



STAND & VENUE INFORMATION

Access to Stands.....	3#
Access to Venue	3#
Alcohol.....	3#
Audio Visual Equipment	3#
Banner Rigging.....	4#
Canvassing	4#
Care of Exhibition Venue.....	4#
Ceiling, Doorway Heights & Widths	4#
Children/Students	4#
Cleaning	4#
Communication	4#
Companies Represented on Your Stand	5#
Dates & Times.....	5#
Deliveries to the Exhibition	5#
Displaying Motor Vehicles.	6#
Electrical Requirements	6#
Exhibitor Badges	6#
Exhibitor Car Parking	6#
Exhibits Requiring Approval.....	7#
Fire Regulations	7#
First Aid	8#
Floor Coverings	8#
Floor Loading	8#
Food and Beverage Sampling	8#
Freight, Forklift & Crane Hire	8#
Furniture Hire	8#
Gas Cylinders, Pressure Tanks and Appliances.....	9#
Insurance	9#
Materials Handling/Shipping/Customs	9#
Move-out Etiquette/Information	9#
Oils	10#

Organiser's Office	10#
Power Points	10#
Security	10#
Service Desk	10#
Signs – General.....	10#
Smoking Policy.....	11#
Special Requirements	11#
Stand Catering	11#
Stand Design Companies.....	11#
Stand Design	11#
Stand Operation Guidelines.....	12#
Stand Perimeter	12#
Stock Removal	12#
Storage During the Exhibition	12#
Sub-Letting of Exhibition Space	12#
Testing & Tagging	12#
Venue Details.....	13#
Visitor Info Scanner	13#
Walling.....	13#
Washing & Disposal Area.....	13#
Water, Waste, Gas and Compressed Air	13#
Working Demonstrations	13#

Access to Stands

For security reasons, exhibitors will not be permitted access to their stands outside the build up / pull down and exhibition open hours unless arrangements have been made with AMTIL. When on-site please visit the Organiser's Office to let event management know if you plan to arrive early or leave late during the exhibition.

Access to Venue

Access into the halls during move-in and move-out is via the loading dock. Accessed from Normanby Road and located at the rear of the Exhibition Centre, this loading dock runs the full length of the building. Traffic on the dock flows in one direction.

A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in/move-out process.

Vehicles are not permitted to park on either loading dock at any time. Vehicles will not be admitted to the loading dock during exhibition hours unless special arrangements have been made with AMTIL.

MELBOURNE EXHIBITION CENTRE LOADING DOCK

Entrance off Normanby Road
Southbank, Melbourne, Australia 3006

The Melbourne Exhibition Centre Loading Dock is a Self-Servicing loading Dock. No goods will be accepted on behalf of exhibitors by the Melbourne Exhibition Centre. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your exhibition and must be collected by the end of the official move-out time. There is no storage for exhibitors at the Melbourne Exhibition Centre.

Parking on the loading dock

All vehicles entering the MEC loading dock will be issued with a 30-minute unloading permit. Please advise loading dock staff if a longer time is required. Parking infringements will be issued by authorised officers of the City of Melbourne

Access to the exhibition is from 8 am daily. For security reasons exhibitors will not be permitted access to their stands outside the move-in, move-out and exhibition open hours unless arrangements have been made with AMTIL.

Stands demonstrating large machines will receive a more detailed move-in schedule arranged through the freight forwarding contractor. This will be distributed at a later date and will contain specific times for move-in.

Alcohol

The Melbourne Convention and Exhibition Centre has the on-site liquor license for Austech, therefore all alcohol must be purchased from the Centre. Exhibitors are requested to keep alcohol consumption to moderate levels during the exhibition. Exhibitors will not be permitted to bring their own alcohol onsite.

As part of the Melbourne Exhibition and Convention Centre continuous improvement policy for the management of Occupational Health and Safety there is a restriction on the sale of alcohol during move in - out periods of exhibitions.

