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12-14 MARCH 2016
MELBOURNE CONVENTION
& EXHIBITION CENTRE

EXHIBITING RULES AND REGULATIONS

ACCOUNTS	2
ANIMALS	2
AUDIO VISUAL	2
BALLOONS AND DECORATIONS	2
CARE OF VENUE	2
CATERING	2
CAR PARKING	4
CLEANING & WASTE REMOVAL	4
COMMUNICATIONS – INTERNET & PHONE	4
COMPETITIONS	5
CONTRACTORS	6
DANGEROUS GOODS	6
DELIVERIES	7
DISCHARGE OF NOXIOUS WASTE	7
ELECTRICAL EQUIPMENT	7
EXHIBITOR SERVICES	8
FIRE	8
FIRST AID	8
FOOD AND BEVERAGE SAMPLING	8
FORKLIFT	10
FUTURE PROMOTION	10
HEALTH & SAFETY ONSITE	10
INSURANCE	11
MOTOR VEHICLE DISPLAYS	11
MOVE IN/MOVE OUT REQUIREMENTS	12
NOISE	13
OPERATIONAL HOURS	13
PROMOTIONAL MATERIAL/PROMOTIONAL STAFF	13
STAND DESIGN AND CONSTRUCTION	13
SECURITY OF PRODUCT	14
SMOKING	14
STORAGE OF GOODS ONSITE	14

ACCOUNTS

Accounts may be opened with the venue, Melbourne Convention & Exhibition Centre (MCEC), through the Exhibitor Services desk prior to or during the event. All charges incurred by the exhibitor during the exhibition as ordered through Exhibitor Services will be recorded. Terms of payment are strictly in advance. For more information, please contact the Exhibitor Services Desk on 03 9235 8110 or exservices@mcec.com.au

ANIMALS

No animal, bird, insect or pets, with the exception of guide dogs to aid the visually or physically impaired, are permitted in the venue

AUDIO VISUAL

For all audio visual equipment and services, please contact event Stand Contractor, ExpoNet directly on 02 9645 7000 or email esd@exponet.com.au

BALLOONS AND DECORATIONS

Exhibitor displays that include food and beverage sampling/sales, animals, helium balloons or naked flames as part of their exhibit are required to submit a proposal in writing to the Melbourne Convention and Exhibition Center, Exhibitor Services department at exservices@mcec.com.au briefly outlining the purpose of the display and how it will be used.

CARE OF VENUE

No items are to be affixed to the venue's walls, doors, glass, floors, etc. Materials used in stand construction must not cause dampness, staining, be readily ignitable or be capable of emitting toxic fumes should ignition occur. At the end of the event, exhibit stands must be returned to their pre-event condition. Should any damages occur as a result of the exhibitor, exhibit staff, agents or contractors, exhibitors will be responsible for incurred costs of any damage.

CATERING

The Melbourne Exhibition Centre's food and beverage policy states that the venue has **sole** rights for the sale and distribution of any article of food or drink for consumption onsite. These rights represent a material commercial value and any item distributed by an organiser or exhibitor (irrespective of outside sponsorship agreements) must be approved by the venue in writing.

The venue operates under the Food Safety Act 2000 and complies with legislative standards under HACCP (Health Analysis Critical Control Points). These regulations apply in relation to all food and beverage storage and distribution. Exhibitors must comply and adhere to these standards.

On-stand Catering

Exhibitors are not permitted to bring food and beverage into the MCEC from outside sources. Any exhibitor wishing to sample food and beverages must gain approval from the venue.

To ensure the venue can accommodate your stand-catering request, they require a minimum 3 working days notice. Please note that they require 72 hours notice for order cancellations. If cancellations are received after this time, the full charge will apply. Please note that in certain circumstances minimum quantities apply.

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.

All stand catering is delivered and dropped off to your stand on catering trolleys and is self-

serviced. All 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 their entire stand catering orders.

MCEC does not supply furniture or stand equipment to stands. Items such as refrigeration and waste disposal must be arranged by the exhibitor. Please contact your stand builder or external exhibition hire company if these items are required. 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 or email exservices@mcec.com.au for further information or if you require a custom item quotation.

