

2018 EXHIBITOR SERVICES STAND CATERING GUIDE

AWARD-WINNING FOOD,
MADE IN HOUSE.



MELBOURNE
CONVENTION
EXHIBITION
CENTRE

SHAPED BY YOU.

AT MELBOURNE CONVENTION AND EXHIBITION CENTRE (MCEC), WE UNDERSTAND GREAT FOOD AND BEVERAGES ARE A KEY COMPONENT TO THE SUCCESS OF ANY EVENT. MAINTAINING QUALITY REFRESHMENTS, THAT ARE READILY AVAILABLE, HELP YOUR EXHIBITORS STAY ENERGISED AND ENGAGED.

This guide provides you with an extensive range of food and beverage options, tailored specifically to exhibitors' needs.

Our skilled chefs create the majority of these dishes in-house, using the freshest seasonal Victorian produce available. This menu also caters for a wide variety of dietary requirements, with vegetarian, dairy free and gluten free options readily available.

SAMPLING

Please note MCEC have sole catering rights to the venue. We will consider reasonable requests for food and beverage sampling, however sampling portions must be of tasting size only i.e. no larger than 50g or 50ml (not more than 10ml for spirits or 30ml for wine, beer and cider) and must be offered free of charge. Requests for external catering and food and beverage sampling must be submitted in writing to the MCEC for approval and will be considered on a case by case basis, to which charges may apply.

Click here to download the Food and Beverage Sampling/Selling Request.

FOOD AND BEVERAGE ACCOUNT CARD

Exhibitors can also purchase food and beverage from the Plenary Café, Shed Cafe and the Exhibitor Lounge using an Account Card.

This pre-paid card is used like a debit card and is handy for hosting guests or for when you need to grab some food on the run.

For further information and to organise before you come on site **click here**

BREAKFAST OPTIONS

\$50.00 (10 PIECES) SELECT TWO

- Breakfast sliders with fried eggs and a variety of fillings, including bacon and buttered spinach
- Pots of house-made vanilla yogurt and toasted muesli breakfast trifle, with berry compote and walnuts **(V)**
- Strawberry, vanilla and yoghurt smoothie **(V, GF)**
- Protein muffin with apple, almond and berries **(V)**
- Buttery baby croissant with shaved ham, Swiss cheese and molten Dijon mustard sauce
- Mini bacon and egg pie with tomato relish

BREAK PACKAGES

SOMETHING SWEET

\$60.00 (10 PIECES) SELECT TWO

- Our signature banana and walnut bread coated with milk chocolate and roast almonds **(V)**
- Baker's favourite chocolate cruffin with a tangy passionfruit curd **(V)**
- Matcha cup cakes with wicked raspberry buttercream **(V)**
- Lemon, pistachio and white chocolate chip studded muffin **(V)**
- House-made muesli bars with organic rolled oats, assorted nuts with chia and flaxseed **(V, GF)**

SERVED HOT

\$70.00 (10 PIECES) SELECT TWO

- Apple and pear turnovers with molten custard, honey and cinnamon **(V)**
- Harrissa spiced lamb sausage rolls with a pomegranate yoghurt dip
- Toasted baby jaffles of buttered mushroom, spinach and Yarra Valley Persian fetta **(V)** and
- Smoked ham, tomato and béchamel sauce
- Handmade organic Victorian beef pie with yolk glazed top and classic tomato relish
- Truffled mushroom, goats curd and lemon thyme tart **(V)**

IN LITTLE POTS

\$60.00 (10 PIECES) SELECT TWO

- Acai, pear and blueberry compote, fresh banana, coconut and macadamia crumble, with freeze dried berries **(V, GF)**
- Our award-winning yoghurt with compressed apple, lemon, cocoa nib and an almond and oatmeal crumble **(V)**
- Pots of yoghurt mousse with lemon poached pear, oat, cinnamon crumb and set lemon cream **(V)**
- Mango chia pudding with fruit compote and granola **(V)**

