



The Big Meet

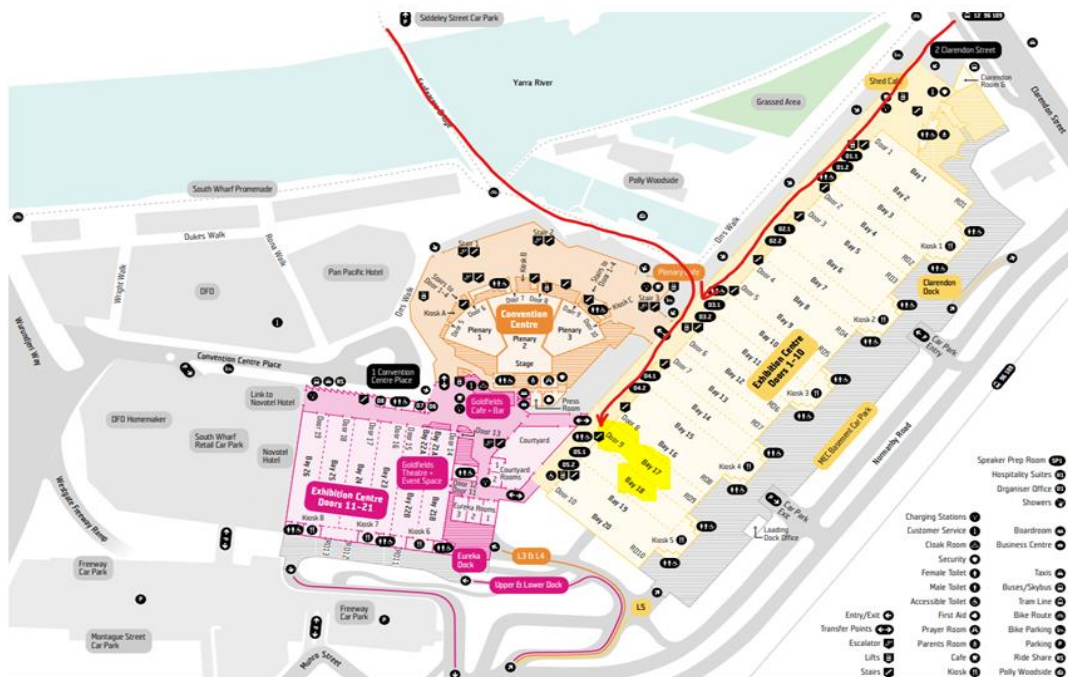
Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Key Information

Date of The Big Meet:	Wednesday 20th March 2024
Location of The Big Meet:	Melbourne Convention Exhibition Centre 1 Convention Centre Place, South Wharf, VIC Door 9 (Exhibition Bays 17 & 18) Please note that we are located in the EXHIBITION Centre
Fair Open to Students: Student Quiet Hour Big Meet	11.00am – 3.00pm 11am – 12noon (Quiet Hour) 12noon – 3pm



If arriving via foot the red line in the above map highlight the simplest way to reach Door 9 to enter our exhibition space.

Those taking public transport would be coming over the footway bridge or via Clarendon Street (the closest tram stop is there).

“Plan your visit” page from the MCEC website covers info for all modes of transport. <https://www.mcec.com.au/plan-your-visit>



The Big Meet
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Wednesday 20th March 2024
Event Logistics

Event Timetable

Loading Dock Access	7.30am – 10.00am for move in and 3.30pm – 8.00pm for move out. Parking will not be permitted on the loading dock and once unloaded the vehicles must be removed and parked elsewhere. The MCEC Logistics team can be contacted on 03 9235 8385 should you have any queries. Please note items can only be delivered to the venue on the day of the event.
Exhibitor access to set up displays	9.00am – 10.45am Please ensure you are fully set up before the expo opens at 11am sharp to maximise your time with students.
Exhibitor Catering	10.00am – 10.45am – lunch boxes delivered to your stand. Please note, a maximum of 4 lunchboxes will be delivered to each stand
Fair Open to Students	11.00am – 3.00pm
Pack-down by Exhibitors	3.00pm – 3.30pm
Booth dismantle	3.30pm – 8.00pm, all goods to be removed by 8.00pm Wednesday 20th March

