

Event Services Information Guide

Exhibition Bays 1-26

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Overview of event service charges

The Melbourne Exhibition Centre (MEC) provides a broad range of event services to assist event organisers plan events.

Services include

- Security
- Fire Wardens
- Cleaning
- Loading dock access
- Porterage assistance
- Lighting and Power
- Customer Service staff
- Early or Late access

This document provides information regarding these services as well as associated charges. If your event requires any of these services your Event Planner will advise of this requirement and provide a quote. All estimated charges will appear on the Summary of Charges provided before the event. Any changes thereafter will appear on the final Tax Invoice.

If you require any services not detailed in this document, please contact your Event Planner.

Venue service partners

Securecorp Security and IKON Cleaning Services are the Melbourne Convention and Exhibition Centre dedicated venue service partners for security and cleaning.

Security

Securecorp Security

<https://www.securecorp.com.au/>

Cleaning

IKON Cleaning Services

ikonservices.com.au



Security

Exhibition bays

For events being held solely in the Exhibition Bays, it is the responsibility of the event organiser to contract a security supplier to operate within the licensed area.

Security must be engaged for event and patron control and need to be employed during your event's licensed period, including during move-in and move-out. For events or functions where alcohol is being served, an RSA Guard must also be present.

The following companies are accredited to work within the Exhibition Bays:

Security providers

Securecorp Security
<https://www.securecorp.com.au/>
For a security quotation from Securecorp, please liaise with your Event Planner

BOSS Executive Group
Nathan Veech
+61 431 292 132
nathan@boss-group.com.au
boss-group.com.au

MA Security
Suhail Saggar
+61 477 822 844
ssaggar@maservicesgroup.com.au
maservicesgroup.com.au

Vibrant Services
Jim Korras
+ 61 418 523 035
jim@vibrantservices.com.au
vibrantservices.com.au

Securevent Protection Group
Melody Chen
+61 410 518 771
melody@securevent.net
securevent.net

Australian Goldstar Security Services Pty Ltd
Mustafa Osmani
+61 434 284 175
info@agssecurity.com.au
agssecurity.com.au

Safeguard National
Mike Schoonderbeek
+61 417 255 576
info@safeguardnational.com
safeguardnational.com

Australian Security Services
Christian Cramp
+61 413 328 374
christian@aussecurity.com.au
sweepersolutions.com.au/security/

Other spaces

When holding an event in any space in the Exhibition Centre other than the Exhibition Bays, security must be provided by our venue security partner, Securecorp Security. Your Event Planner will work with you to provide a security quotation.



Security Guard rates

Security Guard	Hourly rate
Monday-Friday	\$81.84
Saturday	\$106.87
Sunday	\$137.45
Public Holiday	\$150.10

Minimum 4 hours apply. All prices are inclusive of GST.

Security Supervisor rates

Some events require one or more Security Supervisors. Your Event Planner can advise whether your event will require this service as well as provide an accurate quote.

Security Supervisor	Hourly rate
Monday-Friday	\$135.96
Saturday	\$162.47
Sunday	\$194.15
Public Holiday	\$236.17

Minimum 4 hours apply. All prices are inclusive of GST.



Fire Wardens

A Fire Warden is required when undertaking the following activities and must be provided by our Venue Security Partner, Securecorp Security:

- Cooking demonstrations
- Pyrotechnics
- Smoke, fog machines or hazers
- Any other activity that may affect smoke or heat detectors.

Fire Warden	Hourly rate
Monday-Friday	\$85.08
Saturday	\$107.64
Sunday	\$137.50
Public Holiday	\$151.69

Minimum 4 hours apply. All prices are inclusive of GST.

Concourse access

The Exhibition Bays provide direct access to the Concourse, allowing for the movement of equipment. Doors 3, 8 and 18 are the only doors that can accommodate access for large equipment (e.g vehicles). Access is restricted to either before 0700 or after 1900. Security may be required to ensure OH&S and security protocols are met and this service may incur a cost.



Security and Safety consultant

We recommend large scale, complex and high-risk events consider engaging a security and/or safety consultant if you don't already have these available to support the security and safety planning for your event.

The following suppliers have worked extensively in security and safety planning for the events industry and can be engaged to consult on your event.

SECURITY CONSULTANT	SAFETY CONSULTANT
Securiter John Littlewood +61 430 153 180 john@securiter.com.au securiter.com.au	Paranoid by Design Tania Wilson +61 414 248 560 tania@paranoidbydesign.com
Vanguard Risk Tim Wood +61 412 779 444 tim@vanguardrisk.com.au vanguardrisk.com.au	Specialised Safety Group John Robinson +61 418 832 471 john@specialisedgroup.com.au specialisedgroup.com.au



Cleaning

IKON Cleaning Services is MCEC's venue service partner for cleaning and waste management of Licensed Areas and must be engaged for your entire tenancy within your licensed area, including move-in, event days and move-out.

IKON Cleaning services will provide a detailed quotation based on your event requirements, please contact mcec.requests@ikonservices.com.au for a quotation specific to your event.

Exhibition bay amenity cleaning

For all public and trade events it is mandatory for kiosks, toilets and emergency egress area to be cleaned and maintained, whether in use or not. MEC venue service partner, IKON Cleaning Services will be engaged to provide this service which will be calculated per open hours of your event and charged to your master account.

Kiosk, Toilet and Emergency Egress Area Cleaning	Staff requirements	Hourly rate
1 Kiosk	One staff member per open hours of the event	\$92.51
2-3 Kiosks	Two staff members per open hours of the event	\$183.04
4-5 Kiosks	Four staff members per open hours of the event	\$302.56
6-8 Kiosks	Five staff members per open hours of the event	\$441.49

All prices are inclusive of GST.

Post-show bay scrubs

Once your event has concluded and all equipment has been removed, our venue service partner IKON Cleaning Services will be engaged to undertake a bay scrub. A bay scrub is a deep clean with specialist equipment to bring the area back to the same condition it was in when the tenancy commenced. Charges for this service will be applied to your master account.

Number of Bays	Rate per bay
1-9	\$453.20
10-15	\$350.90
16-20	\$343.09
21-26	\$303.11

All prices are inclusive of GST.



Loading dock

For all events that are in the Exhibition Centre Bays, a freight forwarder must be engaged by the event organiser for the management of all logistics and freight requirements including forklifting, portering, storage and exhibitor freight management. Please note deliveries can only be made during the event tenancy period.

Lighting and power

Power and lighting consumption applies to all events in the Exhibition Bays. Your Event Planner can provide an estimation for these services which will be charged to your master account.

Customer Service staff

To provide a seamless experience for your delegates, Customer Service staff can be engaged to provide the following services:

- Cloakroom assistance
- Delegate satchel packing
- Event registration desk
- Directional/way finding services.

Please contact your Event Planner to discuss your event requirements.

Concert/Ticketed events

Customer Service Theatre Attendants are required for all concert/ticketed events at MCEC. Your Event Planner will provide advice based on your event requirements and any associated costs.

Customer Service Staff and Theatre Attendants	Hourly rate
Monday-Friday	\$60.39
Saturday	\$92.79
Sunday	\$112.04
Public Holiday	\$127.38

Minimum 4 hours apply. All prices are inclusive of GST.

