

## 2.1 EXHIBITOR SERVICES ACCOUNT FORM

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

Please indicate your requirements on the following pages and return this form and all relevant order forms, no later than seven (7) days prior to the commencement of the event.

Please return your completed forms to fax number +61 3 9235 8121 or email forms to [exservices@mcec.com.au](mailto:exservices@mcec.com.au) .

Once your order has been received and processed, you will be sent a Proforma Tax Invoice and Payment Authorisation Form confirming your order details. Please complete the Payment Authorisation Form and return via fax to +61 2 9235 8071 or email to [remittance@mcec.com.au](mailto:remittance@mcec.com.au) . No services will be provided until payment is received.

All service charges are current and subject to change without notice.

**Information Privacy Act 2000** – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust (MCET) Privacy Policy is available from our web site [www.mcec.com.au](http://www.mcec.com.au) , Reception or Customer Service.

**Advised of MCET Privacy Policy:**  YES  NO

I hereby give my consent to use and disclose information on this form in accordance with the advised Use and Disclosure Statement. I have been advised of the MCET Privacy Policy and how to obtain a copy of the policy.

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



## 2.2 COMMUNICATIONS ORDER FORM

### 2.2.1 TELEPHONE SERVICES



Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Exhibitor Services Account Form has been attached

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

Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Communication Services on (03) 9235 8160 or Email [exservices@mcec.com.au](mailto:exservices@mcec.com.au) .

SERVICE	PRICE (Per Event)	SERVICE DEPOSIT
<b>DIGITAL PHONE LINE &amp; HANDSET</b> International Call Access Yes / No Quantity required <input type="text"/> <b>Phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines</b>	\$110.00 per line	\$220.00 per line  <i>Includes deposit for handset.</i>
<b>FACSIMILE LINE</b> International Call Access Yes / No Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
<b>EFTPOS LINE</b> Quantity required <input type="text"/>	\$110.00 per line	\$165.00 per line
<b>DIRECT LINE (PSTN)</b> Quantity required <input type="text"/>	\$269.50 per line	N/A
<b>ISDN ONRAMP2</b> (2 weeks notice required) Quantity required <input type="text"/>	\$693.00 per line	N/A

## 2.2.2 TELEPHONE SERVICE INFORMATION

All phone, facsimile and EFTPOS connections at the MCEC require the user to dial "0" to obtain an outside line.

Digital phone handsets and equipment are delivered to stands on the last day of event move-in or earlier by request of the exhibitor.

Digital phone handsets that are issued will not work if removed from the building. Handsets will be collected at the conclusion of the event, however if you wish to leave before it has been collected please return it to Customer Service or call on (03) 9235 8302 for it to be collected. Lost or damaged handsets will be charged at up to \$450.00.

A call deposit is required for each line to cover call charges and for loss of equipment. The unused portion is refundable after the conclusion of the event when the charges have been calculated. Please note that a receipt of call charges may take up to 2 weeks post event.

All phone and fax lines are enabled with LOCAL, STD, IDD and MOBILE call access unless specified otherwise.

Exhibitors requiring ISDN Onramp 2 Services are required to book 2 weeks prior to the delivery date.

Exhibitors are advised that the ISDN Onramp2 connection is inclusive of the Network Terminating Unit but does not include an ISDN Terminal Adapter or Router. Exhibitors wishing to use the OnRamp2 service are required to provide their own ISDN Terminal Adapter or Router.

All calls made from the MCEC are charged at the following rates. International calls will be charged at the carrier rates applicable at the time of the event and will be settled after the event when the call details are available.

Exhibitors are required to arrange their own EFTPOS Machine. This can be obtained from their Bank or Financial Institution or alternately they can provide their own.

CALL TYPE	CALL CHARGES
Local Calls	44 cents flat rate
STD / Mobile Calls	44 cents per minute

### 2.2.3 WIRELESS INTERNET ACCESS

Visitors to the Melbourne Convention and Exhibition Centre will have access to free wireless internet, a first for any centre in the country. Event organisers will have the option of upgrading to a platinum wireless service designed specifically for their delegates. Your Technology Services Coordinator will be able to assist you in determining the best available solution to meet your event specific requirements.

