

EXHIBITOR SERVICES KIT

Melbourne Exhibition Centre

2 Clarendon Street, Southbank
Email: exservices@mecc.com.au

Melbourne Convention Centre

Cnr Spencer and Flinders Streets, Melbourne
Email: exservices@mecc.com.au

Melbourne Exhibition and Convention Centre

Box 286 WTC Post Office
Melbourne Victoria Australia 8005
Telephone: (03) 9235 8000
Facsimile: (03) 9235 8001

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0.1 OVERVIEW

The Melbourne Exhibition and Convention Centre 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 Exhibition and Convention 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:

Exhibitor Services
Melbourne Exhibition and Convention Centre
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 on (03) 9235 8110.

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

0.2 EXHIBITOR EMERGENCY PLAN

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 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.

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

0.2.2 EMERGENCY EVACUATION PROCEDURES

Each centre has an Emergency Evacuation Plan to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. All MECC 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 MECC to be aware of the Emergency Evacuation Plan:

Each centre 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 **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 ASSEMBLY AREA LOCATIONS

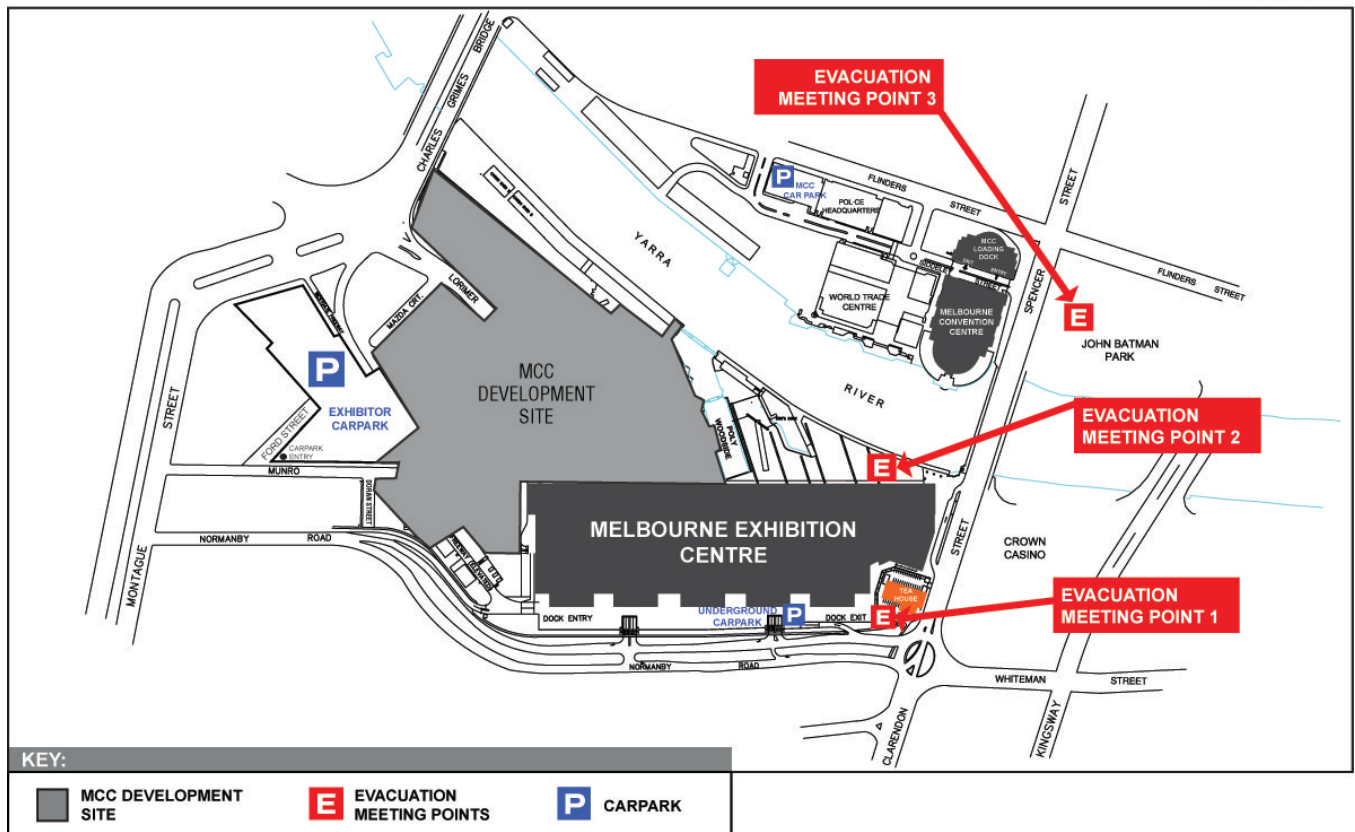
Assembly areas for the MECC are located at:

- Evacuation Point 1: Outside the Tea House building on the corner of Clarendon and Normanby Roads
- Evacuation Point 2: Grass area outside MEC building. Situated adjacent to the concourse. This area can be accessed from all concourse glass doors.
- Evacuation Point 3: John Batman Park, across Spencer Street from the Melbourne Convention Centre.

IMPORTANT ADDITIONAL INFORMATION:

- If evacuating from the MCC you will be guided out of the building to your most appropriate evacuation point.
- 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.

MELBOURNE EXHIBITION & CONVENTION CENTRE EVACUATION MEETING POINTS



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 Organiser or Security Control. This allows for tracking and rectification of hazards and common problems.

Incident report forms are kept at the Loading Dock office should you need to complete one.

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

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 Exhibition and Convention 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@mecc.com.au or (03) 9235 8000. A copy of the Privacy Policy can be obtained from the Privacy Officer or www.mecc.com.au

1. SERVICE INFORMATION

Melbourne Exhibition and Convention Centre

Box 286 WTC Post Office

Melbourne Victoria Australia 8005

Telephone: (03) 9235 8000

Facsimile: (03) 9235 8001

1.1 CAR PARKING RATES

1.1.1 MELBOURNE EXHIBITION CENTRE CAR PARKING RATES

SITE 1 – MELBOURNE EXHIBITION CENTRE BASEMENT CAR PARK		
Enter from Normanby Road. - 24 Hour Operation		
Day Rate: Monday to Friday (to 4.00 pm)		
1 st hour	\$6.00	Minimum
2 nd hour	\$11.00	
3 rd hour	\$15.00	
4 th hour	\$17.00	
5 th hour	\$21.00	
6 th hour	\$26.00	Maximum (All day)
Early Bird Rate: Monday to Friday (6am - 9 am)		
	\$10.00	Maximum
Night Rate: Monday to Friday (from 4.00 pm onwards & Weekends up to 8.00 pm)		
Flat Rate	\$9.00	
Weekend Rate: 6am Saturday till 6am Monday		
Flat Rate	\$10.00	per 24 hours
SITE 2 – FREEWAY CARPARK		
Enter from Munro Street - 24 Hour Operation		
Exhibitor Car Park – Multiple Entry	\$4.00 for 12 hours \$5.00 for 18 hours	<ul style="list-style-type: none"> • Minimum of \$2.20 • \$2.20 = 1 hour • Coins fed into machine between \$2.20 and \$4.00 will receive a ticket granting part hours • No change given • Further fee applicable after 12 hours
Prices are inclusive of GST		

All Exhibitors are encouraged to park in the Freeway Carpark, entry from Munro Street. Pay and Display ticketing machines are located at the entry to both the Freeway Carpark. Correct change is required for these units. Please note that the Melbourne Exhibition Centre and its Carparks are "gazetted" areas with City of Melbourne parking infringements applying.

Exhibitors may pre-book car parking, using the order form at the back of this document, at the Freeway Carpark. 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 Carpark at the Melbourne Exhibition Centre.

