

# EXHIBITOR SERVICES KIT

## Melbourne Convention and Exhibition Centre

### **Melbourne Exhibition Centre**

2 Clarendon Street, South Wharf 3006

Email: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

### **Melbourne Convention Centre**

1 Convention Centre Place, South Wharf 3006

Email: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

## Melbourne Convention and Exhibition Centre

GPO Box 777

Melbourne Victoria

Australia 3001

Telephone: (03) 9235 8000

Facsimile: (03) 9235 8001

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

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## 0.1 OVERVIEW

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

**Section 1** - Explanatory notes on services provided.

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

**Section 2** – Service Order Forms

Pricing current at the time of producing this manual are provided, along with relevant order forms.

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 detailing your method of payment.

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 with payment should be returned to:

Melbourne Convention and Exhibition Centre  
Exhibitor Services  
GPO Box 777  
Melbourne Victoria  
Australia 3001  
Tel: (03) 9235 8110  
Fax: (03) 9235 8121  
Email: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

Should you have any queries please don't hesitate to telephone the Exhibitor Services Department.

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

## 0.2 EXHIBITOR EMERGENCY PLAN

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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 Stands Requiring Approval in this exhibitor manual.

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

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

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

## 0.3 PRIVACY

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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](mailto: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](http://www.mcec.com.au)

## SECTION 1: SERVICE INFORMATION

**Melbourne Convention and Exhibition Centre**  
GPO Box 777  
Melbourne Victoria  
Australia 3001  
Telephone: (03) 9235 8000  
Facsimile: (03) 9235 8001  
Email: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)



# 1.1 CAR PARKING RATES

## 1.1.1 MELBOURNE EXHIBITION CENTRE CAR PARK RATES

<b>BASEMENT CAR PARK</b>		
<b>Entry and Exit via Normanby Road - 24 Hour Operation</b>		
<b>Day Rate: Monday to Friday (to 6:00pm)</b>		
0 - 1 hour	\$8.00	Minimum
1 - 2 hours	\$16.00	
2 - 3 hours	\$24.00	
3 - 4 hours	\$32.00	
4+ hours	\$32.00	Maximum
<b>Early Bird Rate: Monday to Friday (entry between 6:00am – 9:00am and exit between 3:00pm – 12:00am Midnight)</b>		
Early Bird Rate	\$12.00	Maximum
<b>Evening Rate: Monday to Thursday (Entry after 6pm and exit before 6am)</b>		
Night Rate	\$11.00	
<b>Weekend Rate: Per exit, per day (from 6:00pm Friday to 6:00am Monday)</b>		
Weekend Rate	\$13.00	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) 9224 0301 or email to [Wilson\\_mel197@bigpond.com](mailto:Wilson_mel197@bigpond.com).

## 1.1.2 FREEWAY CAR PARK RATES

<b>FREEWAY CAR PARK</b>		
<b>Located at Munro Street under the Westgate Bridge. Access via Normanby Road and Munro Street</b>		
0 - 1 hour	\$4.00	
1 - 2 hours	\$8.00	
2 - 3 hours	\$12.00	
3 - 4 hours	\$16.00	
4 - 5 hours	\$20.00	
5 - 6 hours	\$24.00	

6 hours +	\$28.00	Maximum
Lost Ticket fee	\$50.00	
<b>Evening Rate: Entry after 6pm and exit before 6 am the next day</b>		
Flat Rate	\$8.00	

**NOTE:** All Exhibitors are encouraged to use this car park.

### 1.1.3 SOUTH WHARF RETAIL CAR PARK RATES

<b>SOUTH WHARF RETAIL CAR PARK Enter via Normanby Road - 24 hour Operation</b>		
0 - 1 hour	\$4.00	
1 - 2 hours	\$8.00	
2 - 3 hours	\$12.00	
3 - 4 hours	\$16.00	
4 - 5 hours	\$20.00	
5 - 6 hours	\$24.00	
6 hours +	\$28.00	Maximum
Lost Ticket fee	\$50.00	
<b>Evening Rate: Entry after 6pm and exit before 6 am the next day</b>		
Flat Rate	\$8.00	

Prices are subject to change without notice.

### 1.1.4 MELBOURNE CONVENTION CENTRE / SIDDELEY STREET CAR PARK RATES

<b>MELBOURNE CONVENTION CENTRE CAR PARK Enter via Siddeley Street – 24 Hour Operation</b>		
<b>Casual Rates: Monday to Friday (enter between 6am – 4pm)</b>		
Per hour (or part thereof) for the first three hours	\$8.00	
For each additional hour (or part thereof)	\$4.00	
<b>Evening Flat Rate: Monday to Friday (enter after 4:00pm and exit before 6:00am next day)</b>		
Flat Rate	\$5.00	

<b>Early Bird: Monday to Friday (entry between 6:00am – 9:00am and exit between 12pm &amp; Midnight)</b>		
Early Bird Rate	\$11.00	
<b>Saturday, Sunday &amp; Public Holidays (enter and exit between 6am &amp; 6am next day)</b>		
	\$5.00	

### 1.1.5 CORNER OF MONTAGUE AND MUNRO STREETS CAR PARK RATES

<b>CORNER OF MONTAGUE AND MUNRO STREETS CAR PARK (PAY &amp; DISPLAY) Enter via Munro Street</b>		
Single Exit Tickets	\$5.00 for 12 hours	Per 12 hours
Prices are inclusive of GST		

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 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOCATION MAP