(V) Vegetarian
(GF) Gluten free

LUNCH BREAK

FILLED ROLLS

\$81.00 (20 PIECES) SELECT TWO

- Slow roasted Sher Wagyu beef on rye with zucchini pickle, provolone cheese, watercress and traditional mayonnaise
- Paprika chicken with chorizo, fire roasted red capsicum, goats cheese and chipotle mayonnaise
- Smoked Gypsy ham with snow pea shoots, pickled fennel, coriander and djon mustard
- Poached chicken, bacon and celery with parsley mayonnaise
- Salami, ham and swiss cheese with olive tapenade, pickled onion, radish and lettuce

PLANT POWERED SALADS AND WRAPS

\$81.00 (20 PIECES) SELECT TWO

- Tomato tortilla with grilled zucchini and minted pea with marinated capsicum and spinach **(V)**
- A wholemeal wrap with smashed avocado, heirloom tomato, buffalo mozzarella, basil and mixed leaves **(V)**
- Super green salad of edamame soya beans, garden peas, fine beans, sugar snaps and rocket, dressed with a mild chili and coriander dressing **(V)**
- Mediterranean wrap filled with tomato, cucumber, fetta, kalamata olives and cos lettuce dressed with tzatziki **(V)**
- Wholefood salad of sweet corn, broccoli, cauliflower, black bean and pea shoots with cumin and lime dressing **(V)**

FROM THE DELI

\$148.00 (20 PIECES) SELECT TWO

- Barramundi and avocado rice paper roll with vermicelli noodles, cucumber, coriander, mint, fried shallots with thai sauce for dipping **(GF)**
- Poké bowl salad of sashimi grade salmon with multigrain sushi rice, spicy mayo, seaweed, edamame and toasted sesame seeds
- Roasted Mount Macedon corn fed duck with heirloom radishes, rhubarb and blood orange, smoked yoghurt, hazelnuts and manuka honey **(GF)**
- Dukkah roasted Hazeldene chicken with quinoa, carrots, sultanas, radish, mint, parsley and pistachio nuts with cumin yoghurt dressing
- A variety of Tokyo hand rolls filed with crispy chicken, salmon teriyaki and spring onion or bean curd and enoki mushrooms. **(GF)** Served with wasabi kewpie mayonnaise and soy sauce.

(V) Vegetarian
(GF) Gluten free

EXHIBITOR ESSENTIALS

- Whole fruit \$2.20per piece
- Selection of house baked cookies (28 cookies) **\$49.50**
- Red rock deli chips 10 pkt. assorted flavours (45G) **\$36.00**
- Platter of Australian seasonal fruit served with house made yoghurt on the side **\$64.00**
- Platter of selected Victorian cheese with quince paste, served with lavoche and water crackers (10 serves) **\$113.00**
- Charcuterie board of Victorian smallgoods, olives and pickled vegetables with sour dough breads and grissini (10 serves) **\$113.00**

ICE-CREAM BREAK\$49.50 (12 SERVES - 6 OF EACH)

- House-made individual tubs of ice cream
- House-made individual tubs of sorbet

LOLLIE JAR \$24.80

Assorted classic sweet treats served in individual glass bowls (650gm)

SELECT YOUR FAVOURITE FLAVOUR

- Musk sticks
- Red skins
- Fruit tingles
- Clinkers
- Aussie classic assorted lolly mix

CHOCOLATE JAR \$31.00

Chocoholics favourites (650gm)

SELECT YOUR FAVOURITE FLAVOUR

- Freddo frog
- Golden rough
- Caramello koala
- Aussie classic assorted

CHOCOLATE DIPPED TRUFFLE LOLLY POPS \$55.00 (20 PIECES)

- Soft centre flavours include
- Strawberry marshmallow
- Salted caramel
- Jaffa

ASSORTED RING DONUTS \$72.00 (12 PIECES)

Don't leave them hanging, colourful fondant glaze

ADD YOUR COMPANY LOGO

Select one item (10 pieces) **\$66.00**

- Mini lamingtons
- Pastel coloured macaroons
- Chocolate and raspberry cupcakes
- Strawberry vanilla yoyo cookies

Price without logo is \$55.00 for 10 pieces

SCOOP ICECREAM

Includes enough award winning ice-cream to serve 180 guests, freezer hire, napkins, three flavours of ice-cream or sorbet, waffle cones and cups with spoons.

ITEM DESCRIPTION

Ice cream and sorbet cart with assorted flavours of your choice.