#### **M CONNECT - FREE Wi-Fi**

This service would:

- Be shared by all conference delegates, event attendees and general public in the building during your event. This service would not be just for event delegates and is not designed to provide a guaranteed number of concurrent users for a particular event in a particular location.
- Have a maximum bandwidth of 256Kb/s\*. The actual bandwidth will be influenced by the number and density of concurrent users.
- Require individual users to subscribe (free of charge) to the service via a login page agreeing to a set of terms and conditions\*\*. Individual users will need to re-subscribe (free of charge) to the service after 12 hours or once the 100MB download limit is reached.
- Be delivered by in-house wireless access points (WAPs) and provide coverage extending throughout the venue including meeting rooms, exhibition bays, the Plenary and all other public spaces.
- Be suitable for web based email, Facebook, Twitter and basic internet browsing. This service does support applications such as Skype, streaming video, VPN connections and peer to peer file sharing.

#### **M CONNECT - PLATINUM Wi-Fi .**

This service would:

- Be specifically for your conference delegates.
- Allow unrestricted internet access\*\*\* with increased bandwidth for individual users.
- Allow for a custom SSID with your event name and a custom authentication method.
- Be tailored to meet the needs of your event in terms of coverage, speed (bandwidth) as well as the number and density of concurrent users.
- Be delivered by in-house wireless access points (WAPs), augmented with event specific high density WAPs deployed at required locations for the duration of the event.
- Be suitable for running internet based workshops in rooms.
- Include generous download allowances.

The cost for this service would depend upon your specific event requirement.

**PLEASE NOTE:**

\* Wireless is a less secure service 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. For best results we recommend the use of 5GHz (IEEE 802.11n-2009 standard) wireless compatible devices. Previous standards are supported but results can vary in line with the inherent limitations of these standards and associated devices.

Clients who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service.

\*\* A full set of MCEC Wireless Terms of Use are available from the MCEC Wireless portal. <http://www.mcec.com.au/Utility/MCEC-Information/wireless-terms.html>

\*\*\*Consideration may need to be made in relation to access of peer to peer file sharing sites as excessive downloads and reduced bandwidth have been experienced on some events.

**BROADBAND INTERNET**

Highspeed broadband (cabled) Internet access can be provided to any room in the venue. This includes the Exhibition Centre bays and Convention Centre foyers.

Services range in price depending upon the duration the service is provided and the required bandwidth. The following table provides a sample of services available. Custom services can be provided to meet larger bandwidth or download requirements.

<b>INTERNET SERVICE AND BANDWIDTH</b>	<b>INCLUDED DOWNLOAD ALLOWANCE</b>	<b>SERVICE DURATION OPTIONS</b>
Broadband Internet – 256 Kbps	1GB	1-7 Days or 8-14 Days
Broadband Internet – 512 Kbps	1.5GB	1-7 Days or 8-14 Days
Broadband Internet – 1 Mbps	2GB	1-7 Days or 8-14 Days
Broadband Internet – 2 Mbps	4GB	1-7 Days or 8-14 Days
Broadband Internet – 6 Mbps	8GB	1-7 Days or 8-14 Days
Broadband Internet – 10 Mbps	10GB	1-7 Days or 8-14 Days

The following address will allow you to periodically check your usage. Simply enter the address provided below whilst you are connected to your MCEC Broadband service. <http://internet.mcec.com.au:7011/myUsage>.

Once your download allowance is reached, excess data is charged at 10c per Mb.

**PLEASE NOTE:**

The MCEC will not manage, monitor or support any third party devices connected to our network such as network switches, routers or wireless routers. Should it be discovered that these devices pose either a security risk to the MCEC network or create network issues we will be forced to disconnect, remove or disable any such devices in order to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure.

## 2.2.4 BROADBAND INTERNET ACCESS



Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

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

Please refer to the Service Information section below for additional details. You must sign and return this information with your orders. For additional information please contact Communication Services on (03) 9235 8160 or Email [TSDSales@mcec.com.au](mailto:TSDSales@mcec.com.au)

SERVICE	1 - 7 DAY PRICE	7 – 14 DAY PRICE
<b>BROADBAND INTERNET– 256 Kbps (1Gb download Included)</b> 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$270.00  <input type="checkbox"/>	\$520.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 512 Kbps (1.5Gb download included)</b> 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$330.00  <input type="checkbox"/>	\$640.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 1 Mbps (2 Gb download included)</b> 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$455.00  <input type="checkbox"/>	\$900.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 2 Mbps (4 Gb download included)</b> 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$900.00  <input type="checkbox"/>	\$1760.00  <input type="checkbox"/>

<b>BROADBAND INTERNET – 6 Mbps (8 Gb download included)</b>  1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$1500.00  <input type="checkbox"/>	\$3000.00  <input type="checkbox"/>
<b>BROADBAND INTERNET – 10 Mbps (10 Gb download included)</b>  1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$2200.00  <input type="checkbox"/>	\$4400.00  <input type="checkbox"/>

The following address will allow you to periodically check your usage. Simply enter the address provided below whilst you are connected to your MCEC Broadband service. <http://internet.mecc.com.au:7011/myUsage>.