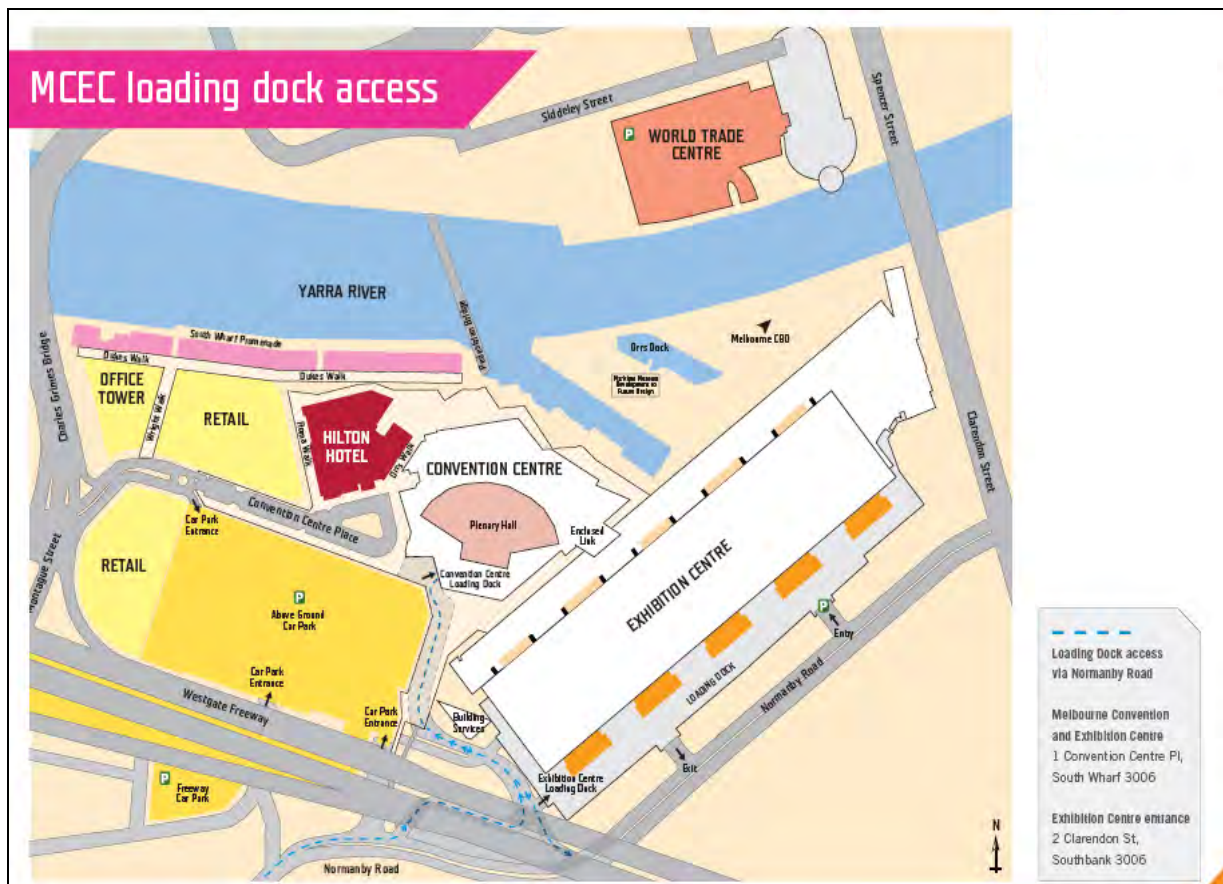
### 1.2.1 CAR PARKS

- MEC Basement Car Park - Enter via Normanby Road
- Freeway Car Park - Enter via Munro Street
- South Wharf Retail Car Park - Enter via Normanby Road
- Melbourne Convention Centre Car Park - Enter via Siddeley Street (not included in map above)
- Corner of Montague and Munro Streets Car Park - Enter via Munro St.

## 1.3 DELIVERIES

### 1.3.1 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOADING DOCK

Melbourne Convention and Exhibition Centre  
Exhibition Centre building entrance, and  
Convention Centre building entrance  
Loading Dock – enter off 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.

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



## 1.4 EXHIBITS REQUIRING APPROVAL

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Exhibitor displays that include animals, helium balloons or food tastings as part of their exhibit are required to submit a proposal in writing to the Melbourne Convention and Exhibition Centre 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 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.

### 1.4.2 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 \$330 to retrieve loose balloons from the Melbourne Exhibition Centre exhibition hall ceiling.

### 1.4.3 TOBACCO SAMPLES

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

### 1.4.4 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 Event Services 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 m<sup>2</sup> 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.

#### 1.4.5 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.**

#### 1.4.6 STAND FLOORING

As per the MEC 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.

#### 1.4.7 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.

#### 1.4.8 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.

#### 1.4.9 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:

- A 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.

#### 1.4.10 DISPLAYING MOTOR VEHICLES

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

#### 1.4.11 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.

#### 1.4.12 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.

#### 1.4.13 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.

#### 1.4.14 LP GAS CYLINDERS

Exhibitions requiring the use of gas cylinders must submit full details to the Event Operations Department One week 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

##### 1.4.14.1 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.

#### 1.4.15 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.

#### 1.4.16 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

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

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

## 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 MCET. 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 venue approval proposals to [exservices@mcec.com.au](mailto:exservices@mcec.com.au) detailing the item/s, quantities, and relation to the core business.

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.
- 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
- Sample portions must be of a tasting style and size only - no larger than 50ml.
- Sampling of alcoholic product can be conducted in the licensed area only.
- 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 telephone Exhibitor Services on (03) 9235 8110.

