

# EXHIBITOR SERVICES KIT

**Melbourne Convention and Exhibition Centre  
*Exhibition Centre Entrance***

2 Clarendon Street, South Wharf 3006

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**Melbourne Convention and Exhibition Centre  
*Convention Centre Entrance***

1 Convention Centre Place, South Wharf 3006

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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.

Completed order forms with payment should be returned to:

Melbourne Convention and Exhibition Centre  
Exhibitor Services  
PO Box 286, WTC Post Office  
Melbourne Vic 8005  
Tel: (03) 9235 8110  
Fax: (03) 9235 8121

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 called the ALERT ALARM and makes 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 called the EVACUATION ALARM makes 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**  
Box 286 WTC Post Office  
Melbourne Victoria Australia 8005  
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	\$11.00	Maximum
<b>Evening Rate: Monday to Thursday (Entry after 6pm and exit before 6am)</b>		
Night Rate	\$10.00	
<b>Weekend Rate: Per exit, per day (from 6:00pm Friday to 6:00am Monday)</b>		
Weekend Rate	\$12.00	Per exit, per day

## 1.1.2 FREEWAY CAR PARK RATES

<b>FREEWAY CAR PARK</b>		
<b>Located at Munro St.under the Westgate Bridge.</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	

### 1.1.3 SITE X CARPARK RATES

<b>SITE X CAR PARK (PAY AND DISPLAY) Enter via Munro Street</b>		
Single Exit Tickets	\$5.00 for 12 hours	Per 12 hours
Prices are inclusive of GST		

**NOTE:** All Exhibitors are encouraged to park in the Site X Car Park. Pre-purchase of car park tickets should be done at least one (1) week prior to the event to ensure spaces are blocked in the Site X car park. Exhibitor parking availability cannot be guaranteed unless pre booked.

Exhibitors may pre-book car parking at the Site X Car Park using the Exhibitor Parking Account Form on page 80 of this document. Please advise the dates and number of passes you require along with your credit card details. Passes can either be mailed to you or be available for collection from the Central Pay Station located in the Basement Car park at the Melbourne Exhibition Centre.

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.

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 9830 or email to [Wilson\\_mel197@bigpond.com](mailto:Wilson_mel197@bigpond.com).

### 1.1.4 WORLD TRADE CENTRE CAR PARK RATES

<b>WORLD TRADE 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 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.**

## 1.2 MELBOURNE CONVENTION AND EXHIBITION CENTRE LOCATION MAP



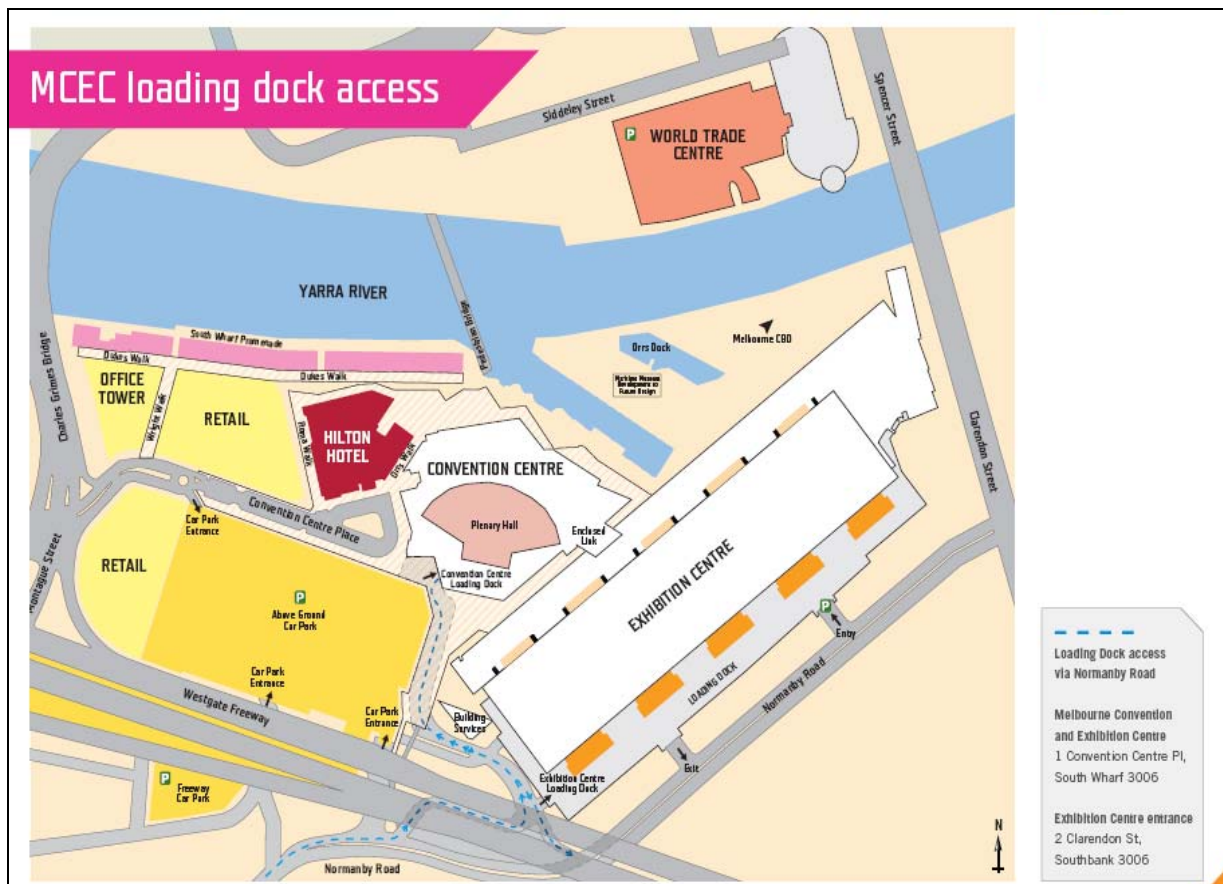
### 1.2.1 CAR PARKS

- MEC Basement Car Park - Enter via Normanby Road
- Site X Car Park - Enter via Munro St.
- Freeway Car Park - Enter via Munro St.
- South Wharf Retail Car Park - Enter via Normanby Road
- World Trade Centre Car Park - Enter via Siddeley Street (not included in map above)

## 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.

No goods will be accepted on behalf of exhibitors by the Melbourne Exhibition Centre nor the Melbourne Convention Centre. 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 \$55.00 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>	<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
	<b>OR</b>  <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
<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>	
NOTE: The Melbourne Convention and Exhibition Centre staff will not accept pre deliveries. Please arrange with your freight forwarder or freight company to deliver on event day only.	



## 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 \$300 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:
  - a) Install smoke detectors of the type, which comply with Australian Standard AS 3786-1993 and relevant amendments.

b) 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 ALLOWED OR 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:

- 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:

- 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

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### 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.

# Application for a Temporary Limited Licence

*Liquor Control Reform Act 1998*

OFFICE USE ONLY	
Date Rec'd	
Receipt No.	
File No.	

