespeople and exhibitor personnel who work in the Melbourne Convention and Exhibition Centre are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licences. (Apprentices must be supervised).

All wastewater must be discharged into a Melbourne Water sewer, in accordance with Melbourne Water By-Laws (Melbourne metro area) or discharged in accordance with local statutory laws.

1.8.1 MELBOURNE EXHIBITION CENTRE – FITTINGS

Cold water and waste systems are provided for use by exhibitors with outlets in each of the primary floor pits. Water is provided at a flow rate of 0.3 L/s in each primary floor pit and a waste outlet with a discharge rate of 6 L/s is also provided. If water is required at a greater flow rate, the operator may connect to more than one service pit, i.e. use two or three hoses.

Exhibitors requiring hose connections for water will need to provide a pressure hose (domestic garden hoses are not permitted) and a (15mm) ½" female threaded BSP fitting. A drain with grate is provided in the primary service pits. To connect to waste disposal exhibitors require a 40mm diameter BSP female socket.

To connect to compressed air supply, exhibitors require a 15mm (½") male connector to match a 15mm (female outlet) ball valve. Compressed air is of normal industrial quality. Regulators, filters and lubricators are to be provided by the exhibitor as required. The Melbourne Exhibition Centre can provide 25L/s (normal air @ 02-3C, 7 Bar pressure) to any 5000 sqm. exhibition space. Should a larger flow rate be required please telephone Exhibitor Services on (03) 9235 8110 two weeks prior to the event.

Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment.

1.9 TRADE PROMOTION LOTTERY

1.9.1 INFORMATION ON THE CONDUCT OF A TRADE PROMOTION LOTTERY THAT HAS A TOTAL RETAIL PRIZE VALUE OF $5000 OR LESS:

This type of trade promotion lottery does not require a permit.

No fee shall be required from any person for the right to participate in the lottery. This does not prevent a person from being required to purchase a genuine product or service to be eligible to enter. In addition, no participant can be required to incur a cost of more than 55 cents to enter. (This is to cover postage or a telephone call – it cannot be an entry fee)

(If the individual value of a prize in the lottery exceeds $250 the name of the winner must be published in a newspaper circulating generally in Victoria. However, if the total value of prizes for the lottery is less than $500 but an individual prize exceeds $250, the name of the winner only needs to be published in a newspaper circulating generally in the area.

The winner(s) must be notified in writing.

All entry forms and promotional material must include:

i) the closing date of the lottery, and
ii) when and where the lottery will be drawn, and
iii) the means by which the winner will be notified; and
iv) the conditions of entry if any.

Entrants in a lottery must not be required to be present at the drawing of the lottery to be eligible to participate, unless the draw is to take place within 24 hours of commencement and the only means of entry is at the premises where the draw will take place. e.g. at a trade expo and the draw will be conducted at the conclusion of the day.

For any further information please contact the Minor Gaming Unit, Victorian Commission for Gambling Regulation on 03 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au. Further information and applications forms if required can be found on Victorian Government website at www.vcgr.vic.gov.au.

1.9.2 IMPORTANT NOTICE

A permit must be obtained from the Director of Gaming and Betting to conduct a Trade Promotion Lottery in Victoria where the total retail value of the prize/s exceed $5000.

SECTION 2: SERVICE ORDER FORMS

Melbourne Exhibition Centre
2 Clarendon Street, South Wharf 3006

Melbourne Convention Centre
1 Convention Centre Place, South Wharf 3006

MCEC Exhibitor Services
Telephone: (03) 9235 8110
Facsimile: (03) 9235 8121
Email: exservices@mcec.com.au

Melbourne Convention and Exhibition Centre
Postal Address
GPO Box 777
Melbourne Victoria
Australia 3001

Please note the above postal address is for MCEC internal receipients only. All event related items must be delivered by courier, or freight forwarder, to either the Melbourne Exhibition Centre or Melbourne Convention Centre Loading Docks

2.1 EXHIBITOR SERVICES ACCOUNT FORM

Name of Event:			
Event Dates:			
Stand Name:			
Stand No.:			
Company:			
ABN / ACN: (Australian Business / Company Number)			
Contact Name:			
Position:			
Address:			
	Suburb:	Post Code:	State:
Telephone:		Facsimile:	
Email:		Mobile:	

Please indicate your requirements on the following pages and return this form and all relevant order forms, no later than seven (7) days prior to the commencement of the event.

Please return your completed forms to email forms to exservices@mcec.com.au or fax to 03 9235 8121. Please ensure all fields are completed.

Once your order has been received and processed, you will be sent a Proforma Tax Invoice confirming your order details. Please log in to the MCEC online payment system to make payment as per instructions provided by Exhibitor Services. No services will be provided until payment is received.

All service charges are current and subject to change without notice.

Information Privacy Act 2000 – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust (MCET) Privacy Policy is available from our web site www.mcec.com.au , Reception or Customer Service.

Advised of MCET Privacy Policy: ❑ Yes ❑ No

I hereby give my consent to use and disclose information on this form in accordance with the advised Use and Disclosure Statement. I have been advised of the MCET Privacy Policy and how to obtain a copy of the policy.

Signature: _____ Date: _____

2.2 COMMUNICATIONS SERVICES

2.2.1 TELEPHONE SERVICES

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au or fax to (03) 9235 8121.

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM AND COMMUNICATION LINE FLOOR PLAN INCLUDED

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Exhibition Services on (03) 9235 8110 or exservices@mcec.com.au.

SERVICE	PRICE (Per Event)	SERVICE DEPOSIT
DIGITAL PHONE LINE & HANDSET Local/STD/Mobile Access is provided standard with every service International Call Access Yes / No Quantity required ☐ **Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines**	$110.00 per line	$220.00 per line *Includes deposit for handset.*
ANALOGUE FAX LINE Local/STD/Mobile Access is provided standard with every service International Call Access Yes / No Quantity required ☐	$110.00 per line	$165.00 per line

SERVICE	PRICE (Per Event)	SERVICE DEPOSIT
ANALOGUE EFTPOS LINE Quantity required ☐	$110.00 per line	$165.00 per line
ANALOGUE DIRECT LINE (PSTN) Quantity required ☐	$269.50 per line	N/A
ISDN CONNECTION (ONRAMP2) (2 weeks notice required) Quantity required ☐	$693.00 per line	N/A

2.2.2 TELEPHONE SERVICE INFORMATION

All phone, facsimile and EFTPOS connections at the MCEC require the user to dial “0” to obtain an outside line.

