



# EXHIBITOR INFORMATION KIT

SCRS AP Site Solutions Summit 2018

Betty Cuthbert Lounge

17 & 18 July 2018

**EPICURE at the Melbourne Cricket Ground**

Yarra Park Jolimont  
East Melbourne, Victoria



## **1.0 EVENT DETAILS**

### **1.1 EXHIBITION OPENING HOURS**

Day 1 – Tuesday 17/07/2018 08.00am to 07.00pm  
Day 2 – Wednesday 18/07/2018 07.30am to 1.00pm

### **1.2 BUMP IN TIMES** Bump

in: Monday 16/07/18 02.00pm to 05.00pm

### **1.3 BUMP OUT TIMES**

Day 2 – Wednesday 18/07/2018 1.00pm to 02.00pm

All stand and packaging materials must be removed by 02.00pm on Wednesday 18/07/2018

Any goods remaining after the Exhibition without arrangements made for pick up will be deemed as unwanted and will be disposed of immediately.

## **2.0 SAFETY AND EMERGENCY INFORMATION**

### **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 door)
- Block the access route to an emergency exit
- Obscure or cover emergency exit signs
- Store equipment or any other item in the fire stairs
- Chock open fire or smoke doors or any doors leading to fire stairs

### **2.2 FIRST AID**

All MCG security staffs are trained to provide first aid 24 hours a day. Please contact your floor supervisor or floor staff for assistance.

### **2.3 REPORTING EMERGENCIES**

State:

- Your name
- Exact location: stand, level, section room
- Type of incident
- Number and type of injuries
- Any existing hazards

### **2.4 BEING NOTIFIED OF AN EMERGENCY**

Alert:

- "beep...beep...beep"
- Cease activity
- Secure valuable items
- Follow warden instructions



Evacuation:

- "whoop"..."whoop"..."whoop"
- Leave MCG via nearest safe exit
- Proceed to assembly area

All clear:

- "beep" continues
- Return to MCG as instructed by warden

## **2.5 EVACUATION**

If you are notified of an evacuation, please leave the stadium quietly and calmly via the nearest stairway or ramp by following the green and white exit signs,

DO NOT USE LIFTS

DO NOT USE MOBILE PHONES (Lines are required for emergency use)

DO NOT GO TO UNDERGROUND CARPARK (You will not be able to remove cars from the stadium)

## **2.6 DESIGNATED ASSEMBLY AREA**

Emergency Assembly Point A is in Yarra Park - Gate 3  
(near Wellington Parade South)

Emergency Assembly Point B is in Yarra Park – Paddock 2  
(Punt Road and Vale Street area)

Assembly Area A is the default assembly area unless told otherwise.

## **2.7 EMERGENCY EXITS**

Please take the time to familiarise yourself with emergency exits

## **2.8 CONTROLLING RISKS**

Safety and security can only be achieved with the full cooperation of all staff and clients.

## **3.0 CAR PARKING AND TRANSPORT**

### **3.1 COMPLIMENTARY PARKING- PRE-ARRANGED WITH EPICURE**

The Melbourne Cricket Ground would be pleased to offer complimentary parking under the grounds for organisers, exhibitors, special guests and perhaps delegates. Parking however is limited and can only be determined closer to the date of the exhibition and conference. Please note that parking is offered on a first come first served basis and therefore allocation of the parking spaces is the responsibility of the organiser.

Enter via **Entrance A** off Brunton Avenue. The Security Officer will direct you to park in the Northern Stand. Park closest to **Lifts 9,10,11** and take lift to **Level 2**.



### **3.2 PUBLIC PARKING**

Melbourne & Olympic Park Trust (MOPT) Eastern Plaza Carpark, Entrance D, Olympic Boulevard  
Walk across footbridge to the MCG. At the end of the foot bridge walk towards light towers 2 & 1 and, you will see **GATE 3**, enter here.

### **3.3 ATTACHED MAP**

Please see attached map for directions.

EPICURE encourages all exhibitors and delegates to utilise the public transport system.

## **4.0 DELIVERIES**

The MCG 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.

Exhibitors should have all goods and exhibits insured from the day goods are dispatched to the Exhibition, until goods are removed from the Exhibition and received at their return address.

### **4.1 TRACEABILITY OF GOODS – CLIENT DELIVERY FORM**

All deliveries must be accompanied by the attached form. All information must be clearly stated and marked, including removal details.

Please return the form to the Event Coordinator at [brianna.rickman@epicure.com.au](mailto:brianna.rickman@epicure.com.au)

Deliveries without accompanying paperwork will not be accepted.

### **4.2 DELIVERY TIMES**

Deliveries will only be accepted between 7.00am – 12.00pm (Monday – Friday).

Items should be delivered no earlier than 2 days prior to the event.

It is the responsibility of the exhibitor to ensure goods have arrived at the venue. To avoid potential delays during move in, it is suggested that all exhibitors confirm with their freight company that all goods have been delivered as scheduled.

EPICURE Staff will deliver all boxes etc. to the appropriate stand as long as all boxes are clearly marked with the company name and stand number.



### **4.3 LABELLING**

Every individual box must have attached a client delivery form. All goods delivered without this form will be not accepted by EPICURE on your behalf.

### **4.4 LIABILITY**

EPICURE will not accept responsibility for damage or loss of merchandise left on the premises prior to, during, or after the event. Goods left at the Melbourne Cricket Ground without prior arrangements for pick up will be deemed abandoned.

