

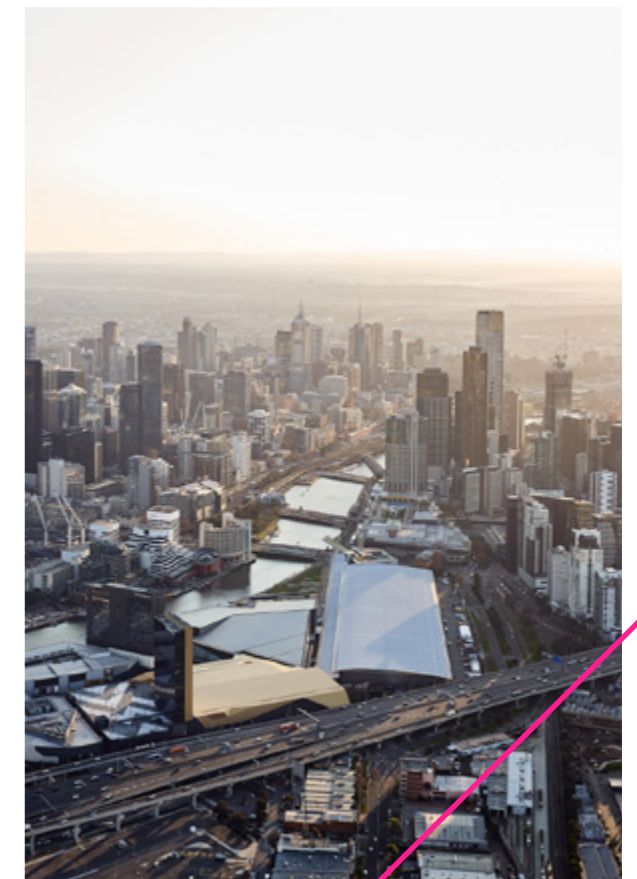
# Space to be extraordinary

Floor Plans and  
Space Capacities



# Melbourne's home of extraordinary events

At MCEC we do things  
a little differently.  
We bring fresh ideas  
and imagination to  
every event. We happily  
turn concepts on their  
head to make each  
experience momentous.



We welcome events of all shapes and sizes, from meetings and conferences to exhibitions, concerts and galas, whether in-person, virtual or hybrid.

Our spaces are stunning, unique and versatile. And every event is supported by an expert team and the latest technology.

Our city is our inspiration. Melbourne is on show at MCEC – in the architecture and design, food and hospitality, location and views.

