

SCRS National Conference

EXHIBITOR INFORMATION KIT

Olympic Room and Jim Stynes Room

12th – 13th July 2022

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Exhibition Contact	Name	Phone	Email
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1. Event Details

1.1 Exhibition Opening Hours

Day 1 – Tuesday 12th July 2022 9.00am to 5.00pm

Day 2 – Wednesday 13th July 2022 9.00am to 5.00pm

1.2 Bump in Times

Day 1 – Tuesday July 2022 7.00am to 9.00am

1.3 Bump out Times

Day 2 – Wednesday 13th July 5.00pm to 6.00pm

All stand and packaging materials must be removed by 6.00pm.

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

2. 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, 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. Car Parking and Transport

3.1 Complimentary Parking Pre-arranged with MCG Events

The Melbourne Cricket Ground would be pleased to offer complimentary parking under the stadium for organisers, exhibitors, special guests and perhaps delegates. Parking however is limited and can only be determined closer to the date of the event. 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.

Entry via Entrance A off Brunton Avenue. Security Officers will check names off on the guest list and will complete a boot check of your vehicle. Park in the Northern Stand, closest to lifts 9,10,11 (red coloured lift wall) and take lifts to level 2.

3.2 Public Parking

Public parking is available at Melbourne & Olympic Park Trust (MOPT) Eastern Plaza Carpark, Entrance D, Olympic Boulevard.

Walk across footbridge to the MCG. As you walk across you will see the light tower with numbers on the top. Head toward light tower 2 & 1 and enter the venue at Gate 3.

3.3 Attached Map

Please see attached directional map.

3.4 Public Transport

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

4. 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 – Delivery Form

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

Please return the form to the Event Coordinator via email aperry1@delawarenorth.com
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 business 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 event bump in, it is suggested that all exhibitors confirm with their freight company that all goods have been delivered as scheduled.

MCG Events staff will deliver all boxes etc. to the appropriate function space if all boxes are clearly marked with the company name and stand number.

4.3 Labelling

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

4.4 Liability

MCG Events 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 collection will be deemed abandoned.

4.5 Collection 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 business day. Should items not be picked up within this timeframe, it will be considered abandoned.

It is the responsibility of the exhibitor or client to pack up freight for collection and to arrange for the pickup of goods from the loading dock with own courier company. All goods and material must be properly labelled to avoid confusion and sealed appropriately via the exhibitor/client.

Should the collection be by a courier company, please ensure the consignment form is signed prior to leaving the venue, MCG Events is unable to sign the form on your behalf.

5. Loading Dock and Goods Lift

5.1 Loading Dock

Clearance height – 3.8m
Width – where trucks unload – 7.5m
Height of loading dock at street entry – 4.0m
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

Southern Stand - Goods Lifts
**Access required through Legends Room & kitchen*
Depth - 2300mm
Width - 1700mm
Height - 2200mm
Door opening - 1500mm
Weight Rating (maximum capacity) 2500kgs

6. Internet

MCG free Wi-Fi is available throughout the stadium.

How to connect to MCG Wi-Fi

- Turn on Wi-Fi settings on your device
- Select 'MCG FREE Wi-Fi' from list of available networks.
- A registration page will appear. Enter your details, accept T&C and click submit.

7. Exhibits Requiring Approval

7.1 Naked Flame

Any naked flame performances or requirements are not permitted at 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 Club 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 Car Displays

Cars may be displayed at Gates 1,2,3 on Level 1 only subject to MCC approval.

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

- Bump-in/out date and times
- Driver's name and contact number
- Type of vehicle/s to be displayed
- Vehicle weight and dimensions (concourse restrictions of 10t max)
- Vehicle registration
- Is supervision planned to be at the display
- Are there any additional activations around the cars, or display only

7.5 Hazardous Substances

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

MCG Events and the Melbourne Cricket Ground have the right to ask an exhibitor to remove a hazardous substance from the venue at any time.

8. Food and Beverage Sampling

MCG Events are the contracted caterers at the MCG and supply all food and beverage served in the venue. No external food is allowed into the venue, including for the purpose of sampling, displaying or tasting.

9. Function Room Dimensions

9.1 Olympic Room

Height – 3700mm
Door height – 2350mm
Door width – 1600mm
Maximum weight – kg per square metre – 500kg/m²

Please note that item over 200kg/m² will require venue facilities approval

Width in the front section – 40.5m
Width in the rear section – 14m
Depth in the front section – 13m
Depth in the rear section – 12m

10. Power Requirements

10.1 Professional Companies

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

Requests for power and floorplans 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.

10.3 Electrical Devices

All electrical devices used or brought into the venue must be compliant with relevant Australian Standards

10.4 Testing and Tagging

It is a venue policy that all electrical power cords and appliances are to be tested and tagged prior to their use. The venue will accept no responsibility for operation difficulties that may occur as a result of supplying private equipment.

All portable electrical equipment, appliances and leads used at the venue must be tested and tagged in accordance as per Australian Standard AS 3760 and WH&S Act 2011. – In Service Safety Inspection and Testing of Electrical Equipment.

Any electrical equipment found to be untagged must be tested and tagged or removed from the Venue immediately.

The Venue reserves the right to remove or replace any electrical equipment not complying

11. Cleaning

Cleaning of individual exhibition stands is the responsibility of the Exhibitor. Should you require professional cleaning, the cost is \$40.00 per hour, including GST, for a minimum of 4 hours. Should you wish to utilise this service, please complete the Cleaning Request Form.

12. Security

External security required for the purposes of crowd control are not permitted in the venue. As the Liquor License Holder, the MCG is 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 \$47.80 per hour, including GST for a minimum of 4 hours. Should you wish to utilise this service, please advise your Event Coordinator.

13. Smoking

Smoking is not permitted inside the Melbourne Cricket Ground.

14. Attachments and Forms

Directional map including gate entry points

MCG Delivery Form

MCG Collection Form

Cleaning Request Form

Security Request Form