### **4.5 PICK UP OF GOODS**

At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up the following working day. Should any items not be picked up within this timeframe, it will be considered abandoned.

It is the responsibility of the exhibitor or client to arrange for the pick up of goods from the loading dock. All goods and material must be properly labelled to avoid confusion and sealed appropriately.

Should the pick up be by a courier, please ensure the consignment form is signed prior to leaving the venue Epicure Catering are unable to sign the form on your behalf.

## **5.0 LOADING DOCK AND GOODS LIFT**

### **5.1 LOADING DOCK**

Safe clearance height – 4.1m  
Width – where trucks unload – 7.5m  
Height of loading dock at street entry – 4.1m  
Width of loading dock at street entry – 7m  
Distance from street to the loading dock or the ramp – 32m

Parking is not permitted in the loading dock. Vehicles are not to be left unattended

### **5.2 GOODS LIFT**

#### **Northern Stand - Goods Lifts**

Depth - 2800mm  
Width - 2300mm  
Height - 2400mm  
Door opening - 1600mm  
Weight Rating (Maximum load capacity) 3500kgs



## **6.0 COMMUNICATIONS AND INTERNET**

### **6.1 Communications**

Local communication phone and phone lines are available at an additional charge.

### **6.2 Internet**

MCG Free WiFi available throughout the stadium. Simply enter your details as prompted and accept the terms and conditions to connect.

## **7.0 EXHIBITS REQUIRING APPROVAL**

### **7.1 NAKED FLAME**

Any naked flame performances or requirements are not permitted in the Melbourne Cricket Ground.

### **7.2 TOBACCO**

The Melbourne Cricket Ground is a non smoking venue. The sale, distribution and display of any tobacco products are not permitted in the venue.

### **7.3 ANIMALS**

No animals or pets, with the exception of Seeing Eye dogs, are permitted in the Melbourne Cricket Ground 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.

The exhibitor is required to submit a letter to the Melbourne Cricket Commission to ask for permission to bring the animal into the venue. Accompanying documentation include:

- Risk assessment with regards to the animal and the handler
- Public Liability Insurance.

Should this be approved, an indemnity form must be signed and returned prior to bringing the animal on site.

### **7.4 TEST AND TAG**

It is a legal requirement in all temporary exhibition areas 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.



Should you have any question or have any electrical lead requirements, please contact Audio Visual Dynamics on 03 9657 8837.

## **7.5 CAR DISPLAYS**

Cars may be displayed at Gates 1,2,3 on Level 1 only.

Should you wish to bring in a vehicle, the following information must be submitted for approval:

- Style of Vehicle – make and model
- Weight, length and width
- Time of Delivery
- Time of Collection
- What will be displayed with vehicle? Eg Banner or Promotional staff
- Must get a copy of the public liability insurance from the owner of the vehicle
- Indemnity form to state that the responsibility for the vehicle and any damage to the vehicle is the responsibility of the client

## **7.6 HAZARDOUS SUBSTANCES**

Should you require to bring on site any chemicals or gases for this exhibition, approval must be provided prior to the conference.

Please submit a copy of the MSDS to the Event Coordinator for approval. EPICURE and the Melbourne Cricket Ground have the right to ask an exhibitor to remove a hazardous substance from the venue at any time.

## **8.0 FOOD AND BEVERAGE SAMPLING**

EPICURE are the contracted caterers at the MCG and supply all food and beverage served in the venue.

Clients wishing to bring food or beverage into the MCG for the purpose of sampling, displaying or tasting must notify EPICURE prior to bringing any food or beverage on site. Additionally all clients wishing to serve food and beverage samples will be required to complete an indemnity form.

## **9.0 POWER REQUIREMENTS**

### **9.1 PROFESSIONAL COMPANIES BUILDING EXHIBITION BOOTHS**

The organiser or builder of the exhibition who is responsible for the exhibition, must submit a floor plan along with power requests to the Event Coordinator.

Requests for power and floor plans must be submitted at least 2 weeks prior to the event to ensure we have the capabilities to support your requirements. This is particularly important for exhibitors requiring 3 phase power, which is not available in all areas.



## **10.2 POWER REQUEST - INDIVIDUAL**

Please be advised that all individual power requirements for exhibitors, which are not being supplied by the builder of the booths, must be submitted to the Event Coordinator 2 weeks prior. Please note that there may be a charge for additional power requirements.

## **10.0 CLEANING**

Cleaning of individual exhibition stands is the responsibility of the Exhibitor. Should you require professional cleaning please advise your Event Coordinator.

## **11.0 SECURITY**

External security required for the purposes of crowd control are not permitted in the venue. As the Liquor License Holder, we would be responsible for all activities of crowd control in the venue.

External Security is only permitted on site for functions for the protection of exhibits and/or valuable items. Permission must however be gained from the Melbourne Cricket Club, via your Event Coordinator.

This should include information such as:

- Security company enlisted to perform this task
- Number of security personnel
- Times security personnel will be on site
- Exact tasks they will be performing

Please be advised that we would also be happy to assist with security for the purposes of protection of exhibits and/or valuable items at a charge of \$44.30 per hour, including GST for a minimum of 3 hours. Should you wish to utilise this service, please advise your Event Coordinator.

## **12.0 SMOKING**

Smoking is not permitted inside the Melbourne Cricket Ground.

## **13.0 ATTACHMENTS / FORMS**

- Map indicating gate entry and orientation of function space
- MCG Client Goods - Delivery Form
- MCG Client Goods - Pick Up Form
- Cleaning Request Form
- Security Request Form