PRICE

\$465.00

FLAVOURS (CHOOSE 3)

- Vanilla and strawberry ripple
- Dark chocolate and roasted peanut ice cream
- Hazelnut ice cream
- Coconut and pineapple sorbet
- Very berry sorbet
- Mandarin and passionfruit sorbet

INCLUSIONS

CART HIRE

- 180 portions; Three ice cream/sorbet tubs (five litres each, serving approximately 60 people)
- Serving napkins

CHOICE OF

- 180 waffle cones
- 180 MCEC branded cups with spoons
- Combination of both

ADDITIONS

ADDITIONAL TUB OF ICE CREAM/SORBET

Price: **\$103.00** for each additional tub of ice cream/sorbet (freezer holds a maximum of six tubs at one time)

STAFF HIRE

The following packages require MCEC Staff members to service them. Please refer to the Staff Hire table below for applicable rates. A minimum of 4 consecutive hours per staff member, per day is required.

Monday - Friday **\$40.00ph**

Saturday **\$45.00ph**

Sunday **\$53.00ph**

Public Holidays **\$53.00ph**

PERSONALISE YOUR STAND

- Branding of the freezer front panel is permitted
- Dimensions: 460mm high x 1140mm wide
- Height from underneath badge is 420mm

To adhere the branding panel please use a non-marking, easily removable adhesive (for example, blu tack or double sided tape)

A decal can also be used, however charges may apply for any damage or should there be additional cleaning required once the decal is removed.

CONSIDERATIONS

The exhibitor is responsible for organising power connection at their stand for the ice cream and sorbet freezer - 10 amp power is required.

CART DIMENSIONS

- 1240mm wide x 1250mm high x 724mm deep

PLEASE NOTE

To comply with MCEC health and safety standards, an MCEC employee is required to scoop and serve the ice cream/sorbet. Exhibitors are unable to provide their own staff. This charge is in addition to the package price.

NOTHING BEATS THE SMELL OF FRESH POPCORN TO DRAW IN A CROWD.

POPCORN STAND

ITEM DESCRIPTION

Live popcorn machine serving freshly popped corn

PRICE

\$150.00 per day

INCLUSIONS

- Popcorn machine hire
- 2kg of corn kernels (serves 100 portions)
- 100 x small serving boxes
- Canola oil
- Salt shaker
- Serving scoop

ADDITIONS

- Item description: \$100.00 for 2kg of extra corn kernels and an additional 100 serving boxes
- Item description: \$70.00 for 1kg of extra corn kernels and an additional 50 serving boxes.

STAFF HIRE

The following packages require MCEC Staff members to service them. Please refer to the Staff Hire table below for applicable rates. A minimum of 4 consecutive hours per staff member, per day is required.

Monday - Friday **\$40.00ph**

Saturday **\$45.00ph**

Sunday **\$53.00ph**

Public Holidays **\$53.00ph**

CONSIDERATIONS

- The exhibitor is responsible for organising power connection at their stand for the popcorn machine -10 amp power is required.
- The exhibitor is responsible for organising their own bench for the Popcorn machine to be placed on.

POPCORN MACHINE DIMENSIONS

- 745mm high x 895mm wide x 415mm deep

PLEASE NOTE

To comply with MCEC health and safety standards, an MCEC employee is required to prepare and serve the pop corn. Exhibitors are unable to provide their own staff. This charge is in addition to the package cost.

JUICE CART

Fresh and healthy, MCEC's juice machine offers your guests a range of delicious juice combinations.

ITEM DESCRIPTION

Choose from our range of juices freshly squeezed on your stand.

SELECT TWO FLAVOURS FROM THE FOLLOWING

- Orange, carrot and ginger
- Apple, orange and celery
- Watermelon, apple and mint
- Pineapple, lime and honeydew

PRICE

\$247.20 per day

INCLUSIONS

- Juice machine hire
- 100 portions of juice (175ml/6floc cup size)
- Serving napkins
- Cups
- Straws
- Cart - option 1200mm or 1500mm (please specify on the order form)

ADDITIONS

50 ADDITIONAL PORTIONS
(175ML/6FLOZ CUP SIZE)

Price: **\$154.50** per 50 portion

STAFF HIRE

The following packages require MCEC Staff members to service them. Please refer to the Staff Hire table below for applicable rates. A minimum of 4 consecutive hours per staff member, per day is required.