Exhibitors are required to arrange their own EFTPOS Machine. This can be obtained from their Bank or Financial Institution or alternatively they can provide their own.

Digital phone handsets and equipment are delivered to stands on the last day of event move-in or earlier by request of the exhibitor.

Digital phone handsets that are issued will not work if removed from the building. Handsets will be collected at the conclusion of the event, however if you wish to leave before it has been collected please return it to Customer Service or call on (03) 9235 8302 for it to be collected. Lost or damaged handsets will be charged at up to $450.00.

A call deposit is required for each line to cover call charges and for loss of equipment. The unused portion is refundable after the conclusion of the event when the charges have been calculated. Please note that a receipt of call charges may take up to 3 days post event.

Exhibitors requiring ISDN Connection (Onramp 2) Services are required to book 2 weeks prior to the delivery date.

Exhibitors are advised that the ISDN Connection (Onramp 2) is inclusive of the Network Terminating Unit but does not include an ISDN Terminal Adapter or Router. Exhibitors wishing to use the OnRamp 2 Service are required to provide their own ISDN Terminal Adapter or Router.

All calls made from the MCEC are charged at the following rates.

CALL TYPE	CALL CHARGES
Local Calls	44 cents flat rate
STD / Mobile Calls	44 cents per minute
IDD Calls	44 cents per minute

2.2.3 WIRELESS INTERNET ACCESS

Visitors to the Melbourne Convention and Exhibition Centre will have access to free wireless internet, a first for any centre in the country. For additional information please contact Exhibitor Services on 03 9235 8110.

M CONNECT - FREE WI-FI

This service would:

Be shared by all conference delegates, event attendees and general public in the building during your event. This service would not be just for event delegates and is not designed to provide a guaranteed number of concurrent users for a particular event in a particular location.

Have a maximum bandwidth of 512kb/s. The actual bandwidth will be influenced by the number and density of concurrent users.

Require individual users to subscribe (free of charge) to the service via a login page agreeing to a set of terms and conditions*. Individual users will need to re-subscribe (free of charge) to the service after 12 hours or once the 100MB download limit is reached.

Be delivered by in-house wireless access points (WAPs) and provide coverage extending throughout the venue including meeting rooms, exhibition bays, the Plenary and all other public spaces.

Be suitable for the following applications:

basic internet browsing
web based email
Facebook, Twitter
MSN Messenger
Yahoo Messenger
Skype calls including video
Google Talk
IMAP / POP3 / SMTP email

This service does not support:
streaming video,
VPN connections
peer to peer file sharing

PLEASE NOTE:

Wireless is a less secure service and download speeds will vary depending on the number of users on the service at any one time. Wireless signal strength can also vary depending on geographical location and other items interfering with the signal. For best results we recommend the use of 5GHz (IEEE 802.1 1 n-2009 standard) wireless compatible devices. Previous standards are supported but results can vary in line with the inherent limitations of these standards and associated devices.

Clients who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service.

* A full set of MCEC Wireless Terms of Use are available from the MCEC Wireless portal.

2.2.4 BROADBAND INTERNET ACCESS

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au.

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM AND COMMUNICATIONS LINE FLOOR PLAN INCLUDED

NOTE: ONCE YOUR DOWNLOAD ALLOWANCE IS REACHED, EXCESS DATA IS CHARGED AT 10c PER Mb

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Exhibition Services on (03) 9235 8110 or exservices@mcec.com.au.

SERVICE	1 - 7 DAY PRICE (DOWNLOAD ALLOWANCE)	8 - 14 DAY PRICE (DOWNLOAD ALLOWANCE)
BROADBAND INTERNET– 256 Kbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$225.00 (1GB) ☐	$315.00 (2GB) ☐
BROADBAND INTERNET – 512 Kbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$270.00 (2GB) ☐	$405.00 (4GB) ☐
BROADBAND INTERNET – 1 Mbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$405.00 (4GB) ☐	$532.00 (6GB) ☐
BROADBAND INTERNET – 2 Mbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$532.00 (6GB) ☐	$654.00 (8GB) ☐

SERVICE	1 - 7 DAY PRICE (DOWNLOAD ALLOWANCE)	8 - 14 DAY PRICE (DOWNLOAD ALLOWANCE)
BROADBAND INTERNET – 6 Mbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$828.00 (10GB) ☐	$1260.00 (15GB) ☐
BROADBAND INTERNET – 10 Mbps 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer	$1260.00 (15GB) ☐	$1620.00 (20GB) ☐

The following address will allow you to periodically check your usage. Simply enter the address provided below whilst you are connected to your MCEC Broadband service http://internet.mecc.com.au:7011/myUsage.

PLEASE NOTE:

The MCEC will not manage, monitor or support any third party devices connected to our network such as network switches, routers or wireless routers Should it be discovered that these devices pose either a security risk to the MCEC network or create network issues we will be forced to disconnect, remove or disable any such devices in order to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure (including the MCEC wireless network and M Connect).

PERIPHERAL BROADBAND SERVICES	COST PER CONNECTION	NUMBER OF CONNECTIONS REQUIRED
ADDITIONAL CONNECTION – PRIVATE IP ADDRESS WITH CABLE Required to connect an additional computer. 1 per each additional computer	$22.00	
ADDITIONAL CONNECTION – PUBLIC IP ADDRESS WITH CABLE See section 2.2.5 below. 1 per additional computer	$44.00	
TECHNICAL ASSISTANCE		
COMPUTER CONFIGURATION I require assistance in configuring my computer(s). Minimum Charge of ½ hour	$41.25 per half hour	

2.2.5 ADDITIONAL CONNECTIONS

Additional IP's are required when more than one computer is to be connected to a broadband service. Irrespective of whether you are providing your own hub/switch and cables.

By default private IP's are assigned for your security, however public IP addresses are available for specific requirements. Some Virtual Private Networks (VPN) and server applications may require public IP addresses.

2.2.6 BROADBAND INTERNET ACCESS – SERVICE INFORMATION

Please note for connection to our Broadband Internet you will need to have your computer set to obtain IP and DNS addresses automatically from our DHCP server. This is the standard operating system default. Administrator access is required if you require the MCEC to configure your computer with these settings. Ideally your administrator can configure these details for you.

