Exhibition
Event Services Information Kit
## Contents

- OVERVIEW OF EVENT SERVICES ............................................. 3
- SECURITY .................................................................................. 3
- CLEANING ................................................................................ 5
- LOADING DOCK ........................................................................ 7
- LIGHTING AND POWER ............................................................ 8
- CUSTOMER SERVICE STAFF .................................................. 8
- TICKETING ................................................................................ 9
- EARLY AND LATE ACCESS TIMES ............................................. 9
OVERVIEW OF EVENT SERVICES

The Melbourne Convention & Exhibition Centre (MCEC) provides a broad range of event services to assist event organisers plan their events.

Services include:
- SECURITY
- FIRE WARDENS
- CLEANING
- LOADING DOCK ACCESS
- PORTERING ASSISTANCE
- FORKLIFT ASSISTANCE
- LIGHTING AND POWER
- CUSTOMER SERVICE STAFF
- EARLY OR LATE ACCESS.

This information kit provides details regarding the above services and is also a guide for associated charges. If your event requires any of the services listed in this kit please contact your Event Planner who will be able to provide further information and quotes. All estimated charges will appear on the Summary of Charges document provided before the event. Any changes thereafter will appear on the final Tax Invoice.

If you require any services not detailed in this document, please contact your Event Planner

SECURITY

EXHIBITION BAYS

For events being held solely in the Exhibition Bays, it is the responsibility of the event organiser to contract a security supplier to operate within the licensed area.

Security must be engaged for event and patron control during your event’s licensed period, including overnight and during move-in and move-out. There are some minimum requirements, such as one guard per operational door, and RSA guards for functions where alcohol is being served. Please speak with your Event Planner for further information.

The following companies are accredited to work within the Exhibition Bays:

MCEC Venue Service Partner
Business Risks International
+61 3 8689 1800
mcecoperations@busrisks.com.au

Australian Goldstar Security Services Pty Ltd
+61 434 284 175
info@agssecurity.com.au

Australian Security Services
+61 413 328 374
christian@aussecurity.com.au
SECURITY GUARD RATES
When holding an event in any space other than the Exhibition Bays security must be provided by our Venue Service Partner, Business Risks International (BRI). This includes during your license period, for move-in and move-out and from the time the building opens each day until it closes each day.

<table>
<thead>
<tr>
<th>Security Guard</th>
<th>Hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>$49.06</td>
</tr>
<tr>
<td>Saturday</td>
<td>$59.95</td>
</tr>
<tr>
<td>Sunday</td>
<td>$67.76</td>
</tr>
<tr>
<td>Public holiday</td>
<td>$86.57</td>
</tr>
</tbody>
</table>

Minimum 4 hours apply. All prices are inclusive of GST.

SECURITY SUPERVISOR RATES
Some events require one or more Security Supervisors. Your Event Planner can advise whether your event will require this service as well as provide an accurate quote.

<table>
<thead>
<tr>
<th>Security Supervisor</th>
<th>Hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>$52.36</td>
</tr>
<tr>
<td>Saturday</td>
<td>$64.13</td>
</tr>
<tr>
<td>Sunday</td>
<td>$72.38</td>
</tr>
<tr>
<td>Public holiday</td>
<td>$89.10</td>
</tr>
</tbody>
</table>

Minimum 4 hours apply. All prices are inclusive of GST.

CONCOURSE ACCESS
The Exhibition Bays provide direct access to the Concourse, allowing for the movement of equipment. Doors 3, 8 and 18 are the only doors that can accommodate access for large equipment (e.g. vehicles). Access is restricted to either before 0700 or after 1900, and subject to availability. Security may be required to ensure OH&S and security protocols are met and this service may incur a cost.
FIRE WARDENS

A Fire Warden is required when undertaking the following activities and must be provided by our Venue Service Partner, Business Risks International (BRI):

- cooking demonstrations
- pyrotechnics
- smoke, fog machines or hazers
- any other activity that may affect smoke or heat detectors.

