



MELBOURNE
CONVENTION
EXHIBITION
CENTRE

Exhibitions at the MCEC

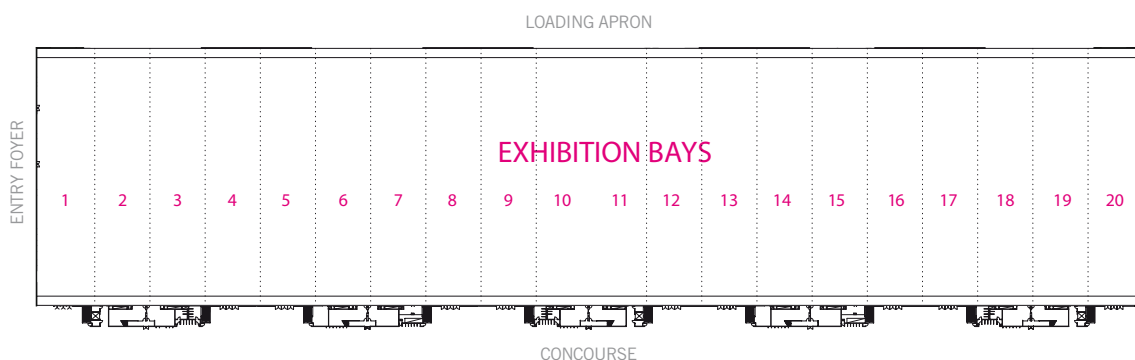


“Australia’s most versatile space for exhibitions and trade shows”



Stretching almost half a kilometre along the Yarra River, the Melbourne Exhibition Centre can transform to suit any event, from large manufacturing and telecommunications exhibitions, to food, technology, design and tourism shows.

The Exhibition Centre offers an unrivalled 30,000sqm of air-conditioned, clearspan floor space—the largest in the Southern Hemisphere.



Dimensions

The flexibility and versatility of the Melbourne Exhibition Centre allows space configurations ranging from 3,000sqm to 30,000sqm with increments of 1,500sqm. The minimum space available is 3,000sqm.

The Exhibition Centre has a clear ceiling height of 11.5m and maximum height of 18m between trusses.



Flooring

The exhibition bays have a polished concrete floor with access to floor pits. Carpet is not provided, so it is recommended that you source a supplier to carpet the floor as required.

Tenancy times

Tenancy for the exhibition bays commences at 00:01 hours on the first day of hire. All events must have completely vacated the premises by 21:00 hours on the last day of tenancy to allow for post-show cleaning.

Auxiliary spaces

A complementary Organiser's Office is allocated with your exhibition bays. This gives you direct access to the exhibition floor and offers public address and paging facilities.

All events also have access to a Hospitality Suite or part thereof. These are located on Level 2 of the Exhibition Centre, directly above the Organiser's Offices and can be used for activities such as small seminars or exhibitor functions.

Services

Essential services are available in all exhibition spaces. Services include single and 3 phase power, telephone, fax, computer and communication outlets, energy efficient and controlled lighting, water, compressed air, drainage and waste disposal. Access to these services is provided via a network of floor pits on a 6m x 3m grid.

For new exhibitions, it is suggested that an additional 20% of the space hire charges be budgeted for service estimates.

Security

All events operating at the Melbourne Exhibition Centre require 24-hour security for the duration of tenancy. This service is not provided by the Centre, so you will be required to outsource security for your event.

Cleaning

Cleaning of restrooms, Hospitality Suites, kiosk areas and a post-show bay scrub form part of the service charges. Organisers are required to outsource the cleaning of their tenanted exhibition area.

Kiosks

We provide pay-on-the-day public food services through the exhibition hall kiosks. Specific menu options can be further discussed once the event has been licensed. Please note that the Melbourne Exhibition Centre has sole catering rights for the venue.

Ticketing

We look after on-the-day, on-site ticket sales as we have the experience and facilities to manage high volumes of ticket sales. All funds received are transferred to the organiser after the event has concluded.

Loading dock/freight forwarding

Our specialised management team operates the loading dock at no additional cost. The loading dock extends along the full length of the Exhibition Centre, with a one-way traffic flow. All deliveries to the Exhibition Centre must go via the loading dock.

A freight forwarding contractor must be appointed to manage the move-in and move-out process for each event. This includes the receiving of all materials and transferring of goods into the venue.