Broadband Internet Access price includes the internet access itself through the supplied network cable for the nominated amount of downloads. We can help you configure your computer with the appropriate settings to access our Broadband connection. For other computer related issues you should contact your administrator, computer vendor or IT support. We may be able to assist with some queries, however please note that a labour charge will be incurred and we do not take responsibility for problems with your computer.

Broadband Services do not pass through any firewalls to allow maximum access to our end users, however by default are private IP addresses which offer some protection from the outside world. Computer Security and Virus Protection remains the responsibility of the client. We recommend that virus protection with the latest virus definitions be installed and that all operating systems patches and updates also be installed. MCEC accepts no responsibility for clients computers contracting viruses or having security compromised once connected to the Internet. We will ensure that the Internet Connection is functioning correctly.

Broadband Services provided are not for resale or sharing with other exhibitors. Offenders will be disconnected and further action may be taken.

MCEC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.

2.2A COMMUNICATION LINE FLOOR PLAN

NOTE: THIS FORM IS A MANDATORY REQUIREMENT FOR ANY COMMUNICATIONS ORDERS. PLEASE INCLUDE THIS PAGE WHEN PLACING AN ORDER

DELIVERY DETAILS			
Connection Date:	/ /	Time:	
Disconnection Date	/ /		
Stand Name:			
Stand Number:			
Custom Flooring:	YES / NO	Floor Plan Included:	YES / NO

SERVICE LOCATION	
Please draw a representative plan of your stand and mark your ordered services on this plan. (Please show all solid walls). If you already have a floor plan please attach to this order instead.	
P = Phone Line	*Back Of Stand*
F = Fax Line	
E = EFTPos Line	
B = Broadband Line	
D = Direct Line	
I = ISDN Line	
	Front Of Stand

2.3 BUSINESS SUPPORT EQUIPMENT

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au.

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM AND BUSINESS SUPPORT DELIVERY/PICK FORM INCLUDED

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Exhibition Services on (03) 9235 8110 or exservices@mcec.com.au.

ITEM	1 DAY PRICE (QUANTITY REQUIRED)	2 DAY PRICE (QUANTITY REQUIRED)	3 - 7 DAY PRICE (QUANTITY REQUIRED)	8 - 14 DAY PRICE (QUANTITY REQUIRED)
DESKTOP COMPUTER PACKAGES (INC DELIVERY AND INSTALLATION)				
Intel Core 2 Duo, 2.66Ghz Desktop Computer 2Gb RAM, 160Gb HDD, 22" LCD Display, Keyboard & Mouse	$165.00 ☐	$231.00 ☐	$367.00 ☐	P.O.A ☐
Intel Core 2 Duo, 2.10Ghz Desktop Computer, 2Gb RAM, 80Gb HDD, 22" LCD Display Keyboard & Mouse	$111.05 ☐	$154.00 ☐	$248.25 ☐	P.O.A ☐
LAPTOP COMPUTER PACKAGES (INC DELIVERY AND INSTALLATION)				
Centrino Duo 2.5Ghz , 2Gb RAM, 250Gb HDD, DVD-RW, 15.6" Screen	$165.00 ☐	$231.00 ☐	$367.00 ☐	P.O.A ☐
Centrino Duo 1.66Ghz , 1Gb RAM, 80Gb HDD, DVD-RW, 15.6" Screen	$111.05 ☐	$154.00 ☐	$287.00 ☐	P.O.A ☐

ITEM	1 DAY PRICE (QUANTITY REQUIRED)	2 DAY PRICE (QUANTITY REQUIRED)	3 - 7 DAY PRICE (QUANTITY REQUIRED)	8 - 14 DAY PRICE (QUANTITY REQUIRED)
COMPUTER MONITORS (INC DELIVERY AND INSTALLATION)				
22” LCD Screen with Table Stand (1366 X 768 pixels – 720p)	$120.00 ☐	$180.00 ☐	$290.00 ☐	P.O.A ☐
26” LCD Screen with Table Stand (1366 X 768 pixels – 720p)	$151.00 ☐	$224.00 ☐	$298.00 ☐	P.O.A ☐
32” LCD Screen with Table Stand (1366 X 768 pixels – 720p)	$192.00 ☐	$292.00 ☐	$400.00 ☐	P.O.A ☐
5m VGA Cable *(To connect computer to LCD screen)* 	$10.00 ☐	$20.00 ☐	$30.00 ☐	P.O.A ☐
PRINTERS (INC DELIVERY AND INSTALLATION)				
B&W Laser Printer - 33ppm <u>Additional</u> Printing/Consumables Deposit ($25/ day) B&W Copies – 8c per copy 	$199.00 ☐	$199.00 ☐	$270.00 ☐	P.O.A ☐
Colour Laser Printer - 22ppm <u>Additional</u> Printing/Consumables Deposit ($25/day) B&W Copies – 8c per copy Colour Copies – 8c per copy 	$217.50 ☐	$217.50 ☐	$326.25 ☐	P.O.A ☐

ITEM	1 DAY PRICE (QUANTITY REQUIRED)	2 DAY PRICE (QUANTITY REQUIRED)	3 - 7 DAY PRICE (QUANTITY REQUIRED)	8 - 14 DAY PRICE (QUANTITY REQUIRED)
MULTIFUNCTION UNITS (INC DELIVERY AND INSTALLATION)				
B&W Multifunctional Laser - 22ppm *Printer / Scanner / Fax / Copier* Additional Printing/Consumables Deposit ($25/day) B&W Copies – 8c per copy (Fax Line Not Included)	$110.00 ☐	$163.00 ☐	$218.00 ☐	P.O.A ☐
FAX MACHINES (INC DELIVERY AND INSTALLATION)				
Laser Fax Machine Additional Printing/Consumables Deposit ($25/day) B&W Copies – 8c per copy (Fax Line Not Included)	$90.00 ☐	$130.00 ☐	$170.00 ☐	P.O.A ☐
HIGH VOLUME PHOTOCOPIER (INC DELIVERY)				
Colour/B&W High Volume Copier up to 45ppm *Collating / Sorter / Stapler* Additional Printing/Consumables Deposit ($25/day) B&W Copies – 8c per copy Colour Copies – 35c per copy	$528.00 ☐	$924.00 ☐	$1122.00 ☐	P.O.A ☐

2.3A AUDIO VISUAL EQUIPMENT ORDER FORM

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au.

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM AND BUSINESS SUPPORT DELIVERY/PICK FORM INCLUDED

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Exhibition Services on (03) 9235 8110 or exservices@mcec.com.au.

