

2012 Regional Victoria Living Expo

Exhibitor / Contractor Information Sheet



1. Dates

Move in

Wednesday 25 April 2012	10.00 am – 8.00 pm	Display Contractors & Space Only Exhibitors
Thursday 26 April 2012	7.00 am – 10.00 pm	All exhibitors & their contractors
Friday 27 April 2012	7.00 am – 10.00 am	Setup

Show Hours (subject to confirmation)

Friday 27 April 2012	12.00 noon – 5.00 pm
Saturday 28 April 2012	10.00 am – 5.00 pm
Sunday 29 April 2012	10.00 am – 4.00 pm

Move out

Sunday 29 April 2012	4.30 pm – 10.00 pm	Mini Move out (all exhibitors)
Monday 30 April 2012	7.00 am – 4.00 pm	Exhibitors & Contractors

2. Venue

Melbourne Convention and Exhibition Centre. For venue services such as telephone/fax/internet lines, catering, etc. please contact:

Exhibition Services Department	P:	03 9235 8110
Melbourne Convention & Exhibition Centre	F:	03 9235 8121
2 Clarendon Street	E:	exservices@mcec.com.au
SOUTHBANK VIC 3006	W:	www.mcec.com.au

3. Display Information - Council Booths & Regional Hubs

A number of upgrade options are available for Council Booths and Regional Hubs. To discuss the options please contact Australian Exhibitions & Conferences (AEC):

Jason Pietro	P:	03 8672 1259
Australian Exhibitions & Conferences	M:	0402 426 361
Level 5, 267 Collins Street	E:	jason.pietro@aec.net.au
MELBOURNE VIC 3000	W:	www.aec.net.au

4. Display Information – Pre-Built Stands Standard

The Pre-Built Stands can be customised to a large degree through use of alternative panel, furniture and carpet colours, additional signage and various other customised options at exhibitor cost. Please direct enquiries concerning your Pre-Built Display Booth to the supplier:

Phil Wright	P:	03 9676 7739
ExpoNet	M:	0408 112 987
44 White Street	E:	phil@exponet.com.au
SOUTH MELBOURNE VIC 3205	W:	www.exponet.com.au

5. Display Information – Floor Space Only Stands

Exhibitors who have purchased a Floor Space Only stand must arrange their own flooring, walls, furniture, signage and power requirements. A short list of approved Floor Space Only Stand Builders follows. These companies can assist with all aspects of preparing a Floor Space Only stand. Please note we will require full contact details for your stand builder so that we can communicate with them



directly regarding the occupational Health and Safety requirements for the Expo.

Matthew Slater
3D Comm
26 McGregors Drive
KEILOR PARK VIC 3042

P: 03 9336 1855
F: 03 9336 1856
E: matthew@3dcomm.com.au
W: www.3dcomm.com.au

Brian Linderman & Dana Radovanovic
Harry the Hirer Custom Stands
81-95 Burnley Street
RICHMOND VIC 3121

P: 03 9425 8634
F: 03 9427 1637
E: customstands@harrythehirer.com.au
W: www.harrythehirer.com.au

Bentleigh Gibson
John Gibson Displays
24 Longstaff Road
BAYSWATER VIC 3153

P: 03 9729 5300
F: 03 9720 5216
E: bentleigh@johngibsondisplays.com.au
W: www.johngibsondisplays.com.au

6. Electrics

An 'Electrical Application Form' to order power and lighting requirements will be provided with our Exhibitor Services Manual. Should you require assistance in the meantime, please contact:

Phil Wright
ExpoNet
44 White Street
SOUTH MELBOURNE VIC 3205

P: 03 9676 7739
M: 0408 112 987
E: phil@exponet.com.au
W: www.exponet.com.au

7. Flights & Accommodation

For flight options, please contact anyone of the following services:

www.webjet.com.au www.virginblue.com.au www.qantas.com.au www.jetstar.com.au

The hotels shown below are within easy walking distance of the Melbourne Convention and Exhibition Centre. To view their location and amenities and to make your booking please contact the hotels directly.

<p>Hilton Melbourne South Wharf 2 Convention Centre Place South Wharf MELBOURNE VIC 3006 P: +613 9027 2000 E: reservations.melbournesw@hilton.com</p> <p>5 star rating</p>	<p>Crown Promenade Hotel 8 Whiteman Street SOUTHBANK VIC 3006 P: +613 9292 6688 W: http://www.crownpromenade.com.au</p> <p>4.5 star</p>
<p>Quest Southbank Melbourne 16 Kavanagh Street SOUTHBANK VIC 3006 P: +613 9694 5600 E: questsouthbank@questapartments.com.au</p> <p>4.5 star rating</p>	<p>Hotel Enterprize 44 Spencer Street MELBOURNE VIC 3000 P: +613 9629 6991 E: info@hotelenterprize.com.au</p> <p>3.5 star rating</p>

Alternatively, you may also wish to visit www.lastminute.com.au OR www.wotif.com to obtain the best possible rates closer to the event.