No alcoholic beverages will be sold by the Melbourne Exhibition and Convention Centre via their Go Food outlets and Stand Catering services during designated move-in and move-out periods.

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. If you require staff hire there is a minimum 4 consecutive hour shift. Please note 48 hour notice is required for staff hire.

Audio Visual Equipment

Please contact Harry the Hirer if you require Audio Visual services.

Contact: Travis Wall

Ph: 03 9425 8666

Email: travis.wall@harrythehirer.com.au

Banner Rigging

Your company banner can be hung from the ceiling of the exhibition hall and directly above your stand. Your company must supply the banner.

For rigging requirements and pricing please contact Travis Wall from Harry the Hirer.

Ph: 03 9425 8666

Email: travis.wall@harrythehirer.com.au

Banners must be forwarded to Harry the Hirer 10 days before the exhibition in order for them to be rigged prior to the commencement of exhibitor bump-in.

Please Note: The return of banners is at the exhibitor's expense. Please ensure that you have a consignment note attached for the return of the banner.

Canvassing

Canvassing or soliciting for business by non-exhibitors or unauthorised personnel is strictly prohibited. Persons engaging in these activities will be asked to leave the exhibition venue. Please report instances of this activity to AMTIL at their onsite Customer Service Centre.

Care of Exhibition Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building. Display material of any kind is not to be affixed to or hung from the walls nor is any ladder or other device whatsoever to be affixed to or suspended from any overhead wiring without the prior written consent from the Organisers. No nail, screw or other device is to be driven into, nor are holes to be bored into any pillar or other part of the building.

Ceiling, Doorway Heights & Widths

Ceiling height – clear height below air conditioning ducts in the hall is 11.5m. Entry doors from the loading bays are roller doors with a clear opening of 7m high x 8m wide.

Children/Students

As trade fairs are BUSINESS EVENTS, and based upon attitudes expressed from past research, children under the age of 14 years will not be admitted into the exhibition unless under the strict supervision of a parent. Student groups will only be allowed entry by prior arrangement with the organiser. During move-in and move-out no children are permitted on the loading dock or in the exhibition halls whatsoever. Children who arrive on the loading dock will be required to remain in a vehicle with adult supervision.

Cleaning

All public areas and stands will be cleaned each night. We ask for the co-operation of all exhibitors to ensure that each stand is kept neat and tidy. Please leave any rubbish in the aisles in time for the nightly bulk clean. The Organiser's cleaning staff will be permitted into the exhibition under security supervision. You will not need to organise individual stand cleaning as this is covered in your package.

Swarf bins are available at no cost to exhibitors and are emptied and returned each night. To order swarf bins, please complete the relevant form in the Online Exhibitor Manual.

Should you require special cleaning requirements or bulk rubbish removal please contact Kim Banks from AMTIL on 0417 146 102 or email kbanks@amtil.com.au

Communication

The Melbourne Convention and Exhibition Centre offer exhibitors a wide range of communication services such as internet, eftpos and telephone access.

For further information contact the venue's Exhibition Services team on +61 3 9235 8110 or exservices@mcec.com.au

Companies Represented on Your Stand

Should you have more than one company represented on your stand, please advise Kim Banks from AMTIL on 0417 146 102 or email kbanks@amtil.com.au a minimum of eight weeks prior to the exhibition.

Please Note: sub-letting of your stand is not permitted without prior approval from the organisers. Non-approved exhibits will be asked to remove their displays from the exhibition.

Dates & Times

Move In*

Friday 10th May
Saturday 11th May
Sunday 12th May
Monday 13th May

Show Days**

Tuesday 14th May
Wednesday 15th May
Thursday 17th May
Friday 17th May

Move Out***

Friday 17th May (from 4pm)
Saturday 18th May
Sunday 19th May

*All stands positioned at the back of the hall (loading dock side) will be built last. Please do not assume you will have access to your stand on the Friday. A detailed move in schedule will be compiled and all exhibitors will be notified of their scheduled move in time.

