



**The Big Meet
Palladium, Crown Melbourne
Friday 22nd March 2019
Event Logistics**

Key Information

Date of The Big Meet:	Friday 22nd March 2019
Location of The Big Meet:	Palladium at Crown 8 Whiteman Street, Southbank, Melbourne
Fair Open to Students:	11.00am – 3.00pm

Event Timetable

Loading Dock Access	7.30am – 10.00am for move in and 3.30pm – 10.00pm for move out. Parking will not be permitted on the loading dock and once unloaded the vehicles must be removed and parked elsewhere. Please call the Banquet Duty Manager on 03 9292 8547 if assistance is required.
Exhibitor access to set up displays	9.30am – 10.45am
Exhibitor Catering	10.00am – 12.00noon – to be advised on the day whether this will be in lunchboxes at your stand or in a designated exhibitor catering area.
Fair Open to Students	11.00am – 3.00pm
Pack-down by Exhibitors	3.00pm – 3.30pm
Booth dismantle	3.30pm – 10.00pm, all goods to be removed by 10.00pm Friday 22nd March

**Note: If catering lunch boxes are arranged, the number of lunch boxes which will be placed at your stand, will depend on the number of staff you have advised us that will be present on your stand (to a maximum of 5).



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Furniture and Equipment Provided

Exhibitors are classified into two types:

1. **“Booth Supplied”** – your organisation has specifically ordered a walled display booth.
2. **“Space Only”** - your organisation has not ordered a walled display booth and you will be allocated to a marked-out area in the exhibition hall.

Please check the list on the logistics page to ensure you have booked correctly

“Booth Supplied” Exhibitors

The booth dimensions are approximately 3 metres wide by 3 metres deep. Please see attached diagram showing the booth dimensions and appearance. The booth will have a fascia sign displaying your organisation’s name. The booth’s walls are coloured black and are Velcro compatible. No nails, glue or sticky tape are to be used to fix items to the walls.

You will also be supplied with:

- a trestle table (1830mm long x 450mm wide x 760mm high)
- a table cloth
- two chairs
- access to electricity via a single power socket (4amp/1000watt)

You can bring your own power board as long as it is tagged and tested.

Space Only Exhibitors

Each “Space Only” exhibitor will be allocated to a ‘marked out’ area measuring approximately 3 metres wide by 3 metres deep.

It is assumed that all “Space Only” exhibitors will bring with them their own “pop up” display stands. “Space Only” exhibitors will **not** be supplied with any walls or backing stand with which to hang posters, signs etc. Posters, signs etc must not be fixed to the walls of the exhibition hall.

Each “Space only” Exhibitor will be supplied with:

- a trestle table (1830mm long x 450mm wide x 760mm high)
- a table cloth
- two chairs
- access to electricity via a single power socket (4amp/1000watt)



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You can bring your own power board as long as it is tagged and tested.

Occupational Health And Safety

Below are the minimum personnel safety standards expected at all times on the loading dock and exhibition halls during move-in (prior to 10.45am) and move-out (after 3.00pm):

- No children under the age of eighteen (18) years are permitted entry.
- All persons must wear high visibility vests or clothing, as specified below
- All persons must wear covered footwear, i.e., no thongs, sandals or open-toed shoes.
- No one is to work while under the influence of drugs or alcohol.
- All persons are to comply with reasonable requests from Crown Melbourne representatives.

High Visibility Clothing

It is a requirement that all venue staff, organiser staff, contractors and exhibitors working on the move-in and move-out of exhibitions within Crown Melbourne wear high visibility clothing, to minimise risks associated with plant and vehicle movements within Crown Melbourne and its loading docks.

These can be in the form of high visibility vests or uniforms and must meet the requirements of AS/NZS 4602. Specifically, high visibility clothing must be worn:

- At all times on the Crown Melbourne loading docks.
- At all times inside the Palladium, during the move-in or move-out of an event.

Without exception, the above requirements must be observed by the exhibitors working on the event. High visibility clothing should be worn correctly and be appropriate to the tasks the individuals must perform.

Additional Furniture and Audio Visual Requirements

Additional furniture and any special audio visual equipment such as laptops, monitors etc may be ordered at your own expense, through Moreton Hire. Please contact:

Moreton Hire

Account Manager – Andrea McNish

Phone: 03 9300 5717

Email: andrea.mcnish@moreton.net.au



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Internet Access

Please note, no internet access has been arranged. Free Wi-Fi may be available outside in the foyer however, has not been pre-arranged in the Palladium itself. Should you require internet access to be available on your stand, please ensure that you bring your own mobile broadband device.