Once your download allowance is reached, excess data is charged at 10c per Mb.

PLEASE NOTE: The MCEC will not manage, monitor or support any third party devices connected to our network such as network switches, routers or wireless routers. Should it be discovered that these devices pose either a security risk to the MCEC network or create network issues we will be forced to disconnect, remove or disable any such devices in order to ensure the integrity of the network for both the venue and for other clients relying upon the infrastructure.

<b>PERIPHERAL BROADBAND SERVICES</b>		
<b>Private IP Addresses</b>	<b>COST PER CONNECTION</b>	<b>NUMBER OF CONNECTIONS</b>
<b>ADDITIONAL CONNECTION – PRIVATE IP ADDRESS WITH CABLE</b>  Required to connect an additional computer. 1 per each additional computer.	\$22.00	
<b>Public IP Addresses</b>	<b>COST PER CONNECTION</b>	<b>NUMBER OF CONNECTIONS</b>
<b>ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH CABLE</b>  See section 2.2.2.1 below. 1 per additional computer.	\$44.00	
<b>Technical Assistance</b>		
<b>COMPUTER CONFIGURATION</b> I require assistance in configuring my computer(s). Minimum Charge of half an hour.	\$35.00 per half hour	

## 2.2.5 ADDITIONAL CONNECTIONS

Additional IP's are required when more than one computer is to be connected to a broadband service. Irrespective of whether you are providing your own hub/switch and cables.

By default private IP's are assigned for your security, however public IP addresses are available for specific requirements. Some Virtual Private Networks (VPN) and server applications may require public IP addresses.

## 2.2.6 BROADBAND INTERNET ACCESS – SERVICE INFORMATION

Please note for connection to our Broadband Internet you will need to have your computer set to obtain IP and DNS addresses automatically from our DHCP server. This is the standard operating system default. Administrator access is required if you require the MCEC to configure your computer with these settings. Ideally your administrator can configure these details for you.

Broadband Internet Access price includes the internet access itself through the supplied network cable for the nominated amount of downloads. We can help you configure your computer with the appropriate settings to access our Broadband connection. For other computer related issues you should contact your administrator, computer vendor or IT support. We may be able to assist with some queries, however please note that a labour charge will be incurred and we do not take responsibility for problems with your computer.

Broadband Services do not pass through any firewalls to allow maximum access to our end users, however by default are private IP addresses which offer some protection from the outside world. Computer Security and Virus Protection remains the responsibility of the client. We recommend that virus protection with the latest virus definitions be installed and that all operating systems patches and updates also be installed. MCEC accepts no responsibility for clients computers contracting viruses or having security compromised once connected to the Internet. We will ensure that the Internet Connection is functioning correctly.

Broadband Services provided are not for resale or sharing with other exhibitors. Offenders will be disconnected and further action may be taken.

MCEC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.

## 2.3 COMMUNICATION LINE FLOOR PLAN

Please complete the details below and return this section with your communication order and account form either by email or fax.

Email address: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

Fax Number : (03) 9235 8121

DELIVERY DETAILS	
Connection Date:	/ /
Disconnection Date	/ /
Event Name:	
Stand Name:	
Stand Number:	
Custom Flooring:	YES / NO
Install Date:	/ /
Install Time:	

SERVICE LOCATION	
Please draw a representative plan of your stand and mark your ordered services on this plan. (Please show all solid walls). If you already have a floor plan please attach to this order instead.	
P = Phone Line	<i>Back Of Stand</i>
F = Fax Line	
E = EFTPos Line	
B = Broadband Line	
D = Direct Line	
I = ISDN Line	



## 2.8 STAND CATERING GUIDELINES FOR ORDERING

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The Melbourne Convention and Exhibition Centre has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverage into the MCEC from outside sources. Exceptions only apply in circumstances related to food and/or beverage tastings.

Before completing your order form please read the information we have provided on Stand Catering in the service information section of this Kit. Please note that in certain circumstances minimum quantities apply.

To ensure we can accommodate your stand catering request, we require a minimum 2 working days notice. Please note that we require 72 hours notice for order cancellations. If cancellations are received after this time, the full charge will apply.

Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

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

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.
- All stand catering is delivered and dropped off to your stand on room service trolleys and is self- serviced. All room service 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 to stands. Please contact your stand builder or external exhibition hire company if furniture is required.
- 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.
- An authorised signatory **MUST** be present at the stand at all delivery times stated on the Stand Catering Order Form. (This includes bump in/out times).