**During show days exhibitors are allowed access at 8am. Exhibitor badges must be worn at all times.

***The exhibition area will remain secure until 4pm on Friday 17th May (or until all visitors have vacated the premises). Full move-out will then take place.

It is mandatory for all exhibitors during move – in and out periods, to wear closed toed shoes and approved high visibility clothing at all times. Exhibitors and contractors will not be allowed entry to the exhibition floor unless closed toed shoes and high visibility clothing are worn. A limited number of high visibility vests will be available for loan from Austech Customer Service.

Deliveries to the Exhibition

No Deliveries are permitted prior to 12:00 hrs Friday 10th May 2019.

The organisers and The Centre will not take delivery of or sign for any goods, packages or other materials on behalf of an exhibitor. No responsibility for the safety or wellbeing of any such items delivered to the site or awaiting collection in the absence of the exhibitor, their agent or their contractor, will be accepted by the organisers.

All courier and freight companies should be instructed to leave goods without a signature.

All deliveries to the exhibition should be addressed as follows:

Exhibiting Company Name
Your Stand Number
Contact Person at the Exhibition
Contact Number or Mobile Number
AUSTECH 2019
MELBOURNE EXHIBITION CENTRE LOADING DOCK
Entrance off Normanby Road
Southbank, Melbourne, Australia 3006

Displaying Motor Vehicles

Motor vehicles (including Electric and hybrid cars) that come on-site for display at events require prior approval from MCEC and must adhere to the safety guidelines below:

- Vehicles in exhibitions cannot be started and run without prior permission from MCEC.
- Flooring must be protected by drip trays under each vehicle.
- Under no circumstances is fuel to be decanted or vehicles filled in the Loading Docks or within MCEC.
- Ignition keys are not to be left in the vehicle and are to be strictly controlled by the exhibitor during the exhibition.

- Every car must have at least 1 x 2.3kg, A:B:(E) dry powder extinguishers mounted in a prominent location in accordance with relevant Australian Standards.
- All vehicle bump in/out must be discussed with the event organiser and approved by MCEC.
- The motor vehicle fuel filter cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons.

Motor vehicles powered by flammable gas (LPG) may be displayed under the following conditions:

- LPG powered motor vehicles must have their systems fitted in accordance with relevant Australian Standards for LPG gas fuel systems for vehicle engines.

Please contact AMTIL Events Manager Kim Banks at kbanks@amtil.com.au if you wish to display a vehicle on your stand.

Electrical Requirements

The official electrical contractor is:

Harry the Hirer

Contact: Travis Wall

Ph: 03 9425 8666

Email: travis.wall@harrythehirer.com.au

The contracted electricians from Harry the Hirer should carry out all electrical work on stands. There are a number of electrical/lighting options available, which are listed on the Lighting & Power service form in the Online Exhibitor Manual. Exhibitors should ensure that they have adequate extension leads, power boards, etc, as these items are not available from AMTIL. On no account should anything be attached or wrapped around the lighting track. Please refer to the Lighting & Power Service Form for full details and pricing.

If an exhibitor does not use the official electrical contractors and chooses to use their own appointed contractor, power supply must be ordered through the official electrical contractors, Harry the Hirer, and power consumption paid prior to the start of the exhibition.

All portable light fittings require a certificate of "Approval of Suitability" from either an Australian or New Zealand electrical safety regulation authority. All tungsten halogen lamps must have protective shields and lamps are not to exceed 300 watts. If your light fittings are deemed unsafe they will be removed. Payment should be made directly to the electrical contractor. Late applications may be subject to a surcharge.

Testing and Tagging: It is a legal requirement in all temporary Exhibition work sites 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.

Free Testing and Tagging services will be available to Austech exhibitors during the move in process. To book, please contact Kim Banks on 0417 146 102 or email kbanks@amtil.com.au

Please Note: Power irregularities beyond the control of The Centre have been known to occur. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate Surge Protection Equipment.