The Melbourne Exhibition Centre Basement Carpark has a number of ticketing pay machines located within the Carpark adjacent to Entry Doors 1, 6, 8 and 10. Any enquiries please call the MECC Car Park office **(03) 9235 8322**.

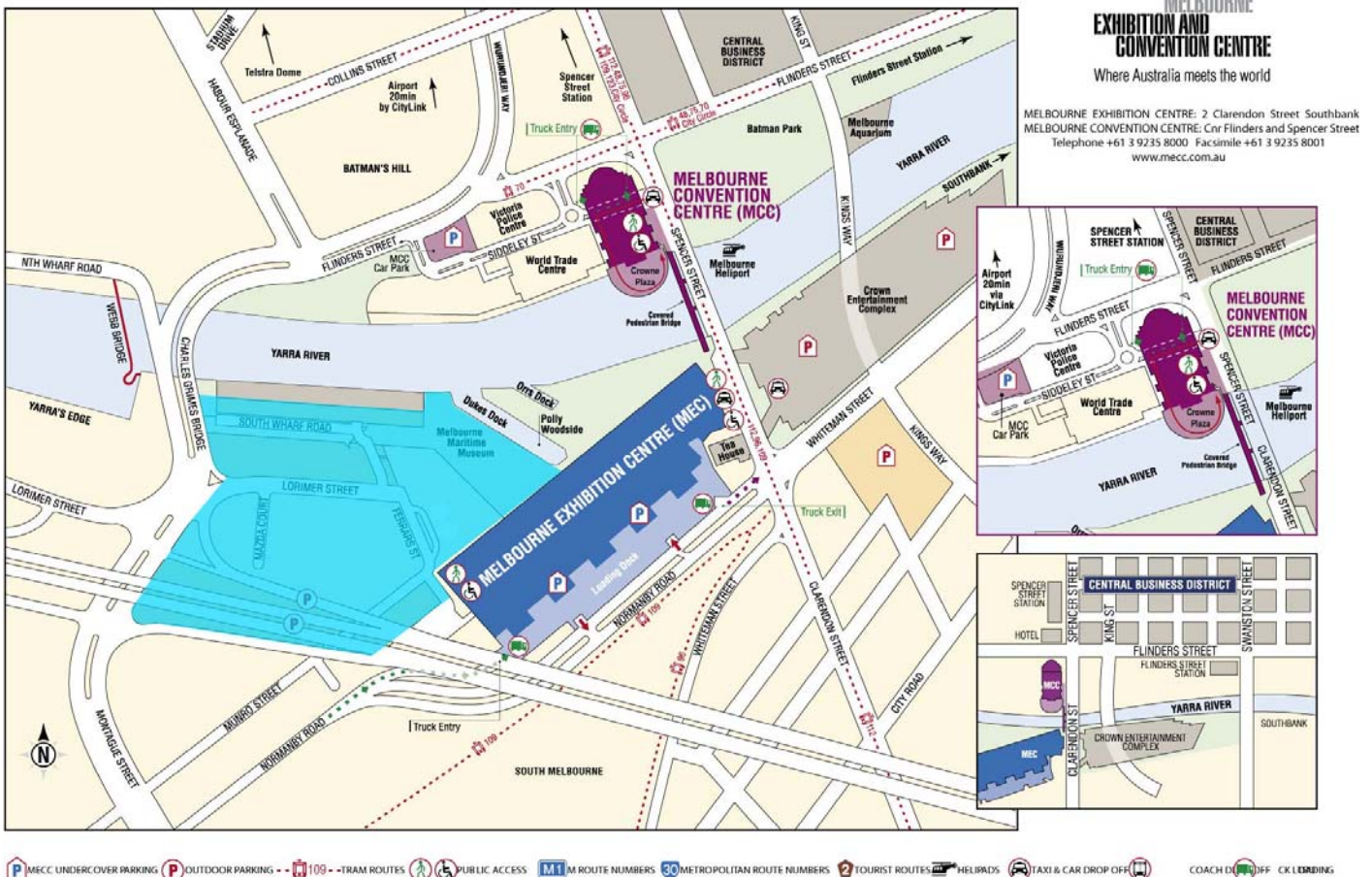
1.1.2 MELBOURNE CONVENTION CENTRE CAR PARKING RATES

SIDDELEY STREET	
MONDAY - FRIDAY	RATE
1 st hour	\$ 6.00
2 nd hour	\$13.00
3 rd hour	\$19.00
4 th hour	\$ 21.00
5 th hour - Maximum	\$ 26.00
Night rates Monday to Friday (from 4pm & before 6am)	
Flat Rate	\$9.00
Weekend Rate: 6am Saturday till 6am Monday	
Flat Rate	\$10.00 per 24 hour
EARLY BIRD- PRE 9 AM	
Flat Rate	\$10.00
Prices are inclusive of GST	

Exhibitors requiring multiple entry ticket(s) must notify the car park attendant at the time of ticket purchasing.

Prices at both Centres are subject to change without notice.

MELBOURNE EXHIBITION AND CONVENTION CENTRE LOCATION MAP



1.2 DELIVERIES

1.2.1 MELBOURNE CONVENTION CENTRE

1.2.1.1 MCC LOADING DOCK INTERNATIONAL DELIVERIES

Please ensure each item despatched to the Melbourne Convention Centre has been labelled with the following details:

- Company Name or Stand Name
- Contact Person at the Exhibition and their Telephone Number
- Stand Number
- Name of Exhibition and Event

And is addressed to:

MELBOURNE CONVENTION CENTRE LOADING DOCK

Cnr Siddeley and Spencer Streets
Melbourne, Australia 3005

PLEASE NOTE: All goods arriving into Australia may incur GST charges. It is the responsibility of the sender to ensure all GST and Custom Clearance Charges are paid with the freight charges of the goods. All airway bills/shipping notes must be clearly marked with "All charges to account consignor".

Any goods incurring charges will not be accepted by the MECC and will be held by Customs or your freight company pending payment. This may cause you several days' delay in the clearance and receiving your goods.

- Exhibitors should ensure their airway bill numbers and consignment numbers are carried with them to the venue. This enables goods and equipment to be readily traced by customs and freight forwarding companies.
- The Melbourne Exhibition and Convention Centre will not accept responsibility for any charges associated with the clearance, delivery, duties or taxes applicable to goods.
- The Melbourne Exhibition and Convention Centre will not take delivery of any goods, packages or other materials on behalf of any exhibitor unless previously arranged. Please notify the Loading Dock of your inbound consignment.
- Please ensure if you are returning your freight to your country of origin at the completion of your event you have made all arrangements for pickup and you have the completed paperwork required by Australian Customs and your Freight Company prior to the completion of your event.

1.2.1.2 MCC LOADING DOCK LOCAL DELIVERIES

A small, unsecured storage area only, is available in the MCC Loading Dock for pre-delivered goods. All goods arriving at the Convention Centre must be prearranged with Loading Dock Staff. Phone (03) 9235 8395.

The Melbourne Exhibition and Convention Centre will accept goods in the absence of the exhibitor, the exhibitor's agent or contractor but shall indemnify and hold harmless the venue and their agents from all liability connected with transportation, placing, removal and storage of Goods.

For traceability of your goods complete the form below for each delivery expected and fax to Melbourne Convention Centre Loading Dock Fax (03) 9235 8391.