8. Freight Forwarding / Materials Handling Equipment / Crane Hire

Exhibitors/contractors are welcome to make own arrangements or contact 'Agility Fairs & Events' for assistance with freight forwarding display stock locally and from overseas, storing packaging materials off-site (no storage facilities on site), arranging for materials handling equipment during move in/move out:

Colin Smith	P:	03 9330 3303
Agility Fairs & Events	F:	03 9330 3337
28-32 Sky Road	E:	cosmith@agilitylogistics.com
MELBOURNE AIRPORT VIC 3045	W:	www.agilitylogistics.com

9. Furniture Hire

Exhibitors are welcome to make own hire and supply arrangements or may contact ExpoNet:

Phil Wright	P:	03 9676 7739
ExpoNet	M:	0408 112 987
44 White Street	E:	phil@exponet.com.au
SOUTH MELBOURNE VIC 3205	W:	www.exponet.com.au

10. AV Hire (Computer and audio visual, etc.)

Exhibitors are welcome to make own hire and supply arrangements or may contact the event nominated supplier:

James Weir	P:	03 9646 9882
Exhibition Manager	F:	03 9646 9772
Microhire Audio Visual & Computer Rentals	E:	james.weir@microhire.com.au
Unit 4, 11 Rocklea Drive	W:	www.microhire.com.au
PORT MELBOURNE VIC 3207		

11. Photographer

Exhibitors may wish to use their in-house photographer or contact the nominated supplier:

Marly Brown	M:	0412 238 984
424 A Hawthorn Road	P/F:	03 9532 7241
CAULFIELD SOUTH VIC 3162		

12. Rigging

Banners, which include all signage, whether flexible or structured, can only be suspended from the hall structure by our appointed contractor, Clifton Productions at your own cost.

Nic Cochrane	P:	03 9416 6844
Clifton Productions Pty Ltd	F:	03 9484 8166
84-88 Chifley Drive	E:	nic@cprig.com.au
PRESTON VIC 3071	W:	www.cliftonproductions.com.au

13. Internet Connections

A variety of broadband and wireless internet connections can be arranged directly with the venue. The costs for these services depend upon your specific requirements, however indicative prices are:

Broadband Internet

Bandwidth	Download	Cost
256 Kbps	1 GB	\$270
512 Kbps	1.5 GB	\$330
1 Mbps	2 GB	\$455
2 Mbps	4 GB	\$900
6 Mbps	8 GB	\$1500
10 Mbps	10 GB	\$2200



All data connections must be ordered directly with the venue, at least two weeks prior to the Expo. Refer to the MCEC Form 2.2 Communications Order Form.

Telephone and fax lines are also available. Further information will be included in the Exhibitor Manual.

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Melbourne Convention & Exhibition Centre	F:	03 9235 8121
2 Clarendon Street	E:	exservices@mcec.com.au
SOUTHBANK VIC 3006	W:	www.mcec.com.au

14. Food and Beverage Sampling

Victorian Government Food and Liquor regulations apply to the distribution of food and beverage products at the MCEC. In addition, the MCEC has exclusive rights for the sale and distribution of all food and beverages at the venue.

All exhibitors wishing to distribute food or beverage products must:

1. Register a temporary food premises with their local Council;
2. Forward their local council Temporary Food Premises Registration certificate, together with the City of Melbourne's *Statement of Trade* to the City of Melbourne at least 14 days prior to the Expo;
3. Apply to the MCEC for permission to sample food or beverage products in their venue and
4. Complete the RVLE Food and Beverage Handling form in the Exhibitor Manual and return it to AEC

Exhibitors wishing to sample alcoholic beverages must also:

- Apply to the Victorian Liquor Control Board for a Limited License. Applications should be lodged 35 days prior to the event.

Further information can be obtained from the venue, the Melbourne City Council or your local council.

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Melbourne Convention & Exhibition Centre	F:	03 9235 8121
2 Clarendon Street	E:	exservices@mcec.com.au
SOUTHBANK VIC 3006	W:	www.mcec.com.au

Jonathon Field	P:	03 9658 8858
City of Melbourne Health Services	F:	03 9658 8830
GPO Box 1603	E:	health@melbourne.vic.gov.au
MELBOURNE VIC 3001	W:	www.health.vic.gov.au/foodsafety/bus/mobile

15. Exhibitor Manual

The Exhibitor Services Manual, which contains more detailed information concerning the final event scheduling, display furniture, audio visual hire services, exhibitor identification, catering and hospitality and all the items which will assist you in achieving an outstanding result from your participation in the Regional Victoria Living Expo will be available in early March 2012.

16. Organiser Contact Details

For queries regarding exhibiting please contact Australian Exhibitions & Conferences:

Chris Berting	P:	03 8672 1246
Australian Exhibitions & Conferences	F:	03 9654 5596
Level 5, 267 Collins Street	E:	chris@aec.net.au
MELBOURNE VIC 3000	W:	www.aec.net.au

For queries regarding stand sales or upgrade options, please contact:

Jason Pietro	P:	03 8672 1259
Australian Exhibitions & Conferences	M:	0402 426 361
Level 5, 267 Collins Street	E:	jason.pietro@aec.net.au
MELBOURNE VIC 3000	W:	www.aec.net.au