Exhibitor Badges

Exhibitors and their staff will be issued with identification badges that will be available for pick-up during move-in. Badges will not be required for entry to the site during build-up and move-in, however exhibitors are requested to wear these badges at all times once they are made available, and at all times during the show. In the interests of more efficient security control, please ensure that badges are clearly visible. To order your badges please complete the relevant form in the Online Exhibitor Manual.

Exhibitor Car Parking

Information on the best parking options for exhibitors will be confirmed and provided closer to the event date.

Exhibits Requiring Approval

Exhibitor displays that include helium balloons or naked flames as part of their exhibit are required to submit a proposal in writing to the Melbourne Convention and Exhibition Centre Exhibitor Services department at exservices@mcec.com.au briefly outlining the purpose of the display and how it will be used. Please refer to the following procedures as a guideline.

Helium Balloons

Exhibitors planning to use helium balloons as part of their exhibit are required to obtain approval. All balloons must be securely tethered to the stand. Charges apply to retrieve loose balloons from the Melbourne Convention and Exhibition Centre ceiling.

Naked Flame

Any activity requiring the use of a naked flame including but not limited to candles and cooking demonstrations requires approval from the event organiser prior to the event. A Fire Warden may also be required, please liaise with your event organiser to discuss any applicable charges.

Gas cylinders

Exhibitors requiring the use of gas cylinders must submit full details to their event organiser at least seven days prior to their event. Each application will be assessed by the event organiser for approval and to confirm if there is adequate storage available at MCEC. Gas cylinders delivered on-site may be refused if the delivery was made without prior approval or if the representative of the exhibition stand is not present to accept the cylinders.

LPG cylinders shall not exceed 9kg in size with a maximum of two per 3m x 3m stand. The installation and use of gas appliances and gas cylinders shall be undertaken in accordance with the relevant acts, regulations and Australian Standards as amended from time to time.

Storage of LPG cylinders

All LPG cylinders and flammable liquids need to be removed from the exhibition area overnight and stored in the gas cage in the Exhibition Centre Loading Dock. The exhibitor is responsible for moving the cylinders to and from the gas cage in conjunction with the MCEC Log.

Please contact AMTIL Events Manager Kim Banks at kbanks@amtil.com.au for further information or assistance.

Stands requiring additional safety precautions

Should your exhibit feature any of the items listed below please contact AMTIL for further information on the safety steps you may need to take, or written approvals that you may need to gain:

- A second storey: Certification by an engineer is required for stands of two storeys or more where the second or subsequent storey will be occupied.
- A solid ceiling or roof area more than 18 square metres.
- A structure more than 3 metres high.
- A motor vehicle.
- Dangerous Goods as listed in the Dangerous Goods (Storage and Handling) Regulations 2000.
- A discharge of noxious waste.
- Lighting lower than 2.2 metres above floor level.

All portable light fittings used in the MCEC are required to have Certificate of Approval or Suitability from an Australian or New Zealand Electrical Safety Regulator.

Fire Regulations

Proposals to use flammable gas and/or naked flames on any exhibit must be approved in writing by the Venue Management at least one month prior to the first day of move-in.

Flammable liquids may be used as part of an exhibit display within certain guidelines approved by the Venue Management. If you have any doubt about the appliance you plan to use, contact Kim Banks at AMTIL on 0417 146 102.

Fire extinguishers and venue firefighting equipment must be visible and accessible at all times and must not be removed from their correct location. Display stands / materials must not obscure or hinder access to firefighting equipment. Should the construction of a stand create a potential smoke lock area or create an area not serviceable by the existing sprinkler systems, the Venue Management may require the exhibitor to install a smoke detection or sprinkler system, emergency and exit lighting and exit systems on their stand.

First Aid

The Centre has first aid supplies situated in each hall. A fully equipped First Aid Room is located on site and first aid trained staff can be contacted through any house phone, or by contacting any security officer.