<table>
<thead>
<tr>
<th>Fire Warden</th>
<th>Hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>$52.36</td>
</tr>
<tr>
<td>Saturday</td>
<td>$64.13</td>
</tr>
<tr>
<td>Sunday</td>
<td>$72.38</td>
</tr>
<tr>
<td>Public holiday</td>
<td>$89</td>
</tr>
</tbody>
</table>

Minimum 4 hours apply. All prices are inclusive of GST.

CLEANING
CONVENTION CENTRE

All events held in the Convention Centre and Exhibition Centre Meeting Rooms that have an exhibition component (stand, booth or trestle table display) are required to have a pre-opening and post-event clean. Our venue cleaning partner, IKON Cleaning Services will be engaged to conduct the clean and ensure all rubbish is removed from the area before and after your event. This service will be charged to your master account.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stand / Booth Fee</th>
<th>Trestle Table Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>No charge</td>
<td>No charge</td>
</tr>
<tr>
<td>5 – 10</td>
<td>$469.70</td>
<td>$308.99</td>
</tr>
<tr>
<td>11 – 20</td>
<td>$822.80</td>
<td>$528.88</td>
</tr>
<tr>
<td>21 – 30</td>
<td>$1,174.80</td>
<td>$692.12</td>
</tr>
<tr>
<td>31 – 40</td>
<td>$1,641.20</td>
<td>$883.74</td>
</tr>
<tr>
<td>41 – 50</td>
<td>$1,889.80</td>
<td>$1,031.91</td>
</tr>
<tr>
<td>51 – 60</td>
<td>$2,236.30</td>
<td>$1,242.12</td>
</tr>
<tr>
<td>61 – 70</td>
<td>$2,616.90</td>
<td>$1,468.83</td>
</tr>
</tbody>
</table>

Excludes cleaning of individual stands, refer to the Exhibitor Services Guide for more information. Events which have substantial or excessive waste may incur additional costs.
EXHIBITION BAYS
A cleaning supplier must be engaged for the cleaning and maintenance of your show floor and organiser offices, for your entire tenancy within your licensed area of the Exhibition Centre, including move-in, event days and move-out. The following companies are accredited to work within the Exhibition Bays.

Venue Service Partner
IKON Cleaning Services
+61 423 552 725
jamie.mcguinness@ikonservices.com.au

CE Event Corp
+61 411 732 166
stevenwebber@ceeventcorp.com.au

IMK Cleaning Services
+61 410 518 771
info@imkcleaningservices.com

Dominant Cleaning Services
+61 431 389 546
info@dominantcleaning.com.au

Safeguard National
+61 394 821 535
info@safeguardnational.com

ASS - Cleaning Services
+61 413 328 374
christian@aussecurity.com.au

EXHIBITION BAY KIOSK, TOILET & EMERGENCY EGRESS AREA CLEANING
For all public and trade events it is mandatory for kiosks, toilets and emergency egress area to be cleaned and maintained, whether in use or not. MCEC venue cleaning partner, IKON Cleaning Services will be engaged to provide this service which will be calculated per open hours of your event and charged to your master account.

<table>
<thead>
<tr>
<th>Kiosk, Toilet &amp; Emergency Egress Area Cleaning</th>
<th>Hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 kiosk One staff member per open hours of the event</td>
<td>$67.98</td>
</tr>
<tr>
<td>2 – 3 kiosks Two staff members per open hours of the event</td>
<td>$134.64</td>
</tr>
<tr>
<td>4 – 5 kiosks Four staff members per open hours of the event</td>
<td>$264.33</td>
</tr>
<tr>
<td>6 – 8 kiosks Five staff members per open hours of the event</td>
<td>$327.03</td>
</tr>
</tbody>
</table>

All prices are inclusive of GST.
POST-SHOW BAY SCRUBS
Once your event has concluded and all equipment has been removed our Venue Service Partner, IKON Cleaning Services will be engaged to undertake a bay scrub. A bay scrub is a deep clean with specialist equipment to bring the area back to the same condition it was in when the tenancy commenced. Charges for this service will be applied to your master account.