Note: FOUR lunch boxes which will be placed at your stand 10am and 10.45am



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Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Furniture and Equipment Provided

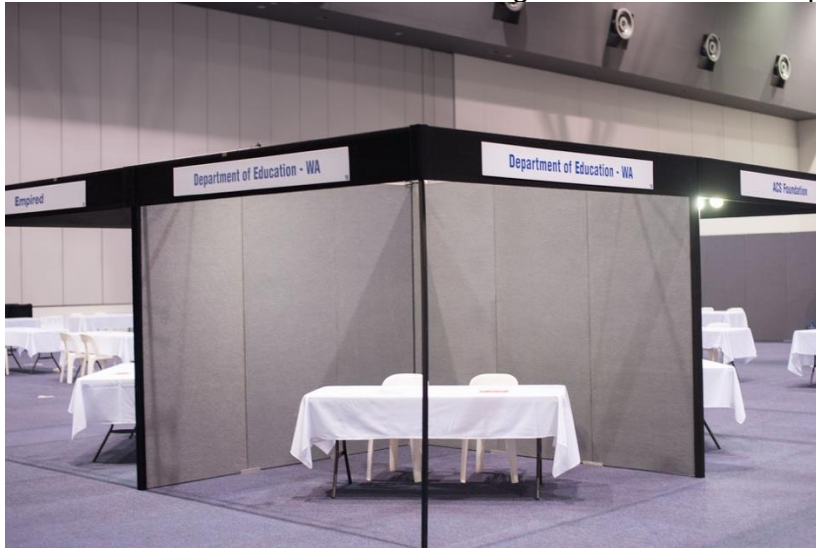
Exhibitors are classified into two types:

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

“Booth Supplied” Exhibitors

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

It is assumed that all exhibitors will bring with them their own “pop up” display stand



You will also be supplied with:

- a trestle table (approx. 1800mm long x 450mm wide)
- one table cloth per trestle
- 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.



The Big Meet Melbourne Exhibition Centre Wednesday 20th March 2024 Event Logistics

Space Only Exhibitors

Each “Space Only” exhibitor will be allocated to a ‘marked out’ area measuring approximately 3 metres wide by 3 metres deep. Please see the picture below showing an example of a “Space Only”.



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.

Each “Space only” Exhibitor will be supplied with:

- a trestle table (approx. 1800mm long x 450mm wide)
- one table cloth per trestle
- two chairs
- access to electricity via a single power socket (4amp/1000watt)

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Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Key Safety Information

- Children under 15 are not permitted during bump in / out or on the loading dock at any time
- Trolleys are not permitted on the concourse
- All electrical equipment must be tested and tagged before being brought onsite
- Special approval is required from MCEC's Exhibitor Services and the event organiser for unique activations eg. Vehicles on the show floor, open flames, balloons

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 MCEC wear high visibility clothing, to minimise risks associated with plant and vehicle movements within the exhibition space and loading docks.

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 Exhibit Systems.

Please contact:

Exhibit Systems

Maya Ryan

P: (02) 9982 5511 (ext. 121)

Email: showforms@exhibitsystems.com.au

www.exhibitsystems.com.au

Additional AV can also be hired through the venue directly via the MCEC Exhibitor Resources Portal and you can download their order form via the portal as well

[Exhibitor Resources](#) | [Plan Your Stand](#) | [MCEC MCEC AV Order Form](#)



The Big Meet

Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Custom Stands

All custom stand plans and upgrades are required to be submitted to MCEC for approval no later than 30 days prior to your event.

Internet Access

MCEC Free Wi-Fi is shared by all conference guests, event attendees and general public in the building during your event.

It's not just for event guests and is not designed to provide a guaranteed number of concurrent users for a particular event in a particular location. It is suitable for basic internet browsing, web-based email, Facebook, Twitter, MSN Messenger, Yahoo Messenger, Skype, Google Talk and IMAP/POP3/SMTP email.

Please note it is not suitable for streaming video, VPN connections, peer-to-peer file sharing, running internet-based workshops or presentations.