EVENT NAME:	
EVENT DATES:	
STAND NAME:	STAND NUMBER:
COURIER COMPANY:	
CONSIGNMENT NOTE NUMBER:	
NUMBER OF ITEMS:	
CONTACT:	
CONTACT:	PHONE NUMBER:
PLEASE INDICATE ANY OR ALL OF THE BELOW DESTINATIONS:	
<input type="checkbox"/> WORKSHOP / SESSIONS	
<input type="checkbox"/> SACHEL INSERTS	
<input type="checkbox"/> EXHIBITION / DISPLAY ITEMS	

1.2.1.3 SAMPLE LABEL – MELBOURNE CONVENTION CENTRE

For your convenience a sample delivery label is below: This address is not suitable for deliveries to the Melbourne Exhibition Centre.

DELIVER TO: MELBOURNE CONVENTION CENTRE LOADING DOCK CNR SIDDELEY & SPENCER STREETS MELBOURNE 3005
YOUR CONTACT NAME:
YOUR CONTACT PHONE NUMBER:
NAME OF EVENT:
DATE OF EVENT:
ROOM / AREA FOR DELIVERY:
THE FOLLOWING MUST BE COMPLETED WHEN SENDING GOODS FOR AN EXHIBITION/TRADE DISPLAY AT THE MELBOURNE CONVENTION CENTRE
STAND NAME:
STAND NUMBER:
TOTAL NUMBER OF ITEMS:
ITEM NUMBER:
NOTE: The Melbourne Convention Centre staff will accept goods in your absence, however the owner shall indemnify all goods as the venue will not be held liable when receiving goods for placement or storage.

THIS LABEL IS NOT SUITABLE FOR DELIVERIES TO THE MELBOURNE EXHIBITION CENTRE

1.2.1.4 MCC LOADING DOCK SPECIAL REQUIREMENTS

MCC loading dock special requirements are as follows:

1. The exhibition halls are located on the upper levels of the Melbourne Convention Centre and access for exhibitor goods is via goods lifts only.
2. Prior to an event, the MCC Loading Dock Manager will contact all Exhibitors and Contractors to arrange a suitable move-in time. To avoid congestion in the dock it is essential that exhibitors adhere to the access time that has been allocated.
3. Please supply the MCC Loading Dock with any relevant information regarding couriers, early and late deliveries, storage, large exhibits and contractors requiring access to work within your event or if you require assistance with manual handling equipment.
4. The MCC Loading Dock will require the following information to allocate a suitable time:
 - Type of vehicle, i.e. car, van, truck, semi-trailer
 - Preferred arrival time and date at Loading Dock
5. The Loading dock will hold goods pending collection, at the completion of an event, provided there is a completed consignment note attached to the goods and all goods are brought to the Loading Dock. The Loading Dock Staff will supply a form you will be required to complete and attach to your items as part of an in-house security process. All items must be collected from the dock by 4pm on the following business day.
6. During the exhibition, the Loading Dock staff will visit each stand to discuss the move-out arrangements with exhibitors.
7. The Melbourne Convention Centre Loading Dock is only for loading and unloading. Parking is strictly prohibited in the MCC Loading Dock; parking is available further along Siddeley Street in the Wilson Car Park.

1.2.1.5 MCC HEIGHT CLEARANCES

Height clearance at entry to Loading Dock: 4.0 metres
(Height restriction 3.6 metres for long wheel based vehicles)

Truck Lift 1:	Depth	9.0	metres
	Width	3.4	metres
	Height	4.0	metres
	Weight Capacity	13.9	tonnes

Goods Lifts 1 & 2:	Depth	2.7	metres
	Width	3.0	metres
	Height	2.3	metres
	Weight Capacity	10.0	tonnes

1.2.2 MELBOURNE EXHIBITION CENTRE LOADING DOCK

MELBOURNE EXHIBITION CENTRE LOADING DOCK
Entrance off Normanby Road
Southbank, Melbourne, Australia 3006

1.2.2.1 MEC LOADING DOCK 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. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your exhibition and must be collected by the end of the official move-out time.
- There is no storage for exhibitors at the Melbourne Exhibition Centre, please refer all enquiries to your organiser.

1.2.2.2 MEC LOADING DOCK SERVICES

The following services are provided:

1.2.2.3 STORAGE

- Shipping Containers freighted to the MEC loading dock can only be done by prior arrangement. Please contact MEC Loading Dock staff on (03) 9235 8384, thirty (30) working days prior to the container arriving at the MEC.
- 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 8384.

1.2.2.4 PARKING

- All vehicles entering the MEC loading dock will be issued with a 30-minute unloading permit. Please advise loading dock staff if a longer time is required.
- Parking infringements will be issued by authorised officers of the City of Melbourne

1.2.2.5 SAMPLE LABEL – Melbourne Exhibition Centre

For your convenience a sample delivery label is below. This address is not suitable for deliveries to the Melbourne Convention Centre.

**DELIVER TO: MELBOURNE EXHIBITION CENTRE
NORMANBY ROAD
MELBOURNE**

YOUR CONTACT NAME:

YOUR CONTACT PHONE NUMBER:

NAME OF EVENT:

DATE OF EVENT:

ROOM / AREA FOR DELIVERY:

THE FOLLOWING MUST BE COMPLETED WHEN SENDING GOODS FOR AN EXHIBITION/TRADE DISPLAY AT THE MELBOURNE EXHIBITION CENTRE

STAND NAME:

STAND NUMBER:

TOTAL NUMBER OF ITEMS:

ITEM NUMBER:

NOTE: The Melbourne Exhibition Centre will not accept goods on behalf of exhibitors. Goods must not be sent to the loading dock before the scheduled times for the move in of your exhibition.

THIS LABEL IS NOT SUITABLE FOR DELIVERIES TO THE MELBOURNE CONVENTION CENTRE

1.3 EXHIBITS REQUIRING APPROVAL

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 Exhibition and Convention Centre briefly outlining the purpose of the display and how it will be used. Please refer to the following policies as a guideline:

1.3.1 ANIMALS

No animals or pets, with the exception of Seeing Eye dogs, are permitted in the Melbourne Exhibition and Convention 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 and Regulations 1997. MECC approval is required if you wish to use animals in your exhibit.

1.3.2 HELIUM BALLOONS

Exhibitors planning to use helium balloons as part of their exhibit are required to obtain MECC approval. There is a minimum charge of \$300 to retrieve loose balloons from the MEC exhibition hall ceiling.

1.3.3 TOBACCO SAMPLES

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

1.3.4 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:

1. 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 MECC 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 Safety Coordinator.
Where a stand is erected on Centre property that requires certification, as described above or a stand with a roof area greater than 18 m² and more than 3 metres in width, the person responsible must: Install smoke detectors of the type, which comply with Australian Standard AS 3786-1993 and relevant amendments. Install fire extinguishers which are of the A:B:(E) dry powder type. This extinguisher is safe to use in an environment where electricity may be present. The size and number will be specified by Centre Management at the time and will correspond to the fire load present.
2. A solid ceiling or roof area more than 18 square metres.
3. A structure more than 3 metres high
4. A motor vehicle.
5. Dangerous Goods as listed in the Dangerous Goods (Storage and Handling) Regulations 2000.
6. A discharge of noxious waste.
7. A LPG gas cylinder and overnight storage requirements

8. A cylinder containing compressed gas.
9. A naked flame (eg a candle).
10. Lighting lower than 2.2 metres above floor level. All portable light fittings used in the Centre are required to have Certificate of Approval or Suitability from an Australian or New Zealand Electrical Safety Regulator.

1.3.5 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. MECC 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.

1.3.6 STAND FLOORING

As per the MECC Exhibition Stand Guidelines:

1. A stand may have up to a 32mm high lip without bevelling
2. 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.

1.3.7 STAND VISIBILITY

MECC 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.

1.3.8 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.

1.3.9 NAKED FLAME

Proposals for the use of naked flame on stands must be submitted to the Centre 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.