### 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](http://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 on (03) 9658 8831 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 by each applicant 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.

#### **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.

## 1.6 EXHIBITION HALL DETAILS

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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.

## 1.8 UTILITY SERVICES

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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.

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, \$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.

### 1.8.2 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.

## 1.9 TRADE PROMOTION LOTTERY

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### 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](mailto: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](http://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

### MCEC SERVICE ORDER FORMS:

- 1. Return all relevant Service Order Forms to:**  
Exhibitor Services Department via facsimile: +61 3 9235 8121

Completed order forms with payment should be returned to:  
Melbourne Convention and Exhibition Centre  
Exhibitor Services  
GPO Box 777  
Melbourne Victoria  
Australia 3001  
Tel: (03) 9235 8110  
Fax: (03) 9235 8121

- 2. All prices are inclusive of GST.**

## 2.1 EXHIBITOR SERVICES ACCOUNT FORM

Name of Event:		
Event Dates:		
Stand Name:		
Stand No.:		
Company:		
Contact Name:		
Position:		
Address:		
	State:	Post Code:
Telephone:	Facsimile:	
Mobile:	E-Mail:	

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 fax number +61 3 9235 8121 or email forms to [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

Once your order has been received and processed, you will be sent a Proforma Tax Invoice and Payment Authorisation Form confirming your order details. Please complete the Payment Authorisation Form and return via fax to +61 2 9235 8071 or email to [remittance@mcec.com.au](mailto:remittance@mcec.com.au). 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](http://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 ORDER FORM

### 2.2.1 TELEPHONE SERVICES



Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Exhibitor Services Account Form has been attached

Order cannot be processed without the completed details below and the Exhibitor Services Account Form.

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 Communication Services on (03) 9235 8160 or Email [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

SERVICE	PRICE (Per Event)	SERVICE DEPOSIT
<b>DIGITAL PHONE LINE &amp; HANDSET</b> International Call Access Yes / No Quantity required <input type="text"/> <b>Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines</b>	\$110.00 per line	\$220.00 per line  <i>Includes deposit for handset.</i>
<b>FACSIMILE LINE</b> International Call Access Yes / No Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
<b>EFTPOS LINE</b> Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
<b>DIRECT LINE (PSTN)</b> Quantity required <input type="text"/>	\$269.50 per line	N/A
<b>ISDN ONRAMP2</b> (2 weeks notice required) Quantity required <input type="text"/>	\$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.

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 2 weeks post event.

All phone and fax lines are enabled with LOCAL, STD, IDD and MOBILE call access unless specified otherwise.

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

Exhibitors are advised that the ISDN Onramp2 connection is inclusive of the Network Terminating Unit but does not include an ISDN Terminal Adapter or Router. Exhibitors wishing to use the OnRamp2 service are required to provide their own ISDN Terminal Adapter or Router.

All calls made from the MCEC are charged at the following rates. International calls will be charged at the carrier rates applicable at the time of the event and will be settled after the event when the call details are available.

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

CALL TYPE	CALL CHARGES
Local Calls	44 cents flat rate
STD / Mobile 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. Event organisers will have the option of upgrading to a platinum wireless service designed specifically for their delegates. Your Technology Services Coordinator will be able to assist you in determining the best available solution to meet your event specific requirements.

#### **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 256Kb/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 web based email, Facebook, Twitter and basic internet browsing. This service does support applications such as Skype, streaming video, VPN connections and peer to peer file sharing.

#### **M CONNECT - PLATINUM Wi-Fi .**

This service would:

- Be specifically for your conference delegates.
- Allow unrestricted internet access\*\*\* with increased bandwidth for individual users.
- Allow for a custom SSID with your event name and a custom authentication method.
- Be tailored to meet the needs of your event in terms of coverage, speed (bandwidth) as well as the number and density of concurrent users.
- Be delivered by in-house wireless access points (WAPs), augmented with event specific high density WAPs deployed at required locations for the duration of the event.
- Be suitable for running internet based workshops in rooms.
- Include generous download allowances.

The cost for this service would depend upon your specific event requirement.

**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 802.11n-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. <http://www.mcec.com.au/Utility/MCEC-Information/wireless-terms.html>

\*\*\*Consideration may need to be made in relation to access of peer to peer file sharing sites as excessive downloads and reduced bandwidth have been experienced on some events.

**BROADBAND INTERNET**

Highspeed broadband (cabled) Internet access can be provided to any room in the venue. This includes the Exhibition Centre bays and Convention Centre foyers.

Services range in price depending upon the duration the service is provided and the required bandwidth. The following table provides a sample of services available. Custom services can be provided to meet larger bandwidth or download requirements.

INTERNET SERVICE AND BANDWIDTH	INCLUDED DOWNLOAD ALLOWANCE	SERVICE DURATION OPTIONS
Broadband Internet – 256 Kbps	1GB	1-7 Days or 8-14 Days
Broadband Internet – 512 Kbps	1.5GB	1-7 Days or 8-14 Days
Broadband Internet – 1 Mbps	2GB	1-7 Days or 8-14 Days
Broadband Internet – 2 Mbps	4GB	1-7 Days or 8-14 Days
Broadband Internet – 6 Mbps	8GB	1-7 Days or 8-14 Days
Broadband Internet – 10 Mbps	10GB	1-7 Days or 8-14 Days

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.mcec.com.au:7011/myUsage>.

Once your download allowance is reached, excess data is charged at 10c per Mb.