## About temporary limited licences

A temporary limited licence may be granted to cover a:

- one-off event, such as a ball or presentation night, or an
- extension of trading hours for a one-off event, or a
- series of events over a limited season, such as a theatre production or racing carnival.

The following limitations apply to the issuing of temporary liquor licences:

- a person or organisation may apply for temporary licences to cover a maximum of six one-off events at a venue over a 12-month period
- a maximum of three events will be accepted per application
- where an application is made for a series of events over a limited season, the season must extend for no longer than three months
- an applicant must have the right to occupy the premises during the event or season nominated.

If your requirements for a liquor licence exceed the above, you may apply for a permanent licence. You can contact us on 1300 650 367 for more information.

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.

A person must be over the age of 18 years to apply for a liquor licence.

**You can apply online for a  
temporary limited licence at  
[www.justice.vic.gov.au/alcohol](http://www.justice.vic.gov.au/alcohol)**

## Details of applicant

Name of person, club or company making the application

Postal address


State

Postcode

Permanent Victorian Liquor Licence number (if applicable)

ABN (if applicable)



Name of contact person

Daytime telephone number



Email address (if applicable)

Fax number (if applicable)



## Details of event

Name of event (if applicable)

Description of event (nature and purpose)


Venue name (where the event is being held)

Venue address


State

Postcode

Right to occupy

- I, the applicant, or on behalf of the applicant, certify that I/we have the right to occupy the premises during the event(s) or season nominated.

Provide a description of the venue (eg community hall, sports ground etc. Indicate which part of the venue will be used for the supply and consumption of alcohol and whether this area is indoors or outdoors)





## How to Register a Temporary Food Premises

### Definition

A temporary food premises is a structure set up for a specific, occasional event such as a fete or a fair where the cost of providing premises to a permanent standard is unnecessary for food safety. It may include a stall, tent or the like in the open or in another building or structure.

### Registration Under the Food Act 1984

The Melbourne City Council is responsible for the administration of the Food Act 1984 in its municipality. Temporary food premises that operate in the municipality are required to register with Council.

### Annual Registration

Registration is valid for 12 months and is renewed every year. To apply for registration, the proprietor of the temporary food premises must complete and submit to Council the 'Application to Register a Temporary Food Premises' form, together with a prescribed fee.

### Standard Construction of Temporary Premises

All structures must meet the requirements of the Food Act 1984 and the Food Standard of Australia and New Zealand (FSANZ) Food Safety Standard – Food Premises and Equipment. Please refer to 'City of Melbourne's – Temporary Food Premises Guidelines to assist you in setting up a temporary food premises.

### Temporary Food Premises Inspection

Once you have set up your temporary food premises, you will be inspected by Health Services to ensure that the temporary food premises have been constructed according to the Standards. This inspection will normally take place during the beginning of an event.

### Food Safety Program (FSP)

You are also required to submit a FSP to Council, unless you sell low risk packaged food. A FSP is a document that outlines how food safety is to be monitored and controlled.

Your FSP will need to be received and accepted before registration can be granted. Health Services will review your FSP to make sure that it is suitable for your business operations. For further information refer to the fact sheets 'About Safety Programs' and 'How do I submit my Food Safety Program?'

### Food Safety Supervisor (FSS)

As well as requiring you to have a FSP the Food Act 1984 also requires you to have a Food Safety Supervisor. The FSS will be responsible for making sure that everyone who handles



food in your temporary food premises understands what they have to do to ensure the safety of the food that is being prepared and served. For further information refer to the fact sheet 'Food Safety Supervisors'.

### **Granting of Registration**

If your temporary food premises and Food Safety Program comply with the requirements of the Food Act 1984 then you will be granted registration.

All temporary food premises that apply for annual registration will receive a 'Certificate of Registration – Food Act 1984' which will allow you to operate your temporary food premises for the remainder of the year. You will then be invited to re-apply for registration for the following year.

**Important Note:** Your temporary food premises must not be used to sell food to the public until approval is given by Health Services. It is an offense under the Act to operate a food business without being registered and can lead to Council taking legal action.

### **Further Information**

For further information or help contact your Environmental Health Officer (EHO) on 9658 8831/8815.

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# Temporary Food Premises Guidelines

## Introduction

The temporary food premises guidelines has been prepared to assist you in setting up a temporary structure at events within the City of Melbourne.

Food providers must adhere to the Food Standards Australia New Zealand (FSANZ) as required by the Food Act 1984. The standards sets clear requirements for food premises fixtures, fittings and equipment to reduce the risk of food contamination.

## Design and construction of a temporary food premises

### 1. Water Supply

You must have access to an adequate supply of hot and cold potable water, suitable for drinking;  
washing food ingredients;  
cooking;  
adding to drinks;  
cleaning, sanitising and hand washing.

Temporary structures have to be provided with tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system.

### 2. Sewage and Waste Water Disposal

If there is no connection to a mains system, businesses must ensure that temporary holding tanks and other associated pipes are properly constructed, do not leak and do not encourage pests. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. It cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains.

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

### 3. Storage of Garbage and Recyclable Matter

Provide adequate fly proof refuse containers to meet your waste disposal needs for the storage of garbage and recyclable matter.

Disposal of refuse must only be made at an approved onsite facilities or taken offsite.

#### **4. Floors, Walls & Ceilings**

Areas where handling of unpackaged foods and cooking occurs must have appropriate floors, walls and ceiling to prevent the contamination of the food by dirt, dust, pests or other matter.

Floors must be paved or comprised of a material of suitable finish (eg. plastic or vinyl sheeting).

Walls and ceiling should be of canvas, vinyl or other similar impervious material (eg, a tent, marquee or similar structure)

#### **5. Fixtures, Fittings and Equipment**

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

#### **6. Equipment Washing Sinks**

Provide adequate sink facilities for food preparation, washing and sanitising. The number of sinks will depend on your operations. Most temporary structures will require a double bowl sink.

Where sinks are not available the following set up should be provided:

a sealed container (capable of storing a minimum of 25 litres of clean water) with a tapped outlet;

a water-heating device (such as an urn);

1-2 containers suitable for washing and sanitising utensils and equipment; and

a container of adequate size for the collection of waste water.

This facility must be separate to the hand washing facility and must be supplied with appropriate cleaning and sanitising equipment (such as detergent, sanitiser and cloths or scourers).

#### **7. Food Preparation Sink**

If you are washing fruit, vegetables and meat you are required to provide a sink for this purpose. Alternatively ensure food preparation occurs at the registered kitchen prior to the event.

#### **8. Hand Washing Facilities**

Provide hand washing facilities on site where unpackaged food is being prepared or handled for the exclusive use of food handlers. These facilities must be situated within the temporary structure. The best system is a permanent structure;

supplied with warm running potable water; and adequately supplied with liquid soap and paper towels.

If this is not possible then the hand washing facilities should consist of a sealed container with an outlet; have a bucket provided exclusively for the collection of the used water; and supplied with sufficient disposable paper towels.