1.3.10 DISPLAYING MOTOR VEHICLES

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

1.3.10.1 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 CENTRE LOADING DOCK.

1.3.10.2 FLAMMABLE GAS (LPG) POWERED MOTOR VEHICLES

- LPG powered motor vehicles must have their systems fitted in accordance with AS/NZS1425:2003 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/NZS1425:2003 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 Centre Management. To grant permission the Centre Management will review safety precautions and the control of exhaust emissions. All such requests shall be made in writing.

1.3.10.3 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 AS2444:2001 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 AS2444:2001 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 Centre. 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.

1.3.11 CHILDREN ON SITE OUTSIDE SHOW OPEN HOURS

- Any person under the age of 15 years is prohibited from accessing MECC exhibition halls during move in and move out periods.
- Persons under the age of 15 years are not permitted on the MECC loading docks without adult supervision at all times.

1.3.12 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.

1.3.13 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.

1.4 FOOD AND BEVERAGE SAMPLING

1.4.1 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 Exhibition and Convention Centre.

The MECC 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 Centre without the prior written approval of the MECC. Generally, MECC 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.

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 65 03 67
- 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.

1.4.1.1 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 MECC 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).

1.4.2 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.consumer.vic.gov.au for further information or to download the application form in PDF format).

Please note that applications for a Limited Licence must be submitted to the Office of Director of Liquor Licensing no later than 30 days prior to the event.

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 65 03 67 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.consumer.vic.gov.au

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)

What type of event(s) are you proposing to hold?

- one-off event such as a ball or presentation night etc - complete Section 1 below
- a season of events held over a limited period of time such as a theatre production, racing carnival, street festivals or marketing promotions - complete Section 2 below

Section 1 - One-off events

This section should be completed by persons seeking a liquor licence for one-off events and by existing holders of a liquor licence who are applying for an extension of hours to cover one-off events

Event No.	Date of event	Start time	Finish time	Estimated number of patrons
1.				
2.				
3.				

Section 2 - Season of events

This section should be completed by persons seeking a liquor licence for events run regularly over a limited period of time or 'season'. Such events may include a theatre production, racing carnival, street festival or marketing promotion.

Length of season (note: the season cannot be more than a three month period or you will need to apply for a permanent licence)

Start date End date

Frequency of events during the season

On what days of the week will events be held (eg Monday, Tuesday, everyday, weekend)

During what hours will the events be held (eg 2pm to 10pm)

Provide an estimate of the maximum number of patrons attending a typical event during the season

Signature of applicant

I certify that I am over the age of 18 years and that the information contained in this application is true and correct and understand that it is an offence under section 118 of the *Liquor Control Reform Act 1998* to make a false and misleading statement.

Signature of applicant X Date

How to pay for this application

The fee is \$55.40 or for permanent licence holders \$25.50. Fee amounts are applicable until 30 June 2007. There is no GST payable. You can pay by cheque, money order or credit card. Cash will be accepted only if paying in person. Cheques and money orders are to be made payable to "Consumer Affairs Victoria". If paying by credit card, fill in your credit card details below. Application fees are not refundable.

Visa Mastercard Bankcard Amex Amount \$

Card number Card expiry date /

Name of cardholder

Signature of cardholder

 X

Date

How to lodge this application

By fax to: (03) 8684 0688

By post to: Consumer Affairs Victoria – Liquor Licensing, GPO Box 4304, Melbourne 3001

In person to: 113 Exhibition Street, Melbourne Victoria 3000

(Counter hours 8.30am-5.00pm Monday to Friday – closed on public holidays)

Please note that the lodging of an application does not automatically mean that the application will be approved. Applicants should not advertise or promote the event(s) before the application is approved.

Privacy - Consumer Affairs Victoria is committed to responsible and fair handling of personal information consistent with the Information Privacy Act 2000 and its obligations under the Liquor Control Reform Act 1998. All information provided in this application is available for public viewing.

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Page 2

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 and 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.

Temporary Food Premises Guidelines

Introduction

The Temporary Food Premises Guidelines have been prepared to assist food business proprietors in setting up a temporary structure at special events within the City of Melbourne. Whether selling or giving away lollies or a hot banquet meal, coffee or wine tasting, food providers must adhere to essential food safety standards as required by the Food Act 1984.

These requirements relate to all food operations where any food or beverage is intended to be sold or given away as part of a charity, service organisation, fund raising, sporting, promotional or commercial event.

A Temporary Food Premises 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.

Food business operators are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be cleaned and, where necessary, sanitised. Businesses must ensure that the premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets. All structures must meet the requirements of the Food Act and the Australia New Zealand Food Authority (FSANZ) Food Safety Standard – Food Premises and Equipment.

Setting up at the Event

The set up of your food premises at an event must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (e.g. cooking, displaying, serving, etc.) through to cleaning and sanitising. You must consider every necessary detail such as the storage of packaging materials and chemicals through to access for deliveries and collection of equipment and garbage.

There are three different types of food premises which may be set up.

Permanent premises – This is a site that has a permanent structure such as a church/ school kitchen/ community hall or showgrounds pavilion where there may or may not be a kitchen. This site may be used to store, prepare and/or sell food at the event.

Mobile premises – Such as a mobile food vehicle or cart that has been specifically set up to operate as a food premises (e.g. ice-cream van or coffee cart). It must be approved and registered by council to operate as such.

Temporary premises – Such as a stand or tent set up for a specific, occasional event such as a fete or fair where the cost of providing premises to a permanent standard is unnecessary for food safety. Temporary premises can be set up at outdoor events and also at indoor events such as exhibitions, conferences and trade fairs. If outdoor, the roof and three sides are covered with plastic sheeting, vinyl or other approved material. Uncovered stalls may only be used for low risk pre-packaged food.

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. Water containers should hold a minimum of 9 litres per person working within the stall, so that it is adequate for hand, equipment, food washing and other potable water uses during the day. However, this is a guide and each business will have to be assessed according to its operations.

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.***

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination problems.

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 site such as an enclosed garbage area.

4. FLOORS, WALLS & CEILINGS

Floors must be paved or comprised of a material of suitable finish (e.g. plastic or vinyl sheeting) to prevent the contamination of the food by dust or other matter.

Areas where handling of unpackaged foods and cooking occurs should be:

- protected by walls to the side and rear; and
- under suitable cover.

Walls and ceiling should be of canvas, vinyl or other similar impervious material (e.g., 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. 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. 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.

Hand washing facilities must be in addition to sink facilities.

8. STORAGE OF POTENTIALLY HAZARDOUS FOODS

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 **above 60°C**, and protecting cooked food from contamination. Potentially hazardous 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 below 5°C, and protecting food from contamination.

9. 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, covered and protected from dust, insects and animals at all times.

10. 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.

11. TOILET FACILITIES

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

12. FOOD TASTINGS

When serving food tastings:

- Tastings should be served on clean plates with single serve toothpicks already in the food. Separate foods should be handled with separate utensils
- Only display small amounts of food
- Remember, high risk foods must be chilled, so keep quantities to a minimum and throw out uneaten food kept out of refrigeration for more than 4 hours
- Do not allow your customers to self serve due to the risk of contamination. Place single use picks into individual food pieces
- Ensure foods are served as quickly as possible to avoid food being out of temperature control.
- Use disposable gloves, tongs and utensils to minimise direct handling of food.

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 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 have 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.

