



snow travel expo 2019

PRESENTED BY **UNITED AIRLINES**

EXHIBITOR INFORMATION

MELBOURNE SNOW TRAVEL EXPO

Melbourne Exhibition Centre Southbank, Melbourne

Sunday May 19, 2019 - Bays 17/18 (door 9) Expo open to visitors 9am – 4pm

www.mcec.com.au

EXPO ORGANISER CONTACTS

Panadanus Promotions Pty Ltd, T/A Snow Travel Expo

PO Box 899 Avalon 2107 Australia.

ABN: 24 117 464 016

Website www.snowtravelexpo.com.au

Director Phil Osborn: 0403 091 515 phil@snowtravelexpo.com.au

Event Director Melinda Mak: 0407 091 511 melinda@snowtravelexpo.com.au

Event Manager & Accounts Zorana Osborn 0488 090 500 zorana@snowtravelexpo.com.au

STAND CONTRACTOR and FURNITURE AND AV CONTACT

Exhibit Systems Pty Ltd PO Box 709, Brookvale NSW 2100 Australia.

Ph: +61 2 9982 5511 Fax: +61 2 9982 9899

Account Manager: Martin Davey: martind@exhibitsystems.com.au ; www.exhibitsystems.com.au

VENUE

Melbourne Exhibition Centre, 2 Clarendon St, Southbank Melbourne VIC 3000 Australia.

www.mcec.com.au

Exhibitor Services Department - Melbourne Exhibition Centre

Phone + 61 3 9235 8110 exservices@mcec.com.au

EXHIBITOR STAND BUILDING & BUMP IN (SET UP) INFORMATION

Saturday May 18, 12.01am – 2pm Exhibit Systems carry out stand building.

Saturday May 18: 2pm – 8pm Exhibitor move-in and set up.

Sunday May 19: 6.30am – 8.30am Exhibitor move-in and set up.

MELBOURNE EXPO OPEN

Sunday May 19: 9am – 4pm

EXHIBITOR MOVE-OUT

Sunday May 19, 4.15pm – 5.30pm (Exhibit Systems dismantle 6pm – 9pm)

No exhibitor will be permitted to remove goods prior to this time.

During Move-out, exhibitors are urged not to leave their stand unattended during this period until all their valuable exhibits have been moved or made secure.

Pandanus Promotions Pty Ltd and the Melbourne Convention & Exhibition Centre will not accept any responsibility for missing goods.

DELIVERIES

MELBOURNE EXHIBITION CENTRE LOADING DOCK

Entrance off Normanby Road, Southbank, Melbourne.

*** All deliveries are to be sent to the Melbourne Exhibition Centre (Door 9)**

*** Saturday May 18 between 7am and 8pm, Bays 17-18 (Door 9)**

OR

Sunday May 19 from 6am – 9am, Bays 17-18 (Door 9)

*** All deliveries MUST be addressed with this [Delivery Label](#)**

[Loading Dock Information & Map](#)

No goods will be accepted on behalf of exhibitors by MCEC venue management.

No deliveries will be permitted prior to Saturday May 18.

There is no storage for exhibitors at the Melbourne Exhibition Centre.

All vehicles entering the Melbourne Exhibition Centre Loading Dock will be issued with a 30 minute unloading permit. Please advise loading dock staff if a longer time is required. Trolleys will not be allowed on the concourse or in the car park, all goods must enter through Loading Dock, hand held items only to be carried through the concourse doors.

FREIGHT FORWARDING/ TRANSPORT/ LOGISTICS

Official logistics contractor to the 2019 Snow Travel Expo: [Freight Order Form](#) Agility Fairs & Events - a specialized exhibition & event logistics provider. Agility offers a door-to-stand service. Agility work weekends and outside normal business hours, required for our weekend event.

Agility arrange all local, interstate and international transport services to the venue. Prior to the exhibition, Agility will contact all exhibitors to discuss specific transportation and other logistics requirements. Agility is not onsite at the Expo. Therefore, exhibitors are responsible for making their own arrangements for the movement of their goods from the loading dock to the exhibition stand. In the meantime, to request a quote please complete and return the "Transport Request Form" provided [here](#). For further information please contact:

Agility Fairs & Events - Rebecca Ledwell, Exhibition Coordinator

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 9013

E-mail: kbarracough@agility.com

INTERNET ACCESS - WIFI

There is free WiFi available inside the MCEC building [Wireless Information](#)

Internet connection services [order form](#)

HIGH VISIBILITY VESTS

It is mandatory for all exhibitors during move-in and move-out periods to wear approved safety vests at all times. Exhibitors and contractors will not be allowed entry to the exhibition floor unless safety vests are worn.

Safety vests will be supplied by Snow Travel Expo organisers during Exhibitor move-in & move-out. All vests need to be returned to the Expo organisers.

Closed-toe shoes must be worn at all times.

Any person under the age of 15 years is prohibited from accessing MCEC hall and loading dock during move-in and move-out periods.

CAFÉ

The café inside the hall will be open during Expo hours. There will be hot and cold food & beverages as well as a cappuccino machine for Exhibitors and visitors. Café hours are 9am – 4pm.

EXHIBITORS REQUIRING APPROVAL

Exhibitor displays that include animals, helium balloons or food tastings/sampling/selling as part of their exhibit are required to submit a proposal in writing to the MCEC briefly outlining the purpose of the display and how it will be used.

Please note written approval must be received before proceeding with any of the above.

Food and Beverage sampling approval [Food and Beverage Sampling approval Form](#)

MCEC EXHIBITOR SERVICES

MCEC Exhibitor Services team is here to help you deliver a successful exhibition stand. You can contact the Exhibitor Services team on:

Telephone: +61 3 9235 8110

Email: exservices@mcec.com.au

[Exhibitor Services Guide](#)

[Exhibitor Services](#)

MCEC DIRECTIONS & PARKING

Please use the web link www.mcec.com.au for all transport directions to MCEC & parking options.

[Parking Information](#)

ACCOMMODATION

The MCEC is located on the banks of the Yarra River in South Wharf, a vibrant inner-city suburb of Melbourne. MCEC is conveniently located within walking distance of a diverse range of hotels, apartments, shopping, restaurants and entertainment activities. Snow Travel Expo recommends online accommodation booking sites to suit all budget requirements.

WE LOOK FORWARD TO WORKING WITH YOU TOWARDS A SUCCESSFUL SNOW TRAVEL EXPO. THANK YOU FOR YOUR SUPPORT!