#### No Wash Hand Gels

No wash gels may be used in addition to hand washing facilities and are not sufficient on their own.

#### Beer/wine/soft drinks

If you are pouring the abovementioned drinks into glasses then you can use no wash gels.

#### Storage of high risk food

Provide adequate refrigeration for the storage and prevention of spoilage of perishable foodstuffs. Refrigerators shall be able to maintain food at or below 5°C. Freezers shall be able to maintain food at or below -15°C (or frozen rock solid).

Provide **Bain maries** for maintaining the temperature of hot food at or above 60°C and protecting cooked food from contamination. High risk food that is to be sold hot must be preheated to a temperature greater than 60°C before being placed in a bain marie. **The bain marie must not be used for heating food.**

Provide refrigerated display units for storing and maintaining the temperature of potentially hazardous food at or below 5°C and protecting food from contamination.

#### Protection from Dust and Pests

Food must be protected from contamination during transport, storage, preparation, cooking and display. Appropriate facilities must be available to keep food off the ground (eg. use bread or milk crates) covered and protected from dust, insects and animals at all times.

#### Storage Facilities

Provide adequate facilities for the storage of the clothing, footwear and personal effects of the staff.

Provide adequate facilities for cleaning equipment and cleaning chemicals.

#### Toilet Facilities

Adequate toilets must be available for the use of food handlers in close proximity to the temporary structure.



## Registration Requirements

The Food Act 1984 requires all food businesses, including temporary food premises, to be registered with the local council in which they operate whether they operate for one day, once a month or every day of the year.

The Melbourne City Council Health Services Branch is responsible for the administration of the Food Act 1984 in its municipality. Temporary food premises that operate in the municipality are required to register with Council. Registration is valid for 12 months and is renewed every year. To apply for registration, the proprietor of the temporary food premises must complete and submit to Council the **'Application to Register a Temporary Food Premises'** form, together with the relevant fee.

The current fee for temporary food premises operating at these events can be found on the 'Application to Register a Temporary Premises'.

Community based organisations selling food solely for "charitable purposes" are subject to a 50% reduction of the fee.

Food businesses must also submit a **"Notification to Operate a Temporary Food Premises"** prior to every event they attend in the City of Melbourne. You must liaise with Health Services to determine if any other requirements are necessary prior to the event (for example, food handler training, Food Safety Programs, site maps or contact details). **You must contact Health Services at least one month prior to the event. A late fee may apply if applications are not received on time.**

Once you have set up your temporary food premises, you will be inspected by Health Services to ensure that the temporary premises has been constructed according to the Standards. This inspection will normally take place during the beginning of an event.

You are also required to submit a Food Safety Program to Council, unless you sell low risk packaged food. A Food Safety Program is a document that outlines how food safety is to be monitored and controlled. Your Food Safety Program will need to be received and accepted before registration can be granted.

Health Services will review your Food Safety Program to make sure that it is suitable for your business operations.

As well as requiring you to have a Food Safety Program, the Food Act 1984 also requires you to have a Food Safety Supervisor. The Food Safety Supervisor will be responsible for making sure that everyone who handles food in your temporary food premises understands what they have to do to ensure the safety of the food that is being prepared and served.

If the Temporary Food Premises and Food Safety Program comply with the requirements of the Food Act 1984, registration will be granted. All temporary food premises that apply for annual registration will receive a 'Certificate of Registration – Food Act 1984' which will allow you to operate your temporary food premises for the remainder of the year. You will then be invited to re-apply for registration for the following year.





Important note: Your temporary food premises must not be used to sell food to the public until approval is given by Health Services. It is an offence under the Act to operate a food business without being registered and can lead to Council taking legal action.

For further information or help contact the Health Services Event Liaison Officer on 9658 8831/8815.

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## Temporary Food Premises Food & Wine Tasting Guidelines

Taste testing or sampling of foods can be a great way for your potential customers to 'try before they buy'. However, if not done properly and hygienically, samples can be a source of food contamination and could spread diseases. Food that is not protected from contamination can make your customers sick.

These guidelines are to assist you when preparing and serving food and wine tastings at events within the City of Melbourne.

### Food Tastings

- Where possible, food should be served to customers by a member of staff.
- Ensure that the food display is effectively supervised so that any food that is contaminated or likely to have been contaminated is immediately removed from display.
- Provide protective barriers that minimise the likelihood of contamination by customers.
- Supervise the food to ensure that customers do not contaminate by re-dipping spoons or other items.
- Display small quantities, so that food samples have less time to become contaminated.
- Provide single serves of your product. Use disposable cups, spoons, toothpicks or other implements to minimise the amount of handling by the customer.
- Use disposable gloves, tongs and utensils to minimise the contact of bare hands with food.
- Separate foods should be handled with separate utensils ie tongs.
- Provide litter containers so that customers can dispose of single use items, leaving the area clean and tidy.

If required, keep the food samples hot (above 60°C) or cold (below 5°C). Some samples may be able to be kept without temperature control, provided that time and temperatures are carefully monitored.

### Alcoholic and Non-Alcoholic Beverage Tastings

- Serve beverages when customers are present.
- Keep corks tightly bound on bottles when not in use.
- Single-use (disposable) cups/glasses should be used and thrown away after use.
- Single-use (disposable) cups/glasses should be stored upside down and covered until required and be handled carefully to minimise the risk of contamination.
- Re-useable cups, wine/champagne glasses should only be used if equipment washing facilities are available.

### Hand Washing Facilities

Provide hand washing facilities on sitewhere unpackaged food is being prepared or handled for the exclusive use of food handlers. These facilities must be situated within the temporary structure. The best system is a permanent structure;

- supplied with warm running potable
- water; and adequately supplied with liquid soap and paper towels.

If this is not possible then the hand washing facilities should consist of

- a sealed container with an outlet;
- filled with warm water and used with an anti bacterial solution (i.e. ‘chlorhexidene hand wash’ which is available from most chemists);
- have a bucket provided exclusively for the collection of the used water; and
- supplied with sufficient disposable paper towels.

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## Temporary Food Premises Food Safety Program Guidelines

The Food Act 1984 requires all food businesses, including temporary food premises (TFP) to have a Food Safety Program (FSP).

However, if you are selling/giving away low risk pre-packaged food you do not need to submit a FSP.

A FSP is a document which shows what steps you and your business are taking to make sure that all the food you sell is safe.

### How to find a FSP Registered Template

The Department of Human Services (DHS) have a list of all registered templates and where you can obtain them. This can be found at the Food Safety Victoria website:

[www.health.vic.gov.au/foodsafety/templates.htm](http://www.health.vic.gov.au/foodsafety/templates.htm)

The following FSP templates are suitable for TFP:

Food Safety Program Template for Retail and Food Service Business (edition 1.1) - Template No. 1 is available from the DHS website: [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety). It is free to download or you can obtain a hard copy for \$25 plus \$6.80 postage and handling. Contact Information Victoria at 505 Little Collins Street Melbourne (Phone: 1300 366 356) Operating hours: 8:30am to 5:00pm Monday to Friday.