Temporary Food Premises Food & Wine Tasting Guidelines

These guidelines have been prepared to assist food business proprietors in setting up a temporary structure 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.
- Tastings should be served on clean plates with single serve toothpicks already in the individual food pieces. Separate foods should be handled with separate utensils i.e. tongs.
- Never allow customers to “double dip” their food or toothpicks or to touch food with their hands e.g. crackers in a bowl.
- Only display small amounts of food.
- Remember, high risk foods must be chilled, so keep quantities to a minimum and throw out uneaten food kept out of refrigeration for more than 4 hours.
- Use disposable gloves, tongs and utensils to minimise direct handling of food.
- A disposal receptacle with a suitable lining for tooth picks and other rubbish must be provided.

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 washing facilities such as sponges, soap, sanitisers and hot water are available.

Temporary Food Premises Food Safety Program Guidelines

The Food Act 1984 requires all food business, including Temporary Food Premises to have a Food Safety Program (FSP). An FSP is a legislative requirement of registration unless you sell only low risk pre-packaged food. The FSP acts as a guide on the correct procedures you should be undertaking to ensure the safe service of food. A copy of your FSP, which relates to the operation of a Temporary Food Premises needs to accompany every application for registration and a copy must be kept on site at all times for the duration of the event.

Using a Registered Template

The most easy and cost effective way to produce an FSP is to use a Department of Human Services Registered Template. A list of all registered templates and where you can get them can be found at the Food Safety Victoria website:

<http://www.health.vic.gov/foodsafety/templates.htm>

Completing a Food Safety Program

Once you have selected a registered template read it thoroughly and follow the instructions to personalise an FSP that covers all the food handling processes that you do in your business.

When your FSP is complete simply submit it with your application for temporary food premises registration.

There are a number of registered templates which are suitable for Temporary Food Premises. Some of these are listed below:

Generic Template for Food Services and Retail Businesses – Template No.1 is available from the Department of Human Services as a hard copy for \$25 plus \$6.80 postage and handling. Contact Information Victoria at 356 Collins Street or by phone on 1300 366 356. You can also download a version from:

www.health.vic.gov.au/foodsafety/templates.htm.

Copies of the record section of Template No 1 are also available in a number of languages. Complete, sign and submit pages 9, 10 and 11 of this Food Safety Program.

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.

Event Template – Template No 4 is also available from the Department of Human Services but is only suitable for charity or community based organisations, one day events. Complete, sign and submit pages 10 and 11 of this Food Safety Program.

Food Smart, Food Safety Program – Template No 2 is an online template which can be completed and submitted at www.foodsmart.vic.gov.au

Using your Food Safety Program

Your Food Safety Program is your plan for delivering safe food to your customers. It says how you are going to make sure that the food you sell is safe. Everyone who works in your business must do the things you say you will do in your Food Safety Program. City of Melbourne Environmental Health Officers will inspect your business to check that you are doing things the way you say you will in your Food Safety Program. City of Melbourne Environmental Health Officers will inspect your business to check that you are doing things the way your say you will in your Food Safety Program. This will include how you prepare, store, display and serve your food, how you clean, personal hygiene and how hazardous food temperatures should be checked and recorded.

Temporary Food Premises Food Safety Program Guidelines

Food Safety Supervisor

Every food business must provide to their local Council written details of the name and qualifications of their Food Safety Supervisor is a person who:

Has a Statement of Attainment that show 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 to 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 experiences, 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 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 the table below.

Food Safety Supervisor Training

There are many ways a Food Safety Supervisor can get a Statement of Attainment – from purely academic approach, to a 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 more 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/

Table 1: Food Sectors and minimum competency standards

Food Sector	Minimum Competency Standard
Food Processing Businesses such as manufacturing including flour mills. Canneries, packers, bakers and breweries	FDFCORFSY2A 'Implement the Food Safety Program and procedures' FDFCORFS1A 'Apply basic food safety practices' FDFCORFS2A 'Implement the Food Safety Program'
Retail Businesses such as supermarkets, convenience stores. Groceries and delicatessens	WRRLP.6C 'Apply retail food safety practices'
Health Businesses such as hospitals	HLTFS7A 'Follow basic food safety practises' HLTS10A 'Apply and monitor food safety requirements' HLTS9A 'Oversee the day-to-day implementation of food safety in the workplace' THHBCC11B 'Implement food safety procedures'
Community Services Businesses such as childcare centres, nursing homes and hostels, Meals on Wheels	Use units for the Health sector
Hospitality Businesses such as restaurants and hotels	THHGHSO1B ' Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'
Transport and Distribution Businesses such as warehouses	Use relevant units from other sectors

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, e.g. 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

- \$170 annual registration fee for medium to high risk temporary food premises (includes tastings, samplings & beverages)
 \$105 annual registration fee for pre- packaged low risk temporary food premises

Please Note

- 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.**
- 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: _____
-

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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

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 pre-packaged food
- **Show Bags** – may consist of non perishable pre-packaged 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** – Hand washing 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
2nd Floor, 225 Bourke Street, Melbourne 3000

By mail to:

Health Services Branch
City of Melbourne, GPO Box 1603M, Melbourne 3001

OR

Melbourne Town Hall
Swanston Street, Melbourne 3000

TELEPHONE ENQUIRIES:

03) 9658 8815 or
03) 9658 8831

FAX NUMBER

03) 9658 8830

1.5 HEALTH ACT REQUIREMENTS

Any exhibitor or person carrying out practices such as body piercing, tattooing, application of makeup, hairdressing etc to visitors to the MECC, 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 of **\$50.00** (or a fee negotiated between the City of Melbourne & 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.

1.5.1 ALCOHOL SALES/CONSUMPTION DURING MOVE IN/MOVE OUT

As part of the Melbourne Exhibition and Convention 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 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 Exhibition and Convention Centre via our Go Food outlets and Stand Catering services during designated move-in and move-out periods.

1.6 EXHIBITION HALL DETAILS

1.6.1 MELBOURNE CONVENTION CENTRE

CEILING HEIGHT

Level 2: Corryong	3 metres	(2.8 metres maximum build)
Level 3: You Yangs	5 metres	(4.8 metres maximum build)
Level 5: Bellarine	4.5 metres	(4.3 metres maximum build)

GROSS AREA

Level 2: Corryong	660 square metres	(Totally carpeted throughout)
Level 3: You Yangs	2,021 square metres	(Totally carpeted throughout)
Level 5: Bellarine	2,300 square metres	(Totally carpeted throughout)

FLOORLOAD RATING KPA

Level 2, Corryong Exhibition Hall	5Kpa (500kg/m2) *
Level 3, You Yangs Exhibition Hall	5Kpa (500kg/m2) *
Level 5, Bellarine Exhibition Hall	5Kpa (500kg/m2) *

*depending on equipment, size and location. If your equipment exceeds these limits please notify your Event Planner.

1.6.2 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

All rigging at the Melbourne Exhibition and Convention Centre must be done through MECC approved rigging companies. Listed below are details of the MECC 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) 95872500

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 3121
Tel (03) 9425 8666
Fax (03) 9429 6842

1.8 UTILITY SERVICES

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

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 Exhibition and Convention 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 MEC can provide 25L/s (normal air @ 02-3C, 7 Bar pressure) to any 5000 sqm. exhibition space. Should a larger flow rate be required please telephone Exhibitor Services on **(03) 9235 8110** two weeks prior to the event.

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

1.8.2 WASHING FACILITIES ON STANDS

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

1.8 UTILITY SERVICES CONT.

1.8.3 MELBOURNE CONVENTION CENTRE – FITTINGS

The Melbourne Convention Centre has utility services available in limited locations from the service trenches positioned on in Corryong, You Yangs and Bellarine levels.

Exhibitors requiring hose connections for **water** will need to provide a 32mm (1 ¼”) male reducer to fit a 1 ¼” female threaded gate valve. The Melbourne Convention Centre has 100mm drainage outlets. To connect to waste disposal, exhibitors require a 100mm male BSP connector.