Monday - Friday **\$40.00ph**

Saturday **\$45.00ph**

Sunday **\$53.00ph**

Public Holidays **\$53.00ph**

PERSONALISE YOUR STAND

- Branded juice cups are permitted - the size of the cup required is 175ml.
- Juice machine branding is permitted on the front panel only. Branding must be produced as corflute signage, as decal branding is unable to be adhered to the surface.
- 1500ml Juice Machine dimensions: 1500mm wide x 1050mm high (corflute width 3mm)
- 1200ml Juice Machine dimensions: 1200mm wide x 1050mm high (corflute width 3mm)

CONSIDERATIONS

The exhibitor is responsible for organising power connection at their stand for the juice machine - 10 amp power is required.

JUICE CART AND MACHINE DIMENSIONS

- 1500 Juice Cart: 1500mm wide x 1150mm high x 900mm deep
- 1200 Juice Cart: 1200mm wide x 1150mm high x 900mm deep
- Juice machine: 500mm wide x 520mm high

PLEASE NOTE

To comply with MCEC health and safety standards, an MCEC employee is required to prepare and serve the juice. Exhibitors are unable to provide their own staff. This charge is in addition to the package cost.

COFFEE PACKAGES

70 CUP NESPRESSO PACKAGE	\$200.00 per event
<ul style="list-style-type: none"> • Semi-automatic Nespresso machine • 50 assorted Nespresso coffee pods • 10 tea bags • 10 hot chocolate sachets • 2 litres of milk • Heat barrier cups, sugar and stirrers 	
100 CUP NESPRESSO PACKAGE	\$240.00 per event
<ul style="list-style-type: none"> • Semi-automatic Nespresso machine • 70 assorted Nespresso coffee pods • 15 tea bags • 15 hot chocolate sachets • 2 litres of milk • Heat barrier cups, sugar and stirrers 	
100 CUP HOT WATER URN	\$220.00 per event
<ul style="list-style-type: none"> • 80 coffee sachets • 20 English breakfast/herbal tea • 2 litres of milk • Heat barrier cups, sugar and stirrers 	
36 CUP COFFEE AND TEA URN	\$82.00 per day
<ul style="list-style-type: none"> • 2 x 12 cup urns of freshly brewed coffee • 1 x 12 cup urn of hot water • 12 x English breakfast/herbal tea bags • 2 litres of milk • Heat barrier cups, sugar and stirrers (please note power is not required) 	
NESPRESSO PODS	\$3.20 each
CUPS, SAUCERS AND TEASPOONS	\$3.20 per 10
COFFEE SACHETS	\$5.00 per 10
TEA BAGS	\$17.50 per 10
PREMIUM HOT CHOCOLATE SACHETS	\$30.00 per 10
MILK (FULL CREAM OR SKIM MILK)	\$4.50 per 2 litres
SOY MILK	\$4.00 per 1 litres
DISPOSABLE BLACK RIPPLE HEAT BARRIER CUPS	\$12.00 per 50
ICE BUCKET HIRE (FOR MILK - HOLDS A MAXIMUM 2 X 2 LITRE BOTTLES)	\$5.00 each per day

NESPRESSO PACKAGE CONSIDERATIONS

NESPRESSO MACHINE

- Fresh milk is stored in a one litre thermal container which remains cold for up to eight hours. Frothing or steaming milk with a simple press of a button takes approximately 20 seconds. It is a requirement by MCEC that milk that has been in the machine canister during the day cannot be stored in a fridge overnight and reused the next day. Please make allowances to order fresh milk for each day of your event, to be delivered at the same time you require your machine to be set up
- If the machine is positioned in a locked area of your stand, please indicate a time when your stand will be manned to provide access for an MCEC staff member.
- The semi-automatic pod insertion and ejection assists with the cleanliness and daily maintenance of the machine. With the double head extraction system it can prepare two coffees simultaneously. It also includes a hot water dispenser and contains removable water tanks (2 x 3 litres each).
- Bookings for Nespresso machines are subject to availability.
- 10 amp power supply is required for the machine and is the responsibility of the exhibitor to organise through their stand builder.