**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.

## 2.2.4 BROADBAND INTERNET ACCESS



Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Order cannot be processed without the completed details below and the Exhibitor Services Account Form.

Please refer to the Service Information section below for additional details. You must sign and return this information with your orders. For additional information please contact Communication Services on (03) 9235 8160 or Email [TSDSales@mcec.com.au](mailto:TSDSales@mcec.com.au)

SERVICE	1 - 7 DAY PRICE	7 – 14 DAY PRICE
<b>BROADBAND INTERNET– 256 Kbps (1Gb download Included)</b> 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  <input type="checkbox"/>	\$520.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 512 Kbps (1.5Gb download included)</b> 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.	\$330.00  <input type="checkbox"/>	\$640.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 1 Mbps (2 Gb download included)</b> 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.	\$455.00  <input type="checkbox"/>	\$900.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 2 Mbps (4 Gb download included)</b> 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.	\$900.00  <input type="checkbox"/>	\$1760.00  <input type="checkbox"/>

<b>BROADBAND INTERNET – 6 Mbps (8 Gb download included)</b>  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.	\$1500.00  <input type="checkbox"/>	\$3000.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 10 Mbps (10 Gb download included)</b>  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.	\$2200.00  <input type="checkbox"/>	\$4400.00  <input type="checkbox"/>

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>.

Once your download allowance is reached, excess data is charged at 10c per Mb.

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.

<b>PERIPHERAL BROADBAND SERVICES</b>		
<b>Private IP Addresses</b>	<b>COST PER CONNECTION</b>	<b>NUMBER OF CONNECTIONS</b>
<b>ADDITIONAL CONNECTION – PRIVATE IP ADDRESS WITH CABLE</b>  Required to connect an additional computer. 1 per each additional computer.	\$22.00	
<b>Public IP Addresses</b>	<b>COST PER CONNECTION</b>	<b>NUMBER OF CONNECTIONS</b>
<b>ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH CABLE</b>  See section 2.2.2.1 below. 1 per additional computer.	\$44.00	
<b>Technical Assistance</b>		
<b>COMPUTER CONFIGURATION</b> I require assistance in configuring my computer(s). Minimum Charge of half an hour.	\$35.00 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.

## 2.3 COMMUNICATION LINE FLOOR PLAN

Please complete the details below and return this section with your communication order and account form either by email or fax.

Email address: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

Fax Number : (03) 9235 8121

DELIVERY DETAILS	
Connection Date:	/ /
Disconnection Date	/ /
Event Name:	
Stand Name:	
Stand Number:	
Custom Flooring:	YES / NO
Install Date:	/ /
Install Time:	

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	<i>Back Of Stand</i>
F = Fax Line	
E = EFTPos Line	
B = Broadband Line	
D = Direct Line	
I = ISDN Line	



## 2.6 UTILITY SERVICES

Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

It is the responsibility of the exhibitor to arrange a licensed plumber for connection from the service pit to their 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 contact Exhibitor Services on telephone (03) 9235 8110. Please refer to the Service Information section for details of fittings 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.

Please indicate the service required in the appropriate column:

SERVICE	ACCESS FEE PER PIT	USAGE	NO. OF SERVICES
<b>WATER</b> Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50*  * Access only to the service pit	\$2.20 per 1000 litres or part thereof  Number of litres _____	_____
<b>COMPRESSED AIR</b> Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50*  * Access only to the service pit	\$22.00 per day  Total number of days _____	_____

Position of Water and Compressed Air access is limited, please check with your Event Planner for location details.

Access to pits is required by: \_\_\_/\_\_\_/\_\_\_

Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied. It is the responsibility of the exhibitor to arrange connection from the service pit to their equipment

If ordering compressed air access, please complete the following:

COMPRESSED AIR	
Air Flow Rate (Litres per second):	
Pressure (Kpa) :	
Event Name:	
Stand Name:	
Stand Number:	

## 2.7 CAPPUCCINO/ ESPRESSO MACHINE WITH A SKILLED BARISTA

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Green Cup Espresso is the sole contractor for specialised espresso vending within the Melbourne Convention and Exhibition Centre.

- We have expertise in catering for both organisers and exhibitors with an extensive range of modular stainless coffee carts and new espresso machines.
- Our focus is been strongly on coffee quality as well as equitable and sustainable practices in both sourcing and consuming of espresso coffee.

All packages include locally roasted Small Batch coffee, premium hot chocolate and loose leaf Tea Drop tea. We use fully biodegradable and compostable cups. Installation of all set ups involve no additional costs.

Please visit [www.greencupespresso.com.au](http://www.greencupespresso.com.au) for more information.

Standard Espresso Package (8 oz cup size):

- Skilled Barista
- \$160 per hour inclusive of GST (includes a *total average* of 50 cups per hour of operation).
- If 50 cup average is exceeded, cost is \$2.95 per cup inclusive of GST.
- Minimum 4 hours operation.
- Charged in half hour increments.

Event Espresso Package (8 oz cup size):

- Two Skilled Baristas
- \$305 per hour inclusive of GST (includes a total average of 100 cups per hour of operation).
- If 100 cup average is exceeded, cost is \$1.95 per cup inclusive of GST.
- Minimum 4 hour operation per day.
- Charged in 15 minute increments.

Additional Barista (\$39 per hour minimum 4 hours).

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

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



### 2.7.1 ESPRESSO PACKAGE ORDER FORM

Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Event Name:	
Stand Name & No.:	
Date and Times required:	
Name:	
Contact Details:	

Please indicate your requirements with a tick or number:

Standard Espresso Package
  Additional Barista

OR

Event Espresso Package
  No. of Additional Baristas

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 or losses will be billed to the user.
- Stand Builder to be advised of *Stand Build Requirements*.