Complete, sign and submit pages 9, 10 and 11.

If you use this program, you may need to include some of the following supplements if you prepare these foods:

- Chinese style roast meats supplement;
- Sushi supplement;
- Rotating spit (kebabs) supplement.

This FSP is available in other languages.

FoodSmart - Template No 2 is an online template which must be completed and submitted via [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au).

Complete and submit pages 1, 3, 4 & 5.

Events Template Department of Human Services - Template No 4 is also available from DHS but is only suitable for charity or community organisations.

Complete and submit pages 2 & 3.



## Completing a Food Safety Program

Once you have selected a registered template, read it thoroughly and follow the instructions to personalise your FSP.

Ensure the food handling processes that you do in your business are covered in your FSP.

## Using your Food Safety Program

A copy of your FSP must be submitted with the Application to Register a Temporary Food Premises.

You must keep a hard copy of your FSP and fill in the relevant records at the event.  
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## Food Safety Supervisor Guidelines

### Food Safety Supervisor

Every food business must provide to their local Council written details of the name and the qualifications of their Food Safety Supervisor. A Food Safety Supervisor is a person who:  
Has a Statement of Attainment that shows the required competencies from a Registered Training Organisation,

- Has the ability to supervise food handling in the food premises,
- Has the authority to supervise food handlers and ensure that food handling is done safely, and
- Will ensure that the food handlers know how to handle food safely.

A Food Safety Supervisor can be the proprietor, an employee or a person external to the business, providing they are able meet the requirements prescribed in the Food Act 1984. The Food Safety Supervisor doesn't have to be on the premises at all times. However, there must be a way for the Food Safety Supervisor to know how food is being handled and to ensure that people handling food are doing so safely, when the Food Safety Supervisor is not on the premises. Business's operating from more than one site can have one person be the Food Safety Supervisor for a number of premises. The local council must be satisfied with such arrangements.

### Demonstrating and Obtaining Competencies

There are a number of ways of demonstrating competency. The easiest way is to have a Statement of Attainment issued by a Registered Training Organisation. Competencies can be gained through training or experience. People with appropriate experience, but without formal qualifications, can have their competencies recognised through a Recognition of Prior Learning process (RPL) or a Recognition of Prior Competencies process (RPC) through a Registered Training Organisation.

People with tertiary qualifications in the food science and microbiological fields that are recognised in Australia, may be regarded as having suitable qualifications to be a Food Safety Supervisor. The Environmental Health Officer will determine whether these qualifications are suitable.

### Minimum Food Safety Supervisor Competency Standards

The minimum competency standards for the Food Safety Supervisor are outlined in a table below.

### Food Safety Supervisor Training

There are many ways a Food Safety Supervisor can get a Statement of Attainment—from a purely academic approach, to workplace assessment, to having training that has been previously completed recognised as meeting the required competency standard. Some Registered Training Organisations offer training through coursework, others offer training on-

the-job, some offer a mixture of the two. Many courses currently available offer training that is more than the competencies needed to be a Food Safety Supervisor.

For information about Registered Training Organisations that are currently eligible to provide Food Safety Supervisor training, visit the National Training Information Service website: [www.ntis.gov.au/](http://www.ntis.gov.au/).

### Food Sectors and Minimum Competency Standards

Food Sector	Minimum Competency Standard
<p><b>Food Processing</b> Businesses such as food product manufacturers including flour mills, canneries, packers, bakers, breweries and wineries.</p>	<p>FDFCORFSY2A 'Implement the Food Safety Program and procedures'</p>
<p><b>Retail</b> Businesses such as supermarkets, convenience stores, grocers and delicatessens.</p> <p>Take away and fast food businesses can be considered either retail or hospitality food businesses</p>	<p>SIRRFSAOO1A 'Apply retail food safety practices' Or use both units from the Hospitality Sector below.</p> <p>Previous course code: WRRLP6C 'Apply retail food safety practices'</p>
<p><b>Health</b> Businesses such as hospitals</p>	<p>HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B "Oversee the day-to-day implementation of food safety in the workplace"</p> <p>Previous course codes: HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'</p>
<p><b>Community Services</b> Businesses such as childcare centres, nursing homes, hostels, and Meals on Wheels services.</p>	<p>Use three units from the Health sector above.</p>
<p><b>Hospitality</b> Businesses such as restaurants, cafes and hotels.</p> <p>Take away and fast food businesses can be considered either retail or</p>	<p>SITXOHS002A "Follow workplace hygiene procedures" SITXFSAOO1A 'Implement food safety procedures' or use unit from the Retail Sector above.</p> <p>Previous course codes:</p>

hospitality food businesses.	THHGHSO1B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'
<b>Transport and Distribution</b> Businesses such as warehouses	Use relevant units from other sectors

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# Application to Register a Temporary Food Premises



Please print clearly and read the notes on the back before completing this form.

## Premises Details

Business or Trading Name: \_\_\_\_\_

Type of premises: Tick appropriate circle(s)

- An Outdoor Temporary Structure, eg marquee, tent       covered       uncovered
- A Registered Mobile Food Vehicle Vehicle Registration Number \_\_\_\_\_ If mobile food vehicle is registered with another Council, copy of current Food Act Registration Certificate attached  Yes  No
- Mobile Food Unit       A Stall within a Building
- Other      Please specify: \_\_\_\_\_

## Your Details

Proprietor's Name (Person[s] or Company Pty Ltd): \_\_\_\_\_

Proprietor's Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

ABN \_\_\_\_\_

Proprietor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Food Safety Program (FSP) Tick appropriate circle

- I have a FSP and have already submitted a copy to the City of Melbourne
- My business sells/gives away medium to high risk food & tastings. Find a copy of my FSP attached/included
- My business only sells/gives away low risk pre-packaged food and does not require an FSP

## Food Safety Supervisor (FSS)

Name of nominated Food Safety Supervisor : \_\_\_\_\_

The above nominated Food Safety Supervisor has the ability and the authority to supervise other people in my food business. Copy of FSS 'statement of attainment' attached  Yes  No

Proprietor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Registration Fees Tick appropriate circle

- \$205 annual registration fee for medium to high risk temporary food premises (includes tastings, samplings and beverages)
- \$125 annual registration fee for pre- packaged low risk temporary food premises

## Please Note

1. After registration has been granted, the "Notification To Operate a Temporary Food Premises" must also be submitted prior to every event you attend in the City of Melbourne.
2. A separate application form must be filled out for each premises

**A Certificate of Registration will only be issued after an inspection of your premises has been carried out and if you comply with the Food Act 1984.**





# Notification to Operate a Temporary Food Premises

Please print clearly and read the notes on the back before completing this form.