The Melbourne Convention and Exhibition Centre can offer an extensive menu selection if you wish to cater for more than 50 guests. Please telephone Exhibitor Services on (03) 9235 8110 to obtain further information.

## 2.8.1 STAND CATERING ORDER FORM

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU # or ITEM CODE	MENU DESCRIPTION	QTY	COST
<b>TOTAL COST</b>						<b>\$</b>

Please return your completed form to fax number +61 3 9235 8121 or email to [exservices@mcec.com.au](mailto:exservices@mcec.com.au) .



## 2.8.2 STAND CATERING SPECIAL ITEM QUOTATION REQUEST

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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 contact us to discuss your requirements.

Please note that there is a minimum five (5) working days notice required prior to the event to source the quotation for any special item requests.

Please return your completed form to fax number +61 3 9235 8121 or email to [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

CONTACT DETAILS	
Name of Event	
Stand Name	
Stand Number	
Company Name	
Contact Name	
Contact Phone Number	
Contact Email	

ITEM REQUIRED	QUANTITY	DELIVERY DATE	DELIVERY TIME

## 2.9 STAND CATERING MENU SELECTION

<b>MENU 1A – 100 Cup Hot Water Urn (Heat barrier cups)</b> <b>\$220.00 (per event)      ** 10 amp power required</b>	
80 Coffee Sachets	100 Stirrers
20 English Breakfast Tea / 10 Herbal Tea	120 Sugar Sticks
10 Hot Chocolate	100 Heat Barrier Cups
Milk (2 litre) <i>(Note: if you stand has no fridge, you can hire an ice bucket for \$5.00 per day. Just add the item to the Stand Catering Order Form.)</i>	

<b>MENU 1B – 32 Cup Coffee &amp; Tea Urn</b> <b>\$75.00 (per day)      ** No power required</b>	
2 x 12 Cup Urns of Freshly Brewed Coffee	24 Teaspoons
12 Cup Hot Water Thermo Unit	30 Sugar Sticks
32 Cups and Saucers	12 Tea bags (English Breakfast & Herbal)
Milk (2 litre) <i>(Note: if you stand has no fridge, you can hire an ice bucket for \$5.00 per day. Just add the item to the Stand Catering Order Form.)</i>	

<b>Additional Stock</b>	<b>Cost</b>
12 Cup Hot Water Thermo Unit with 10 Tea Bags	\$27.50
12 Cup Freshly Brewed Coffee	\$27.50

<b>Replenishment Stock</b>	<b>Cost</b>
Assorted Nespresso Pods (refer to next page Menu 1C for Nespresso Pod flavours)	\$3.20 ea
50 Cups and Saucers (teaspoons also supplied)	\$50.00
10 Cups and Saucers (teaspoons also supplied)	\$10.00
10 Coffee Sachets	\$15.00
10 Tea Bags	\$17.50
10 Hot Chocolate	\$17.50
2 Litres Milk	\$5.00
1 Litre Soy Milk	\$4.00
Ice Bucket Hire – (for milk) <i>Holds a maximum of 2 x 2L bottles</i>	\$5.00 ea – per day
Sugar / Stirrers (with order)	FOC
Disposable Black Ripple Heat Barrier Cups - Qty 50	\$12.00

<p><b>MENU 1C – Nespresso Machine Semi Automatic</b>  <b>\$175.00 per event</b> <b>**Bookings are subject to availability**</b></p>
<p>To offer the perfect espresso coffee on your stand for your customers and delegates. This machine is suitable for up to 100 cups per day.</p>
<p><b>Package includes</b> – 30 Nespresso coffee pods, 10 Tea Bags, 10 Hot Chocolates, 50 Black Ripple Heat Barrier Cups, 50 Wooden Stirrers, Sugar and 2 litres milk.</p>
<p>Additional Nespresso Pods are available upon request as per the replenishment stock list on the previous page.</p>
<p><b>IMPORTANT NOTE:</b> On your Stand Catering Order Form please specify a time for each day you would like MCEC staff at your stand to set your machine ready for use. If the machine will be in a locked area of your stand, please indicate a time when your stand will be manned to provide access for a MCEC staff member. Milk that has been in canister during the day cannot be put in fridge overnight and re used the next day. You will need to order fresh milk everyday (\$5 for 2L) at the same time you require your machine set up.</p>

<b>Power and Dimensions of the Nespresso Machine</b>	
<ul style="list-style-type: none"> <li>• 10 amp power required</li> </ul>	<ul style="list-style-type: none"> <li>• Height of machine: 370mm</li> </ul>
<ul style="list-style-type: none"> <li>• Width of machine: 560mm</li> </ul>	<ul style="list-style-type: none"> <li>• Depth of machine: 392mm</li> </ul>