Responsible Service of Alcohol

The Victorian Liquor Control Reform Act 1998 is the relevant legislation that covers the liquor licensing requirements for beverage samples. For one off or short-term events, where the serving of alcoholic samples is proposed, a Limited Licence must be obtained (See attached application form below), or visit the Victorian Liquor Licensing website www.justice.gov.au for further information or to download the application form in PDF format).

Please note that applications for limited licenses should be lodged at least 35 days before the event commences. In some cases, you may be required to provide further information or a floor plan of the premises, or to publicly display a notice of the application. The City of Melbourne Health Services Branch has provided the following guidelines for "Temporary Food Premises Operating at Special Events." For further information and to obtain a registration form please telephone the City of Melbourne on (03) 9658 8831

Sampling of alcoholic product can be conducted in the licensed area only.

Any person serving alcoholic beverages must hold a current Victorian RSA certificate that has been provided to the MCEC

Additional Information

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

A SafetyMAP Internal Audit highlighted concerns over alcohol and the operation of plant and equipment during move in/out. In response to this highlighted risk, no alcoholic beverages will be sold or served by the Melbourne Convention and Exhibition Centre via our kiosks and Stand Catering services during designated move-in and move-out periods.

Food and Beverage Sampling

The Victorian State Government food and liquor regulations that cover all distribution of food and beverage products will continue to be applied to all events held at the Melbourne Convention and Exhibition Centre.

The MCEC has exclusive rights for the sale and distribution of all food and drink. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors to the MCEC without the prior written approval of the MCEC. Generally, MCEC Management will not object to the distribution by exhibitors of food items, used as a means of demonstrating any product manufactured or supplied by the exhibitor, forming part of an exhibition.

PLEASE SUBMIT ALL FOOD AND BEVERAGE APPROVAL PROPOSALS TO

exservices@mcec.com.au

– http://www.mcec.com.au/~media/Files/Exhibitor_services/Downloads/Food_and_beverage_sampling_2013.ashx

All Exhibitors wishing to distribute food or beverage must register a temporary food premises with the Melbourne City Council. Please refer your enquiry to the Melbourne City Council for further details.

Sample portions must be of a tasting style and size only - no larger than 50g or 50ml. Samples must be given away free of cost.

Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business. Exhibitors must obtain a Limited Liquor License from the Office of Director of Liquor Licensing in Victoria if they wish to provide alcoholic samples. Ph.1300 650 367.

Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the Exhibitor.

The Victorian State Government food and liquor regulations require stands handling and serving food or beverage, to have washing facilities on their exhibition stand. Exhibitors can provide their own licensed plumber for connection of sinks and hot water services. 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 (03) 9235 8110 or exservices@mcec.com.au.

All sampling of food and beverage products must have the prior approval from Melbourne Exhibition Centre before the commencement of the event.

Preparation, distribution, sampling and disposal of food and beverage products and by-products must comply with the general standards of health, safety, sanitation and any other specific requirements of.

Food sampling at the show is permitted, complete the food sampling form which can be found in the exhibitor center.

If food sold at a temporary food stall is not prepared at the stall, you must ensure the premises where it was prepared meets the minimum requirements of the *Food Act 1984* and has a food act registration if needed. This includes food that is prepared at home. If you store or prepare food at your home, you are also required to register your home kitchen.

General safety standards that must be adhered to are as follows:

Samples

- Maximum volume of food and beverage provided must not exceed 50ml.
- Containers and implements used to provide food to the Exhibitors, Trade and/or Public will be used only once then disposed of.

Liquor Samples

- The RAS is the holder of an ON PREMISE License. As a result MCEC must be the sole dispenser and seller of alcohol on the entire MEC site.
- The MEC is only permitted to licence Premises to Licensees who promote certain brands of alcohol under strict conditions.
- Please refer to the Alcohol Sampling Terms and Conditions for these conditions**

General Equipment

- Where eating, drinking and serving utensils and/or vessels are re-used, a double bowl sink will need to be installed. This is a VIC Health Regulation.
- MCEC can provide sinks at a cost if required. MCEC does not provide communal washing facilities for exhibitors)
- Hot Water at a temperature of 77 degrees Celsius is to be provided to one of the bowls.
- All equipment is to be washed thoroughly and hygienically after use.