Require free standing coffee cart. Agree to Stand Build Requirements on the next page.

OR

Providing own bench or counter. Agree to Stand Build Requirements on the next page.

## 2.7.2 STAND BUILD REQUIREMENTS

Please ensure that Stand Builders receive the following requirements:

Free standing Coffee Cart

Refrigeration/ice chest will be provided.

*Coffee Cart dimensions:* Width 1750mm x Depth 770mm

- Cart must be placed within allocated floor space. Provide suitable workspace surrounding cart.
- Smaller and larger coffee carts are available upon request.

*Power Supply:* Responsibility of Stand Builder/Exhibitor to arrange.

- 20 amp power required for espresso machine (in the form of a suitable three pin socket).
- An additional regular 10 amp power source is required for the coffee grinder.
- Both power outlets are to be located directly under coffee cart.

\*Event Espresso Packages suggested floor space is 3m x 3m located above 3 phase pit access.

OR

Provision of own bench or counter

A small underbench refrigerator is suggested (exhibitor to arrange) or space to allow for an ice-chest.

*Minimum Bench Dimensions:* Minimum Width 1740mm x Minimum Depth 700mm

Suitable storage space below cabinet is required for water bottles, waste water container and consumables: Height 750mm x Width 750mm x Depth 700mm

- Bench height should be in the vicinity of 900-950mm within OH&S requirements.
- A benchtop hole of approximately 60mm diameter in the centre of the bench for machine power cord, water pick-up hose and sillage hose.
- Benchtop or cabinet must support approximately 70kgs.

*Power Supply:* (Responsibility of Stand Builder/Exhibitor to arrange)

- 20 amp power required for espresso machine (in the form of a suitable three pin socket).
- An additional regular 10 amp power source required for the coffee grinder.
- Both power outlets are to be located directly under coffee bench.

## 2.8 STAND CATERING GUIDELINES FOR ORDERING

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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.

Before completing your order form please read the information we have provided on Stand Catering in the service information section of this Kit. Please note that in certain circumstances minimum quantities apply.

To ensure we can accommodate your stand catering request, we require a minimum 2 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 indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Order cannot be processed without the completed Stand Catering Order Form below and the Exhibitor Services Account Form.

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.
- The delivery time for your order must be made either on the hour or half hour. For example, an order may be placed for 9.00 am or 10.30 am, however not for 9.15am or 10.40 am.
- All stand catering is delivered and dropped off to your stand on room service trolleys and is self-served. All room service 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 to stands. Please contact your stand builder or external exhibition hire company if furniture is required.
- If you require staff to service your stand, this facility can also be provided at an additional cost if 48 hours' notice is provided.
- 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 to obtain further information.



## 2.8.1 STAND CATERING ORDER FORM

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU # or ITEM CODE	MENU DESCRIPTION	QTY	COST
<b>TOTAL COST</b>						<b>\$</b>

Please return your completed form to fax number +61 3 9235 8121 or email to [exservices@mcec.com.au](mailto:exservices@mcec.com.au) .



## 2.8.2 STAND CATERING SPECIAL ITEM QUOTATION REQUEST

If you require any food or beverage items not listed on the Stand Catering selection on the following pages please list your requirements below and provided we are able to source the item/s we will provide you with a quotation and minimum order quantity. Please contact us to discuss your requirements.

Please note that there is a minimum five (5) working days notice required prior to the event to source the quotation for any special item requests.

Please return your completed form to fax number +61 3 9235 8121 or email to [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

CONTACT DETAILS	
Name of Event	
Stand Name	
Stand Number	
Company Name	
Contact Name	
Contact Phone Number	
Contact Email	

ITEM REQUIRED	QUANTITY	DELIVERY DATE	DELIVERY TIME

## 2.9 STAND CATERING MENU SELECTION

<b>MENU 1A – 100 Cup Hot Water Urn (Heat barrier cups)</b> <b>\$220.00 (per event)      ** 10 amp power required</b>	
80 Coffee Sachets	100 Stirrers
20 English Breakfast Tea / 10 Herbal Tea	120 Sugar Sticks
10 Hot Chocolate	100 Heat Barrier Cups
Milk (2 litre) <i>(Note: if you 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.)</i>	

<b>MENU 1B – 32 Cup Coffee &amp; Tea Urn</b> <b>\$75.00 (per day)      ** No power required</b>	
2 x 12 Cup Urns of Freshly Brewed Coffee	24 Teaspoons
12 Cup Hot Water Thermo Unit	30 Sugar Sticks
32 Cups and Saucers	12 Tea bags (English Breakfast & Herbal)
Milk (2 litre) <i>(Note: if you 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.)</i>	

<b>Additional Stock</b>	<b>Cost</b>
12 Cup Hot Water Thermo Unit with 10 Tea Bags	\$27.50
12 Cup Freshly Brewed Coffee	\$27.50

<b>Replenishment Stock</b>	<b>Cost</b>
Assorted Nespresso Pods (refer to next page Menu 1C for Nespresso Pod flavours)	\$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 Hot Chocolate	\$17.50
2 Litres Milk	\$5.00
1 Litre Soy Milk	\$4.00
Ice Bucket Hire – (for milk) <i>Holds a maximum of 2 x 2L bottles</i>	\$5.00 ea – per day
Sugar / Stirrers (with order)	FOC
Disposable Black Ripple Heat Barrier Cups - Qty 50	\$12.00