**Nespresso Machine:**



<p><b>Nespresso Pod – Flavours</b>  Please specify on order form if anything in particular is required . Amounts over what is included in package (30) will be charged at \$3.20 per pod  -Strongest (1)  -Weakest (4)</p>
<p><b>(1) Ristretto</b>  Connoisseurs of Italian Espresso will appreciate the intense body and remarkable lingering taste of this Grand Cru. Composed exclusively of Latin American Arabicas, Ristretto cloaks its strong personality with dense and smooth crema.</p>
<p><b>(2) Espresso Forte</b>  This is a round and balanced espresso combining intense body with great aromatic richness. It is savoured strong with a drop of milk froth for a touch of sweetness, if one desires.</p>
<p><b>(3) Caffe Forte</b>  Blended exclusively from the best Arabicas the American continent has to offer, the caffe forte Lungo is dense and Velvety, rich and Intense. It is served in a large cup with or without milk</p>
<p><b>(4) Decaffeinato</b>  Decaffeinato is balance and fresh blend of naturally decaffeinated Arabicas and Robusta from South America. Subtle and mild.</p>

**Operational Information: (Functionalities)**

Fresh Milk is stored in a 1 litre thermal container which remains cold for up to 8 hours. Frothing or steaming milk with a simple press of a button, takes approximately 20 seconds. The semi – automatic pod insertion and ejection assists with the cleanliness and daily maintenance of the machine. With the innovative double head extraction system, it can prepare two coffees simultaneously. It also includes a hot water dispenser, and contains removable water tanks (2 x 3 litres each).

## ALL DAY BREAKFAST

<b>MENU 2 – Breakfast Package</b> <b>\$82.00 per 10 pax - 30 pieces</b>
Danish pastries, croissants, banana bread served with maple butter
Minimum 10 people / Maximum 50 People

MENU #	Additional Breakfast Items	Cost
2A	Egg and bacon muffins	\$45 for 10 people
2B	Toasted fruit and nut muesli cup with vanilla yoghurt and fresh fruit	\$38 for 10 people
2C	Fresh fruit and frozen yoghurt energy boost drink	\$35 for 10 people

## BREAK PACKAGES

<b>MENU 3 - Sweet and Savoury Break</b> <b>\$60.00 per 10 pax - 20 pieces</b>
A selection of sweet and savoury homemade muffins
Minimum 10 people / Maximum 50 People

<b>MENU 4 - Tea Break</b> <b>\$75.00 per 10 pax - 30 pieces</b>
Sticky fig and ginger loaf
Spiced carrot and walnut cake
Spiced raspberry and almond friands
Minimum 10 people / Maximum 50 People

<b>MENU 5 - Chocoholic Break</b> <b>\$75.00 per 10 pax – 30 pieces</b>
Chocolate cannoli
Chocolate macadamia brownie
Dark choc chip and walnut cookies
Minimum 10 people / Maximum 50 People

<b>MENU 6 - Savoury Break</b> <b>\$60.00 per 10 pax - 20 pieces</b>
Ham and cheese croissants
Tomato and olive calzones
Minimum 10 people / Maximum 50 People

<b>MENU 7 - Ice Cream Break</b> <b>\$48.00 per 10 pax – 12 pieces</b> <b>Served in iced punch bowl</b>
Homemade individual ice-creams
Homemade individual sorbets
Mini magnums
Minimum 10 people / Maximum 50 People
Ice-cream packages with hire of freezer equipment available on request. Please contact Exhibitor Services

<b>MENU #</b>	<b>Individual Ice Creams</b>	<b>Cost</b>
<b>7A</b>	Homemade individual ice-creams	\$40 (10 pax)
<b>7B</b>	Homemade individual sorbets	\$40 (10 pax)
<b>7C</b>	Mini magnums	\$40 (10 pax)
Homemade ice-cream and sorbet flavours are subject to seasonal change. Please contact exhibitor services for most up to date varieties or if you have a specific request		