ITEM	**1 DAY PRICE** (QUANTITY REQUIRED)	**2 DAY PRICE** (QUANTITY REQUIRED)	**3 - 7 DAY PRICE** (QUANTITY REQUIRED)	**8 - 14 DAY PRICE** (QUANTITY REQUIRED)
LCD SCREENS (INC DELIVERY AND INSTALLATION)				
26" LCD SCREEN with Table Stand (1366 X 768 pixels – 720p)	$151.00 ☐	$224.00 ☐	$298.00 ☐	P.O.A ☐
32" LCD SCREEN with Table Stand (1366 X 768 pixels – 720p)	$192.00 ☐	$292.00 ☐	$400.00 ☐	P.O.A ☐
55" LCD SCREEN with 1.8m Floor Stand *Subject to availability* (1920 X 1080 pixels – 1080p)	$410.00 ☐	$820.00 ☐	$1230.00 ☐	P.O.A ☐

ITEM	1 DAY PRICE (QUANTITY REQUIRED)	2 DAY PRICE (QUANTITY REQUIRED)	3 - 7 DAY PRICE (QUANTITY REQUIRED)	8 - 14 DAY PRICE (QUANTITY REQUIRED)
PLASMA SCREENS (INC DELIVERY AND INSTALLATION)				
NOTE: SPEAKERS FOR PLASMA SCREEN ARE COMPLIMENTARY BUT MUST BE REQUESTED				
42" PLASMA SCREEN with 1.8m Floor Stand *(Laptop Not Included)* (1366 X 768 pixels – 720p) Speakers Yes ☐ No ☐	$360.00 ☐	$720.00 ☐	$1080.00 ☐	P.O.A ☐
50" PLASMA SCREEN with 1.8m Floor Stand (1366 X 768 pixels – 720p) Speakers Yes ☐ No ☐	$480.00 ☐	$960.00 ☐	$1440.00 ☐	P.O.A ☐
61" PLASMA SCREEN with 1.8m Floor Stand (1366 X 768 pixels – 720p) Speakers Yes ☐ No ☐	$600.00 ☐	$1200.00 ☐	$1800.00 ☐	P.O.A ☐

ITEM	1 DAY PRICE (QUANTITY REQUIRED)	2 DAY PRICE (QUANTITY REQUIRED)	3 - 7 DAY PRICE (QUANTITY REQUIRED)	8 - 14 DAY PRICE (QUANTITY REQUIRED)
PERIPHERALS (INC DELIVERY AND INSTALLATION)				
DVD PLAYER - DOMESTIC 	$40.00 ☐	$80.00 ☐	$120.00 ☐	P.O.A ☐
5m VGA CABLE (To connect computer to screen) 	$10.00 ☐	$20.00 ☐	$30.00 ☐	P.O.A ☐
IPTV SERVICE - Digital 'Free to Air' TV *RCA / HDMI / Remote Control* 	$196.00 per Event + $196.00 Refundable Deposit ☐			

AUDIO SUPPORT (INC DELIVERY AND INSTALLATION)				
SPRUIKER PA KIT - 240V Battery *Includes handheld radio microphone & speaker stand* 	$181.60 ☐	$277.95 ☐	$429.00 ☐	P.O.A ☐
CUSTOM PA SYSTEMS Designed to meet your specific event requirements Includes: Lectern with Microphone, CD Player, Radio Microphone, Speakers etc. Please contact Exhibitor Services to discuss your specific needs.	P.O.A ☐			

2.3B BUSINESS SUPPORT DELIVERY/PICK-UP

NOTE: THIS FORM IS A MANDATORY REQUIREMENT FOR ANY BUSINESS SUPPORT ORDERS. PLEASE INCLUDE THIS PAGE WHEN PLACING AN ORDER.

NOTE: EQUIPMENT HIRE CHARGE IS ONLY APPLICABLE ON EXHIBITION OPEN DAYS

DELIVERY DETAILS			
I require my equipment to be delivered by:	/ /	Time:	
PICK UP DETAILS			
I require my equipment to be picked up at:	/ /		
Stand Name:			
Stand Number:			
Custom Flooring:	YES / NO	Floor Plan Included:	YES / NO

Conditions of Hire:
All prices listed are including GST.
The hire fee includes Government stamp duty and damage waiver.
The damage waiver does not include theft.
A cancellation fee will apply to any orders cancelled less than 3 working days prior to the event.

SERVICE LOCATION
Please draw a representative plan of your stand and mark your ordered equipment on this plan. (Please show all solid walls). If you already have a floor plan please attach to this order instead.
Back Of Stand *Front Of Stand*

2.4 UTILITY SERVICES

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au.

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

It is the responsibility of the exhibitor to arrange a licensed plumber to connect equipment to the service pit to their equipment. Please refer to the service information section for details of fittings required. If you require the services of a licensed plumber, we would be happy to suggest one.

Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied. Position of water and compressed air access is limited. Please check with your event organiser for location details.

WATER CONNECTIONS	ACCESS FEE PER PIT	USAGE PER 1000 LITRES	NO. OF SERVICES REQUIRED	NUMBER OF DAYS REQUIRED
Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	$38.50 (Access Only)	$2.20 / 1000 Litres *(approx.)* Number of Litres Required _____		
All wastewater must be discharged into a Melbourne Water sewer, in accordance with Melbourne Water By-Laws (Melbourne metro area) or discharged in accordance with local statutory laws				

COMPRESSED AIR	ACCESS FEE PER PIT	USAGE PER DAY	NO. OF SERVICES	NUMBER OF DAYS REQUIRED
Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	$38.50 (Access Only)	$22.00		
Air Flow Rate (Litres per second):				
Pressure (Kpa) :				

CONNECTION DETAILS			
Connection Date:	/ /	Time:	
Disconnection Date	/ /		
Stand Name:			
Stand Number:			

2.5 COFFEE MACHINE WITH A SKILLED BARISTA

Green Cup Espresso has been the sole contractor for specialised espresso vending within the Melbourne Convention and Exhibition Centre for over ten years.

Our Espresso Packages provide an effective way of attracting guests and clients to your stand by creating a hospitable and vibrant café atmosphere. We have a strong focus on sustainable specialty coffee with expertise in catering for both exhibitor stands as well as entire events. Our extensive range of equipment can be customised to your stand's existing bench or we have numerous freestanding coffee carts available.