<p><b>MENU 1C – Nespresso Machine Semi Automatic</b>  <b>\$175.00 per event</b> <b>**Bookings are subject to availability**</b></p>
<p>To offer the perfect espresso coffee on your stand for your customers and delegates. This machine is suitable for up to 100 cups per day.</p>
<p><b>Package includes</b> – 30 Nespresso coffee pods, 10 Tea Bags, 10 Hot Chocolates, 50 Black Ripple Heat Barrier Cups, 50 Wooden Stirrers, Sugar and 2 litres milk.</p>
<p>Additional Nespresso Pods are available upon request as per the replenishment stock list on the previous page.</p>
<p><b>IMPORTANT NOTE:</b> 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.</p>

Power and Dimensions of the Nespresso Machine	
<ul style="list-style-type: none"> <li>• 10 amp power required</li> <li>• Width of machine: 560mm</li> </ul>	<ul style="list-style-type: none"> <li>• Height of machine: 370mm</li> <li>• Depth of machine: 392mm</li> </ul>

**Nespresso Machine:**



<p><b>Nespresso Pod – Flavours</b>  Please specify on order form if anything in particular is required . Amounts over what is included in package (30) will be charged at \$3.20 per pod  -Strongest (1)  -Weakest (4)</p>
<p><b>(1) Ristretto</b>  Connoisseurs of Italian Espresso will appreciate the intense body and remarkable lingering taste of this Grand Cru. Composed exclusively of Latin American Arabicas, Ristretto cloaks its strong personality with dense and smooth crema.</p>
<p><b>(2) Espresso Forte</b>  This is a round and balanced espresso combining intense body with great aromatic richness. It is savoured strong with a drop of milk froth for a touch of sweetness, if one desires.</p>
<p><b>(3) Caffe Forte</b>  Blended exclusively from the best Arabicas the American continent has to offer, the caffe forte Lungo is dense and Velvety, rich and Intense. It is served in a large cup with or without milk</p>
<p><b>(4) Decaffeinato</b>  Decaffeinato is balance and fresh blend of naturally decaffeinated Arabicas and Robusta from South America. Subtle and mild.</p>

**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).

## ALL DAY BREAKFAST

<b>MENU 2 – Breakfast Package</b> <b>\$82.00 per 10 pax - 30 pieces</b>
Danish pastries, croissants, banana bread served with maple butter
Minimum 10 people / Maximum 50 People

<b>MENU #</b>	<b>Additional Breakfast Items</b>	<b>Cost</b>
2A	Egg and bacon muffins	\$45 for 10 people
2B	Toasted fruit and nut muesli cup with vanilla yoghurt and fresh fruit	\$38 for 10 people
2C	Fresh fruit and frozen yoghurt energy boost drink	\$35 for 10 people

## BREAK PACKAGES

<b>MENU 3 - Sweet and Savoury Break</b> <b>\$60.00 per 10 pax - 20 pieces</b>
A selection of sweet and savoury homemade muffins
Minimum 10 people / Maximum 50 People

<b>MENU 4 - Tea Break</b> <b>\$75.00 per 10 pax - 30 pieces</b>
Sticky fig and ginger loaf
Spiced carrot and walnut cake
Spiced raspberry and almond friands
Minimum 10 people / Maximum 50 People

<b>MENU 5 - Chocoholic Break</b> <b>\$75.00 per 10 pax – 30 pieces</b>
Chocolate cannoli
Chocolate macadamia brownie
Dark choc chip and walnut cookies
Minimum 10 people / Maximum 50 People

<b>MENU 6 - Savoury Break</b> <b>\$60.00 per 10 pax - 20 pieces</b>
Ham and cheese croissants
Tomato and olive calzones
Minimum 10 people / Maximum 50 People

<b>MENU 7 - Ice Cream Break</b> <b>\$48.00 per 10 pax – 12 pieces</b> <b>Served in iced punch bowl</b>
Homemade individual ice-creams
Homemade individual sorbets
Mini magnums
Minimum 10 people / Maximum 50 People
Ice-cream packages with hire of freezer equipment available on request. Please contact Exhibitor Services

MENU #	Individual Ice Creams	Cost
<b>7A</b>	Homemade individual ice-creams	\$40 (10 pax)
<b>7B</b>	Homemade individual sorbets	\$40 (10 pax)
<b>7C</b>	Mini magnums	\$40 (10 pax)
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

<b>MENU 8 - Sandwich Selection (option 1)</b> <b>\$170.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Roasted Sher wagyu beef with gherkins and mayonnaise on sourdough</li> <li>• Pita wrap with chunky hummus, low fat sour cream, fresh coriander, zahtar spice, red onions cucumber and mescaline</li> <li>• Homemade prosciutto on rye bread with smoked cheese and homemade tomato relish</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 9 - Sandwich Selection (option 2)</b> <b>\$170.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Double smoked ham with eggplant jam on ciabatta rolls</li> <li>• Chicken Caesar salad in traditionally baked Turkish bread rolls</li> <li>• Char grilled pumpkin, ricotta with fennel on a wholemeal pumpkin seed roll</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 10 - Sandwich Selection with Tokyo Rolls</b> <b>\$180.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Whole meal meister roll with avocado, cucumber, tomato, basil, yoghurt dressing, spinach and matured cheddar</li> </ul>
<ul style="list-style-type: none"> <li>• Pepper cured ocean trout on mini bagels with red onions and baby capers</li> </ul>
<ul style="list-style-type: none"> <li>• Selection of Tokyo rolls with soy sauce</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 11 - Sandwich Selection with Rice paper Rolls</b> <b>\$190.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Tandoori chicken pita wrap with cucumber raita</li> </ul>
<ul style="list-style-type: none"> <li>• Honey smoked ham in a casalinga baguette with mustard dressing and cheddar</li> </ul>
<ul style="list-style-type: none"> <li>• Vegetarian rice paper rolls with nam prik sauce</li> </ul>
Minimum 10 people / Maximum 50 People