Catering for Exhibitor's Stands

The Crown Melbourne'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 on site. 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 Crown Melbourne in writing. Please contact Olivia Millane (olivia@aage.com.au) from the AAGE should you require approval or have any queries.

Catering for Exhibitors

Morning tea will be provided for exhibitors from 10.00am. Please note, the number of people you have advised us on the Exhibitor Preferences form, is the number of people we will cater for (to a maximum of 5pax). This is free of charge for the representatives of all exhibitors. We appreciate that between 11.00am and 3.00pm you will be busy at your stands so we encourage you to take a moment to eat before the students arrive. There will be coffee and tea available for the whole day.

Please note we will have two (2) glasses and one (1) water jug available per exhibitor and have water stations throughout the Palladium. Crown wait staff will endeavour to refill your water jugs, however you are more than welcome to bring your own water bottle to refill during the day.

Car Parking

Crown has two car parks with over 5000 spaces. The **multi level car park is the cheapest option** (enter via Clarke st, Haig st or Kings Way off ramp).

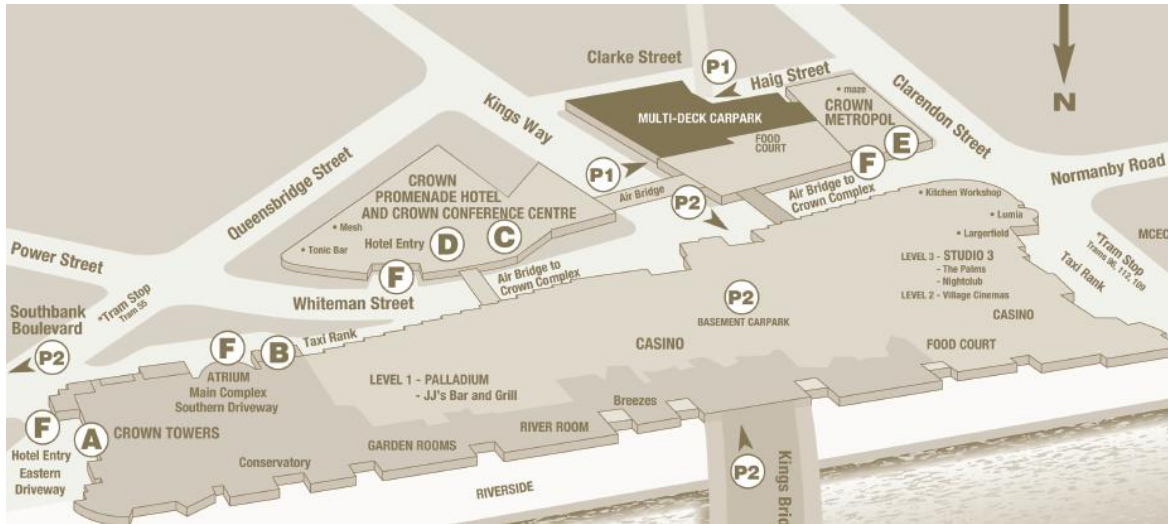
It is a considerable walk from the car park to the Palladium. Should you have boxes to deliver please consider a courier. Should you be travelling by taxi, please be dropped at the Crown Towers entrance as this is close to the Palladium.

Please see <http://www.crownmelbourne.com.au/parking> for car parking rates.

** Please refer to P1 on the Car Parking Location Map below – access via Haig Street & Kings Way.



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Delivery of Goods

To assist in the smooth delivery of goods to your stand, **all deliveries** must be clearly addressed as follows:

Crown Banquets
Palladium
LOADING DOCK 2
8 Whiteman Street
SOUTHBANK VIC 3006

Event Manager: Kahlia Ashton
Crown Banquets Level 1
Palladium
Conference Name: **The Big Meet**
Conference Date: **22 March 2019**
Exhibitor Name:
Booth / Space Number:
Box X of Y:

Deliveries can be made from 9am Wednesday 20th March up until the event itself.

Crown Melbourne **will not sign** for any goods on behalf of exhibitors, nor will there be any responsibility accepted for the safety of any such items delivered to the site in the absence of the



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exhibitor. Therefore, if you are couriating or mailing items that will arrive before the day of the event you should arrange for these deliveries to be made **without the need for a signature at the Crown Melbourne.**

Note: Olivia Millane & Ben Reeves will be physically present at Crown Melbourne from 7am on Friday 22nd March to sign for courier deliveries.