## Event Details

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
 Location of Event: \_\_\_\_\_ Site Number: \_\_\_\_\_

## Your Details

Proprietor's Name (Person[s] or Company 'Pty Ltd'): \_\_\_\_\_  
 Proprietor's Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ ABN: \_\_\_\_\_

## Stall/Vehicle Details

Health Services Registration Number (if registered) : \_\_\_\_\_  
 Business or Trading Name : \_\_\_\_\_

### My business is (tick appropriate circle)

- An Outdoor Temporary Structure, eg marquee, tent  covered  uncovered
- A Registered Mobile Food Vehicle Vehicle Registration Number: \_\_\_\_\_ If mobile food vehicle is registered with another Council, copy of current Food Act Registration Certificate attached  Yes  No
- Mobile Food Unit/Cart  A Stall Within a Building
- Other Please specify: \_\_\_\_\_

### My business will be selling/ giving away (tick appropriate circle[s])

- Hot cooked/reheated food List Food: \_\_\_\_\_
- Cold prepared food List Food: \_\_\_\_\_
- Drinks/Beverages List Food: \_\_\_\_\_
- Tastings of opened products List Food: \_\_\_\_\_
- Pre-Packaged low risk food List Food: \_\_\_\_\_
- Show Bags List Food: \_\_\_\_\_

### My business has the following facilities (tick appropriate circle[s])

- Refrigeration/Cold Storage Details: \_\_\_\_\_
- Cooking Equipment Details: \_\_\_\_\_
- Sinks/Washing Facilities Details: \_\_\_\_\_
- Hand Washing Facilities Details: \_\_\_\_\_
- Food Safety Program/Records Details: \_\_\_\_\_
- Thermometer Details: \_\_\_\_\_
- Other Details: \_\_\_\_\_

I (PRINT NAME) \_\_\_\_\_ being the proprietor of the above premises/site, consent to the disclosure to \_\_\_\_\_ (NAME OF EVENT ORGANISER/VENUE MANAGEMENT), of all information or publication of documents relating to the premises/site which may be revealed or obtained as a result of an inspection or audit conducted in relation to the Food Act 1984 during the \_\_\_\_\_ (NAME OF EVENT) by authorised officers of the City of Melbourne, Health Services Branch.

Signed (Proprietor): \_\_\_\_\_

Date \_\_\_\_\_

### Important Information

**This form must be attached to an 'Application to Register a Temporary Food Premises' unless one has already been submitted to City of Melbourne – Health Services**

#### Temporary Food Premises (TFP)

A TFP is an arrangement of equipment and appliances at which food is prepared and/or sold and is intended to be dismantled or moved intact. It includes mobile food units, demountable stalls, tents and the like in the open or in another building or structure used for the purpose of selling any article of food and any area adjacent thereto.

#### Event Details

- You must give full details that clearly identify the event that you will be attending

#### Your Details

- Give your full name or the name of the company
- Give your full address/postal address and your contact phone numbers

#### Stall/Vehicle Details

- An Outdoor Temporary Structure** – consists of a food stall of tables or trestles. **Covered** stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material. **Uncovered** stall consists of tables or trestles and shall only be used for low risk pre-packaged food only.
- Mobile Food Vehicle** – is a permanent enclosed structure with self contained facilities that can be moved to new locations, whether self propelled or not.
- A Stall Within a Building** – may consist of a Mobile Food Unit, Coffee Carts and the like, trestle tables etc

#### Food Details

- Hot Food** – must be kept above 60 C. This can be achieved by using gas or electric appliances.
- Cold Food** – must be kept below 5 C. This can be achieved by using refrigerators or insulated containers with ice or ice blocks.

- Drinks/Beverages** – all beverages are “food”. Premises selling beverages are required to be registered.
- Tastings** – all premises that provide tastings are medium to high risk food premises and must comply fully with the Temporary Food Premises Guidelines.
- Low Risk Food** – is non perishable prepackaged food
- Show Bags** – may consist of non perishable prepackaged food only.

#### Equipment/Facilities

- Cold Storage** – make sure that you have enough refrigerator space or insulated boxes with ice bricks to store the food below 5 C.
- Cooking Equipment** – if you are keeping food hot on cooktops, in ovens or in bain marie units, the equipment needs to be set high enough to ensure that the food remains hot (60 C or hotter).
- Sinks/Washing Facilities** – Utensil washing facilities should be provided in every stall where unpackaged food is sold. If hot water is not available, disposable eating and drinking utensils should be used and enough provided to last the duration of the event so that washing up is not necessary.
- Hand Washing Facilities** – Handwashing facilities must be provided in every premises where unpackaged food is sold. Food handlers must wash their hands with warm running water. You can do this by using a large water container with a tap at its base. Another container, such as a bucket, should collect the waste water.
- Food Safety Program/Records** – Your Food Safety Program must be kept on-site at all times.
- Thermometer** – You must provide a probe thermometer for your business that is able to measure temperatures to an accuracy of +/- 1 C.

#### PLEASE SUBMIT THIS NOTIFICATION TO CITY OF MELBOURNE – HEALTH SERVICES

**In person to:**  
Health Services Branch  
Council House 2  
Level 2  
240 Little Collins Street  
Melbourne VIC 3000

**By mail to:**  
Health Services Branch  
City of Melbourne, PO Box 1603, Melbourne 3001

**OR**

Melbourne Town Hall  
Swanston Street, Melbourne 3000

**Telephone enquiries:**

03) 9658 8815 or  
03) 9658 8831

**Fax Number**

03) 9658 8830

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#### **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.

## EXHIBITION HALL DETAILS

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### 1.6.1 MELBOURNE EXHIBITION CENTRE

#### CEILING HEIGHT

The overall dimensions of the exhibition space are approximately 359m x 84m. Four operable walls can be placed in 13 locations to provide five areas of different sizes. Maximum size hall is 30,000 sqm and the minimum size is 3,000sqm.

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

## 1.7 RIGGING

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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

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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.

## 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  
PO Box 286, WTC Post Office  
Melbourne Vic 8005  
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 [TSDSales@mcec.com.au](mailto:TSDSales@mcec.com.au)

SERVICE	PRICE (Per Event)	CALL 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) (2 weeks notice required)</b> Quantity required <input type="text"/>	\$247.50 per line	\$165.00 per line
<b>ISDN ONRAMP2 (8 weeks notice required)</b> Quantity required <input type="text"/>	\$693.00 per line	\$220.00 per line

## 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 and MOBILE call access unless specified otherwise. International or restricted access is available upon specific request.

Exhibitors requiring ISDN Onramp 2 Services are required to book 8 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

The MCEC Wireless service is designed for individual users, and like other Wi-Fi services it cannot be sectioned off for a group of people or isolated to a specific area.

MCEC Wireless can be purchased by credit card via the MCEC Wireless portal. The service is available via two usage plans:

- **Plan 1** – 1 hour access or 75MB download - \$10 (including GST)
- **Plan 2** – 8 hours access or 250MB download - \$20 (including GST)

Access time is the cumulative time you are logged into the service over one or more sessions. When you have used the specified access time or download allowance (whichever comes first) for your plan, your access to the service will expire. All access hours must be used within 48 hours from time of purchase. The maximum bandwidth of the service for both plans is 256Kb/s.

#### PLEASE NOTE:

Wireless is not a secure network 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.

