



snow travel expo 2020

PRESENTED BY **UNITED AIRLINES**

EXHIBITOR INFORMATION

MELBOURNE SNOW TRAVEL EXPO

Melbourne Exhibition Centre Southbank, Melbourne

Sunday May 17, 2020 - Bays 25/26 (doors 18+19) 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

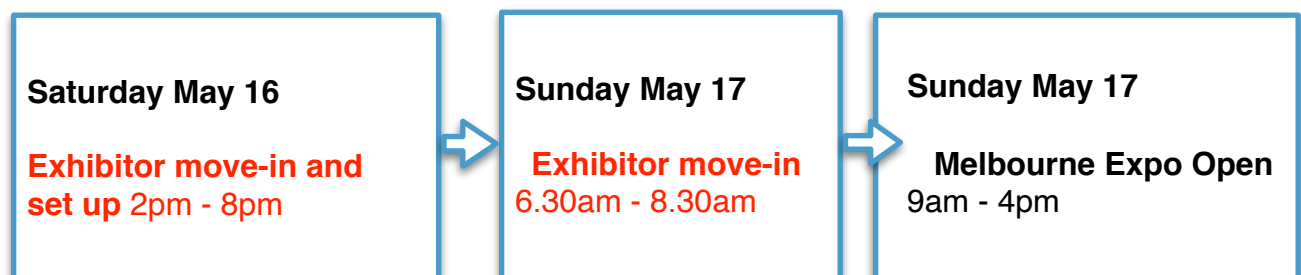
Melbourne Exhibition Centre, 1 Convention Centre Pl, South Wharf VIC 3006. www.mcec.com.au

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 16, 12.01am – 2pm Exhibit Systems carry out stand building



EXHIBITOR MOVE-OUT

Sunday May 17, 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.

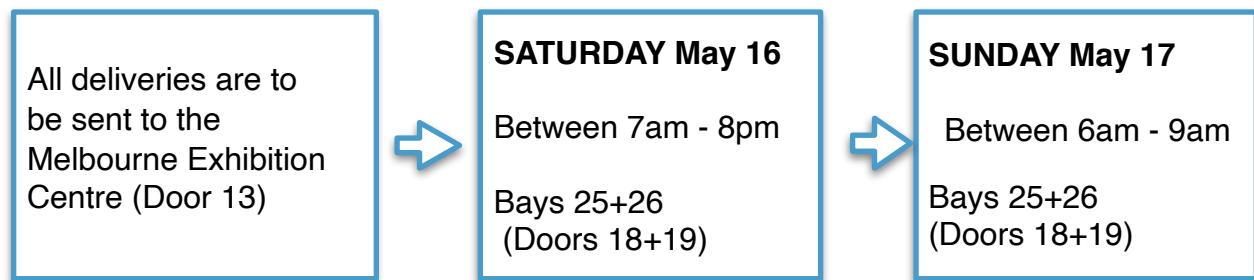
Pandanus Promotions Pty Ltd and the Melbourne Convention & Exhibition Centre will not accept any responsibility for missing goods.

DELIVERIES

MELBOURNE EXHIBITION CENTRE LOADING DOCK

Entrance off Normanby Road, Southbank, Melbourne.

All deliveries *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 16.

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

Agility Fairs and Events is the official freight forwarder to Snow Travel Expo Melbourne 2020.

Click [here](#) to apply for freight quote from Agility Fairs and Events

Specializing in exhibition freight forwarding - both domestic and international - Agility can ensure that exhibitors' product, display & merchandise are in the right place, at the right time.

Providing a complete transport, materials handling & storage service, we monitor freight from origin through to venue loading dock, ensuring goods are handled in a professional manner and all formalities/deadlines are met.

If you are using Agility, your goods will automatically be delivered to the venue and all services provided will be invoiced to you post event.

PLEASE NOTE:

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close, no exceptions. For these reasons, we highly

recommend using Agility as their service is door-to-venue and they work weekends and outside normal business hours.

Agility is a key partner to this event and has been engaged to assist you. Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, please refer to the next section for guidance on how to place work orders.

Domestic [within Australia] freight inquiries:

Please submit your work orders by accessing Agility's Event Services Portal.

Should you require any assistance during this process, please contact:

[Katharine Barraclough](#), Domestic Event Logistics Specialist

Agility Fairs & Events

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 9015

E-mail: kbarracough@agility.com

International [outside Australia] freight inquiries:

Please submit your request by contacting Agility's via email below.

[Mira Luplow](#), International Event Logistics Specialist

Agility Fairs & Events

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 9027

E-mail: mluplow@agility.com

Please note:

- If you are using your own transport company, the venue cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events trading Terms & Conditions apply for all services provided – it is important that you are aware of these. [Please view Agility Fairs & Events Standard Terms & Conditions ** click here **](#)

INTERNET ACCESS - WIFI

MCEC have a free wireless service throughout the venue, that is shared between all visitors to the MCEC. It has a speed of 1mbps, and no download limit. However, you will need to sign in for this service every hour. This is suitable for basic web browsing, messages and email. If your booth activations depend on an internet connection, or you will need to download or stream content we recommend organising a dedicated Internet service to your booth.

Packages are outlined in the [Internet 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.

MCEC EXHIBITOR SERVICES

MCEC is the exclusive food and beverage provider to the venue. If you would like to sample or sell your own food, please fill out this form to seek approval. [Sampling and selling request form](#)
Should you wish to entice your guests to your stand with catering please see the many options outlined in our [Exhibitor Stand Catering Guide](#).

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!