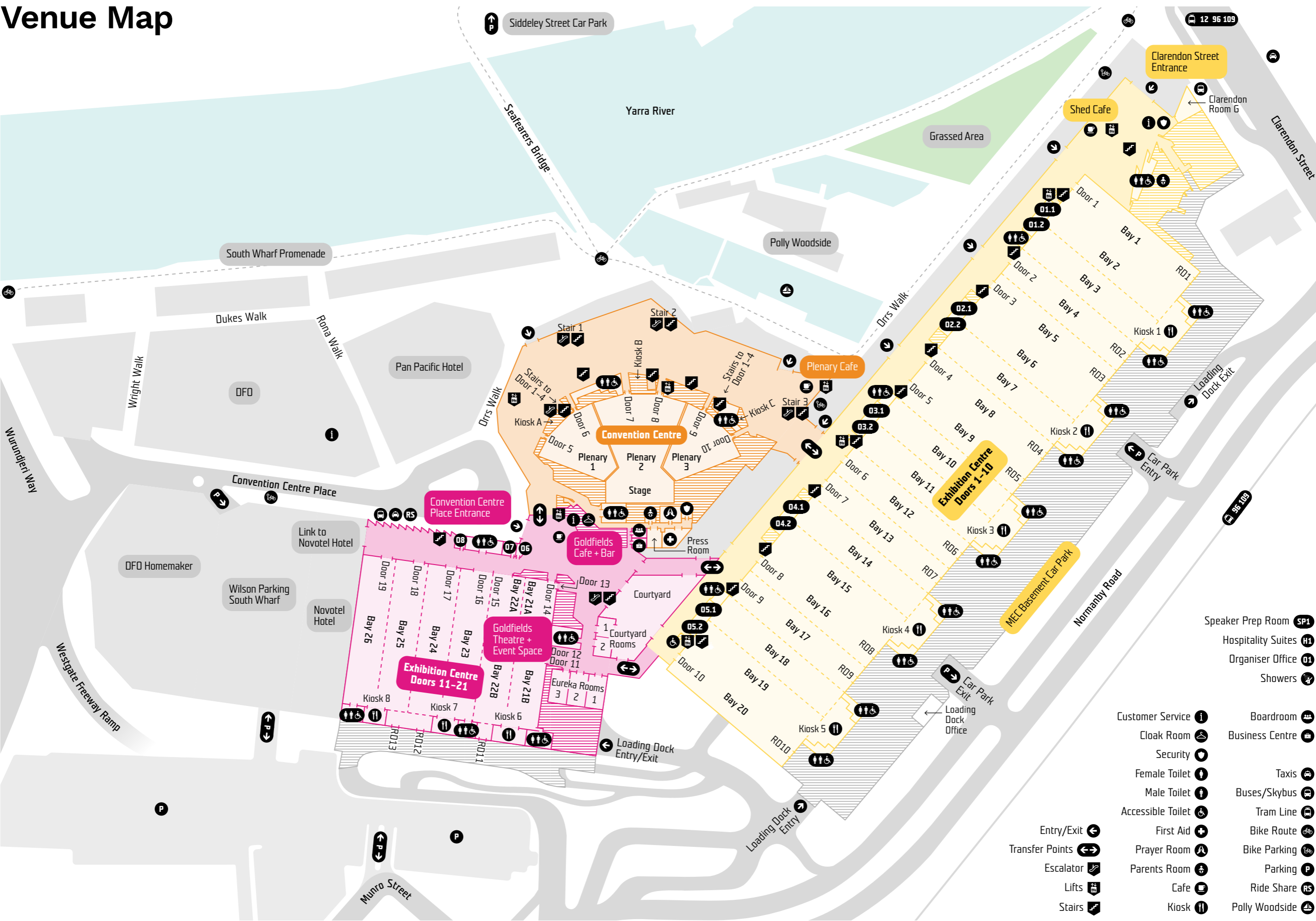
Discover the difference at MCEC.

## Planning a COVIDSafe event?

Contact our Sales team at [sales@mcec.com.au](mailto:sales@mcec.com.au) to see what's possible in line with the latest directions from health authorities.

To learn how we're working to keep our community safe visit [mcec.com.au/venuesafe](https://mcec.com.au/venuesafe)

# Venue Map



## Convention Centre

Our Convention Centre has been purpose built to accommodate a range of events – from intimate meetings and world touring concerts through to gala dinners and international conventions.

The expansive foyer features floor to ceiling windows with views across the Yarra River and Melbourne skyline.



# Convention Centre

## Ground Floor

### Plenary

Home to some of the world’s greatest minds, Plenary is an architectural marvel and the centrepiece of our venue. Combining world renowned design with dynamic sound and lighting, Plenary makes a big impact while still feeling intimate, enriching the experience for both your speakers and visitors. Plenary provides easy access to neighbouring meeting rooms, exhibition spaces and on-site accommodation.