Our packages include a skilled barista serving our exceptional local Small Batch Specialty Coffee, Swiss-water decaf, premium hot chocolate, four varieties of loose leaf tea, organic chai latte with the option of full cream, skinny or soy milk.

Please visit www.greencupespresso.com.au for more information.

STANDARD ESPRESSO PACKAGE (8 oz cup size)
$210.00 per hour (inc GST):

Skilled Barista
Minimum 4 consecutive hours operation
Charged in half hour increments
Includes a daily total of 50 cups average per hour of operation
If 50 cup average is exceeded, each additional cup is $2.95 (inc GST) calculated daily

EVENT ESPRESSO PACKAGE (8 oz cup size)
$320.00 per hour (inc GST):

Two Skilled Baristas
Minimum of 4 consecutive hours operation
Charged in 15 minute increments
Includes a daily total of 100 cups average per hour of operation
If 100 cup average is exceeded, each additional cup is $1.95 (inc GST) calculated daily

ADDITIONAL BARISTA
$39 per hour minimum 4 hours

An Additional Barista can be added to either package
This is recommended for high volume catering or added service

Please refer to the Espresso Package Order Form on the next page.

2.5.1 ESPRESSO PACKAGE ORDER FORM

Please indicate your requirements below and return together with the Exhibitor Services Account form to exservices@mcec.com.au.

Event Name:	
Stand Name & Number:	
Date and Times:	
Contact Name:	
Mobile Phone Number:	

Please indicate your requirements below:

☐ **STANDARD** Espresso Package

OR

☐ **EVENT** Espresso Package

☐ Additional Barista Required

Agree to Terms below:
Bookings are subject to availability
Package cannot be guaranteed unless booked at least four days prior to operation
An installation fee of $55 per hour will apply if the site is not as per the specifications of the booking
Any damage of losses will be billed to the user
Stand Builder to be advised of Stand Build Requirements

☐ Require **FREE STANDING COFFEE CART** and Agree to Stand Build Requirements on following page

OR

☐ Providing **OWN BENCH OR COUNTER** and Agree to Stand Build Requirements on following page

2.5.2 STAND BUILD REQUIREMENTS

Please ensure that Stand Builders receive the following requirements:

FREE STANDING COFFEE CART

Coffee Cart dimensions: Width 1750mm x Depth 770mm

Cart must be placed within allocated stand floor space with suitable queuing and workspace surrounding the cart
Smaller and larger coffee carts are available upon request
Refrigeration/ice chest will be provided

Power Supply: Responsibilty of Exhibitor / Stand Builder to arrange

1 x 20 amp power supply required for espresso machine
1 x 10 amp power supply is required for the coffee grinder and fridge
Both power outlets are to be located directly under the coffee cart

NOTE: EVENT ESPRESSO PACKAGES SUGGESTED FLOOR SPACE IS 3m X 3m LOCATED ABOVE 3 PHASE PIT ACCESS

PROVISION OF OWN BENCH OR COUNTER

Minimum bench dimensions: Width 1200mm x Depth 600mm

Storage space directly below bench top is required for water bottles, wastewater container and consumables: H 750mm x W 750mm x D 600mm
A 60mm diameter hole is required in the centre of the bench top for the machine power cord, water intake hose and wastewater hose to access below storage compartment
We suggest that the Exhibitor/Stand Builder arranges/provides a small under bench refrigerator (not to be placed in allocated storage space below espresso machine)
Bench height should be 900-950mm one tier level surface
Bench top must support espresso machine and grinder approx. 70kgs

Power Supply: Responsibilty of Exhibitor / Stand Builder to arrange

1 x 20 amp power supply required for espresso machine
1 x 10 amp power supply is required for the coffee grinder and fridge
Both power outlets are to be located directly under the coffee cart

2.6 STAND CATERING GUIDELINES FOR ORDERING

The Melbourne Convention and Exhibition Centre has the sole catering rights to all food and beverage products.

Exhibitors are not permitted to bring food and beverage into the MCEC from outside sources. Exceptions only apply in circumstances related to food and/or beverage tastings.

To ensure we can accommodate your stand catering request, we require a minimum 3 working days notice. Please note that we require 72 hours notice for order cancellations. If cancellations are received after this time, the full charge will apply. Please note that in certain circumstances minimum quantities apply.

If you require staff hire there is a minimum 4 consecutive hour shift, the rates per hour are:

Monday-Friday	$39.00
Saturday	$42.00
Sunday	$47.00

All of the above rates are inclusive of GST. Please note 48 hour notice is required for staff hire.
*Staff hire rates are subject to change without notice.

Please note the following in relation to stand catering:

There is a minimum order of 10 people per menu and orders placed for more than this number must be increased by increments of 10 people. For example, Menu 2 could be ordered for 20 people, but not for 15.

All stand catering is delivered and dropped off to your stand on catering trolleys and is self-serviced. All trolleys are for delivery drop offs only and are not left on stands. It is the responsibility of the exhibitor to have appropriate bench space for all their stand catering orders.

MCEC does not supply furniture or stand equipment to stands. Items such as refrigeration and waste disposal must be arranged by the exhibitor. Please contact your stand builder or external exhibition hire company if these items are required.
It is the responsibility of the exhibitor to ensure all non disposable equipment is accounted for upon equipment collection from stands. The cost of any lost equipment will be on charged to the exhibitor.

An authorised signatory MUST be present at the stand at all delivery times stated on the Stand Catering Order Form. (This includes bump in/out times).

The Melbourne Convention and Exhibition Centre can offer an extensive menu selection if you wish to cater for more than 50 guests. Please telephone Exhibitor Services on (03) 9235 8110 or email exservices@mcec.com.au for further information or if you require a custom item quotation.