### SOMETHING EXTRA

<b>MENU 12 - Tokyo Rolls with Soy Sauce</b> <b>\$180 per 10 pax - 30 pieces</b>
Tokyo rolls filled with:
<ul style="list-style-type: none"> <li>• Japanese omelette, avocado, mayonnaise</li> </ul>
<ul style="list-style-type: none"> <li>• Teriyaki chicken, avocado, red pepper</li> </ul>
<ul style="list-style-type: none"> <li>• Crab, cucumber, mayonnaise</li> </ul>
<ul style="list-style-type: none"> <li>• Atlantic salmon, cucumber and wasabi</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 13 - Vietnamese Rice Paper Rolls with Nam Prik Sauce</b> <b>\$200 per 10 pax - 30 pieces</b>
Vietnamese rice paper rolls filled with:
<ul style="list-style-type: none"> <li>• Peking duck with hoisin</li> </ul>
<ul style="list-style-type: none"> <li>• Teriyaki chicken</li> </ul>
<ul style="list-style-type: none"> <li>• Prawn and vegetable</li> </ul>
<ul style="list-style-type: none"> <li>• Vegetarian with coriander and chilli</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 14 - Victorian Cheese Platter</b> <b>\$100 per platter for 10 people</b>
<ul style="list-style-type: none"> <li>A platter of hand selected Victorian cheeses with quince paste. Served with lavoche and water crackers.</li> </ul>
Minimum 10 People / Maximum 50 People

<b>MENU 15 - Fruit Platter</b> <b>\$70 per platter for 10 people</b>
<ul style="list-style-type: none"> <li>A platter of fresh local and tropical fruit served with homemade vanilla yoghurt</li> </ul>
Minimum 10 People / Maximum 50 People

<b>MENU #</b>	<b>Additional Items</b>	<b>Cost</b>
16	Whole Fruit	\$1.50 per piece
17	A selection of freshly baked cookies: 1kg box \$ 45.00 (30 pieces)	\$45.00
18	A selection of freshly baked cookies: 2kg box (60 pieces)	\$80.00
19	Roasted mixed nuts 1kg bag (served in bowl)	\$18.00
20	Hot mix 1kg (served in bowl)	\$16.50
21	Samboy Chips (plain flavour) 45g (served in bowl)	\$3.00
22	Sorbet and Ice Cream Cart Package <i>Please see next page (section 2.10) for details</i>	\$450.00 per day
23	Additional Tubs of Ice Cream/Sorbet (5 Litres)	\$100
	Ice Cream Cones and Napkins – 60	FOC per Tub
	Ice Cream Cups & Spoons and Napkins - 60	FOC per Tub

**NOTE:** Lost or damaged crockery will be on charged to the exhibitor.

## 2.10 SORBET AND ICE CREAM CART PACKAGE

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Package includes:

- Hire of cart (cart holds a maximum of 7 tubs at a time)
- 3 x 5 litre tubs of ice cream/sorbet (minimum per day)
- 180 x cones or individual cups and spoons both supplied with napkins. Please specify on the Stand Catering Order Form what you require.

The package cost is \$450.00 per day (inclusive of GST).

To comply with MCEC health and safety standards, an MCEC staff member is required to scoop and serve the ice cream/sorbet. Staff hire rates are as below (inclusive of GST). Please note that a 3.5 hour minimum shift applies.

Monday-Friday	\$39.00
Saturday	\$42.00
Sunday	\$47.00

\*Staff hire rates are subject to change without notice.

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. Specific flavours may be available upon request (subject to availability).

**ALL ORDERS MUST BE RECEIVED 10 DAYS PRIOR TO THE COMMENCEMENT OF THE EVENT.**

Please complete the Exhibitor Services Account Form (2.1) and Stand Catering Order Form (2.8.1).

## 2.11 STAND CATERING GUIDELINES FOR ORDERING DRINKS

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Stand Catering beverage selections are available for your staff during your event. If you wish to entertain guests or serve alcohol on your stand, please discuss your options with your Exhibitor Services Co-ordinator. (03) 9235 8110

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. (Please see section 2.10 for staff rates)

Exhibitors are not permitted to bring their own water coolers or other drinks.

Alcohol must not be brought into the venue without the prior approval of the Director of Food & Beverage.

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.

All beverages are delivered to your stand cold. It is recommended for large orders of drinks or where exhibitors wish to keep beverage orders cold for long periods of time that a fridge is ordered for your stand. MCEC does not hire out fridges so any fridge requirements will need to be ordered through your stand builder or external exhibition hire company.

If you have not arranged a fridge for your stand you have the option of hiring a punch bowl. Please note punch bowls hold minimal beverages – maximum of 24 x soft drinks/juice. With each punch bowl hire for your drinks you will receive complementary ice with the initial delivery however if your punch bowl needs replenishing throughout the day you will be required to order bags of ice at additional costs.