MACHINE INFORMATION

- Nespresso machine weight: 18kg.
- Dimensions:
560mm wide x 370mm high x 392mm deep

REFRIGERATION FOR MILK

- Ice buckets can be hired for **\$5.00** per day for any stand that does not have refrigeration.
- It is the responsibility of the exhibitor to organise through their stand builder if they wish have a fridge on your stand (including any power requirements for the fridge).

POWER REQUIREMENTS

- 10 amp power supply is required for the Nespresso machine and the 100 cup hot water urn and is the responsibility of the exhibitor to organise through their stand builder.

PLEASE NOTE

MCEC and The Coffee Mob have a variety of Barista Coffee Cart packages available for exhibitors to hire for use within their stand during an event. Choose from either a 3 hour or full day package with a variety of additional options to suit your needs. All of our options are outlined in the Espresso coffee cart package order form.

NON-ALCOHOLIC BEVERAGES

6 (600ML) X STILL WATER **\$18.00**

6 (250 ML) X PLAIN SPARKLING MINERAL WATER **\$22.80**

6 (250 ML) X SPARKLING MINERAL WATER **\$22.80**

- Please select one option:
- Grapefruit
 - Blood orange
 - Cranberry
 - Ginger beer
 - Assorted
-

6 X (390ML) SOFT DRINKS **\$22.80**

- Coca Cola
 - Lift
 - Coke Zero
 - Assorted
-

6 (260ML) X NOAH’S FRUIT JUICES **\$24.00**

- Please select one option:
- Orange
 - Apple
 - Apple, Coconut Water, Banana, Raspberry, Lychee and Guava
 - Peppermint Ice Tea
 - Apple, beetroot & orange
 - Carrot, apple & ginger
 - Assorted
-

INFUSED WATER (15 LITRES) **\$15.00**

- Please select one option:
- Mint and strawberry
 - Lemon, lime & orange
- Includes dispenser and cups
-

ICED TEA (15 LITRES) **\$150.00**

- Please select one option:
- Fruitilicious with Turkish apple
 - Pumping Pomegranate with cherry
- Includes dispenser and cups
-

WATER COOLER UNITS

WATER COOLER UNIT (PER UNIT, PER EVENT) **\$100.00**

WATER COOLER BOTTLE (15 LITRES) **\$20.00**

PACKET OF WATER COOLER CUPS (100 CUPS) **\$7.50**

ALCOHOLIC BEVERAGES

6 (375ML) X CROWN LAGER	\$48.00
6 (330ML) X COLLINGWOOD DRAUGHT	\$48.00
6 (330ML) X MOUNTAIN GOAT HIGHTAIL ALE	\$48.00
6 (330ML) X SOUTHERN BAY PREMIUM LAGER	\$48.00
6 (375ML) X JAMES BOAG'S PREMIUM LIGHT	\$45.00
1 (750ML) X SPARKLING WINE	\$42.00
1 (750ML) X PREMIUM SPARKLING	\$65.00
1 (750ML) X BOTTLE OF WHITE WINE	\$40.00
<ul style="list-style-type: none"> • Chardonnay • Sauvignon Blanc • Riesling • Pinot Grigio 	
1 (750ML) X BOTTLE OF RED WINE	\$40.00
<ul style="list-style-type: none"> • Shiraz • Cabernet Sauvignon • Pinot Noir 	
1 (750ML) X PREMIUM RED/WHITE WINE	\$60.00

ADDITIONS

STAFF HIRE

The following packages require MCEC Staff members to service them. Please refer to the Staff Hire table below for applicable rates. A minimum of 4 consecutive hours per staff member, per day is required.

Monday - Friday **\$40.00ph**

Saturday **\$45.00ph**

Sunday **\$53.00ph**

Public Holidays **\$53.00ph**

PLEASE NOTE

MCEC offers a range of beverage products for your stand. Under the Victoria State Legislation, service of alcohol requires staff with a current Victorian Responsible Service of Alcohol (RSA) Certification. The number of staff required will be determined by the size of your order. Service of alcohol must cease 30 minutes before the bump out of an event.