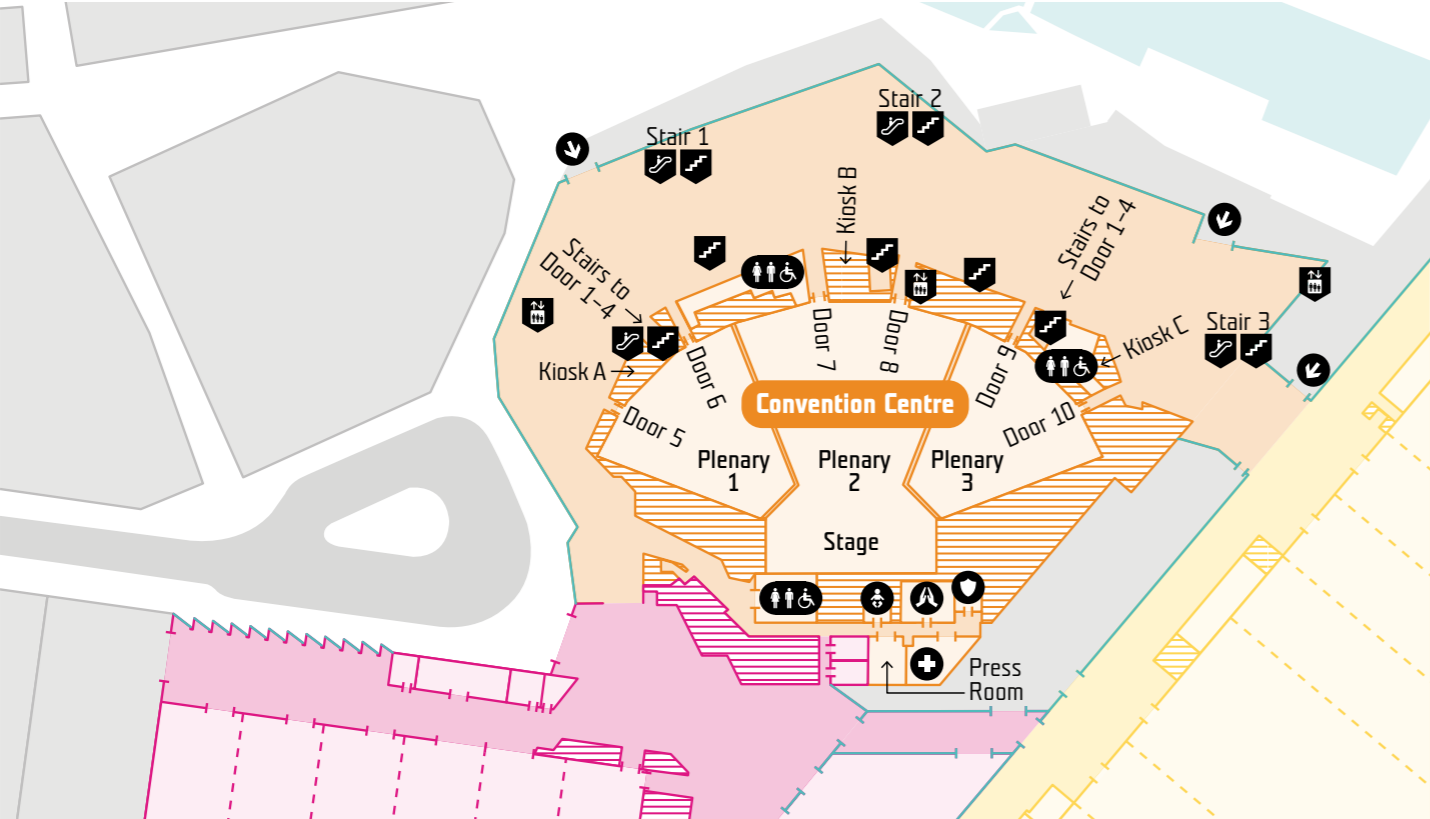
### Main Foyer

Our Convention Centre foyer offers a functional space for exhibitions, registration desks, special dinners and cocktails. A striking 18-metre-high glass wall facade allows visitors to enjoy stunning views across Melbourne’s iconic Yarra River.