[Click here](#) for **Incoming - Melbourne Loading Dock Delivery Label**

[Click here](#) for **Outgoing – Melbourne Loading Dock Delivery Label**

Please ensure you complete the “Incoming – Melbourne Loading Dock Delivery Label” for goods you are sending to Crown and attach to each item which is being sent to this event. The “outgoing” labels are for goods you need to send post event. Please note, you will still need to arrange your own courier and courier labels for these items.

Loading Dock

Please note the loading dock servicing Crown Towers, Level 1 is Loading Dock 2 on Whiteman Street. This dock is half way along Whiteman Street on the left, just after the set of traffic lights if coming from the Clarendon Street end.

The opening hours of the dock are **Monday to Friday 8am to 4pm** (unless otherwise arranged). Outside of these times the loading dock doors will be closed.

To have the doors opened, please contact the Operations Service Manager on 03 9292 8547, allowing 10 –15 minutes for this to occur.

Loading dock 2 clearance height is 4200mm

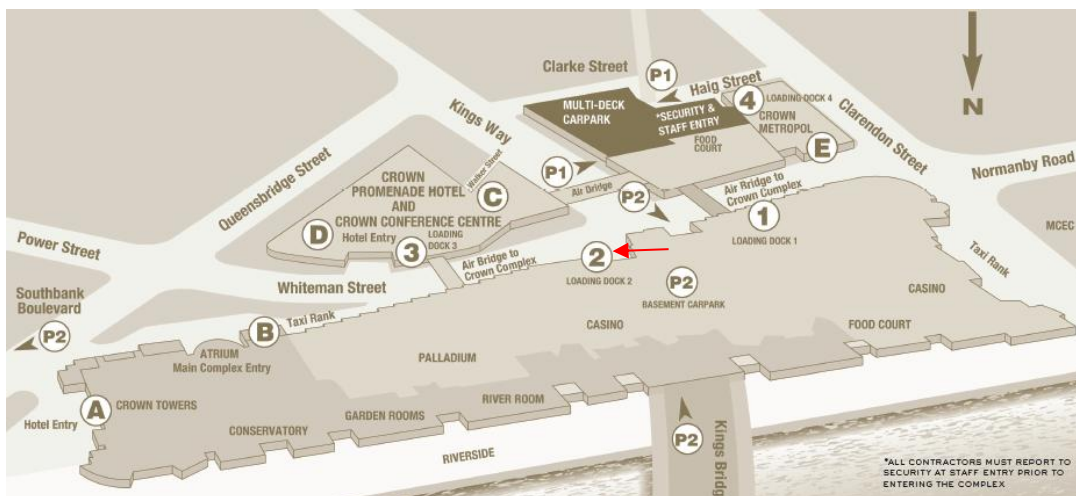
Please note:

- There is no parking available to contractors or exhibitors in the Loading Dock during the move in, operation and move out of an exhibition. Contractors and Exhibitors must move their vehicles to the Car Park if they need to stay at the exhibition facility other than for the purpose of loading or unloading their vehicle.
- A 30 minute unloading limit applies to all cars in this area. Times for larger vehicles are at the Dock Traffic Controller’s discretion.
- There is no storage available at the conclusion of the event. If any Exhibitors leave items after the conclusion of the event charges will be applied to the Exhibitor. Please see Storage.



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Loading Dock Map



** Please refer to Loading Dock 2 for Crown Towers, Level 1.

Security

All exhibitors and event attendees must wear their name tags at all times within the Exhibition. Exhibitors please ensure your staff have their name tags. You will be provided with Exhibitor nametags on the day.

Exhibitors and Event attendees are responsible for the security of their stand and personal items including, but not limited to, handbags, briefcases, wallets, mobile phones, laptop computers, etc.

The organisers take no responsibility for goods left on the premises before, during or after the event. All packaging or other items left unmarked or unattended will be treated as rubbish and disposed of accordingly.

Signage

Signs, banners and similar materials may not be nailed, stapled, taped, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces under any circumstances. Damages resulting from installation will be a direct charge to the Exhibitor.



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Storage

Crown Melbourne does not have secure storage facilities to store goods prior to, or after the event. If any Exhibitors leave items after the conclusion of the event charges will be applied to the Exhibitor.

All goods left for pick up by an exhibitor must be individually labelled.

Collection of Goods

At the conclusion of an event, any materials or items needing to be collected are to be packed in appropriate boxes and clearly marked with delivery instructions. All boxes/materials must have an Outgoing Goods Label attached as well as a courier label.