2.6.1 STAND CATERING ORDER FORM

Please fill out all fields below detailing your order

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU # or ITEM CODE	MENU DESCRIPTION	QTY	COST
TOTAL COST				**$**		

Please return your completed form to exservices@mcec.com.au or fax (03) 9235 8121

2.6.2 STAND CATERING MENU

MENU 1A – Nespresso Machine Semi Automatic 370mm Height x 560mm Width x 392mm Depth	
**** Bookings are subject to availability** **** 10 amp power required**	
50 Nespresso assorted coffee pods	
10 Tea bags	
10 Hot Chocolate sachets	
2 Litres of Milk	
Heat Barrier Cups	**$190.00 (per event)**
Sugar sticks and stirrers	
IMPORTANT NOTE: On your Stand Catering Order Form please specify a time for each day you would like MCEC staff at your stand to set your machine ready for use. If the machine will be in a locked area of your stand, please indicate a time when your stand will be manned to provide access for a MCEC staff member. Milk that has been in canister during the day cannot be put in fridge overnight and re used the next day. You will need to order fresh milk everyday ($5 for 2L) at the same time you require your machine set up.	
Operational Information: (Functionalities) Fresh Milk is stored in a 1 litre thermal container which remains cold for up to 8 hours. Frothing or steaming milk with a simple press of a button, takes approximately 20 seconds. The semi – automatic pod insertion and ejection assists with the cleanliness and daily maintenance of the machine. With the innovative double head extraction system, it can prepare two coffees simultaneously. It also includes a hot water dispenser, and contains removable water tanks (2 x 3 litres each).	

MENU 1B – 100 Cup Hot Water Urn	
**** 10 amp power required**	
80 Coffee Sachets	
20 English Breakfast / Herbal Tea	
2 Litres of Milk	
Heat Barrier Cups	
Sugar sticks and stirrers	**$220.00 (per event)**
NOTE: If your stand has no fridge, you can hire an ice bucket for $5.00 per day. Just add the item to the Stand Catering Order Form	

MENU 1C – 36 Cup Coffee & Tea Urn	
** No power required	
2 x 12 Cup Urns of Freshly Brewed Coffee	
12 Cup Hot Water Thermo Unit	
12 English Breakfast / Herbal Tea bags	
2 Litres of Milk	
Heat Barrier Cups	
Sugar sticks and stirrers	**$80.00 (per day)**

NOTE: If your stand has no fridge, you can hire an ice bucket for $5.00 per day. Just add the item to the Stand Catering Order Form

Additional Stock	Cost
12 Cup Hot Water Thermo Unit with 12 Tea Bags	$27.50
12 Cup Freshly Brewed Coffee	$27.50

Replenishment Stock for Menu 1A, 1B and 1C	Cost
Nespresso Pods	$3.20 ea
50 Cups and Saucers (teaspoons also supplied)	$50.00
10 Cups and Saucers (teaspoons also supplied)	$10.00
10 Coffee Sachets	$15.00
10 Tea Bags	$17.50
10 Premium Hot Chocolate Sachets	$30.00
2 Litres Milk	$4.50
1 Litre Soy Milk	$4.00
Disposable Black Ripple Heat Barrier Cups - Qty 50	$12.00
Ice Bucket Hire – (for milk) *Holds a maximum of 2 x 2L bottles*	$5.00 ea – per day
Sugar and stirrers (with order)	FOC

ALL DAY BREAKFAST

MENU 2 – Breakfast Package (30 pieces)	$82.00 catering for 10 pax
Danish pastries, croissants, banana bread served with maple butter	
Minimum 10 people / Maximum 50 People	

ADDITIONAL BREAKFAST ITEMS

MENU 2A	$45.00 catering for 10 pax
Egg and bacon muffins	

MENU 2B	$38.00 catering for 10 pax
Toasted fruit and nut muesli cup with vanilla yoghurt and fresh fruit	

MENU 2C	$35.00 catering for 10 pax
Fresh fruit and frozen yoghurt energy boost drink	

BREAK PACKAGES

MENU 3 – Sweet and Savoury Break (20 pieces)	$60.00 catering for 10 pax
A selection of sweet and savoury homemade muffins	
Minimum 10 people / Maximum 50 People	

MENU 4 – Tea Break (30 pieces)	$75.00 catering for 10 pax
Sticky fig and ginger loaf	
Spiced carrot and walnut cake	
Spiced raspberry and almond friands	
Minimum 10 people / Maximum 50 People	

MENU 5 – Chocoholic Break (30 pieces)	$75.00 catering for 10 pax
Chocolate cannoli	
Chocolate macadamia brownie	
Dark choc chip and walnut cookies	
Minimum 10 people / Maximum 50 People	

BREAK PACKAGES

MENU 6 – Savoury Break (20 pieces)	**$60.00 catering for 10 pax**
Ham and cheese croissants	
Tomato and olive calzones	
Minimum 10 people / Maximum 50 People	

MENU 7 – Ice Cream Break (12 pieces) *Served in iced punch bowl*	**$48.00 catering for 10 pax**
Homemade individual ice-creams	
Homemade individual sorbets	
Minimum 10 people / Maximum 50 People	

MENU 7A	**$40.00 catering for 10 pax**
Homemade individual ice-creams	

MENU 7B	**$40.00 catering for 10 pax**
Homemade individual sorbets	

NOTE: HOMEMADE ICE-CREAM AND SORBET FLAVOURS ARE SUBJECT TO SEASONAL CHANGE. PLEASE CONTACT EXHIBITOR SERVICES FOR MOST UP TO DATE VARIETIES OR IF YOU HAVE A SPECIFIC REQUEST

SANDWICH PACKAGES

MENU 8 – Sandwich Selection - Option 1 (50 pieces)	**$170.00 catering for 10 pax**
Roasted Sher wagyu beef with gherkins and mayonnaise on sourdough	
Pita wrap with chunky hummus, low fat sour cream, fresh coriander, zahtar spice, red onions cucumber and mesclun	
Homemade prosciutto on rye bread with smoked cheese and homemade tomato relish	
Minimum 10 people / Maximum 50 People	

SANDWICH PACKAGES

MENU 9 – Sandwich Selection - Option 2 (50 pieces)	**$170.00 catering for 10 pax**
Double smoked ham with eggplant jam on ciabatta rolls	
Chicken Caesar salad in traditionally baked Turkish bread rolls	
Char grilled pumpkin, ricotta with fennel on a wholemeal pumpkin seed roll	
Minimum 10 people / Maximum 50 People	

MENU 10 – Sandwich Selection – with Tokyo Rolls (50 pieces)	**$180.00 catering for 10 pax**
Whole meal meister roll with avocado, cucumber, tomato, basil, yoghurt dressing, spinach and matured cheddar	
Pepper cured ocean trout on mini bagels with red onions and baby capers	
Selection of Tokyo rolls with soy sauce	
Minimum 10 people / Maximum 50 People	