Exhibitors who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service, which can be tailored for their individual needs. Please refer to section 2.2.3 on the following page to arrange this service.

MCEC Wireless is ideally suited for sending and receiving emails, basic internet browsing and downloading small amounts of information. This service is best suited to be used by delegates and visitors to the MCEC who want to access information in short time periods

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 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 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 -2 DAYS PRICE	3 – 7 DAYS PRICE	NUMBER OF DAYS
<b>BROADBAND INTERNET – 128 Kbit (100 Mb 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.	\$220.00	\$440.00	<input type="checkbox"/> Day(s)
<b>BROADBAND INTERNET– 256 Kbit (250 Mb 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	\$550.00	<input type="checkbox"/> Day(s)
<b>BROADBAND INTERNET – 512 Kbit (500 Mb 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.	\$440.00	\$770.00	<input type="checkbox"/> Day(s)

<b>BROADBAND INTERNET – 1 Mbit (1 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.	\$550.00	\$880.00	<input type="checkbox"/> Day(s)
<b>BROADBAND INTERNET – 2 Mbit (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.	\$880.00	\$1320.00	<input type="checkbox"/> Day(s)
<b>BROADBAND INTERNET – 6 Mbit (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.	\$1320.00	\$2200.00	<input type="checkbox"/> Day(s)

<b>PERIPHERAL BROADBAND SERVICES</b>		
<b>Private IP Addresses</b>	<b>COST PER CONNECTION</b>	<b>NUMBER OF CONNECTIONS</b>
<b>ADDITIONAL CONNECTION – <u>PRIVATE</u> 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 - <u>PUBLIC</u> 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.	\$27.50 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.

Computers / devices connected to the MCEC network that compromise its performance or security will be disconnected until the conflict has been resolved.

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 mark your ordered services on this plan. If you already have a floor plan please feel free to attach it 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	
	<i>Front Of Stand</i>

## 2.4 BUSINESS SUPPORT EQUIPMENT ORDER FORM

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.

For more information on equipment and services not listed here, please contact Technology Services on (03) 9235 8180 or Email [TSDSales@mcec.com.au](mailto:TSDSales@mcec.com.au)

ITEM	Qty	1 Day	2 Days	3-7 Days	8-14 Days
<b>Desktop Computer Packages</b>					
Pentium 4, 3.4Ghz, 1GbRAM, 80GbHDD, DVD-RW DL, 256Mb Video, Wireless 54Mbps & 17" XGA Flat Screen LCD Monitor		\$137.00	\$208.00	\$295.00	\$389.00
Pentium 4, 3Ghz, 1GbRAM, 80GbHDD, DVD-CDRW, 128Mb Video & 15" XGA Flat Screen LCD Monitor		\$111.00	\$168.00	\$238.00	\$314.00
Pentium 4, 2.4Ghz, 512MbRAM, 40GbHDD, CDROM, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$69.00	\$104.00	\$148.00	\$195.00
Celeron, 2.8Ghz, 512MbRAM, 40GbHDD, DVD-CDRW, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$83.00	\$125.00	\$178.00	\$234.00
<b>Laptop Computer Packages</b>					
Centrino 2.0, 1GbRAM, 60GbHDD, DVD-RW DL, Wireless 54Mbps & 15" Internal Display		\$165.00	\$251.00	\$355.00	\$469.00



Centrino 1.73, 1GbRAM, 60GbHDD, DVD-RW DL, Wireless 54Mbps & Wide Screen15.4" Internal Display		\$165.00	\$251.00	\$355.00	\$469.00
Centrino 1.7, 512MbRAM, 40GbHDD, DVD-RW, Wireless 54Mbps & 15" Internal Display		\$138.00	\$209.00	\$296.00	\$390.00
Centrino 1.6, 512MbRAM, 40GbHDD, DVD-RW DL, Wireless 54Mbps & 15" Internal Display		\$116.00	\$175.00	\$249.00	\$328.00
<b>Computer Peripherals</b>					
Logitech Remote Radio Mouse		\$55.00	\$83.00	\$118.00	\$156.00
Logitech Quick Cam Web Camera		\$17.00	\$25.00	\$35.00	\$47.00
<b>Computer Monitors</b>					
32" WXGA Flat Wide Screen LCD Monitor		\$170.00	\$283.00	\$425.00	\$561.00
24" WXGA Flat Wide Screen LCD Monitor		\$120.00	\$200.00	\$300.00	\$396.00
19" SXGA Flat Screen LCD Monitor		\$95.00	\$158.00	\$237.00	\$392.00
17" SXGA Flat Screen LCD Monitor		\$75.00	\$125.00	\$188.00	\$310.00
15" XGA Flat Screen LCD Monitor		\$59.00	\$99.00	\$148.00	\$245.00
<b>Peripheral Computer Services</b>					
<b>Printers</b>					
HP Laserjet 4100 24ppm + 3.3c per page		\$250.00	\$250.00	\$355.00	\$468.00
HP Laserjet P3005 35ppm + 3.3c per page		\$209.00	\$209.00	\$296.00	\$390.00

<b>Multifunction Units</b>					
HP Laserjet 3330 Multifunctional (Flat Bed) Printer/ Scanner/ Fax/ Copier 14ppm		\$166.00	\$276.00	\$414.00	\$684.00
<b>Fax Machines</b>					
Laser Fax Machine		\$80.00	\$160.00	\$236.00	\$354.00
<b>Photocopiers (5c per copy) (Daily Rate Only)</b>					
High Volume-50ppm Collating/ Sorter/ Stapler (please note that there is a \$90.00 delivery fee)		\$147.00 / day + delivery			

Equipment hire charge is only applicable on exhibition open days.

Please nominate a preferred delivery time for services.

<b>DELIVERY/ PICK UP</b>	<b>TIME</b>	<b>DATE</b>
I require my equipment to be delivered by:		
I require my equipment to be picked up at:		

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 24 hours prior to the event.

## 2.5 AUDIO VISUAL EQUIPMENT ORDER FORM

The Melbourne Convention and Exhibition Centre offers a comprehensive range of Audio Visual equipment for hire at competitive rates.

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.