Floor Coverings

Carpet tiles will be supplied. All exhibitors are responsible for the carpet on their stand and any damage to the carpet will be charged back to the exhibitor.

Floor Loading

Floor Loadings: 20kpa or two tonnes per square metre. The floor slab can be used to support significant applied loads provided certain limitations are applied. Please contact Kim Banks at AMTIL if you have questions relating to floor loading.

Food and Beverage Sampling

MCEC has sole catering rights for the sale and/or distribution of any food or beverage product that will be consumed on-site. Use of any external food and beverage provision including sampling must be approved by both the event organiser and MCEC in writing prior to the event, and external supply charges may be applicable. Anyone without prior approval will be unable to provide food or beverage onsite.

The Centre reserves the right to remove any food and beverage not authorised by the Centre.

The Centre can assist exhibitors with any requirements for hospitality. Please refer to the Stand Catering Guide in the Online Exhibitor Manual.

Exhibitors wishing to purchase food and beverages from the cafes may charge their purchases to an Account Card. For further information contact the venue's Exhibition Services team on +61 3 9235 8110 or exservices@mcec.com.au

Freight, Forklift & Crane Hire

For move-in and move-out, AMTIL will have forklifts up to 10 tonnes available for all exhibitors to use free of charge. The number of forklifts will be determined by the number of machines that need to be moved in. We require a list of the machines that you propose to exhibit, together with appropriate sizes and weights. Please fill out the Freight Service Forms.

We have also negotiated with Agility Fairs & Events to provide a competitive rate on cranes. Once we have a list of machines, we can arrange a move in schedule to suit exhibitors and take advantage of cranes that will be on site.

Furniture Hire

The Official Furniture Suppliers for this event are:

Harry the Hirer

Contact: Carmen Lo

Ph: 03 9429 6666 or 0425 781 113

Email: carmanl@harrythehirer.com.au

Web: www.harrythehirer.com.au

Gas Cylinders, Pressure Tanks and Appliances

Any exhibitor wishing to use gas cylinders or appliances must have approval from The Centre one month prior to the exhibition. Please contact Kim Banks from AMTIL, on 0417 146 102. The exhibitor is responsible and liable for the proper transportation and storage in the appropriate container and trolley of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium.

All pressure vessels and equipment under pressure brought on the premises must conform to all relevant safety standards and regulations. No LPG container greater than five (5) kilograms shall be installed without a compliance certificate issued by WorkCover, a copy of which must be issued to the venue prior to the commencement of the period. Storage cylinders are not to exceed 45 kg to allow them to be manually relocated. All gas cylinders are to be removed from the premises at the end of each exhibition session.

Any pressure tanks which are improperly secured or which do not conform to the safety standards and regulations will be immediately removed from the premises upon notice being given by the venue.

Insurance

Exhibitors are strongly encouraged to arrange for their valuables to be insured whilst at the exhibition.

Whilst AMTIL will provide necessary security during the exhibition, neither the organisers, the venue or any of their staff, employees, agents or other representatives shall be held accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to their person or any property of the exhibition, however caused, or any of its staff, employees, agents or other representatives or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from, or during the exhibition.

Materials Handling/Shipping/Customs

The official materials handling, customs and forwarding agent for the exhibition is Agility Fairs & Events. Please refer to the Materials Handling, Transport and Move-In Forms in the Online Exhibitor Manual for lifting and transport options and contact details.

Move-out Etiquette/Information

To provide a smooth and safe move out for all exhibitors and contractors the following move out plan has been implemented. Exhibitors are not permitted to dismantle stands / remove merchandise / or remove boxes from the storage area prior to the official closing of the exhibition at 4pm on Friday 17th May 2019. Further instructions on the move-out process will be issued to all exhibitors during the exhibition.

Move Out Safety

Move out time can be dangerous times. Remember this site reverts to a building work site and safety precautions must be taken. All people involved in the move out must follow instructions from Loading Dock and Traffic Directional staff.