MENU 11 – Sandwich Selection – with Rice Paper Rolls (50 pieces)	**$190.00 catering for 10 pax**
Tandoori chicken pita wrap with cucumber raita	
Honey smoked ham in a casalinga baguette with mustard dressing and cheddar	
Vegetarian rice paper rolls with nam prik sauce	
Minimum 10 people / Maximum 50 People	

SOMETHING EXTRA

MENU 12 – Tokyo Rolls with Soy Sauce (30 pieces)	**$180.00 catering for 10 pax**
Tokyo rolls filled with:	
Japanese omelette, avocado, mayonnaise	
Teriyaki chicken, avocado, red pepper	
Crab, cucumber, mayonnaise	
Atlantic salmon, cucumber and wasabi	
Minimum 10 people / Maximum 50 People	

SOMETHING EXTRA

MENU 13 – Vietnamese Rice Paper Rolls with Nam Prik Sauce (30 pieces)	**$200.00 catering for 10 pax**
Vietnamese rice paper rolls filled with:	
Peking duck with hoisin	
Teriyaki chicken	
Prawn and vegetable	
Vegetarian with coriander and chilli	
Minimum 10 people / Maximum 50 People	

MENU 14 – Victorian Cheese Platter	**$100.00 catering for 10 pax**
A platter of hand selected Victorian cheeses with quince paste. Served with lavoche and water crackers	
Minimum 10 people / Maximum 50 People	

MENU 15 – Fruit Platter	**$70.00 catering for 10 pax**
A platter of fresh local and tropical fruit served with homemade vanilla yoghurt	
Minimum 10 people / Maximum 50 People	

ADDITIONAL MENU ITEMS

Menu Item	**Cost**
Whole Fruit	$1.50 per piece
A selection of freshly baked cookies: 1kg box	$45.00 (30 pieces)
A selection of freshly baked cookies: 2kg box	$80.00 (60 pieces)
Roasted mixed nuts 1kg bag *(served in bowl)*	$18.00
Hot mixed nuts 1kg *(served in bowl)*	$16.50
Samboy Chips plain flavour 45g *(served in bowl)*	$3.00

NOTE: LOST OR DAMAGED CROCKERY WILL BE ON-CHARGED TO THE EXHIBITOR

2.7.1 SORBET & ICE CREAM FREEZER PACKAGE

Please complete your order details in the 2.6.1 Stand Catering Order Form

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

Sorbet/Ice Cream Freezer Package (180 serves)
Outer dimensions - 122cm length x 69cm width
Height - 121cm (83cm base, 38cm glass height)

** Bookings are subject to availability
** 10 amp power required

PACKAGE INCLUDES:
Freezer Hire (holds a maximum 7 tubs at one time)
3 x Ice Cream/Sorbet Tubs
(5 Litres each – 60 serves per tub)
Flavours are seasonal
Napkins
Choice of:
- 180 waffle cones; or
- 180 MCEC branded cups and spoons; or
- Combination of both

$450.00 (per day)

IMPORTANT NOTE: To comply with MCEC health and safety standards, an MCEC staff member is required to scoop and serve the ice cream/sorbet. Exhibitors are unable to provide their own staff. This charge is in addition to the daily Package rate.

Staff hire rates per hour are:

Monday-Friday	$39.00
Saturday	$42.00
Sunday	$47.00

All of the above rates are inclusive of GST.

Please note 48 hour notice is required for staff hire.

A minimum 4 consecutive hour shift applies

*Staff hire rates are subject to change without notice.

Additional Tubs:
Additional tubs can be arranged at the cost of $100.00 each. One 5 litre tub provides approximately 60 serves.

All ice cream and sorbet are made on site at the MCEC and flavours are seasonal. To enquire about the current flavours available, please contact Exhibitor Services (03) 9235 8110 or exservices@mcec.com.au. Specific flavours may be available upon request (subject to availability).

NOTE: ALL ORDERS MUST BE RECIEVED 10 DAYS PRIOR TO THE COMMENCEMENT OF THE EVENT

NOTE: The ice cream freezer will have a blank front, branding panels (as pictured) is the responsibility of the Exhibitor should they wish to do so. Please contact Exhibitors Services for further information.
Signage Dimensions - 119cm (length) X 32cm (width)

2.7.2 JUICE PACKAGE

Please complete your order details in the 2.6.1 Stand Catering Order Form

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

Dimensions
Machine – 580mm height x 500mm width
Bench – 1100mm height x 1500mm length x 820mm depth

** Bookings are subject to availability
** 10 amp power required

PACKAGE INCLUDES:

Juice machine hire
100 juice portions (4oz cup)
Select 2 of the following flavours:

Orange, carrot & ginger
Apple, orange, & celery
Watermelon, apple & mint
Pineapple, lime & honey dew melon

$230.00 (per day)

IMPORTANT NOTE: To comply with MCEC health and safety standards, an MCEC staff member is required to blend and serve juices. Exhibitors are unable to provide their own staff. This charge is in addition to the daily package rate.

Staff hire rates per hour are:

Monday-Friday	$39.00
Saturday	$42.00
Sunday	$47.00

All of the above rates are inclusive of GST.

Please note 48 hour notice is required for staff hire.

A minimum 4 consecutive hour shift applies

*Staff hire rates are subject to change without notice.

Additional Juice:

Additional juice can be arranged in sets of 50 for $110.00

All juices are made on site at the MCEC and flavours are seasonal. Specific flavours may be available upon request (subject to availability). Please contact Exhibitor Services on (03) 9235 8110 or exservices@mcec.com.au.

NOTE: ALL ORDERS MUST BE RECIEVED 10 DAYS PRIOR TO THE COMMENCEMENT OF THE EVENT

2.8 STAND CATERING GUIDELINES FOR ORDERING BEVERAGES

STAND CATERING / STAFF BEVERAGE ORDERS

The Melbourne Convention and Exhibition Centre has the sole catering rights to all beverage products.

Exhibitors are not permitted to bring any beverages (alcoholic and non-alcoholic) and/or water coolers into the MCEC from outside sources. Exceptions only apply in circumstances related to beverage tastings.
* Written approval from Exhibitor Services must be received before tastings can take place.

Stand Catering beverages are available for your staff during your event. All beverages are delivered to your stand cold.

NOTE: BEVERAGES ARE DELIVERED WITHOUT ACCOMPANIMENTS.
ALL SERVING BOWLS, ICE, GLASSES ETC. MUST BE ORDERED SEPARATELY.

It is recommended that exhibitors use a fridge to accommodate large beverage orders and/or keep smaller orders chilled. The MCEC does not hire out fridges. All fridges must be arranged by the exhibitor.