To connect to **compressed air**, exhibitors require a 25mm (1”) male threaded BSP fitting. Air pressure is 700Kpa.

Corryong Hall:

Compressed air and water available from East side of service trenches only

You Yangs Hall:

Compressed air available from North East and North West trenches only (located closest to goods lifts)

Water only available from East side of all trenches

Bellarine Hall:

Compressed air available from two (2) North West trenches only

Water only available from East side of all trenches

Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment. Exhibitors need to discuss the positioning of your stand with the Event Organiser, prior to arranging services. Extra costs may be incurred due to the proximity of your stand in relation to access of service trenches.

1.9 SECURITY

1.9.1 LISTED BELOW ARE MECC PREFERRED SUPPLIERS OF SECURITY:

McCall Security Group Pty Ltd.

1295 Dandenong Road
MALVERN EAST 3148
Tel 1300 663 345
Fax 1300 663 365
Contact Brett McCall

Australian Security Services Pty Ltd.

3/130-132 Bayfield Road East
BAYSWATER NORTH 3153
Tel 1300 735 755
Fax 1300 735 707
Contact Stuart Fife

Safeguard National Services

238 Victoria Road
NORTHCOTE 3070
Tel (03) 9482 1535
Fax (03) 9481 1561
Contact Mike Schoonderbeek

Should an alternative Security company be hired, copies of the following documentation must be forwarded to your Event Planner at least four (4) weeks prior to an event:

- Certificate of Registration of a Company
- Certificate of Registration from the Private Agents Registry
- Certificate of Workcover Currency and Public Liability

Where applicable, each security guard intending to work at the venue may be required to provide us with a photocopy of their "Combined Security Guard and Crowd Controller License".

PLEASE NOTE: The carrying or possession of firearms or weapons within the Melbourne Exhibition and Convention Centre is strictly prohibited.

1.10 TRADE PROMOTION LOTTERY

1.10.1 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.

(a) 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)

(b) 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.

(c) The winner(s) must be notified in writing.

(d) 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.

(e) 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. eg: at a trade expo and the draw will be conducted at the conclusion of the day.

For any further information please contact the Minor Gaming Unit, Victorian Commission for Gambling Regulation on 03 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au.

Further information and applications forms if required can be found on Victorian Government website at www.vcgr.vic.gov.au.

1.10.2 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.

2. SERVICE ORDER FORMS

Melbourne Exhibition and Convention Centre

Box 286 WTC Post Office

Melbourne Victoria Australia 8005

Telephone: (03) 9235 8000

Facsimile: (03) 9235 8001

2.1 EXHIBITOR SERVICES ACCOUNT FORM

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

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. **No services will be provided until payment is received.** Payments will be deducted from your nominated credit card 7 days prior to the event.

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 Privacy Policy is available from the Security Department, our web site www.mecc.com.au, Level 4 Reception or Customer Service.

METHOD OF ADVISE OF USE AND DISCLOSURE STATEMENT: VERBAL WRITTEN UNABLE TO ADVISE
ADVISED OF MCET PRIVACY POLICY: YES NO

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.1.1 EXHIBITOR SERVICES PAYMENT FORM

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

Credit Card Type				
<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DINERS	<input type="checkbox"/> OTHER
Credit Card Number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Credit Card Expiry Date		Credit Card ID No. (for AMEX only)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Please send me a receipt <input type="checkbox"/>				
E-mail Address: _____				
Please charge my card to the value of \$ _____				
Cardholders Name: _____				
Cardholders Signature: _____				

Please fax your completed form to MECC Exhibitor Services on +61 3 9235 8121

Information Privacy Act 2000 - Information collected on this form will only be used for the completion of this payment. The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our website, Level 4 Reception, or Customer Service.

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
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2.2 COMMUNICATIONS ORDER FORM

2.2.1 TELEPHONE SERVICES



Please indicate your requirements below and return together with 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@mecc.com.au

SERVICE	PRICE (Per Event)	CALL DEPOSIT
DIGITAL PHONE LINE & HANDSET <input type="checkbox"/> Quantity required International Call Access <input type="checkbox"/> Yes / No These phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines	\$110.00 per line	\$220.00 per line <i>Includes deposit for handset.</i>
FACSIMILE LINE <input type="checkbox"/> Quantity required International Call Access <input type="checkbox"/> Yes / No	\$110.00 per line	\$165.00 per line
EFTPOS LINE <input type="checkbox"/> Quantity required	\$110.00 per line	\$165.00 per line
DIRECT LINE (PSTN) (2 weeks notice required) <input type="checkbox"/> Quantity Required	\$247.50 per line	\$165.00 per line
ISDN ONRAMP2 (8 weeks notice required) <input type="checkbox"/> Quantity Required	\$693.00 per line	\$220.00 per line

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
 Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.2.1.1 TELEPHONE SERVICE INFORMATION

- All phone, facsimile and EFTPOS connections at the Melbourne Exhibition Centre and the Melbourne Convention Centre 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 Exhibition Centre or Convention Centre 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

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
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2.2.2 WIRELESS INTERNET ACCESS

The MECC 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.

MECC Wireless can be purchased by credit card via the MECC 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.

MECC 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 MECC who want to access information in short time periods

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

2.2.3 BROADBAND INTERNET ACCESS



Please indicate your requirements below and return together with 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@mecc.com.au

SERVICE	1-2 DAYS PRICE	3-7 DAYS PRICE	NUMBER OF DAYS
BROADBAND INTERNET – 128 Kbit (100 Mb download included) 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)
BROADBAND INTERNET– 256 Kbit (250 Mb download Included) 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)
BROADBAND INTERNET – 512 Kbit (500 Mb download included) 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)
BROADBAND INTERNET – 1 Mbit (1 Gb download included) 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)
BROADBAND INTERNET – 2 Mbit (2 Gb download included) 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)
BROADBAND INTERNET – 6 Mbit (4 Gb download included) 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)

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Please note all prices are inclusive of GST

Peripheral Broadband Services	3 – 7 DAYS PRICE	NUMBER OF DAYS
PRIVATE IP ADDRESSES	PRICE	QUANTITY
ADDITIONAL CONNECTION - PRIVATE IP ADDRESS WITH NO CABLE Required to connect an additional computer. 1 per each additional computer.	\$0.00	<input type="checkbox"/> Req'd
ADDITIONAL CONNECTION – PRIVATE IP ADDRESS WITH CABLE Required to connect an additional computer. 1 per each additional computer.	\$22.00	<input type="checkbox"/> Req'd
PUBLIC IP ADDRESSES	PRICE	QUANTITY
ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH NO CABLE See section 2.2.2.1 below. 1 per each additional computer.	\$22.00	<input type="checkbox"/> Req'd
ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH CABLE See section 2.2.2.1 below. 1 per each additional computer.	\$44.00	<input type="checkbox"/> Req'd
Technical Assistance	PRICE	QUANTITY
COMPUTER CONFIGURATION I require assistance in configuring my computer(s). Minimum Charge of half an hour.	\$27.50 per half hour	<input type="checkbox"/> Req'd

2.2.3.1 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.

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.2.3.2 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 MECC 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. MECC 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 MECC 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.
- MECC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.
- Labour for computer and network installation, configuration and troubleshooting will be charged at \$55.00 per hour as required.
- Broadband Internet Downloads exceeding the nominated download limit for a service will be charged at \$0.25 / MB.