## Capacities

Description	Floor area					Dimensions				
	Theatre	Class room	Cocktail	Banquet	Cabaret	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
<b>Plenary 1</b>	1,482	–	–	–	–	–	–	39.5	11–41.3	16.9
Exclude balcony	977	–	–	–	–	–	–	39.5	11–41.3	16.9
Sub-divided	527	–	–	–	–	–	–	39.5	11–41.3	16.9
Flat floor (with stage)	–	126	333	170	136	–	–	39.5	11–41.3	16.9
<b>Plenary 2</b>	2,468	–	–	–	–	–	–	48.3	23.5–51.3	16.9
Exclude balcony	1,806	–	–	–	–	–	–	48.3	23.5–51.3	16.9
Sub-divided	1,222	–	–	–	–	–	–	48.3	23.5–51.3	16.9
Flat floor (with stage)	–	348	833	510	408	–	–	48.3	23.5–51.3	16.9
<b>Plenary 3</b>	1,484	–	–	–	–	–	–	39.5	11–41.3	16.9
Exclude balcony	979	–	–	–	–	–	–	39.5	11–41.3	16.9
Sub-divided	530	–	–	–	–	–	–	39.5	11–41.3	16.9
Flat floor (with stage)	–	126	333	170	136	–	–	39.5	11–41.3	16.9
<b>Entire Plenary</b>	5,564	–	–	–	–	–	–	48.3	23.5–112	16.9
Exclude balcony	3,892	–	–	–	–	–	–	48.3	23.5–112	16.9
Sub-divided	2,409	–	–	–	–	–	–	48.3	23.5–112	16.9
Flat floor (with stage)	–	846	1,500	1,270	1,016	–	–	48.3	23.5–112	16.9
Main Foyer (without walkway)	–	–	2,213	–	–	2,655	28,568	–	–	–





## Convention Centre

### Level 1

#### Level 1 Foyer

Flooded with natural light, this space can be tailored to a range of events from dinners to exhibitions. It can be used for daily catering, pre-dinner drinks or as a space for registration desks and exhibition booths.

#### Link to Pan Pacific Melbourne

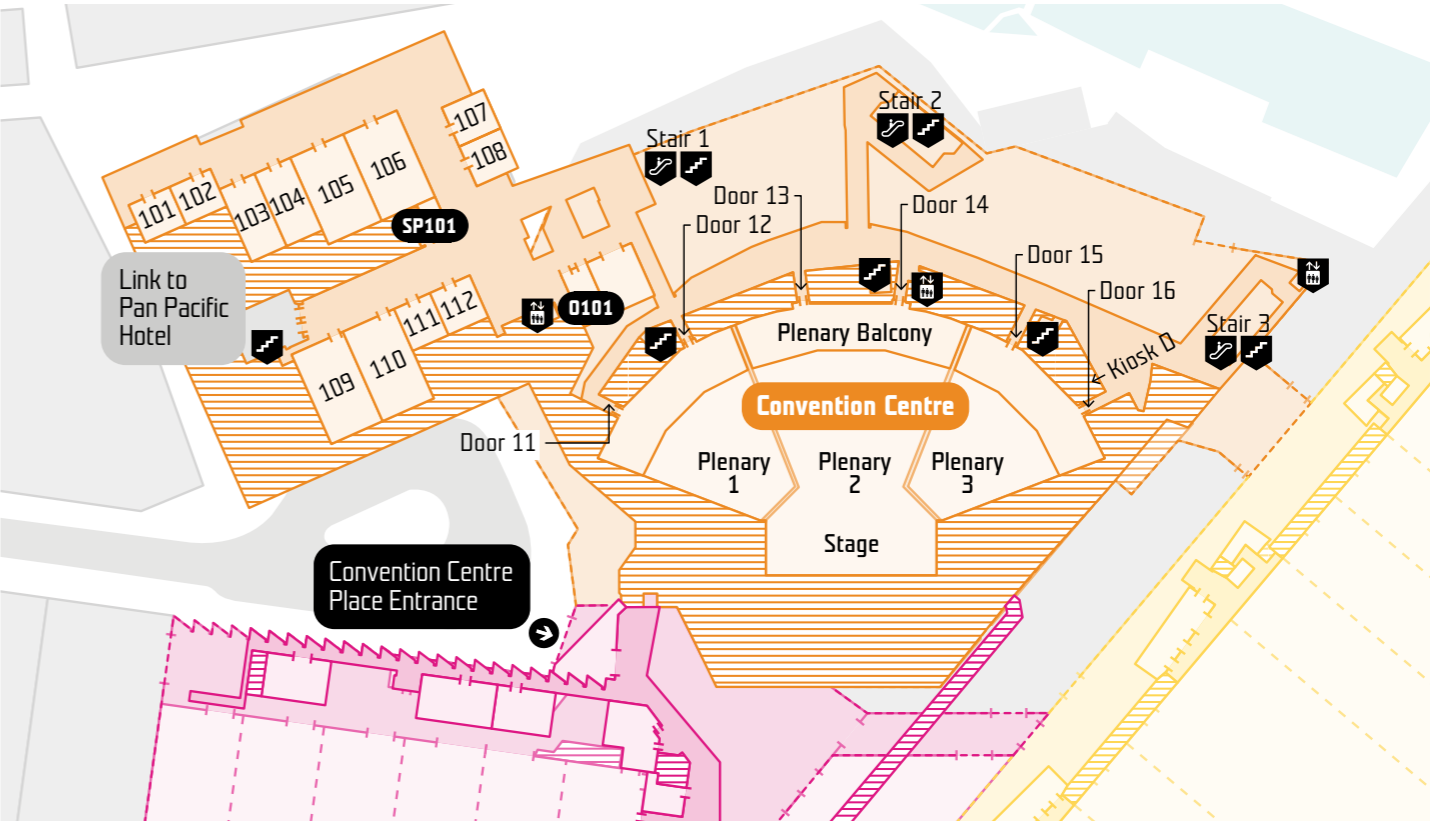
Your guests will have a seamless event experience, with direct access to the five-star Pan Pacific Melbourne via a private internal walkway.