Personal Hygiene

- Take every precaution to ensure hands do not touch the food by wearing disposable gloves and/or using clean utensils.
- Always use disinfectant soap and hot water
- Dry hands thoroughly using an air drier or disposable paper towel.

Hot Food Display and Temperature Control

- Temperature must be over 60 degrees Celsius
- A Bain Marie must not be used for heating food

- Use an independent thermometer to ensure correct temperature. Do not 'Top Up' display food
- Food must be rotated to ensure freshness.

Cold Display Units and/or Fridge

- Temperature must be 1 degree Celsius to 4 degrees Celsius. Drink storage must be separate
- Use an independent thermometer to ensure correct temperature.

Waste Disposal

- Waste must be stored and/or disposed in properly sealed containers and/or bags. Emptied Regularly

Storage

- Perishable food must be stored in refrigerated units The location of refrigerated units require the prior approval of MEC

Onsite Consumption & Selling

Pre-packed/Not for immediate consumption

If you are selling pre-packaged goods NOT for immediate consumption onsite, then there is **NO fee** from the venue to sell these products. Pre-packaged means food that is sold with the intent of it being taken home, so the product would need to be sealed, bagged and packaged in a manner safe for transportation offsite. There **IS** however a fee from the Melbourne City Council to operate a 'Temporary Food Outlet' – see details & form here:

https://streatrader.health.vic.gov.au/public_site

Direct Consumption

If you are selling food for **direct onsite consumption** there is a **fee of \$160p/day**. This is a fee charged by the venue to all exhibitors that are selling food/drinks during the show. The venue will charge you directly for this. Direct Consumption means food sold on a plate, napkin or given in hand etc. (e.g. kiosk at a festival). You will also need to pay any applicable fees for operating a 'Temporary Food Outlet' by the Melbourne City Council

https://streatrader.health.vic.gov.au/public_site

Exhibitors who plan to sell food & drinks in direct competition with the services provided by the venue will need to apply to the MCEC for approval. Those approved will be charged at a higher fee than non-direct competition exhibitors. MCEC will contact you to discuss your circumstances upon receipt of your application to sell. Examples of direct competition include coffee stalls, hot pastries and licensed drinks.

If the venue witnesses any exhibitor selling product that is clearly not packaged appropriately for offsite consumption then they will enforce the Direct Consumption charge. If you are unsure of any of these requirements please contact the Exhibitor Services desk at the MEC on 03 9235 8110 or exservices@mcec.com.au for further details.

For Enquiries regarding the 'Temporary Food Outlet' application please contact the Melbourne City Council Ph: 03 9658 8858, email health@melbourne.vic.gov.au or visit their website

<http://www.melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Pages/Tempfoodpremises.aspx#apply>

CAR PARKING

The venue car park is available to all exhibitors at the published daily rate, available here <http://www.mcec.com.au/where-is-mcec/> Cars are not to exceed 1.8 metres in height.

There is NO discounted parking for exhibitors & the Organisers are not able to validate your parking.

CLEANING & WASTE REMOVAL

Please ensure that all bulk rubbish and waste is removed from your stand and the floor area surrounding your stand, prior to the event commencing. (Empty cartons should be disposed of in the dump masters.) The venue's contracted cleaning staff will clean aisles, foyers and amenities through the operational hours of the event. Please ensure your area is kept free of

unsightly, untidy and unhealthy refuse. **Cleaning of the individual exhibition stands is the responsibility of the exhibitor.** (At the close of each day of the event, exhibitors may leave any rubbish in the aisle in front of your stand for removal by contracted cleaners.) Any items left after the show will be deemed as rubbish and disposed of accordingly.

Should you require individual stand cleaning, please contact IKON Cleaning - info@ikonservices.com.au.