It is mandatory for all exhibitors during move – in and out periods, to wear closed toed shoes and approved safety vests at all times. Exhibitors and contractors will not be allowed entry to the exhibition floor unless closed toed shoes and safety vests are worn. Please contact your event organiser for further details. Keep aisle ways clear at all times.

Waste Management

Please use bins provided in the halls. To aid cleaning the show, please keep your waste on the stand – aisle ways are safety areas and must be kept clear.

Pedestrians should use provided walkways and be alert at doorways

For safety we aim to separate Fork Lifts and Pedestrian Traffic

Children are not permitted on the dock or in the hall during move out.

DO NOT use the car parks as Loading Docks as this compromises safety for all parties.

Security

Exhibitors are responsible for the security of their displays and exhibits until removed. The Organisers will not accept responsibility for the loss of any items.

Exhibitors are reminded that goods will be at risk during move-out and that stands should not be left unattended until the appropriate suppliers have collected all items and equipment. All goods awaiting collection should be clearly labeled as follows:

Exhibitor Name
Contact Name
Contact Number
End Delivery Details/Address
Stand Number
Consignment Note Attached
Carrier Name Clearly Marked

Goods Left

Any exhibit or material remaining after 6 pm on Sunday 19th May 2019 will be freighted off-site and stored at the Exhibitors expense. No responsibility will be accepted by the organisers for the return of these items.

Any construction materials or stands left behind will be disposed of at the exhibitor's expense.

The Centre takes no responsibility for goods left on the premises after the licence period. All packaging or other items left on the dock will be treated as rubbish and disposed of accordingly.

Oils

AMTIL will arrange for the provision of cutting fluids and grinding fluids at no cost to exhibitors. These will be removed at the completion of the show. This offer does not include hydraulic oil although this will be available at special exhibition rates. Please order your requirements via the Onsite Services order form in the Online Exhibitor Manual.

Organiser's Office

The Austech Organiser's office will be operating from midday Thursday 9th May until midday Saturday 18th May 2019. The organisers are happy to assist with any query you may have.

Contacts are:

Kim Banks, Exhibition Manager – 0417 146 102
Shane Infanti, Exhibition Director – 0413 173 629

Power Points

Your stand package includes one 240volt 10a power point. Additional power points may be ordered by completing the Lighting and Power order form.

Security

Uniformed security guards will be on duty during the total period of the exhibition, including move-in and move-out periods. Should you require security on your stand for functions etc, call Kim Banks on 0417 146 102 to obtain a cost and make a booking. Exhibitors holding functions on their stand must book security guards to ensure other exhibitor's stands are not interfered with.

Service Desk

The Melbourne Exhibition Centre provides an Exhibitor Service Desk in the main concourse. The Service Desk can assist with queries such as telephone connections, catering accounts and other venue services. Please ensure that all Centre service forms such as catering orders are completed by the due by date and faxed to the appropriate number. Requests for services on site may incur surcharges and delays in installation. Centre service forms are available in the online exhibitor manual.

For further information contact the venue's Exhibition Services team on +61 3 9235 8110 or exservices@mcec.com.au

Signs – General

Your stand comes complete with signage with your company name and stand number displayed. We recommend the following company to assist with the supply of additional signs where necessary.

Harry the Hirer, Contact: Carmen Lo
Ph: 03 9429 6666 or 0425 781 113
Email: carmanl@harrythehirer.com.au
Web: www.harrythehirer.com.au

Smoking Policy

The Melbourne Convention & Exhibition Centre is a non-smoking venue.

Special Requirements

If you will be using any of the following, written notification is required:

- | | | |
|--------------------------------|--|------------------------|
| ■ Open flames | ■ Snow machines | ■ Lasers |
| ■ Smoke Machines | ■ Running combustion engines | ■ Flammable substances |
| ■ Welding or cutting equipment | ■ Dangerous, explosive or noxious substances | |

Please contact Kim Banks on 0417 146 102 to discuss your requirements.