## SANDWICH PACKAGES

<b>MENU 8 - Sandwich Selection (option 1)</b> <b>\$170.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Roasted Sher wagyu beef with gherkins and mayonnaise on sourdough</li> <li>• Pita wrap with chunky hummus, low fat sour cream, fresh coriander, zahtar spice, red onions cucumber and mescaline</li> <li>• Homemade prosciutto on rye bread with smoked cheese and homemade tomato relish</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 9 - Sandwich Selection (option 2)</b> <b>\$170.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Double smoked ham with eggplant jam on ciabatta rolls</li> <li>• Chicken Caesar salad in traditionally baked Turkish bread rolls</li> <li>• Char grilled pumpkin, ricotta with fennel on a wholemeal pumpkin seed roll</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 10 - Sandwich Selection with Tokyo Rolls</b> <b>\$180.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Whole meal meister roll with avocado, cucumber, tomato, basil, yoghurt dressing, spinach and matured cheddar</li> </ul>
<ul style="list-style-type: none"> <li>• Pepper cured ocean trout on mini bagels with red onions and baby capers</li> </ul>
<ul style="list-style-type: none"> <li>• Selection of Tokyo rolls with soy sauce</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 11 - Sandwich Selection with Rice paper Rolls</b> <b>\$190.00 per 10 pax – 50 pieces</b>
<ul style="list-style-type: none"> <li>• Tandoori chicken pita wrap with cucumber raita</li> </ul>
<ul style="list-style-type: none"> <li>• Honey smoked ham in a casalinga baguette with mustard dressing and cheddar</li> </ul>
<ul style="list-style-type: none"> <li>• Vegetarian rice paper rolls with nam prik sauce</li> </ul>
Minimum 10 people / Maximum 50 People

### **SOMETHING EXTRA**

<b>MENU 12 - Tokyo Rolls with Soy Sauce</b> <b>\$180 per 10 pax - 30 pieces</b>
Tokyo rolls filled with:
<ul style="list-style-type: none"> <li>• Japanese omelette, avocado, mayonnaise</li> </ul>
<ul style="list-style-type: none"> <li>• Teriyaki chicken, avocado, red pepper</li> </ul>
<ul style="list-style-type: none"> <li>• Crab, cucumber, mayonnaise</li> </ul>
<ul style="list-style-type: none"> <li>• Atlantic salmon, cucumber and wasabi</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 13 - Vietnamese Rice Paper Rolls with Nam Prik Sauce</b> <b>\$200 per 10 pax - 30 pieces</b>
Vietnamese rice paper rolls filled with:
<ul style="list-style-type: none"> <li>• Peking duck with hoisin</li> </ul>
<ul style="list-style-type: none"> <li>• Teriyaki chicken</li> </ul>
<ul style="list-style-type: none"> <li>• Prawn and vegetable</li> </ul>
<ul style="list-style-type: none"> <li>• Vegetarian with coriander and chilli</li> </ul>
Minimum 10 people / Maximum 50 People

<b>MENU 14 - Victorian Cheese Platter</b> <b>\$100 per platter for 10 people</b>
<ul style="list-style-type: none"> <li>A platter of hand selected Victorian cheeses with quince paste. Served with lavoche and water crackers.</li> </ul>
Minimum 10 People / Maximum 50 People

<b>MENU 15 - Fruit Platter</b> <b>\$70 per platter for 10 people</b>
<ul style="list-style-type: none"> <li>A platter of fresh local and tropical fruit served with homemade vanilla yoghurt</li> </ul>
Minimum 10 People / Maximum 50 People

<b>MENU #</b>	<b>Additional Items</b>	<b>Cost</b>
16	Whole Fruit	\$1.50 per piece
17	A selection of freshly baked cookies: 1kg box \$ 45.00 (30 pieces)	\$45.00
18	A selection of freshly baked cookies: 2kg box (60 pieces)	\$80.00
19	Roasted mixed nuts 1kg bag (served in bowl)	\$18.00
20	Hot mix 1kg (served in bowl)	\$16.50
21	Samboy Chips (plain flavour) 45g (served in bowl)	\$3.00
22	Sorbet and Ice Cream Cart Package <i>Please see next page (section 2.10) for details</i>	\$450.00 per day
23	Additional Tubs of Ice Cream/Sorbet (5 Litres)	\$100
	Ice Cream Cones and Napkins – 60	FOC per Tub
	Ice Cream Cups & Spoons and Napkins - 60	FOC per Tub

**NOTE:** Lost or damaged crockery will be on charged to the exhibitor.

## 2.10 SORBET AND ICE CREAM CART PACKAGE

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Package includes:

- Hire of cart (cart holds a maximum of 7 tubs at a time)
- 3 x 5 litre tubs of ice cream/sorbet (minimum per day)
- 180 x cones or individual cups and spoons both supplied with napkins. Please specify on the Stand Catering Order Form what you require.

The package cost is \$450.00 per day (inclusive of GST).

To comply with MCEC health and safety standards, an MCEC staff member is required to scoop and serve the ice cream/sorbet. Staff hire rates are as below (inclusive of GST). Please note that a 3.5 hour minimum shift applies.