<table>
<thead>
<tr>
<th>Bay numbers</th>
<th>Rate per bay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 9</td>
<td>$332.31</td>
</tr>
<tr>
<td>10 – 15</td>
<td>$275.66</td>
</tr>
<tr>
<td>16 – 20</td>
<td>$252.12</td>
</tr>
<tr>
<td>21 – 26</td>
<td>$222.75</td>
</tr>
</tbody>
</table>

All prices are inclusive of GST.

LOADING DOCK

DELIVERIES AND COLLECTIONS
The Melbourne Convention and Exhibition Centre Loading Docks are available for the delivery of items related to your event between the hours of Monday to Friday, 0700 – 10. If you require access to the docks outside of these hours your Event Planner can assist and advise of any charges that may apply.

EXHIBITIONS
For all events that are in the Exhibition Centre Bays, a freight forwarder must be engaged by you for loading and unloading all exhibitor equipment. Deliveries can only be made during your tenancy period.

Recommended Freight Forwarders

Agility
03 9330 9033
jpantopolis@agility.com

Gaffneys
1300 013 533
info@gaffneys.com.au

DB Schenker
03 9334 9500
adam.tovell@dbschenker.com
MEETING ROOMS
For events that require deliveries to meeting rooms, the Logistics team can assist with portering services pre and post event. Please discuss this with your Event Planner who will be able to provide a breakdown of portering charges.

<table>
<thead>
<tr>
<th>Portering staff</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday (loading dock business hours 0700-1800)</td>
<td>$61.27</td>
</tr>
</tbody>
</table>

*If you have any Portering requirements outside of loading dock business hours, please contact your Event Planner. All prices are inclusive of GST.*

FORKLIFTS
Forklifts and pallet jacks are strictly prohibited in the Melbourne Room, Sovereign Room and foyer areas. Pallet jacks and trolleys can be used back of house to remove products from freight forwarders and to transport goods from the loading dock to these rooms. Forklift services are available for exhibitions with less than four bays. Your Event Planner can provide you with more information regarding this service.

LIGHTING AND POWER
Power and lighting consumption applies to all events in the Exhibition Bays. Your Event Planner can provide a calculation for these services which will be charged to your master account.

Green Power options are available in the Exhibition Centre, speak to your Event Planner for further details.

CUSTOMER SERVICE
To provide a seamless experience for your delegates, Customer Service Staff can be engaged to provide the following services:
- cloakroom assistance
- delegate satchel packing
- event registration desk
- directional / way finding services.

Please contact your Event Planner to discuss your requirements.

<table>
<thead>
<tr>
<th>Customer Service Staff</th>
<th>Hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>$46.42</td>
</tr>
<tr>
<td>Saturday</td>
<td>$62.70</td>
</tr>
<tr>
<td>Sunday</td>
<td>$76.56</td>
</tr>
<tr>
<td>Public holidays</td>
<td>$87.01</td>
</tr>
</tbody>
</table>

*Minimum 4 hours apply. All prices are inclusive of GST.*
TICKETING

MCEC can offer onsite ticketing services, speak with your Event Planner for associated costs.

EARLY AND LATE ACCESS TIMES

If you require access outside of your contracted tenancy times, an hourly rate will be applied. Please contact your Sales Account Manager for further information. All requests are subject to availability.

MEETING ROOMS
An hourly charge of $330 (inc GST) will apply per room per day for early or late access requests.

FOYERS
An hourly rate of $330 (inc GST) per hour will be charged per day for early or late access requests.

EXHIBITION BAYS
An hourly charge of $660 (inc GST) per bay will apply between 2100 - 2200 hours, any access after 2200 hours will be charged at $1,100.00 (inc GST) per bay per hour.

MELBOURNE ROOM AND SOVEREIGN ROOM
An hourly charge of $660 (inc GST) will apply per room per day for early or late access requests.

GOLDFIELDS THEATRE AND GOLDFIELDS EVENT SPACE
An hourly charge of $660 (inc GST) will apply per room per day for early or late access requests.