All equipment (tables, furniture, waste disposal etc.) must be arranged by the exhibitor. The MCEC does not hire out this equipment

ALCOHOLIC BEVERAGES

Please note that under Victorian State legislation, service of alcohol requires staff with current Victorian Responsible Service of Alcohol Certification.
The number of service staff required will be determined by the size of your order.
Please note that alcohol will not be delivered to your stand prior to staff starting times.

If you require staff hire there is a minimum 4 consecutive hour shift, the rates per hour are:

Monday-Friday	$39.00
Saturday	$42.00
Sunday	$47.00

All of the above rates are inclusive of GST. Please note 48 hour notice is required for staff hire.
*Staff hire rates are subject to change without notice.

No alcohol is to be consumed on the exhibition floor during designated move-in periods and 30 minutes prior to and during move out periods.

GUEST ENTERTAINING / COCKTAIL PARTY BEVERAGE ORDERS

If you wish to entertain guests or serve alcohol on your stand, please contact Exhibitor Services on (03) 9235 8110 or exservices@mcec.com.au for further information.

2.8.1 STAND BEVERAGE MENU

Please complete your order details in the 2.6.1 Stand Catering Order Form

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

NON-ALCOHOLIC BEVERAGES

Item Code	Beverage Item	Size	Cost
A	12 x Still Water	400ml	$32.00
B	12 x Plain Mineral Water	300ml	$36.00
C	12 x Assorted Mineral Water *Plain, Orange & Passionfruit, Lemon & Lime & Orange*	300ml	$36.00
D	12 x Assorted Soft Drinks *Coke, Diet Coke, Sprite, Lift, Fanta*	390ml	$36.00
E	12 x Assorted Fruit Juices *Orange, Apple, Apple & Blackcurrant,* *Apple & Mango & Banana*	350ml	$36.00
F	6 x Mother Energy Drinks	500ml	$27.00
G	1 x Highball Glass Hire	per glass	$1.10

ALCOHOLIC BEVERAGES

Item Code	Beverage Item	Size	Cost
H	6 x Boag's Draught	375ml	$37.50
J	6 x Boag's Premium Light	375ml	$34.50
K	1 x Beer Glass Hire	per glass	$1.10
NOTE: PRICES ARE AVAILABLE ON REQUEST FOR OTHER VARIETIES			

ALCOHOLIC BEVERAGES

Item Code	Beverage Item	Size	Cost
L	1 x Sparkling Wine	750ml	$35.00
M	1 x Champagne Flutes Hire	per glass	$1.10
NOTE: 5 x CHAMPAGNE FLUTES PER BOTTLE ORDERED ARE PROVIDED FREE OF CHARGE, UP TO A MAXIMUM OF 30 GLASSES			
N	1 x Bottle of White Wine (Chardonnay, Sauvignon Blanc, Riesling, Pinot Grigio)	750ml	$32.00
O	1 x Bottle of Red Wine (Shiraz, Cabernet, Pinot Noir)	750ml	$32.00
P	1 x Wine Glass Hire	per glass	$1.10
NOTE: 5 x WINE GLASSES PER BOTTLE ORDERED ARE PROVIDED FREE OF CHARGE, UP TO A MAXIMUM OF 30 GLASSES			
NOTE: PRICES ARE AVAILABLE ON REQUEST FOR OTHER VARIETIES			

ADDITIONAL ITEMS

Item Code	Item	Cost
Q	1 x Water Cooler Unit (supplied for duration of event)	$115.50
R	1 x 15 Litre Water Bottle	$24.00
S	1 x Water Cooler Cups *(packet of 100)*	$12.50
T	1 x Clear Plastic 425ml Cups *(packet of 50)*	$9.00
U	1 x Bag of Ice	$5.50
V	Punch Bowl (hire per bowl per event)	$10.00
NOTE: PUNCH BOWLS HOLD A MAXIMUM OF 24 SOFT DRINK/JUICE BOTTLES		

2.9 FOOD AND BEVERAGE OUTLET ACCOUNT CARD ORDER FORM

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

The Food and Beverage Outlet Account Card is available at the following MCEC outlets:

Kiosks
M Café
Green Cup Coffee Carts
Exhibitor Lounge

Exhibitors at the Melbourne Exhibition Centre wishing to purchase food and beverage from the above outlets may opt to charge their purchases to a prepaid Account Card.

To arrange a Food and Beverage Outlet Account Card please fill out the grid below. Once your Account Card order has been processed a tax invoice will be issued requesting payment to be made in order to activate your card.

Once your nominated credit limit has been reached, authorisation by the account holder only will be required to increase the credit limit. This may be done onsite at the Melbourne Exhibition Centre customer service desk.

Any credit unused at the conclusion of the event will be refunded upon confirmation and distribution of final invoices.

NOTE: PLEASE RETAIN ALL RECEIPTS AS CHARGES ARE NOT ITEMISED
GST IS CHARGED AT THE POINT OF SALE – PLEASE RETAIN ALL RECEIPTS FOR DETAILS OF GST INCURRED

Credit limit required:	$
Number of cards required:	
Account cards are required to be collected at Customer Service desk on:	/ /
Office Use Only - Account Card Number:	#

2.10 STAND CLEANING ORDER FORM

EVENTS AT THE MELBOURNE EXHIBITION CENTRE

The Melbourne Exhibition Centre does not offer stand cleaning services. If you wish to arrange stand cleaning please speak to your Event Organiser directly.

EVENTS AT THE MELBOURNE CONVENTION CENTRE

NOTE: YOUR ORDER CANNOT BE PROCESSED WITHOUT AN EXHIBITOR SERVICES ACCOUNT FORM

The Melbourne Convention Centre offers exhibitors stand cleaning at a $1.10 per square metre. Stand cleaning will see your stand dusted and vacuumed prior to the opening of the exhibition each day.

If you require stand cleaning during the event, please indicate your stand cleaning requirements in the grid below.

Day Required	Date Required	Stand Size	Cost ($) per day
Monday		X Quoted Rate sqm	
Tuesday		X Quoted Rate sqm	
Wednesday		X Quoted Rate sqm	
Thursday		X Quoted Rate sqm	
Friday		X Quoted Rate sqm	
Saturday		X Quoted Rate sqm	
Sunday		X Quoted Rate sqm	
TOTAL		X Quoted Rate sqm	