COCKTAIL PARTY BEVERAGES

1 HOUR BEVERAGES ON CONSUMPTION **\$18.00** minimum spend per person

One variety of sparkling, white and red wine; standard and light strength beers; soft drinks; and fruit juices
Note: Beverages served will be Beverage Manager selection.

2 HOUR BEVERAGES ON CONSUMPTION **\$24.00** minimum spend per person

One variety of sparkling, white and red wine; standard and light strength beers; soft drinks; and fruit juices
Note: Beverages served will be Beverage Manager selection.

3 HOUR BEVERAGES ON CONSUMPTION **\$30.00** minimum spend per person

One variety of sparkling, white and red wine; standard and light strength beers; soft drinks; and fruit juices
Note: Beverages served will be Beverage Manager selection.

ADDITIONAL BEVERAGE EQUIPMENT

PACKET OF CLEAR PLASTIC CUPS (425ML) 50 CUPS	\$9.00
HIGHBALL GLASS HIRE	\$1.10 each
BEER GLASS HIRE	\$1.10 each
CHAMPAGNE FLUTE HIRE	\$1.10 each
WINE GLASS HIRE	\$1.10 each
PUNCH BOWL (HOLDS A MAXIMUM OF 24 BOTTLES OF SOFT DRINK/JUICE)	\$10.00 each
BOTTLE OPENER - NON RETURN CHARGE	\$5.00 each
BAG OF ICE	\$5.50 each

PLEASE NOTE
 The above minimum spend per person will be charged pre-event and is inclusive of Staff Hire. Beverages will be charged on site on a consumption basis and if the minimum spend is exceeded any additional will be charged post event.

CANAPE MENUS

(MINIMUM 20 PEOPLE)

HAPPY HOUR MENU

\$11.50 PER PERSON (1 HOUR ONLY)

- Assorted platters of mini pies with tomato ketchup and beetroot relish
- Classic pizzas slabs served from wooden boards

*Please note: This price is for food only.
This package does not include beverages.*

COCKTAIL EVENT \$46.50 PER PERSON

Select four cold and five hot canapés from the list below

*Please note: This price is for food only.
This package does not include beverages.*

COLD CANAPES

- Egg soufflés with kale, quinoa, mushroom, zucchini, fresh mint and goats curd **(V)**
- Tasmanian smoked salmon roulade egg crepe topped with crème fraiche, salmon roe and chives.
- Petite poached chicken seeded baguette with celery, walnut and lime mayonnaise
- Truffled mushroom, crème fraiche and lemon thyme tart **(V)**
- Cones of yellow fin tuna sashimi with togarashi spice, sweet pickled daikon and miso mayonnaise
- Vietnamese chicken rice paper roll spiced palm sugar syrup **(GF)**
- Slow cooked smoked ham hock and parsley terrine, toasted brioche and sauce gribiche
- Hand crafted assorted vegetarian sushi with wasabi and light soy sauce **(V)**

- Chocolate and caramel hazelnut cup
- Milk chocolate and Baileys Irish Cream lollypop
- Speculoos cookie fingers with dark chocolate and freeze dried raspberries

HOT CANAPES

- Cuban beef and piquillo pepper empanada with mojo sauce
- Assorted vegetarian mini pizzas served from wooden paddles **(V)**
- Braised organic beef meatball tart with salsa verde and fresh basil
- Grilled field mushroom and Manchego cheese burger with pickled tomato, chipotle mayonnaise charcoal bun **(V)**
- Chicken tikka masala pie with tomato kasundi
- Sumac spiced pumpkin and feta brik pastry cigar with pomegranate yoghurt **(V)**
- Squid ink arancini with calamari, chorizo, roasted tomato and lemon aioli
- Chicken schnitzel burger with celeriac remoulade, lettuce and pickles
- Kwan's house-made traditional dumplings – chicken and prawn sui mai, pork and chive gow gee, and vegetarian gyoza
- Spicy Spanish chorizo sausage sandwich with padron peppers, garlic aioli on soft buttermilk roll
- Traditional vegetable spring rolls with nam prik dressing **(V)**
- Gippsland beef slider with American cheese, bacon mayonnaise and classic tomato sauce on a seeded roll