COMMUNICATIONS – INTERNET & PHONE

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 Exhibition Services on (03) 9235 8110 or exservices@mcec.com.au.

Wired Connection

Connecting to the Internet through the in-Centre Ethernet socket gives your business high bandwidth Internet access. Speeds can be scaled from 256 Kbps to 10 Mbps and beyond, delivering fast web browsing and email. The in-Centre Ethernet is an end-to-end solution. **We strongly recommend that exhibitors order a wired Internet connection. You can order these services through Communication Services forms available on the Exhibitor Centre downloads.**

Wireless

Visitors to the Melbourne Convention and Exhibition Centre will have access to free wireless Internet, a first for any Centre in the country.

M CONNECT - FREE WI-FI

All event attendees and general public in the building will share this service 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. This connection has a maximum bandwidth of 512kb/s. The actual bandwidth will be influenced by the number and density of concurrent users.

This wireless will 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.

Wireless is suitable for the following applications:

- basic internet browsing
- web based email Facebook, Twitter MSN Messenger
- Yahoo Messenger Skype calls including video Google Talk IMAP / POP3 / SMTP email
- peer to peer file sharing

This service does not support: streaming video, VPN connections

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.

Internet and phone services, fax, modem and EFTPOS facilities can all be ordered by completing the Communication Services Form

COMPETITIONS

INFORMATION ON THE CONDUCT OF A TRADE PROMOTION LOTTERY THAT HAS A TOTAL RETAIL PRIZE VALUE OF \$5,000 OR LESS:

This type of trade promotion lottery does not require a permit.

No fee shall be required from any person for the right to participate in the lottery. This does not prevent a person from being required to purchase a genuine product or service to be eligible to enter. In addition, no participant can be required to incur a cost of more than 55 cents to enter. (This is to cover postage or a telephone call – it cannot be an entry fee)

(If the individual value of a prize in the lottery exceeds \$250 the name of the winner must be published in a newspaper circulating generally in Victoria. However, if the total value of prizes for the lottery is less than \$500 but an individual prize exceeds \$250, the name of the winner only needs to be published in a newspaper circulating generally in the area.

The winner(s) must be notified in writing. All entry forms and promotional material must include:

2. i) the closing date of the lottery, and
3. ii) when and where the lottery will be drawn, and
4. iii) the means by which the winner will be notified; and
5. iv) the conditions of entry if any.

Entrants in a lottery must not be required to be present at the drawing of the lottery to be eligible to participate, unless the draw is to take place within 24 hours of commencement and the only means of entry is at the premises where the draw will take place. e.g. at a trade expo and the draw will be conducted at the conclusion of the day.

For any further information please contact the Minor Gaming Unit, Victorian Commission for Gambling Regulation on 03 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au. Further information and applications forms if required can be found on Victorian Government website at www.vcgr.vic.gov.au.

CONTRACTORS

Exhibitor-Appointed Contractors

It is the responsibility of the exhibitor to see that exhibitor-appointed contractors or agents are familiar with the rules and regulations of the event. Exhibitors are reminded to observe all regulations concerning the use of Trade Union Labour within the venue, and to ensure contractors and agents are aware of these and any other regulations that may apply. Contractors must also ensure that they have up-to-date OH&S certificates in place. Exhibitors should ensure that all contractors are aware of the above in case of any problems; it is recommended that exhibitors obtain an after-hours number for any contractors.

Ultimately, the Organiser and the venue will have the final say on work practices within the venue from an operations perspective; and the right to exclude any design and construction that does not adhere to regulations pertaining to stand construction. To avoid such disappointment, all space-only exhibitors must download and complete the Custom-Build Stand Design Approval Form.

Official Event Contractor

ExpoNet has been appointed official Stand Contractor – the company who will build the show. ExpoNet can assist all exhibitors with additional services such as stand upgrades, custom-build stands, stand & fascia signage, furniture & plant hire, AV services, power & lighting. Please contact from ExpoNet directly on 02 9645 7000 or email esd@exponet.com.au to discuss your requirements.