Monday-Friday	\$39.00
Saturday	\$42.00
Sunday	\$47.00

\*Staff hire rates are subject to change without notice.

Additional tubs can be arranged at the cost of \$100.00 each. One 5 litre tub provides approximately 60 serves.

All ice cream and sorbet are made on site at the MCEC and flavours are seasonal. To enquire about the current flavours available, please contact Exhibitor Services (03) 9235 8110. Specific flavours may be available upon request (subject to availability).

**ALL ORDERS MUST BE RECEIVED 10 DAYS PRIOR TO THE COMMENCEMENT OF THE EVENT.**

Please complete the Exhibitor Services Account Form (2.1) and Stand Catering Order Form (2.8.1).

## 2.11 STAND CATERING GUIDELINES FOR ORDERING DRINKS

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Stand Catering beverage selections are available for your staff during your event. If you wish to entertain guests or serve alcohol on your stand, please discuss your options with your Exhibitor Services Co-ordinator. (03) 9235 8110

Please note that under Victorian State legislation, service of alcohol requires staff with current Victorian Responsible Service of Alcohol certification. The number of service staff required will be determined by the size of your order. Please note that alcohol will not be delivered to your stand prior to staff starting times. (Please see section 2.10 for staff rates)

Exhibitors are not permitted to bring their own water coolers or other drinks.

Alcohol must not be brought into the venue without the prior approval of the Director of Food & Beverage.

No alcohol is to be consumed on the exhibition floor during designated move-in periods and 30 minutes prior to and during move out periods.

All beverages are delivered to your stand cold. It is recommended for large orders of drinks or where exhibitors wish to keep beverage orders cold for long periods of time that a fridge is ordered for your stand. MCEC does not hire out fridges so any fridge requirements will need to be ordered through your stand builder or external exhibition hire company.

If you have not arranged a fridge for your stand you have the option of hiring a punch bowl. Please note punch bowls hold minimal beverages – maximum of 24 x soft drinks/juice. With each punch bowl hire for your drinks you will receive complementary ice with the initial delivery however if your punch bowl needs replenishing throughout the day you will be required to order bags of ice at additional costs.

## 2.11.1 STAND BEVERAGE SELECTION

Item Code	Beverage Item	Size	Cost
<b>A</b>	Twelve (12) Still Water	400ml	\$32.00
<b>B</b>	Twelve (12) Plain Mineral Water	300ml	\$36.00
<b>C</b>	Twelve (12) Assorted Soft Drinks – 5 flavours <i>Coke, Diet Coke, Sprite, Lift, Fanta</i> (please specify if anything in particular is required)	390ml	\$36.00
<b>D</b>	Twelve (12) Assorted Juice – 4 flavours <i>Orange or Apple or Apple &amp; Blackcurrant or Apple Mango &amp; Banana</i> (please specify if anything in particular is required)	350ml	\$36.00
<b>E</b>	Twelve (12) Assorted Mineral Water – 3 flavours <i>Orange &amp; Passionfruit or Lemon Lime &amp; Orange or Plain</i> (please specify if anything in particular is required)	300ml	\$36.00
<b>F</b>	Six (6) Energy Drinks - Mother	500ml	\$27.00
<b>NB</b> Bottle openers will be automatically added to any beer orders. A \$10 deposit is required, fully refundable upon return to the Food & Beverage Department			
<b>G</b>	Six (6) Grand Ridge Brewers Pilsener	330ml	\$36.00
<b>H</b>	Six (6) Grand Ridge Draught Bitter	330ml	\$36.00
<b>I</b>	Six (6) Grand Ridge Almighty Light	375ml	\$33.00
<b>J</b>	Six (6) Boag's Draught	375ml	\$37.50
<b>K</b>	Six (6) Boag's Premium Light	375ml	\$34.50
Prices are available on request for other Grand Ridge, Becks and Heineken beers			
<b>L</b>	<b>Sparkling Wine</b> De Bortoli Rococo Blanc de Blanc  5 champagne flutes per bottle are supplied FOC (hire) up to a maximum of 30 glasses (Additional glasses above the maximum allowed will be automatically charged at \$1.10 per glass) <b>**Enter on order form how many champagne flute glasses required</b>	750ml	\$35.00