## 2.11.1 STAND BEVERAGE SELECTION

Item Code	Beverage Item	Size	Cost
<b>A</b>	Twelve (12) Still Water	400ml	\$32.00
<b>B</b>	Twelve (12) Plain Mineral Water	300ml	\$36.00
<b>C</b>	Twelve (12) Assorted Soft Drinks – 5 flavours <i>Coke, Diet Coke, Sprite, Lift, Fanta</i> (please specify if anything in particular is required)	390ml	\$36.00
<b>D</b>	Twelve (12) Assorted Juice – 4 flavours <i>Orange or Apple or Apple &amp; Blackcurrant or Apple Mango &amp; Banana</i> (please specify if anything in particular is required)	350ml	\$36.00
<b>E</b>	Twelve (12) Assorted Mineral Water – 3 flavours <i>Orange &amp; Passionfruit or Lemon Lime &amp; Orange or Plain</i> (please specify if anything in particular is required)	300ml	\$36.00
<b>F</b>	Six (6) Energy Drinks - Mother	500ml	\$27.00
<b>NB</b> Bottle openers will be automatically added to any beer orders. A \$10 deposit is required, fully refundable upon return to the Food & Beverage Department			
<b>G</b>	Six (6) Grand Ridge Brewers Pilsener	330ml	\$36.00
<b>H</b>	Six (6) Grand Ridge Draught Bitter	330ml	\$36.00
<b>I</b>	Six (6) Grand Ridge Almighty Light	375ml	\$33.00
<b>J</b>	Six (6) Boag's Draught	375ml	\$37.50
<b>K</b>	Six (6) Boag's Premium Light	375ml	\$34.50
Prices are available on request for other Grand Ridge, Becks and Heineken beers			
<b>L</b>	<b>Sparkling Wine</b> De Bortoli Rococo Blanc de Blanc  5 champagne flutes per bottle are supplied FOC (hire) up to a maximum of 30 glasses (Additional glasses above the maximum allowed will be automatically charged at \$1.10 per glass) <b>**Enter on order form how many champagne flute glasses required</b>	750ml	\$35.00

Item Code	Beverage Item	Size	Cost
<b>M</b>	<p><b>BOTTLES OF WINE</b> <i>Please specify on order form what wines and quantities of each are required</i></p> <p><b>White Wine</b> – Please select from the following: Chardonnay Sauvignon Blanc Riesling</p> <p><b>Red Wine</b> - Please select from the following: Shiraz Cabernet Pinot Noir</p> <p>5 wine glasses per bottle are supplied FOC (hire) up to a maximum of 30 glasses <i>(Additional glasses above the maximum allowed will be automatically charged at \$1.10 per glass)</i></p> <p><b>**Enter on order form how many wine glasses required</b></p>	750ml	\$32.00 per Bottle
Prices are available on request for other items such as Champagne			
Item Code	Additional Items	Cost	
<b>N</b>	Water Cooler Unit (supplied for duration of event)	\$115.50	
<b>O</b>	15 Litre Water Bottle	\$24.00	
<b>P</b>	Water Cooler Cups (Pkt of 100)	\$12.50	
<b>Q</b>	Clear Plastic Cups 425ml (Pkt of 50)	\$9.00	
<b>R</b>	Bag Of Ice	\$5.50	
<b>S</b>	Punch Bowl Hire (per bowl)	\$10.00	
<b>T</b>	Wine Glass Hire (per glass)	\$1.10	
<b>U</b>	Champagne Flutes Hire (per glass)	\$1.10	
<b>V</b>	Beer Glass Hire (per glass)	\$1.10	
<b>W</b>	Highball Glass Hire (per glass)	\$1.10	

## 2.11.2 MCEC SPECIALTY BEER & SPARKLING WINE

The MCEC is proud to offer outstanding products from two of our key beverage partners, Grand Ridge Brewery and De Bortoli Winery. These excellent Victorian products reflect the high quality of food and beverage available within the MCEC.

### Grand Ridge Beer

Grand Ridge Brewers Pilsener and Grand Ridge Draught Bitter are both produced at the boutique Grand Ridge Brewery in Mirboo North, 75 minutes east of Melbourne's CBD. Both beers are made without chemicals and come from the world's most awarded brewery.



#### Brewers Pilsener

The Brewers Pilsener is a European-style lager and is crisp and refreshing, appealing to everyone.



#### Draught Bitter

The Draught Bitter is a more Australian-style lager with a big flavour, designed to suit traditional Australian beer drinkers. Originally brewed for the MCEC, this is now on commercial release to the public as well.

### De Bortoli's Rococo Blanc de Blanc Sparkling Wine



De Bortoli's Rococo Blanc de Blanc is a sparkling wine produced and made from grapes grown in the Yarra Valley. This special sparkling is pale yellow, has a persistent bead and has classical Champagne-style aromas and flavours such as green apples, flowers, citrus and toast. It tastes soft and creamy with an acidity that leaves a clean dry finish. A perfect aperitif or afternoon drink.

## 2.14 FOOD AND BEVERAGE OUTLET ACCOUNT CARD ORDER FORM

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Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Exhibitor Services Account Form has been attached

Order cannot be processed without the completed details below and the Exhibitor Services Account Form.

The following Food and Beverage Outlets are available at the MCEC:

- Kiosks
- M Café
- Exhibitor Lounge
- Coffee Cart

Exhibitors at the Melbourne Exhibition Centre wishing to purchase food and beverage from the M Café, Kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Food and Beverage Outlet Account Card simply complete the details below together with the Exhibitor Services Account Form. Once your Account Card order has been processed a tax invoice and payment form will be issued from Exhibitor Services. Amounts due to be refunded will be confirmed when all final invoices are distributed after the conclusion of the event.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please 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.

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