Other Contractors

Please be advised that National Media will NOT give out your company's contact details to any other contractor/supplier other than our Official Contractors as listed on our website who are required to have this information to fulfill your show entitlements. There are always rogue suppliers who will target our 'Exhibitor List' stating that they are involved with the show. If you are in doubt please contact your Operations Executive immediately for clarification.

DANGEROUS GOODS

Exhibitors shall advise the Organiser of dangerous goods being brought onto the premises, at any time. The venue is to be notified at least 30 days prior to the event of the type, size, volume and purpose of the dangerous goods intended to be used during the event and the location of the stand housing the goods. Material Safety Data Sheets (MSDS) will be supplied with this notification. The MSDS can be obtained from the manufacturer of the product. No more than one day's supply of any dangerous goods shall be stored on a display stand or within the Expo Halls at any one time. The remainder must be stored in the appropriate containers and have the appropriate markings and in a location approved by the PVM Risk Manager

DELIVERIES

Please ensure that each individual item to be delivered via the loading dock to the venue is well packed and clearly labeled (noting delivery address (Stand Number), contact name and mobile telephone number, per the instructions of the Logistics Contractor).

All exhibitors and contractors must be aware of the following guidelines that are enforced by the venue:

1. Vehicles, bags and personal belongings may be randomly checked by the Centre Security;
2. All exhibitor contractors are required to show proof of identity when entering the venue via the Loading Docks;
3. A 30-minute set down for unloading has been awarded. Larger vehicle set down times will be at the discretion of the venue's Dock Traffic Controller;
4. Any contractors wishing to make access outside of the scheduled Move-In and or Move-Out times must notify the Organiser 24-hours beforehand so that permission can be sought from the venue. Once the venue confirms, we will notify you of your special permission;
5. All Move-In and Move-Out will be via the Loading Docks for Event Contractors and Agility Logistics only. Under no circumstances will contractors be allowed to move large goods through front of house areas of the venue (handheld items are suitable to carry by hand through the front doors);
6. Access to the Expo Halls via the Loading Docks will be security checked by an appropriate officer;
7. Once the event is live, no access will be granted from the Loading Docks;
8. All emergency exits and egress must be kept clear by law;
9. In the case where the Loading Docks are 'back logged' you are required to stay in your vehicle in the holding lane of Normanby Road until called up. If you leave your car while in this lane you will be subject to an infringement notice by the VIC Police of Centre Security.

DISCHARGE OF NOXIOUS WASTE

No paint, oil, spirit, chemicals or other noxious substance shall be discharged into the sewage system. All such substances shall be collected and disposed of in a lawful manner.

ELECTRICAL EQUIPMENT

It is a legal requirement in all temporary show 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 show.

Random checks will be carried out to ensure all equipment onsite meets Australian standards. Non-compliance will result in the owner of the equipment being asked to remove

the equipment. (Any equipment found to be below standard must be removed immediately.)
Event Stand Contractor, ExpoNet can provide and electrical tagging service onsite

EXHIBITOR SERVICES

There is no Onsite Exhibitor Services desk for the Melbourne Convention & Exhibition Centre. Exhibitors are able to order additional services such as food and beverage, communication lines and equipment, water and waste facilities, and compressed air via the Exhibitor Services phone or email services only. Appropriate forms must be completed and payment received prior to the event, to ensure services are delivered as required. These forms can also be downloaded from the Compulsory Forms section of the Exhibitor Centre on The Natural & Organic Supershow' website. Contact Exhibitor Services on 03 9235 8110 or exservices@mcec.com.au for further details.

FIRE

At all times, clear access to the venue's emergency exits and fire equipment must be maintained. Fire alarms, fire exit doors and fire hydrants must remain readily accessible at all times. Any permanent or temporary obstruction to these areas is a breach of the venue's regulations. For information on the venue's Emergency Evacuation procedure, please refer to the Emergency Evacuation Procedures for Organisers, Exhibitors and Contractors.