(V) Vegetarian
(GF) Gluten free

TERMS AND CONDITIONS

PLEASE NOTE THE FOLLOWING IN RELATION TO STAND CATERING

- Before placing an order with Exhibitor Services please ensure you are compliant with any on stand show requirements as dictated by the event organiser. Please liaise with the organiser directly should you have any questions.
- Cancellations to service requests must be submitted in writing to exservices@mcec.com.au 72 hours prior to the event commencing. Failure to submit a request to cancel or for any cancellations received after the cut off period will result in full fees being charged.
- All bookings are subject to availability.
- Melbourne Convention and Exhibition Centre (MCEC) have the sole catering rights for all food and beverage products. Exhibitors are not permitted to bring food and beverage into MCEC from outside sources. Exceptions only apply in circumstances related to food and/or beverage tastings. To submit a request for approval of any sampling please complete the **Food and Beverage Sampling/Selling Request**
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the exhibitor.
- All stand catering is delivered and dropped off to your stand on catering trolleys and is self-serviced. All trolleys are for delivery drop offs only and are not left on stands. It is the responsibility of the exhibitor to have appropriate bench space for all their stand catering orders.
- MCEC does not supply furniture or stand equipment to stands. Items such as refrigeration and waste disposal must be arranged by the exhibitor. Please contact your stand builder or external exhibition Hire Company if these items are required.
- All catering activities must take place within your stand footprint and cannot spill into surrounding areas
- It is the responsibility of the exhibitor to ensure all non-disposable equipment is accounted for upon equipment collection from stands. The cost of any lost equipment will be on charged to the exhibitor.
- An authorised signatory **MUST** be present at the stand at all delivery times stated on the stand catering order form. They will be responsible for accepting any deliveries to the stand, as well as the authorisation of any changes to orders made during the event.
- Unless otherwise specified 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.
- We recommend a maximum of 50 people for all of our packages. Should your requirements exceed this please contact the Exhibitor Services Team to discuss suitable options on +61 3 9235 8110.

STAND CATERING AND BEVERAGE ORDER FORM

Please complete and return this form no later than 7 business days prior to your event to **exservices@mcec.com.au**. Any request received after this due date will be assessed on an individual basis as we may not be able to guarantee delivery of good and services after this deadline has passed.

Once your order has been received and processed, you will be sent a tax invoice confirming your order details. **No services will be provided until payment is received.** All service charges are current and subject to change without notice.

EVENT DETAILS

EVENT NAME _____

EVENT DATES _____

STAND NAME _____ STAND NUMBER _____

CONTACT DETAILS

CONTACT NAME _____

POSITION _____

COMPANY _____ ABN / ACN _____

ADDRESS _____

SUBURB _____ POSTCODE _____ STATE _____

TELEPHONE _____ MOBILE _____

EMAIL (REQUIRED FOR PAYMENT) _____

BILL TO DETAILS (IF DIFFERENT TO ABOVE)

CONTACT NAME _____

POSITION _____

COMPANY _____ ABN / ACN _____

ADDRESS _____

SUBURB _____ POSTCODE _____ STATE _____

TELEPHONE _____ MOBILE _____

EMAIL (REQUIRED FOR PAYMENT) _____

STAFF HIRE

If you require staff hire there is a minimum four consecutive hour shift, and a minimum 48 hours' notice is required.

	DATE	START TIME	FINISH TIME	STAFF QUANTITY	TOTAL HOURS	HOURLY RATE	AMOUNT
MONDAY						\$40.00	\$
TUESDAY						\$40.00	\$
WEDNESDAY						\$40.00	\$
THURSDAY						\$40.00	\$
FRIDAY						\$40.00	\$
SATURDAY						\$45.00	\$
SUNDAY						\$53.00	\$
PUBLIC HOLIDAYS						\$53.00	\$
						TOTAL	\$

Staff hire is required for any alcoholic beverage order, ice cream cart, juice cart and popcorn machine. Please discuss your requirements with one of MCEC Exhibitor Services Team Member to determine your staffing needs. The Exhibitor Services Team can be contacted on +613 9235 8110.

I have read and understand the terms and conditions outlined within this guide.

NAME

SIGNATURE

DATE

PRIVACY COLLECTION STATEMENT

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law. You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer (privacy@mcec.com.au). Our Privacy Policy is available by clicking [here](#).