

## EXHIBITOR SERVICES

You are welcome to source your own suppliers however, for your convenience we have listed suppliers that we work with who can provide you with special discounted rates and assistance.

Service Supplier Category	Service Supplier Website Link	Service Supplier Contact Details
Venue, Security, Cleaning & Wifi/Internet	 <p>MELBOURNE CONVENTION EXHIBITION CENTRE</p> <p><a href="http://www.mcec.com.au/">http://www.mcec.com.au/</a></p>	<p>T: (03) 9235 8110</p> <p>E: <a href="mailto:exservices@mcec.com.au">exservices@mcec.com.au</a></p>
Furniture, Electrical Hire, Stand & Walling Requirements	 <p>EXHIBITIONS &amp; EVENTS</p> <p><a href="https://www.exponet.com.au/home.aspx">https://www.exponet.com.au/home.aspx</a></p>	<p>T: 02 9645 7000</p> <p>E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a></p> <p>F: 02 9645 5300</p>
Freight & Storage	 <p>A New Logistics Leader</p> <p><a href="http://www.agility.com.au">Agility</a></p>	<p>T: 02 8755 8806</p> <p>E: <a href="mailto:dstubbs@agility.com">dstubbs@agility.com</a></p> <p>F: 02 9642 6899</p> <p>Di Stubbs</p>

### WIFI Internet

Free wi-fi is available at this venue. Just follow the prompts to log in.

### Staff Badges

We provide printed badges for the staff working on your stand. There is an allocation of staff badges based on your stand size. Please see the allocation breakdown below. **Your staff badges must be collected at the Help Desk when you arrive to set up your stand. They are not posted out prior.**

- Expertise Events will only provide badges when the full name (first and last given and surname) has been given.
- Exhibitor badges are strictly non-transferable. Only the bearer of the badge is allowed into the exhibition. The Organiser and event Security reserve the right to ask for photo identification if necessary. Badge swapping is strictly forbidden and may result in jeopardising future participation.
- All exhibitors will be required to have photographic identification issued under law, i.e. current Australian Drivers Licence or Passport and be carried with their exhibitor badge at all times. Please note the name on the staff badge must match the name on the photo identification.
- Badges are only valid for access by exhibitors participating in the exhibition. Event participation is governed by the conditions of entry. Expertise Events reserves the right to refuse entry at any time if the above conditions are breached and badges will be confiscated.
- If you have staff who will be working on your stand, but trade under a different company name than yours, please indicate when ordering.
- If you are unsure of who will be working on your stand prior to the deadline, please contact us and we will extend your deadline. (However, all badge names MUST be supplied prior to going onsite.)

Additional badges, above your allocation, lost badges, or badges ordered onsite will incur a fee of \$90.00 (inc. GST) per badge.

Square Metres	Quantity
Up to 6	2
6.5 to 12	4
12.5 to 18	6
18.5 to 24	8
24.5+	12

### Service Order Form

The Service Order Form includes the following compulsory items; public liability insurance, emergency contact details, company sign details and work health & safety.

Additional power, lighting and walling can be ordered from here as well as safety vests, cover ups and educational material.

### Lighting & Power

#### Modular Package (With Fascia)

✓ 2 x 120 watt Spotlights are provided up to 17sqm and will be installed on a continuous track behind the fascia. No power is included in this package but can be ordered through the Stand Services Forms.

#### Modular Package (No Fascia)

✓ 1 x 300 watt Spotlight is provided up to 17sqm and will be installed on an arm off the rear wall. No power is included in this package but can be ordered through the Stand Services Forms.

#### Modular Package (3.4m High Walls)

✓ 1 x 300 watt Spotlight is provided up to 17sqm and will be installed on an arm off the rear wall. No power is included in this package but can be ordered through the Stand Services Forms.

#### Space Only Package

✓ No lighting or power is included in this package but can be ordered through the Stand Services Forms.









#### Lighting allocation

*Please see the table below outlining the number of spotlights you will receive depending on the size of your modular stand.*

Lights included in package		
Square Metres	Quantity	
	Modular with Fascia	No Fascia
Up to 17	2	1
18 - 26	4	2
27 - 35	6	3
36 - 44	8	4
45+	10	5

## Lighting & Power

**Lighting & Power** \*Please note all electrical orders will need a connection & consumption fee \$100.00 per order

Item	Picture	Description	Cost (inc GST)
120watt spotlight Track Mounted		Spotlights produce a direct beam of light which is ideal for highlighting a specific item or product. Track mounted lights attach to the track lighting system behind the fascia system	\$92
150watt spotlight On Arm		As above, an arm light can be positioned onto any wall of your stand	\$112
300w Floodlight Track Mounted		Flood lights are ideal for spreading a broad light across your stand. Floodlights will light a greater area and are ideal for larger stands. Track mounted lights attach to the track lighting system behind the fascia system	\$127
300w Floodlight On Arm		As above, however an 'arm light' can be positioned onto any wall of your stand	\$144
1200mm Fluorescent Light		Tri-phosphor tubes that exude a warm white light which is perfect for general lighting and great for highlighting display cabinets and feature areas	\$107
4amp Power Point		One power outlet connection suitable to power a 2 point adapter	\$107
10amp Power Point		One power outlet connection suitable to power a 4 point adapter	\$112
15amp Power Point		One power outlet connection suitable to power 2 x 4 point adapters	\$132

## Further Information & Pricing

### Important Notes

- In compliance with strict venue regulations all leads and electrical items such as television sets, kettles, irons, hairdryers, computers, frying pans, power boards etc. must be tested and tagged by a certified electrician.
- Due to the nature of electrical installations leads and distribution boxes may be present on some stands. Whilst we endeavour to set the plan to minimise this, it is something that we cannot change. If you have a floor or wall design that may be affected by the electrical distribution, please contact us in advance so we can check locations and provide solutions.



### Connection & Consumption Fee

A connection and consumption fee covers the labour cost of connecting your electrical items as well as the electricity your stand will consume across the duration of the event.

You are only required to purchase ONE connection & consumption fee per stand, regardless of how many additional electrical items you choose to hire.

**PLEASE NOTE:** Any major changes to your electrical and lighting requirements, once they have been installed on your stand, will result in an additional labour cost before the alterations are made.

We have produced the following items and kits to assist you have the best possible outcome.

Item Picture	Description
	<p>PREVENT EASY ACCESS TO YOUR STAND AND PRODUCTS ...with these practical Cover-Ups.</p> <p>Each Cover-Up measures 3m wide by 2.1m high. Three hooks are supplied and Cover-Ups come ready to hang. Your Cover-Up will be available to be picked up from the Help Desk onsite and is yours to keep.</p> <p>At the Expertise Events Help Desk onsite they will be \$45</p>
	<p><b>Safety vests are compulsory for ALL exhibitors on move in and move out days.</b></p> <p>Your own vests may be used</p> <p>Standard Safety vests are for sale for \$10</p> <p>These can be ordered through the Exhibitor Service Forms</p>