Stand Catering

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. To ensure they can accommodate your stand catering request, they require a minimum 3 working days' notice. Please note that in certain circumstances minimum quantities apply.

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 or email exservices@mcec.com.au for further information or if you require a custom item quotation.

An order form for stand catering is available in the Austech online exhibitor manual.

Stand Design Companies

Harry the Hirer can upgrade your shell scheme to an enhanced shell scheme or provide a custom built stand to suit your requirements. They can be contacted on 03 9429 6666. Further information on alternative stand design companies is available by contacting Kim Banks at AMTIL on 0417 146 102.

Stand Design

As a general rule the MCEC Operations or Logistics Manager will endeavour to inspect all stands to ensure that they are safe and do not pose a hazard to any user at MCEC. MCEC reserves the right to request modification or close any stand which is deemed to be a safety hazard.

Custom stand plans and upgrades will need to be approved by the organiser. For more in depth information around Stand Design please refer to the MCEC Operations Manual here or liaise with the event organiser directly.

Stand materials

- Must not cause dampness, stain or be readily ignitable.
- Must not be capable of emitting toxic fumes should ignition occur.
- Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) requires prior approval from MCEC.
- Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, with the below considerations:
- A protective membrane is laid first and chips are kept slightly moist at all times.
- A fire extinguisher must be provided by the exhibitor and be placed in a prominent location on the stand.
- Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. MCEC will require proof of treatment.
- Moving machinery or equipment likely to injure a member of the public or a swimming pool or spa containing water, must be separated from the public by a physical barrier and supervised at all times.
- Fountains, aquariums, spas, rock pools and swimming pools can be displayed, provided suitable provisions are made to prevent water leakage onto the floor.
- No core drilling or fixing into any floor or wall is permitted.

Stand height

Any stand with a height greater than 2.4m or stands designed to support weight other than light advertising material are required to be certified safe by a relevant, qualified engineer and stand drawings supplied to the organiser for approval by the venue.

Stand flooring

Flooring that is between 32mm and 115mm high requires a bevelled edge which does not exceed an angle of 30 degrees or a grading of 1:1.4. This bevelled edge is to be incorporated within the stand space and not encroach into the aisle.

All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

Stand visibility

MCEC requires all stands to be open for visual inspection at all times.

No stands are to be covered or blocked by fabric or material at any time as this can be a fire safety hazard.

MCEC will conduct regular stand visual safety inspections and need to be able to sight the stand build.

Stand Operation Guidelines

All stands must be fully staffed, operational and exhibits displayed to visitors during the open times of the exhibition. The exhibitor may not undertake, or cause to be undertaken, any activity which, in the opinion of AMTIL, is likely to cause any annoyance to visitors or other exhibitors. In particular, audiovisual display equipment must be positioned and the sound level so adjusted as to comply with these requirements. All activities of exhibitors and their staff must be confined to the stand site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition area. Exhibitors are asked to familiarise themselves with the Austech terms and conditions to ensure they adhere to these guidelines during the exhibition.

Unless otherwise arranged with AMTIL, all items required for exhibiting purposes must be delivered before the show opens or after the show closes each day.

Stand Perimeter

All display material, furniture and selling aids must be kept within the perimeter of your stand.

Stock Removal

Exhibitors are not permitted to remove stock during the exhibition, except, for security reasons, each evening. To remove goods from the exhibition site, exhibitors must obtain a "stock removal" security form, available in the exhibitor information pack distributed during the Move In process or from the Organiser's Office. Goods sold at the exhibition are not to be removed from the site until the close of the exhibition.

Storage During the Exhibition

Limited storage may be available at the Austech. Exhibitors will be responsible for the removal of packing cases from the exhibition area to the storage area. Cartons cannot remain on the stand during the Exhibition and cannot hinder access in aisles and doorways during Move-In and Move-out of the exhibition.

Please ensure all boxes are clearly marked with your stand number and company name. All boxes should be completely sealed to comply with fire regulations.