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.4 BUSINESS SUPPORT EQUIPMENT ORDER FORM

Please indicate your requirements below and return together with the Exhibitor Services Account form. For more information on equipment and services not listed here, please contact Technical Services on (03) 9235 8180 or Email TSDSales@mecc.com.au



ITEM	Qty	1 Day	2 Days	3-7 Days	8-14 Days
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Desktop Computer Packages

Pentium 4, 3.4Ghz, 1GbRAM, 80GbHDD, DVD-RW DL, 256Mb Video, Wireless 54Mbps & 17" XGA Flat Screen		\$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
Celeron, 2.8Ghz, 512MbRAM, 40GbHDD, DVD-CDRW, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$83.00	\$125.00	\$178.00	\$234.00
Pentium 4, 2.4Ghz, 512MbRAM, 40GbHDD, CDRW, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$69.00	\$104.00	\$148.00	\$195.00

Laptop Computer Packages

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 Screen 15.4" 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

Computer Peripherals

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

Computer Monitors

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

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
 Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

Peripheral Computer Services	Qty	1 Day	2 Days	3-7 Days	8-14 Days
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Printers

HP Laserjet 4100 24ppm + 3.3c per page		\$250.00	\$250.00	\$355.00	\$468.00
HP Laserjet 4050 16ppm + 3.3c per page		\$209.00	\$209.00	\$296.00	\$390.00

Multifunction Units

HP Laserjet 3330 Multifunctional (Flat Bed) Printer/Scanner/ Fax/ Copier 14ppm		\$166.00	\$276.00	\$414.00	\$684.00
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Fax Machines

Laser Fax Machine		\$80.00	\$160.00	\$236.00	\$354.00
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Item	Qty	1 Day	2 Days	3 Days	4 Days
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Photocopiers (5c per copy) (*Daily Rate Only*)

High Volume-50ppm Collating/ Sorter/ Stapler (please note that there is a \$90.00 delivery fee)		\$147.00 / day + delivery			
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Equipment hire charge is only applicable on exhibition open days.

Please nominate a preferred delivery time for services.

I require my equipment to be delivered by: Time: _____ Date: _____

I require my equipment to be picked up at: Time: _____ Date: _____

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.

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
 Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.5 AUDIO VISUAL EQUIPMENT ORDER FORM

The Melbourne Exhibition and Convention Centre offer 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. For more information on equipment and services not listed here, please contact Technical Services on (03) 9235 8180 or Email avbus@mecc.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)				<input type="checkbox"/> Req'd	

PERIPHERALS	Qty	1 Day	2 Days	3-7 Days	8-14Days
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

AUDIO SUPPORT	Qty	1 Day	2 Days	3-7 Days	8-14 Days
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.

I require my equipment to be delivered by: Time: _____ Date: _____

I require my equipment to be picked up at: Time: _____ Date: _____

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.

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.6 UTILITY SERVICES

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	NUMBER OF SERVICES
WATER – 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	_____
COMPRESSED AIR - 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	_____

AS THE POSITION OF WATER AND COMPRESSED AIR ACCESS IS LIMITED AT THE MELBOURNE CONVENTION CENTRE, PLEASE CHECK WITH YOUR EVENT PLANNER FOR LOCATION DETAILS.

Access to pits is required by: ___/___/___

If ordering compressed air access, please complete the following:

AIR FLOW RATE REQUIRED _____ Litres per second

PRESSURE REQUIRED _____ Kpa

EVENT NAME _____ STAND NO. _____

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

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.7.1 STAND CATERING

The Melbourne Exhibition and Convention 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 Exhibition and Convention 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.

2.7.2 STAND CATERING SPECIAL ITEM QUOTATION REQUEST

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

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

ITEM REQUIRED	QUANTITY	DELIVERY DATE	DELIVERY TIME
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

Contact Details

Name of Event _____

Stand Name _____

Stand Number _____

Company Name _____

Contact Name _____

Contact Phone Number _____

Contact Email _____

Return this form to the Exhibitor Services Department via fax. Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.7.3 STAND CATERING MENU SELECTION

Menu 1A - \$210.00 100 Cup Hot Water Urn (Heat barrier cups)
80 Coffee Sachets
20 English Breakfast Tea / 10 Herbal Tea
10 Hot Chocolate
100 Heat barrier Cups
100 Stirrers
120 Sugar Sticks
Milk (2 litre)
**10 amp power required

Menu 1B - \$230.00 100 Cup Hot Water Urn (China Cups)
80 Coffee Sachets
20 English Breakfast Tea / 10 Herbal Tea
10 Hot Chocolate
100 Cups and Saucers***
100 Stirrers
120 Sugar Sticks
Milk (2 litre)
**10 amp power required

Menu 1C - \$75.00 32 Cup Coffee & Tea Urn **
2 x 12 cup urns of freshly brewed coffee
10 Cup Hot Water Thermo Unit
32 Cups and Saucers***
10 Tea bags (English breakfast & herbal)
24 Teaspoons
30 Sugar Sticks
Milk (2 litre)
** No power required

Replenishment Stock	
Premium coffee beans 1Kg bag	\$66.00
50 Coffee Sachets	\$69.00
50 Cups and Saucers***	\$31.00
10 Cup Hot Water Thermo Unit	\$12.50
10 Tea Bags	\$17.50
10 Hot Chocolate	\$17.50
2 Litres Milk	\$4.50
Sugar / Stirrers (with order)	FOC
Disposable Cups - 100	\$22.00

Menu 1D - \$150.00 per day Espresso machine automatic
The perfect solution to make espresso coffee on your stand. This machine is suitable for up to 80 cups per day. To order espresso machine stock, please refer to Coffee Menus Replenishment Stock
Package includes – 1 kg of coffee beans and disposable cups and milk for 65 cups per day
Power and Dimensions of Machine:
10 amp power required for Espresso Machine Automatic
Height of Machine: 400mm
Width of Machine: 300mm
Depth of Machine: 370mm

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

2.7.3 STAND CATERING MENU SELECTION Cont.

Menu 2 - \$63.50 per platter for 10 people Muffin Break

Selection of home baked muffins:

Peach and coconut

Wild berry

Chocolate chip Muffins

Minimum 10 people / Maximum 50 People

Menu 3 - \$78.00 per platter for 10 people Bakers Basket

Danish fruit pastries

Mini butter Croissants

MECC banana bread

Served with butter and conserves

Minimum 10 people / Maximum 50 People

Menu 4 - \$145.00 per platter for 10 people Tokyo rolls

Tokyo rolls filled with:

- Atlantic salmon, cucumber, wasabi
- Teriyaki chicken, avocado, red pepper
- Cooked tuna, spring onion
- Avocado, red pepper, mayonnaise

Served with light soy, wasabi and pickled ginger

3 pc per person

Minimum 10 people / Maximum 50 People

Menu 5 - \$140.00 per platter for 10 people Turkish bread fingers

Sesame crusted Turkish bread fingers filled with:

- Roma tomato, bocconcini and basil pesto
- Tikka chicken with roasted capsicum and raitta
- Smoked ocean trout with horseradish and traditional condiments

3 pc per person

Minimum 10 people / Maximum 50 People

Menu 6 - \$155.00 per platter for 10 people Sandwich selection 1

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

Menu 7 - \$155.00 per platter for 10 people Sandwich selection 2

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

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

2.7.3 STAND CATERING MENU SELECTION Cont

Menu 8 - \$100.00 per platter for 10 people Mezze Platter
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

Menu 9 - \$58.00 per platter for 10 people Fruit Platter
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

Menu 10 - \$85.00 per platter for 10 people Cheese Platter
A platter of assorted Australian cheese including: Brie, Blue, Cheddar and herb torte Served with walnut bread and an assortment of crackers
Minimum 10 people / Maximum 50 people