Item Code	Beverage Item	Size	Cost
<b>M</b>	<b>BOTTLES OF WINE</b> <i>Please specify on order form what wines and quantities of each are required</i>  <b>White Wine</b> – Please select from the following: Chardonnay Sauvignon Blanc Riesling  <b>Red Wine</b> - Please select from the following: Shiraz Cabernet Pinot Noir  5 wine glasses per bottle are supplied FOC (hire) up to a maximum of 30 glasses <i>(Additional glasses above the maximum allowed will be automatically charged at \$1.10 per glass)</i>  <b>**Enter on order form how many wine glasses required</b>	750ml	\$32.00 per Bottle
	Prices are available on request for other items such as Champagne		
Item Code	Additional Items	Cost	
<b>N</b>	Water Cooler Unit (supplied for duration of event)	\$115.50	
<b>O</b>	15 Litre Water Bottle	\$24.00	
<b>P</b>	Water Cooler Cups (Pkt of 100)	\$12.50	
<b>Q</b>	Clear Plastic Cups 425ml (Pkt of 50)	\$9.00	
<b>R</b>	Bag Of Ice	\$5.50	
<b>S</b>	Punch Bowl Hire (per bowl)	\$10.00	
<b>T</b>	Wine Glass Hire (per glass)	\$1.10	
<b>U</b>	Champagne Flutes Hire (per glass)	\$1.10	
<b>V</b>	Beer Glass Hire (per glass)	\$1.10	
<b>W</b>	Highball Glass Hire (per glass)	\$1.10	

## 2.11.2 MCEC SPECIALTY BEER & SPARKLING WINE

The MCEC is proud to offer outstanding products from two of our key beverage partners, Grand Ridge Brewery and De Bortoli Winery. These excellent Victorian products reflect the high quality of food and beverage available within the MCEC.

### Grand Ridge Beer

Grand Ridge Brewers Pilsener and Grand Ridge Draught Bitter are both produced at the boutique Grand Ridge Brewery in Mirboo North, 75 minutes east of Melbourne's CBD. Both beers are made without chemicals and come from the world's most awarded brewery.



#### Brewers Pilsener

The Brewers Pilsener is a European-style lager and is crisp and refreshing, appealing to everyone.



#### Draught Bitter

The Draught Bitter is a more Australian-style lager with a big flavour, designed to suit traditional Australian beer drinkers. Originally brewed for the MCEC, this is now on commercial release to the public as well.

### De Bortoli's Rococo Blanc de Blanc Sparkling Wine



De Bortoli's Rococo Blanc de Blanc is a sparkling wine produced and made from grapes grown in the Yarra Valley. This special sparkling is pale yellow, has a persistent bead and has classical Champagne-style aromas and flavours such as green apples, flowers, citrus and toast. It tastes soft and creamy with an acidity that leaves a clean dry finish. A perfect aperitif or afternoon drink.

## 2.14 FOOD AND BEVERAGE OUTLET ACCOUNT CARD ORDER FORM

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Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

Exhibitor Services Account Form has been attached

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

The following Food and Beverage Outlets are available at the MCEC:

- Kiosks
- M Café
- Exhibitor Lounge
- Coffee Cart

Exhibitors at the Melbourne Exhibition Centre wishing to purchase food and beverage from the M Café, Kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Food and Beverage Outlet Account Card simply complete the details below together with the Exhibitor Services Account Form. Once your Account Card order has been processed a tax invoice and payment form will be issued from Exhibitor Services. Amounts due to be refunded will be confirmed when all final invoices are distributed after the conclusion of the event.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please Note: Please retain all receipts as charges are not itemised. GST is charged at the point of sale – please retain all receipts for details of GST incurred.

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

## 2.6 UTILITY SERVICES

Please indicate your requirements below and return together with the Exhibitor Services Account form to fax number +61 3 9235 8121.

It is the responsibility of the exhibitor to arrange a licensed plumber for connection from the service pit to their equipment. If you require the services of a licensed plumber, we would be happy to suggest a licensed plumber that you can contact directly. Please contact Exhibitor Services on telephone (03) 9235 8110. Please refer to the Service Information section for details of fittings required.

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

Please indicate the service required in the appropriate column:

SERVICE	ACCESS FEE PER PIT	USAGE	NO. OF SERVICES
<b>WATER</b> Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50*  * Access only to the service pit	\$2.20 per 1000 litres or part thereof  Number of litres _____	_____
<b>COMPRESSED AIR</b> Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50*  * Access only to the service pit	\$22.00 per day  Total number of days _____	_____

Position of Water and Compressed Air access is limited, please check with your Event Planner for location details.

Access to pits is required by: \_\_\_/\_\_\_/\_\_\_

Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied. It is the responsibility of the exhibitor to arrange connection from the service pit to their equipment

If ordering compressed air access, please complete the following:

COMPRESSED AIR	
Air Flow Rate (Litres per second):	
Pressure (Kpa) :	
Event Name:	
Stand Name:	
Stand Number:	