Fire Protection

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to the Uniform Building Regulations. The installation of LP appliances for demonstrations shall comply with the LPG Act 1957. A CO2 or Dry Chemical extinguisher is to be provided by the Exhibitor for each appliance using LP gas cylinders. All LP cylinders must be stamped with AG 601. The storage of flammable liquids or fuels is not permitted in the show areas. All LP cylinders must be removed overnight and stored in the exhibition building. Motor vehicles or other mechanical appliances displayed within the show area must have batteries disconnected. Fire extinguishers and fire fighting equipment must at all times be visible and accessible and must not be removed from their correct location.

Display Material

Any material used for stand construction or display purposes must conform to the following standards:

- Non-combustible materials
- Inherently non-flammable materials
- Flame proof fabric
- Self-extinguishing plastic materials
- Plywood, hardwood, pulpwood or fiberboard rendered flame resistant by a process of impregnation acceptable to the authorities

FIRST AID

Certified first aid officers will be onsite. A First Aid room is located within the Melbourne Convention & Exhibition Centre.

FORKLIFT

For Move-In and Move-Out, Agility Logistics can provide the services of a forklift, for a small charge. Please contact Colin Smith, Ph: 03 9330 9099, cosmith@agility.com

Alternatively, complete the Transport Quote Request Form in the Order Forms section of the Exhibitor Centre.

FUTURE PROMOTION

The Organiser has the right to film and/or photograph any demonstration, activity, stand or personnel for the promotion of an annual event. It must be known that your organisation, products, staff and demonstration may be used in the promotion of any material associated with National Media in the years to follow. If you would like to exclude your organisation from filming or photograph, you must notify National Media in writing, at least 14 days prior to the event. Entire shots of the show do not apply.

HEALTH & SAFETY ONSITE

It is the responsibility of each exhibitor and appointed stand contractors to ensure that a safe working environment is maintained before, during and after the event. All exhibitors and contractors must refer to the Onsite Staff Induction Checklist in the Checklist section of the Exhibitor Centre. The checklist highlights essential information that all staff working at the event must know before arriving onsite.

INSURANCE

Products

Whilst necessary security will be provided during the show, neither National Media, nor the venue, nor any of their staff, employees, agents or other representatives shall be accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to the person or any property of the show, however caused, or any of its staff, employees, agents or other representatives, nor for goods sent to the site before or remaining after the show, nor whilst in transit to or from the show or during the show. Exhibitors should consult their own insurance companies for proper coverage of their exhibitor goods and displays.

Public Liability

Prior to the commencement of Move-In, exhibitors must obtain a Public Liability Insurance Certificate with an approved insurer. Exhibitors are required to ensure that they have Public Liability Insurance cover with a limit of indemnity of \$10 million dollars in respect of bodily injury to persons, or property damage, as per 'Terms & Conditions of Participation'. This refers to damage or injury caused to visitors on or in the vicinity of the exhibitor's show stand. Please complete the compulsory Public Liability Insurance Form, downloadable from the Show website www.thesupershow.com.au/exhibitor-centre

MOTOR VEHICLE DISPLAYS

For every stand that has a motor vehicle(s), the following will be the minimum equipment recommendations:

Up to three (3) motor vehicles per stand:

- 1 X 2.3kg, A:B:(E) dry powder extinguisher mounted in a prominent location in accordance with AS 2444:2001 Portable Fire Extinguishers.
- Four (4) or more motor vehicles per stand:
 - 2 X 2.3kg, A:B:(E) dry powder extinguishers mounted in a prominent location in accordance with AS 2444:2001 Portable Fire Extinguishers.
 - Nine (9) litre foam extinguishers to be strategically located so as to be available to a section (or group) of stands which have motor vehicles on display.
 - The foam extinguishers are for use on flammable liquids spilt on the floor of the MCEC. These extinguishers can be hired from fire safety equipment suppliers.

IGNITION KEYS ARE NOT TO BE LEFT IN THE VEHICLE AND ARE TO BE STRICTLY CONTROLLED BY THE EXHIBITOR DURING THE SHOW.

Contact Exhibitor Services on 03 9235 8110 or exservices@mcec.com.au for further details.