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

Additional Items	
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

2.7.4 STAND BEVERAGE SELECTION

Item #	Item	Quantity per bottle	Cost
A	Six (6) Carlton Draught Beer	375ml	\$30.00
B	Six (6) Crown Lager	375ml	\$34.00
C	Six (6) Cascade Premium Lager	375 ml	\$34.00
D	Six (6) Cascade Premium Light	375 ml	\$30.00
E	White Wine <i>Please select from the following:</i> <input type="checkbox"/> Chardonnay <input type="checkbox"/> Sauvignon Blanc <input type="checkbox"/> Riesling	750ml	\$27.50
F	Red Wine <i>Please select from the following:</i> <input type="checkbox"/> Shiraz <input type="checkbox"/> Cabernet Merlot <input type="checkbox"/> Pinot Noir	750ml	\$27.50
G	Sparkling Wine	750ml	\$32.00
H	Twelve (12) Orange Juice	350ml	\$36.00
I	Twelve (12) Assorted Juices	350ml	\$36.00
J	Twelve (12) Coke	390ml	\$33.00
K	Twelve (12) Assorted Soft Drinks	390ml	\$33.00
L	Twelve (12) Still Water	400ml	\$32.00
M	Twelve (12) Assorted Mineral Water	330ml	\$33.00
N	Twelve (12) Plain Mineral Water	330ml	\$33.00
O	Six (6) Energy Drinks	250ml	\$27.50
P	Water Cooler	Unit	\$115.50
Q	Water Bottle	15 Litre Water Bottle	\$24.00
R	Cups	Pack of 100 Cups	\$12.50
	Cappuccino Machine Packages available (per following page)	375ml	\$30.00

Please Note: No alcohol is to be consumed on the exhibition floor during designated move-in/out periods.

2.7.5 CAPPUCCINO /ESPRESSO MACHINE WITH A STAFF MEMBER

Price includes Piazza D'oro *Barista Blend* coffee (100% Arabica beans), ground on site to order, range of brand name teas, hot chocolate, *Ripple Wrap* insulated cardboard cups, stirrers.

Hours of Operation (in a single day)	No. Cups included	Package Cost
5	95	\$500
6	105	\$540
7	115	\$580
8	125	\$620
9	135	\$660
10	145	\$690

Cost per cup once the packaged quantity is exceeded is \$1.65

Crockery may be supplied in place of cardboard cups at an additional cost of \$66.00 per day for daily washing. Prices assume site readiness to receive machine when proposed on job sheet. If site is not ready a charge of \$55 per hour for installing technician may apply. Any damage or losses will be billed to the user.

2.7.5.1 POWER AND SPACE REQUIREMENTS:

20 amp power required for Espresso machine (in the form of a suitable three pin socket). Regular 10 amp power is required for the coffee mill.

A suitable bench top or cabinet capable of supporting approx. 70 kg, exhibitor to arrange. Bench top needs to allow sufficient operator workplace, in the vicinity of 500mm either side of machine. Bench height should be in the vicinity of 880-950mm. A bench top hole of approx. 60mm diameter in the centre of the bench for power cord, water pick-up hose and sullage hose. Suitable space below cabinet is required for spring water bottles, waste water container and consumables – approx. 750mm high and 750mm wide.

Typical Espresso machine dimensions are: 550mm high, 740mm wide, 600mm deep (for a machine with two brewing heads). Single head and Triple head machines can also be provided in accordance with supplied bench space, forecast demand, aesthetic considerations.

A small under bench refrigerator or space to allow for an ice-chest may be necessary depending on distance to main refrigeration units.

CARTS are also available, in the following sizes: 1500 x 950mm, 1730 x 820mm, 1805 x 855mm (wings folded) or 1900 x 855mm (wings extended).

2.8 FLORAL ARRANGEMENT ORDER FORM

Please select one of the following prices by placing a ✓ in the appropriate box

PRICE :	\$55.00	<input type="checkbox"/>	\$220.00	<input type="checkbox"/>	\$440.00	<input type="checkbox"/>
	\$82.50	<input type="checkbox"/>	\$275.00	<input type="checkbox"/>	\$495.00	<input type="checkbox"/>
	\$110.00	<input type="checkbox"/>	\$330.00	<input type="checkbox"/>	\$550.00	<input type="checkbox"/>
	\$165.00	<input type="checkbox"/>	\$385.00	<input type="checkbox"/>	\$605.00	<input type="checkbox"/>

Preferred colours for floral arrangement (maximum three (3) colours):

1. _____ 2. _____ 3. _____

Please circle the type of floral arrangement required:

Coffee Table **Bench** **Flat Sided** **Free Standing**

Other: _____

Height of arrangement: _____

Delivery Day	Delivery Date	Delivery Time	Cost
Monday	/ /		
Tuesday	/ /		
Wednesday	/ /		
Thursday	/ /		
Friday	/ /		
Saturday	/ /		
Sunday	/ /		
TOTAL			

2.9 STAND CLEANING ORDER FORM - MELBOURNE CONVENTION CENTRE

The Melbourne Convention Centre offers exhibitors stand cleaning at a competitive rate. Ask your Event Planner for a quote.

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	\$

2.10 KIOSK/ COFFEE SHOP ACCOUNT CARD ORDER FORM

2.10.1 MELBOURNE EXHIBITION CENTRE – KIOSK/EXHIBITOR LOUNGE

Exhibitors at the MEC wishing to purchase food and beverage from the kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Kiosk Account Card simply complete the details below together with the Exhibitor Services Account Form. Payment details must accompany the order forms, please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event, will be to the credit card nominated.

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: GST is charged at the point of sale – please retain all Kiosk receipts for details of GST incurred.

2.10.2 MELBOURNE CONVENTION CENTRE – COFFEE SHOP

Exhibitors at the MCC wishing to purchase food and beverage from the Coffee Shop may charge their purchases to an Account Card. To arrange a Coffee Shop Account Card simply complete the details together with the Exhibitor Services Account Form. Payment details must accompany the order form - please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event will be to the credit card nominated.

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: GST is charged at the point of sale – please retain all Coffee Shop receipts for details of GST incurred.

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

2.11 EXHIBITOR PARKING ORDER FORM

2.11.1 EXHIBITOR PARKING - FREEWAY CARPARK MEC - MUNRO STREET

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

Fax this page and the following page to the MECC Carpark no later than (7) days prior to the commencement of the event. Fax: (03) 9235 8321.

If you have any queries, contact the MECC Carpark on Ph: (03) 9235 8322.

NO. OF PASSES REQUIRED	DATE PASS VALID FROM:	DATE PASS VALID TO:	12 HOUR @ \$4.00	18 HOURS @ \$5.00	TOTAL COST
<i>EG: 10 passes required</i>	<i>02/05/05</i>	<i>06/05/05</i>	<i>5 passes x 5 days x \$4.00 per day = \$100</i>	<i>5 passes x 5 days x \$5.00 per day = \$125</i>	<i>\$225.00</i>
	/ /	/ /			
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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 Privacy Policy is available from the Security Department, our web site www.mecc.com.au, Level 4 Reception or Customer Service.

Method of advice of use and disclosure statement: Verbal Written Unable to advise

Advised of MCET privacy policy: Yes No

2.11.1 EXHIBITOR PARKING ACCOUNT FORM

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

Credit Card Type				
<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DINERS	<input type="checkbox"/> OTHER
Credit Card Number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Credit Card Expiry Date		Credit Card ID No. (for AMEX only)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Please send me a receipt <input type="checkbox"/>				
E-mail Address: _____				
Please charge my card to the value of \$ _____				
Cardholders Name: _____				
Cardholders Signature: _____				

Information Privacy Act 2000 - Information collected on this form will only be used for the completion of this payment. The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our website, Level 4 Reception, or Customer Service.