For more information on equipment and services not listed here, please contact Technology Services on (03) 9235 8180 or Email [avbus@mcec.com.au](mailto:avbus@mcec.com.au)

ITEM	Qty	1 Day	2 Days	3-7 Days	8-14 Days
26" LCD Screen with table stand		\$165.00	\$247.00	\$346.00	\$494.00
32" LCD Screen with table stand		\$297.00	\$500.00	\$800.00	\$1520.00
42" Plasma Screen with floor stand		\$330.00	\$570.00	\$900.00	\$1770.00
50" Plasma Screen with floor stand		\$550.00	\$880.00	\$1350.00	\$2228.00
61" Plasma Screen with floor stand		\$950.00	\$1550.00	\$2460.00	\$4060.00
Speakers for Plasma Screen (Complementary with Screen but must be requested)					
<b>PERIPHERALS</b>					
DVD Player - Panasonic Domestic		\$40.00	\$69.00	\$97.00	\$126.00
VHS Player/ Recorder		\$40.00	\$69.00	\$97.00	\$126.00
VGA Cable to connect computer to Plasma/LCD screen		\$10.00	\$15.00	\$20.00	\$25.00
Television Aerial RF Feed (This is a once only charge and Orders MUST be made 3 Days Prior to installation)		\$165.00			
Television Aerial RF Splitter (Splits to two outputs)		\$20.00			

Digital Box (Standard Definition) - Requires Television Aerial RF Feed above to function		\$55.00	\$82.00	\$190.00	\$250.00
Digital Box (High Definition) - Requires Television Aerial RF Feed above to function		\$77.00	\$116.00	\$220.00	\$326.00
<b>AUDIO SUPPORT</b>					
Spruiker Self Powered PA Kit, (Incl. microphone & stand)		\$77.00	\$116.00	\$220.00	\$326.00
Sound System suitable for up to 50 people (Incl. microphone & lectern)		\$132.00	\$199.00	\$278.00	\$568.00
Radio Microphone - Handheld		\$110.00	\$165.00	\$231.00	\$330.00
Radio Microphone - Lapel		\$110.00	\$165.00	\$231.00	\$330.00
Radio Microphone - Headset		\$165.00	\$231.00	\$330.00	\$430.00

Please nominate a preferred delivery time for services:

DELIVERY/ PICK UP	TIME	DATE
I require my equipment to be delivered by:		
I require my equipment to be picked up at:		

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 24 hours prior to the event.

## 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 STAND CATERING ORDER FORM

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 48 hours 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.

Exhibitor Services Account Form has been attached

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

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU / ITEM REQUIRED	QUANTITY	COST
<b>TOTAL</b>					

## 2.7.1 STAND CATERING

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 beverages into the venue from outside sources. Exceptions may be granted in relation to events involving food and/or beverage tastings.

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.
- Top quality single use plates, cups and cutlery are included with all stand catering orders. China crockery, cutlery and trestle tables are available on request at an additional cost.
- All stand catering is delivered to your stand on room service trolleys and is self-serviced. However, 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. A signature will be required upon delivery and collection of goods ordered.

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 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 note that there is a minimum 96 hours notice required prior to the event to source the quotation.

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

<b>MENU 1B - \$75.00 (per day) 32 Cup Coffee &amp; Tea Urn</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	Milk (2 litre)
10 Tea bags (English Breakfast & Herbal)	<i>** No power required</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>
Nespresso Pod	3.20
50 Coffee Sachets	\$72.00
50 Cups and Saucers***	\$31.00
10 Tea Bags	\$17.50
10 Hot Chocolate	\$17.50
2 Litres Milk	\$4.50
Sugar / Stirrers (with order)	FOC
Disposable Cups - Qty 100	\$22.00

<p><b>MENU 1C - \$175.00 per event</b>  <b>Nespresso Machine Semi Automatic</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. To order additional Nespresso machine stock, refer to the Replenishment Stock list.</p>
<p><b>Package includes</b> – 30 Nespresso coffee pods, 10 Tea Bags, 10 Hot Chocolates, 50 Disposable Cups 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>Power and Dimensions of Machine:</p>
<ul style="list-style-type: none"> <li>• 10 amp power required for Nespresso Machine Semi Automatic</li> </ul>
<ul style="list-style-type: none"> <li>• Height of Machine: 370mm</li> </ul>
<ul style="list-style-type: none"> <li>• Width of Machine: 560mm</li> </ul>
<ul style="list-style-type: none"> <li>• Depth of Machine: 392mm</li> </ul>

**Nespresso Machine:**



**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, warming plate from crockery and with removable water tanks (2 x 3 litres each).

<b>MENU 2 - \$63.50 per platter for 10 people Muffin Break</b>
Selection of home baked muffins:
<ul style="list-style-type: none"> <li>• Peach and coconut</li> </ul>
<ul style="list-style-type: none"> <li>• Wild berry</li> </ul>
<ul style="list-style-type: none"> <li>• Chocolate chip Muffins</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 3 - \$78.00 per platter for 10 people Bakers Basket</b>
Danish fruit pastries
Mini butter Croissants
MCEC banana bread
Served with butter and conserves
Minimum 10 people / Maximum 50 People

<b>MENU 4 - \$145.00 per platter for 10 people Tokyo rolls</b>
Tokyo rolls filled with:
<ul style="list-style-type: none"> <li>• Atlantic salmon, cucumber, wasabi</li> </ul>
<ul style="list-style-type: none"> <li>• Teriyaki chicken, avocado, red pepper</li> </ul>
<ul style="list-style-type: none"> <li>• Cooked tuna, spring onion</li> </ul>
<ul style="list-style-type: none"> <li>• Avocado, red pepper, mayonnaise</li> </ul>
<ul style="list-style-type: none"> <li>• Served with light soy, wasabi and pickled ginger</li> </ul>
3 pc per person
Minimum 10 people / Maximum 50 People

<b>MENU 5 - \$140.00 per platter for 10 people Turkish bread fingers</b>
Sesame crusted Turkish bread fingers filled with:
<ul style="list-style-type: none"> <li>• Roma tomato, bocconcini and basil pesto</li> </ul>
<ul style="list-style-type: none"> <li>• Tikka chicken with roasted capsicum and raitta</li> </ul>
<ul style="list-style-type: none"> <li>• Smoked ocean trout with horseradish and traditional condiments</li> </ul>
3 pc per person
Minimum 10 people / Maximum 50 People



HACCP-9000 CERTIFIED

<b>MENU 6 - \$155.00 per platter for 10 people Sandwich selection 1</b>
French baguette with honey smoked ham, Swiss cheese and tomato
Sourdough roll filled with smoked turkey, brie and cranberry
Polish rye with peppered tomato and avocado
2.5 pc per person
Minimum 10 people / Maximum 50 People

<b>MENU 7 - \$155.00 per platter for 10 people Sandwich selection 2</b>
Crusty German sourdough bread with rosemary roasted lamb and tomato chutney
Moroccan spiced roasted vegetable pita wrap
Vietnamese rice paper rolls
2.5 pc per person
Minimum 10 people / Maximum 50 People

<b>MENU 8 - \$100.00 per platter for 10 people Mezze Platter</b>
Mediterranean antipasto platter
Cured and smoked deli meats, with grilled and roasted vegetables and assorted cheeses, served with herb and sea salt ciabatta
Minimum 10 People / Maximum 50 People

<b>MENU 9 - \$58.00 per platter for 10 people</b> <b>Fruit Platter</b>
A platter of fresh local and tropical fruit served with a yoghurt honey dipping sauce for a healthy refreshment.
Minimum 10 People / Maximum 50 People

<b>MENU 10 - \$85.00 per platter for 10 people</b> <b>Cheese Platter</b>
A platter of assorted Australian cheese including: Brie, Blue, Cheddar and herb torte. All served with walnut bread and an assortment of crackers
Minimum 10 people / Maximum 50 people