Exhibitor services

We have a team of dedicated staff ready to assist exhibitors with ordering additional services such as telecommunications, audio visual equipment and catering. Exhibitors can contact us directly at exservices@mcec.com.au to organise their services.

Meeting spaces

The Melbourne Convention and Exhibition Centre boasts a great range of meeting facilities within short walking distance of all exhibition bays. Please refer to www.mcec.com.au/plan-an-event for further information regarding location, capacities and audio visual inclusions.

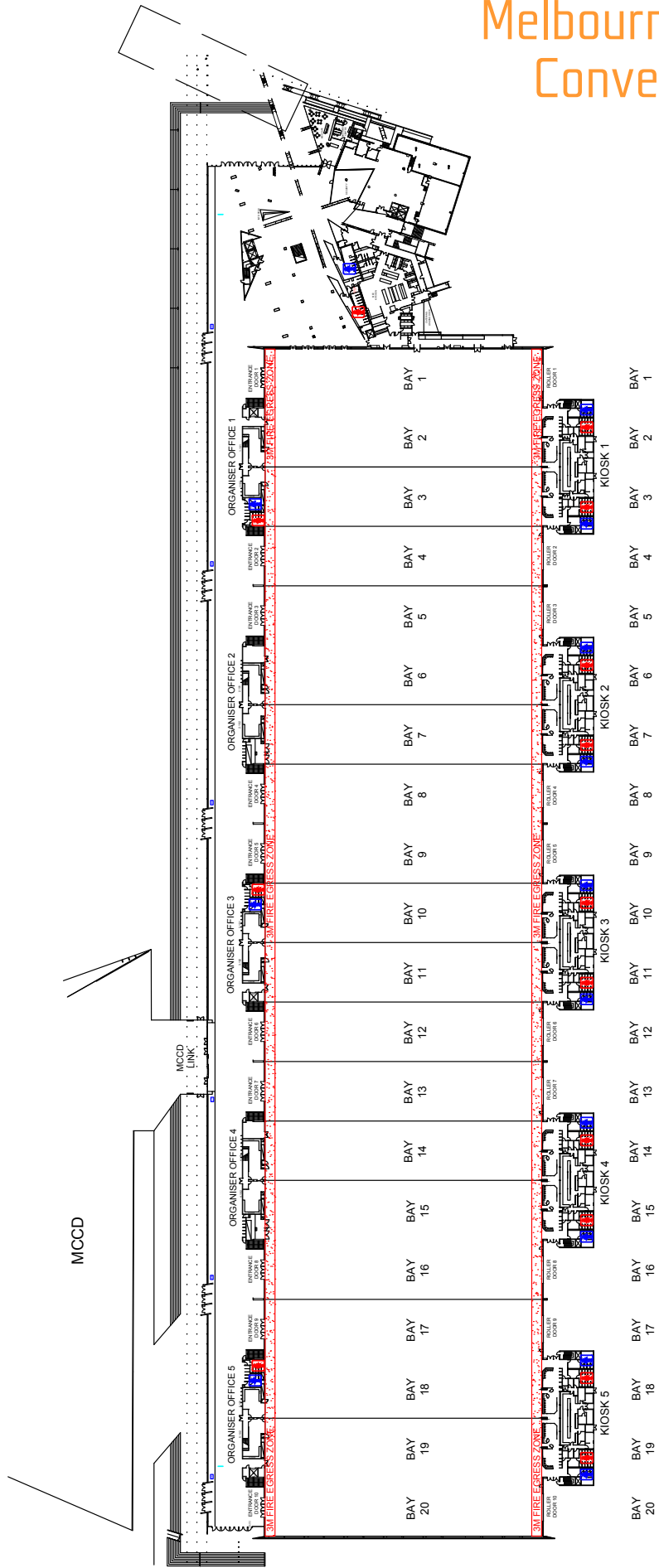


For further information please refer to the following publications:

- > MCEC Operations Manual
- > MCEC Exhibitor Services Kit
- > MCEC Menu Planning Guide
- > MCEC Licence Agreement
- > MCEC Indicative Charges

The above documents can be downloaded from www.mcec.com.au/plan-an-event

Melbourne Exhibition Convention Centre Floor Plan



To enquire about hosting your exhibition at the Melbourne Convention and Exhibition Centre, please contact the Exhibition Sales Team on 03 9235 8220 or salesenquiries@mcec.com.au