Should you wish to arrange for additional WiFi this can be done via the venue at an additional cost to the exhibitor. Please see the form below:

[MCEC Internet Order Form](#)

Exhibitors arrival and check in

When arriving, please make your way to the Exhibitor Check In where we will direct you to your space or booth.

As a general rule of thumb we would suggest a maximum of 3-4 people on a single space and 6-8 on a double space otherwise you may find the area is too crowded and does not allow for many students to come and talk with you.

Please note, will not be offering Exhibitor Badges this year, however you are welcome to bring your own / use a business card.

It is crucial for you and your team to allow ample time to set up your space or booth BEFORE the Big Meet starts at 11am. Please note, the room can be hectic during the set up stage so we encourage you to allow extra time to chase parcels being delivered, sort any AV issues and brief your team if needs be.



The Big Meet

Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Catering for Exhibitors

Catering will be provided for exhibitors from 10.00am. This will be delivered to your stand for FOUR staff members.

This is free of charge for the representatives of all exhibitors. We appreciate that between 11.00am and 2.00pm 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 water available for the whole day.

Please note we will have water stations throughout the Exhibition Hall and you are also more than welcome to bring your own water bottle to refill during the day.

Exhibitor Giveaways

Exhibitors wanting to offer food and/or beverage sampling from their stand, including handing out individually wrapped confectionary items, will need to receive approval from MCEC prior to the event.

A copy of their Food & Beverage Sampling Request Form is available below and also on our AAGE Website via the Big Meet Logistics Document Link. Please note, no food is to be brought onsite that needs to be stored by MCEC, it's up to the exhibitor to manage directly.

[MCEC Food Sampling Waiver Form](#)

Please note exhibitors will need to complete this form and send it to admin@aage.com.au so we can then request approval from the venue.

Car Parking

There are multiple car parks within the immediate vicinity of MCEC. Please be advised that the car parks are not managed by MCEC and for any queries, please contact the car park management directly. Click [here](#) for current pricing and information and see the map on the following page for the locations of these carparks.

Enter the Melbourne Exhibition Centre car park (via Normanby Road)