<b>MENU 11 - \$135.00 per platter for 10 people</b> <b>Vietnamese Rice Paper Roll Platter</b>
Assorted Vietnamese Rice Paper Rolls served with tangy nam prik sauce
Minimum 10 people / Maximum 50 people

<b>Additional Items</b>	<b>Cost</b>
Whole Fruit	\$1.50 per piece
Fruit Smoothie	\$2.50 per glass
Portuguese Custard Tart	\$2.80 per piece
Chocolate Croissant	\$2.80 per piece
Mini Ham and Cheese Croissants	\$3.60 per piece
Bowl of Fruit chews (800g)	\$24.00
Bianco Cuore Chocolates (40 pc) individually wrapped	\$24.00
Assorted cookies (1kg) approx. 40 pc	\$24.00
Bowl of chocolate favourites 20 pc	\$24.00
Roasted Nuts 1kg bag	\$28.00

**NOTE:** Lost or damaged crockery will be on charged to the exhibitor. Please see service information.

## 2.10 STAND BEVERAGE SELECTION

Item Code	Beverage Item	Quantity per bottle	Cost
<b>A</b>	Six (6) Grand Ridge Brewers Pilsener	330ml	\$36.00
<b>B</b>	Six (6) Grand Ridge Natural Blonde	330ml	\$36.00
<b>C</b>	Six (6) Grand Ridge Moonlight	330ml	\$32.00
<b>D</b>	Six (6) Boag's Draught	375ml	\$37.00
<b>E</b>	Six (6) Hahn Premium Light	375ml	\$32.00
<b>F</b>	White Wine Please select from the following: Chardonnay Sauvignon Blanc Riesling	750ml	\$27.50
<b>G</b>	Red Wine Please select from the following: Shiraz Cabernet Pinot Noir	750ml	\$27.50
<b>H</b>	Sparkling Wine	750ml	\$32.00
<b>I</b>	Twelve (12) Orange Juice	350ml	\$36.00
<b>J</b>	Twelve (12) Assorted Juices	350ml	\$36.00
<b>K</b>	Twelve (12) Coke	390ml	\$33.00
<b>L</b>	Twelve (12) Assorted Soft Drinks	390ml	\$33.00
<b>M</b>	Twelve (12) Still Water	400ml	\$32.00
<b>N</b>	Twelve (12) Assorted Mineral Water	330ml	\$33.00
<b>O</b>	Twelve (12) Plain Mineral Water	330ml	\$33.00
<b>P</b>	Six (6) Energy Drinks	250ml	\$27.50
<b>Q</b>	Water Cooler (supplier for duration of event)	Unit	\$115.50
<b>R</b>	Water Bottle	15 Litre Water Bottle	\$24.00
<b>S</b>	Cups	Pack of 100 Cups	\$12.50
Prices are available on request for other Grand Ridge, James Boag, Becks and Heineken beer			
	Cappuccino Machine Packages available (per following page)		

Please Note: No alcohol is to be consumed on the exhibition floor during designated move-in/out periods. Exhibitors are not permitted to bring their own water coolers.

## 2.11 CAPPUCCINO/ ESPRESSO MACHINE WITH A SKILLED BARISTA

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Package include premium sustainable coffee grounds to order, hot chocolate, black loose tea, recyclable insulated cups, sugar and teaspoons. Installation of all set ups involve no additional cost.

### Standard Espresso Package (8 oz cup size):

- Skilled Barista
- \$140 per hour inclusive of GST (includes a *total average* of 40 cups per hour of operation).
- If 40 cup average is exceeded, cost is \$2.95 per cup inclusive of GST.
- Minimum 4 hour operation per day.
- Charged in half hour increments.

### Executive Espresso Package (12 oz cup size):

- Skilled Barista
- \$180 per hour inclusive of GST (includes a *total average* of 40 cups per hour of operation).
- If 40 cup average is exceeded, cost is \$3.95 per cup inclusive of GST.
- Minimum 4 hour operation per day.
- Charged in half hour increments.

### Additional Upgrades:

Additional Barista	\$39 per hour inclusive of GST
Healthy Additions	\$12 per hour inclusive of GST. Includes Phoenix Chai Latte, Swiss-Water decaf, Soy milk, <i>Tea Drop</i> loose leaf herbal teas.
Byron Bay Cookies (assorted range, individually wrapped).	\$36 per box of 12 inclusive of GST. Choice of Triple Chocolate Fudge, White Chocolate Macadamia, Fig & Pecan.

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

## 2.11.1 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 tick box:

- Standard Espresso Package      With upgrades?
- Additional Barista
- Healthy Additions
- Byron Bay Cookies (indicate no. of boxes)

OR

- Executive Espresso Package      With upgrades?
- Additional Barista
- Healthy Additions
- Byron Bay Cookies (indicate no. of boxes)

- Agree to Terms below:

- Bookings are subject to availability
- Package cannot be guaranteed unless booked at least four days prior to operation. Additional 50% surcharge may be incurred for late booking.
- Bookings cancelled within 48 hours of the event will incur a 50% cancellation fee,
- 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.

## 2.11.2 STAND BUILD 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.

OR

- Provide on 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 sullage 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.



## 2.13 STAND CLEANING ORDER FORM - MELBOURNE CONVENTION CENTRE

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 Melbourne Convention Centre offers exhibitors stand cleaning at a competitive rate. Stand cleaning is \$1.10 per square metre.

If you require stand cleaning during the event, please indicate your stand cleaning requirements below. Your stand will then be dusted and vacuumed prior to the opening of the exhibition each day.

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	

## 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>	/ /
<i>Office Use Only - Account Card Number:</i>	#

## 2.15 EXHIBITOR PARKING ORDER FORM

### 2.15.1 SITE X CAR PARK

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

Fax this page and the following page to the Wilson Car park Office no later than (7) days prior to the commencement of the event. Fax: 61 3 9690 7914. If you have any queries, contact the Wilson Car park Office on Ph: 61 3 9686 9830.

No. of Passes Required	Pass Valid From:	Pass Valid To:	\$5.00 Per 12 hours	Total Cost
<i>EG: 10 passes required</i>	<i>15/09/09</i>	<i>15/09/09</i>	<i>10 passes x \$5.00 per 12 hours = \$50.00</i>	<i>\$50.00 for 12 hours</i>
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

No services will be provided until payment is received. The method of payment is by credit card only.

**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: \_\_\_\_\_

## 2.16 EXHIBITOR PARKING ACCOUNT FORM

Name of Event:	
Event Dates:	
Stand Name:	
Stand No.:	

### Credit Card Type

AMEX   
  VISA   
  MASTERCARD   
  DINERS   
  OTHER

### Credit Card Number

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### Credit Card Expiry Date

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### Credit Card ID No. (for AMEX only)

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Please send me a receipt

Email Address: \_\_\_\_\_

Please charge my card to the value of \$ \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Please fax your completed form to the Wilson Carpark Office with your completed MCEC Exhibitor Parking Order Form to 61 3 9690 7914.

**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: \_\_\_\_\_