Any material left without forwarding instructions will be deemed as rubbish and disposed of within 7 days. Items left with forwarding instructions must be collected within 24 hours of the conclusion of the event.

PLEASE NOTE: Crown employees are not authorised to complete freight and courier forms on behalf of any company or person.

Exhibition Emergency Procedures

At all times, clear access to the venue's emergency exits must be maintained. Clear access must be provided to fire fighting equipment. No items should be placed in front of fire cupboards and hose reels located within the Centre or in the loading docks.

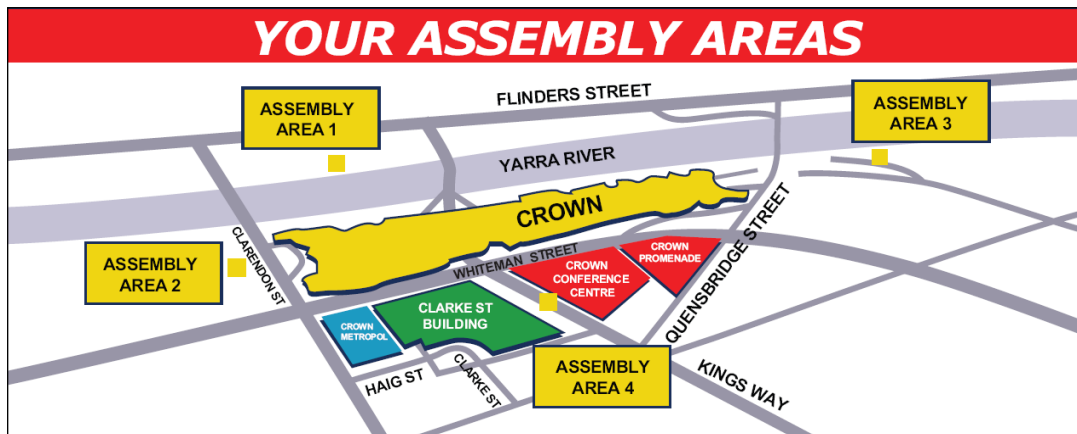


CROWN EVACUATION PROCEDURES

- 1. Report an emergency by dialing **4777** or alerting a Security Officer**
- 2. On hearing the **alert tone** (beep beep), prepare to evacuate and await further instructions**
- 3. On hearing the **evacuation tone** (whoop whoop), follow the directions of the warden and evacuate the area. Proceed to the assembly area as directed**



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Contractor Access and Induction

PLEASE NOTE – this information below is only relevant to the following exhibitors:

Exhibitors who are engaging an external supplier to purposely build a custom-made stand. eg. A large setup such as a photo booth etc where the exhibitor is paying an external contractor to set up on their behalf– the below information will need to be forwarded to the contact/external supplier to fill out and complete.

The below information is not relevant to the majority of exhibitors who will be bringing in their own banners/materials to setup.

Contractor Access and Induction

To ensure that Crown is a safe working environment, all Contractors are required to be registered into Crowns contractor management system “iTrak”. The below **three steps** are required for contractors to be entered into the system, be granted a contractor pass and have access to back of house areas.

Please pass on the below information to all of your entertainers, external suppliers, exhibitors and anyone in a working capacity you will be using so they have adequate time to complete the three steps required to work as a contractor at Crown. Probitly assessments may take up to 2 weeks and online Induction will take approximately 30 minutes.

- 1) **Online Health and Safety Induction (Compulsory)**

CROWN ONLINE HEALTH AND SAFETY INDUCTION
Please click on the following link <http://crowninduction.ezylearn.net/login.exe>



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Contractors can access the induction using either a Crown computer at Staff Entry or their work/home computers prior to coming on site (recommended). Contractors are required to complete the profile *most* relevant to the type of work they will be undertaking while on site.

These profiles include:

- **Event Entertainers** (Suitable for bands, DJ's and performers)
- **Gala Dinner** (Suitable for crew undertaking general audio visual responsibilities for lunches and dinners)
- **Audio Visual / Lighting / Theming / Set Construction** (Suitable for crew working conferences and/or televised events where extensive audio visual and construction is required)
- **Deliveries** (Suitable for florists or minimal theming contractors)

(First time users please note; you create your own password for your account and if your company name is not listed please scroll to the bottom of the list and select "other")

At the completion of induction, you will be issued with a "T-number". Please take note of this number as you will require it while onsite at Crown.

2) Police check (If back of house access is required)

A police check is required for anyone requiring back of house access during your event. This includes access to a loading dock through back of house, any back of house green rooms or stage access.