Flammable liquid powered motor vehicles

Contractors. If display materials are left on walls it will be assumed they are unwanted and will be disposed of/destroyed.

- All products / displays / stands by Stand Contractors must be completely dismantled and cleared from the venue by **11pm, Monday, 14th March 2016**
- All goods you wish to keep from your stand that cannot be collected during the allocated move-out time must be stored and pre-arranged for delivery back to you through our official Event Logistics Contractor, Agility Logistics. All costs will be charged to the exhibitor. Any product or stands left after **11pm, Monday 14th March 2016** will be deemed as rubbish and removed.

Forklift / Trolleys / Storage

Agility Logistics will have trolleys and pallet jacks to move your goods around the expo floor. For all special deliveries, storage, forklifts or trolleys, please contact Colin Smith, Ph: 03 9330 9099, cosmith@agility.com

NOISE

The nature of the event is such that noise is unavoidable. Exhibitors must accept a certain level of noise, whether it is from microphones, sound amplification, machine demonstrations or an exhibitor's activity. In the event of justifiable complaints from other exhibitors, the Organiser reserves the right to determine the acceptable sound level and extent of demonstrations. Any amplification must not interfere with adjacent exhibitors

OPERATIONAL HOURS

All Exhibitors must man their booths daily from 10am till 5pm Sat - Mon. The Organiser's terms and conditions state your obligation to remain at your stand and not to pack up, dismantle or pull down any goods until close of the show doors on the final day. It is deemed a breach of contract should you start to pack up before the show is closed. Fees may apply should you breach these conditions.

PROMOTIONAL MATERIAL/PROMOTIONAL STAFF

Exhibitors are not permitted to hand out any promotional material at the entrance or throughout the show area. Promotional materials may only be distributed from within an exhibitor's own stand. The Organiser must approve the use of any promotional staff. At the Organiser's discretion a fee may apply to allow promotional staff to walk the expo floor. **Exhibitors are NOT to help themselves to the free visitor show bags at the front door.**

STAND DESIGN AND CONSTRUCTION

All temporary structures built for shows must comply with the Building Code of Australia (BCA) and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, fire safety and flammability rating of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards.

Stand Construction Requirements

The Convention Centre general minimum requirements for stand construction are as follows:

- A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable COC or dry chemical extinguisher. In some cases an extension of the existing sprinkler system will be required.
- Where halogen tube lights are to be used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire.
- All temporary spotlights, or the like, are to be a minimum of 300 mm from the partitions or combustible goods.
- Internal aisles within exhibits must have a minimum aisle width of three (3) meters and

be clearly defined or have a floor covering with a contrasting colour to the remainder of the stand flooring. At no time during the event can these aisles be partially or completely blocked.

- Where any permanent exit signs are blocked from view by a custom-built stand, the venue will require additional and supplementary signage within the stand to comply with the BCA and relevant standards. The BCA requires that materials used for stand construction comply with the Fire Hazard Properties set out in clause C 1.10 of the BCA.

A stand may have up to a 32mm high lip without beveling between 32mm and 115mm, beveling of the edge must occur. This beveling must not exceed an angle of 30 degrees or a grading of 1:1.4. This beveling is to be incorporated within the stand space and not encroach out into the aisle way. All flooring that is over 115mm is classed as a step and if the public requires access, a wheelchair ramp needs to be installed, with a 1-meter high hand rail

SECURITY OF PRODUCT

The Organiser and the venue will provide 24-hour security staff throughout the hired show area. Please note that this is on an all care, no responsibility basis and whilst every precaution is taken, the Organiser and the venue management cannot accept responsibility for any loss or damage, which may occur to persons or property at the show, from any cause whatsoever.

SMOKING

The Melbourne Convention and Exhibition Centre does not permit smoking within the venue.

STORAGE OF GOODS ONSITE

There is a range of onsite storage options available at a fee. This storage must be a pre-arranged and booked with Agility Logistics. Available storage includes fridge, freezer and dry good storage. If you require storage, please contact Colin Smith, Ph: 03 9330 9099, cosmith@agility.com