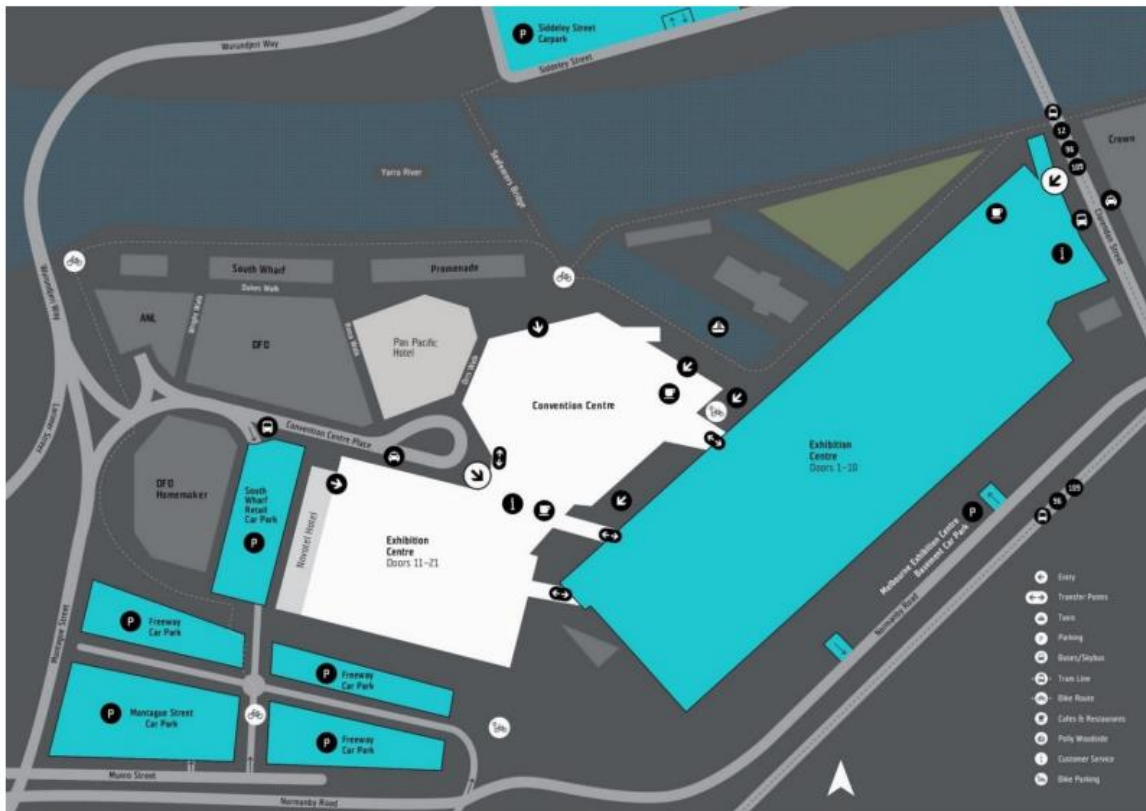
The Big Meet

Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Parking



Delivery of Goods

To assist in the smooth delivery of goods to your stand, **all deliveries** must be clearly labelled using the delivery label attached to this email. This label is also available via our website with the logistics document links.

All items can only be delivered **ON THE DAY** of our event, Wednesday 20th March.

Please ensure you fill in the Contact Name / Phone Number / Your Organisation Name / Stand Number / Number of Items to be Delivered / Number each Box or Parcel accordingly.



The Big Meet

Melbourne Exhibition Centre

Wednesday 20th March 2024

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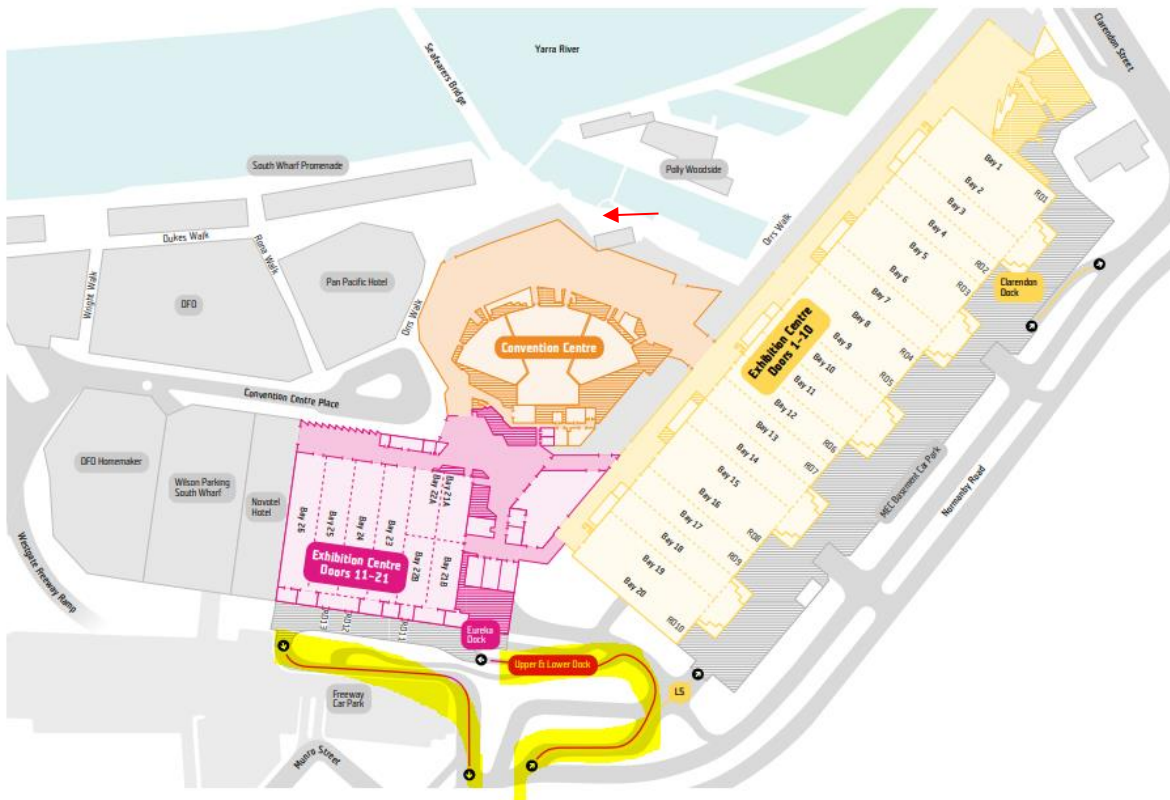
Entry to the Exhibition Centre loading dock is via Normanby Road, South Wharf.