The below are our approved suppliers for police checks:

1. [Fit2Work](#)
2. [CV Check](#)
3. [Australian Federal Police](#)
4. **National Police Certificate (State or Territory)**

Once you have your Police Check, please forward this to our Compliance Department Compliance.Checks@crownmelbourne.com.au so Crown can conduct a probity assessment.

Please [CLICK HERE](#) to view our Frequently Asked Questions on Probity Assessments by Crown.

Please note:

Should you require back of house access and have not received a valid probity assessment, a Crown Security Officer will be required to escort you at an hourly charge.

3) Complete required details for input into iTrak (Compulsory)

Please complete all required fields in the below spreadsheet. T-numbers must be complete for all names listed and those requiring back of house access must state the status of their probity assessment. **Return the completed spreadsheet to your event manager prior date of event. You will receive an email once the required information has been processed.**

Please Note:

• *Contact Number – must be entered as "04xx xxx xxx" with spaces in between so the zero is not lost from the start of the number*



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- *Probity* – this is the current status, please note as either “pending”, “completed” or “Not applicable”
- Columns titled T # Expiry, Probity Expiry and Access Level will be completed by Crown

Loading Dock 2 – Truck Lift and Back of House access

One team member should be nominated to be responsible for elevator operation. Back of House access is required to operate and access the large goods lift, therefore one contractor card per company will be programmed to have access. Please advise when you return the iTrak spreadsheet who requires back of house lift access.

Additional information:

Please [CLICK HERE](#) to view our Frequently Asked Questions on iTrak



Bulk Subject
Upload.csv

4) When you arrive onsite

And finally, on the day of the event **the contractor must present themselves at Staff Entry to obtain their Crown Contractor pass**. Crown Officers at Staff Entry will only permit access to the site for contractors with valid T-number and completed iTrak information. (Note that photo ID* is required).

*The only forms of photo identification that will be accepted are as follows:

- **Australian Drivers Licence; HOLDER MUST BE OVER 18**
- **Australian Learners Permit; HOLDER MUST BE OVER 18**
- **Australian Proof of Age Card;**
- **Australian Keypass**
- **Current Passports; HOLDER MUST BE OVER 18**

Staff Entry is located via a driveway off Haig Street at the intersection of Haig and Clarke streets. Adjacent to the public entry of the multi-level car park.

Approvals and Regulations

Animals

No pets or animals (with the exception of Assistance Animals) are permitted on site. Crown approval is required if you wish to exhibit animals.

Food Sampling

Crown Melbourne Limited has sole catering rights for the distribution and sale of all food and beverage items within the Crown Complex.

No exhibitor or organiser is permitted to bring any food or beverage into the Crown Complex from an external supplier.



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Exceptions may be made for Exhibitors and Organisers wishing to provide sample servings of their food or beverage item. All requests must be sent to the Event and Conference Manager no later than 2 weeks prior to the event and an indemnity for food supplied form is to be completed and signed.

Electrical Equipment

All electrical wiring must to be carried out by a qualified Electrician.
All electric lighting must be 2.2 metres from floor level to prevent injury from hot light fittings.

Testing and Tagging of Electrical Equipment

Australian Standard AS/NZ 3760:2001

If you bring electrical equipment onto Crown premises, it is a requirement by law that all equipment, (including leads and power boards), is tested and tagged as outlined in Australian Standard AS/NZ 3760:2001.

All equipment must be tested and tagged prior to coming onsite at Crown. Organisers/exhibitors/performers will be sent off site immediately by the Operations Service Manager if the equipment has not fulfilled these requirements.

The importance of testing and tagging must be emphasised for the safety of all Crown patrons, staff and organisers/exhibitors/performers.



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Contact List

The Organisers

Australian Association of Graduate Employers Ltd (AAGE)

Ben Reeves

Chief Executive

Tel: +61 2 9957 3735

Mobile: 0431 485352

Email: ben@aage.com.au

Olivia Millane

Events Manager

Mobile: 0411 277 273

Email: olivia@aage.com.au

The Venue

Kahlia Ashton

Event and Conference Manager

Crown Events and Conferences

8 Whiteman Street

SOUTHBANK VIC 3006

Telephone: +61 3 9292 5929

Facsimile: +61 3 9292 6740

Email: Kahlia.Ashton@crownmelbourne.com.au

Web: www.crowneventsandconferences.com.au

Booth Builder and Additional Furniture

Moreton Hire

Account Manager – Andrea McNish

Phone: 03 9300 5717

Email: andrea.mcnish@moreton.net.au