To avoid boxes being misplaced whilst in storage "shrink wrap" may be used to keep your boxes together. As a security precaution, it is not advisable to leave ladders, trolleys, etc in the storage area. Collapsible boxes may be used to reduce the storage space required. For more information, contact Kim Banks on 0417 146 102.

Sub-Letting of Exhibition Space

No exhibitor is allowed to sub-let or allocate space on their stand to another company without prior consent from AMTIL. Non-approved exhibits will be asked to remove their displays from the exhibition.

Testing & Tagging

Every piece of electrical equipment that is brought on-site must be tested and tagged in accordance with AS/NZS 3760 prior to use. Electricians will be available on site during move in to test leads and cables.

Exhibitors must ensure that all loose cables are secured to avoid tripping hazards.

Venue Details

Melbourne Exhibition Centre:
Box 286 WTC Post Office
Melbourne VIC 8005

Telephone: 03 9235 8000
Fax: 03 9235 8001
Email: exservices@mcec.com.au

Visitor Info Scanner

Most exhibitors receive a Visitor Information scanning device as part of their stand package. Instructions for use will be available on site.

Walling

Under no circumstances may exhibitors nail or screw any article or display to the stand walls which may damage the walls. Any damage caused to panels will be charged to the exhibitor.

Washing & Disposal Area

Under no circumstances may the toilet areas of the building be used for obtaining water, disposing of unwanted waste or washing of paintbrushes etc. Provision will be made inside the exhibition area for exhibitor's wash and disposal areas.

Water, Waste, Gas and Compressed Air

It is the responsibility of the exhibitor to arrange connection from the service pit to equipment. AMTIL will provide a licenced plumber on site to assist with connections as necessary. Please pre-book your plumbing requirements using the order form in the exhibitor manual. Please book early to avoid last minute bookings made on site during move-in process. Late bookings result in delays for all exhibitors.

Melbourne Exhibition Centre Fittings

Cold water and waste systems are provided for use by exhibitors with outlets in each of the primary floor pits. Water is provided at a flow rate of 0.3 L/s in each primary floor pit and a waste outlet with a discharge rate of 6 L/s is also provided. If water is required at a greater flow rate, the operator may connect to more than one service pit, i.e. use two or three hoses.

Exhibitors requiring hose connections for water will need to provide a pressure hose (domestic garden hoses are not permitted) and a (15mm) ½" female threaded BSP fitting. A drain with grate is provided in the primary service pits. To connect to waste disposal exhibitors require a 40mm diameter BSP female socket.

To connect to compressed air supply, exhibitors require a 15mm (½") male connector to match a 15mm (female outlet) ball valve. Compressed air is of normal industrial quality. Regulators, filters and lubricators are to be provided by the exhibitor as required. The MCEC can provide 25L/s (normal air @ 02-3C, 7 Bar pressure) to any 5000 sqm, exhibition space. Should a larger flow rate be required please contact Kim Banks at kbanks@amtil.com.au

Working Demonstrations

All working machinery must have hand protection equipment erected to conform to the Health Commission and Occupational Health & Safety regulations. Demonstration staff must also be fitted with personal protection equipment. Those exhibitors who will have machinery operating and require removal of finished products from the venue should contact the Organisers to make special arrangements. Any excessive amounts of waste material must also be removed periodically from the exhibition site in order to comply with fire regulations.

Plant and equipment

All plant and equipment, including electrical tools brought into MCEC, must be adequately constructed and fitted with any safety devices required by state and federal laws.

Machinery must be used only for its intended function.

Machinery requiring foundations must be mounted on appropriate bases.

Core drilling or fixing into the floor is not permitted.

Operation of plant and equipment

Plant and equipment operators must carry a current WorkSafe Victoria Licence to perform high-risk work, or a national equivalent in the relevant class.

MCEC reserves the right to request evidence of competency at any time. All plant operators must comply with relevant standard operating procedures required by state or federal laws or regulations and must abide by any instructions made by MCEC.