Melbourne Convention and Exhibition Centre staff will only sign for deliveries between 8am–4pm, Monday to Friday. They will not accept responsibility for items left at the loading dock outside of these times. We strongly suggest you book your courier to deliver items with NO SIGNATURE required.

Please note that a forklift is not available at the venue and all items to be delivered must NOT be palletised or crated or exceed 20kg in weight.
All trucks delivering these items must be self sufficient tailgate rear unloading trucks.

For further information, please contact our Logistics team on 03 9235 8385.

Loading Dock Map





The Big Meet

Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Security

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.

Storage

Due to limited storage space at the venue no items can be stored outside of the event times. During the Big Meet all exhibitor items (such as banner bags, extra boxes etc) must be stored at your exhibitor stands.

All goods left at the loading dock 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 attached label for collection.

All items **MUST** be collected by 8pm on Wednesday 20th March, 2024.

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



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Melbourne Exhibition Centre

Wednesday 20th March 2024

Event Logistics

Essential Links

- MCEC's Exhibitor Services Page - <https://mcec.com.au/exhibitors>
- MCEC Operations Manual - <https://mcec.com.au/-/media/mcec/documents/event-planning-guides/operations-manual.pdf>
- Contractor Site Induction Portal (if you are in the venue space during the bump in and bump out process, before exhibitor set up at 9am) - <https://mcec.com.au/site-induction>

Exhibition Emergency Procedures

In any emergency notify your event security provider immediately or dial 6666 internally from the nearest house phone. The MCEC Security Control Centre will dial 000 to co-ordinate emergency service response as required.

Your event security provider has been briefed by MCEC building security on evacuation procedures, as part of their requirements to work at MCEC. Please follow all directions and do not hinder or obstruct any member of an emergency service, medical profession or security officer in the exercise of his or her duties.

For non-emergency security enquiries dial ext. **8333 (or 9235 8333** from any phone).

In the event of an emergency one of two alarms may sound:

Alert alarm: “Beep! Beep! Beep!” The alert alarm is operated from the building’s emergency warning intercommunication system (EWIS). It is designed to alert everyone in the vicinity of a possible emergency. This is only a warning alarm – if it sounds please standby for further instructions.

Evacuation alarm: “Whoop! Whoop!” The evacuation alarm is designed to notify all occupants that an evacuation is necessary. When the evacuation alarm sounds, all occupants will be directed by wardens to leave via the emergency exits. Everyone must follow directions issued by the wardens and meet at the nearest evacuation assembly area.

For full details download the emergency evacuation procedure and assembly locations [here](#).

At all times, clear access to the venue’s emergency exits must be maintained.

Clear access must be provided to firefighting equipment. No items should be placed in front of fire cupboards and hose reels located within the Centre or in the loading docks.



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Melbourne Exhibition Centre
Wednesday 20th March 2024
Event Logistics

Contact List

The Organisers -

Olivia Millane

Events Manager

Mobile: 0411 277 273

Email: olivia@aage.com.au

Samantha Duff

Events Manager

Mobile: 0412 588 895

Email: admin@aage.com.au

The Venue

Melbourne Convention and Exhibition Centre (MCEC)

1 Convention Centre Place, South Wharf, VIC

Exhibitor Services Team

Email: exservices@mcec.com.au

Web: <https://www.mcec.com.au/>

Booth Builder and Additional Furniture

Exhibit Systems

Maya Ryan

P: (02) 9982 5511 (ext. 121)

Email: showforms@exhibitsystems.com.au

www.exhibitsystems.com.au