#### Meeting spaces

Available in small, medium and large, our spacious meeting rooms are ideal for business meetings, boardroom functions, seminars or dinners. If you'd like more space for registration or catering purposes, the outside foyer is available, as well as adjacent rooms that can be seamlessly connected to create even more room for your guests.

### Capacities

Description	Class							Floor area		Dimensions		
	Theatre	room	Cocktail	Banquet	Cabaret	Board Room	U-Shape	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
101 Small	70	27	60	30	24	18	21	73	785	7.5	9.7	4
102 Small	70	27	60	30	24	18	21	72	775	7.5	9.6	4
101 & 102 Combined	140	72	120	70	56	–	–	145	1,560	7.5	19.4	4
103 Medium	132	63	116	60	48	36	36	139	1,496	16.9	8.2	5
104 Medium	132	63	116	60	48	36	36	142	1,528	16.9	8.4	5
105 Large	234	96	196	120	96	42	51	235	2,529	19.3	12.2	5
106 Large	234	96	196	120	96	42	51	235	2,529	19.3	12.2	5
105 & 106 Combined	468	192	394	280	224	–	–	473	5,089	19.3	24.5	5
107 Small Cantilevered	57	24	63	30	24	20	16	76	818	10	7.6	4
108 Small Cantilevered	57	24	63	30	24	20	16	76	818	10	7.6	4
109 Large	234	96	196	120	96	42	51	240	2,582	19.9	12.1	5
110 Large	234	96	196	120	96	42	51	240	2,582	19.9	12.1	5
109 & 110 Combined	468	192	394	280	224	–	–	485	5,219	19.9	24.4	5
111 Small	70	27	60	30	24	18	21	72	775	8.4	8.6	4
112 Small	70	27	60	30	24	18	21	74	796	8.4	8.6	4
111 & 112 Combined	140	72	120	70	56	–	–	147	1,582	8.4	17.6	4
Level 1 Foyer 1	–	–	937	–	–	–	–	1,124	12,094	–	–	–
Level 1 Foyer 2	–	–	523	–	–	–	–	628	6,757	–	–	–



Convention Centre

Level 2

Melbourne Room

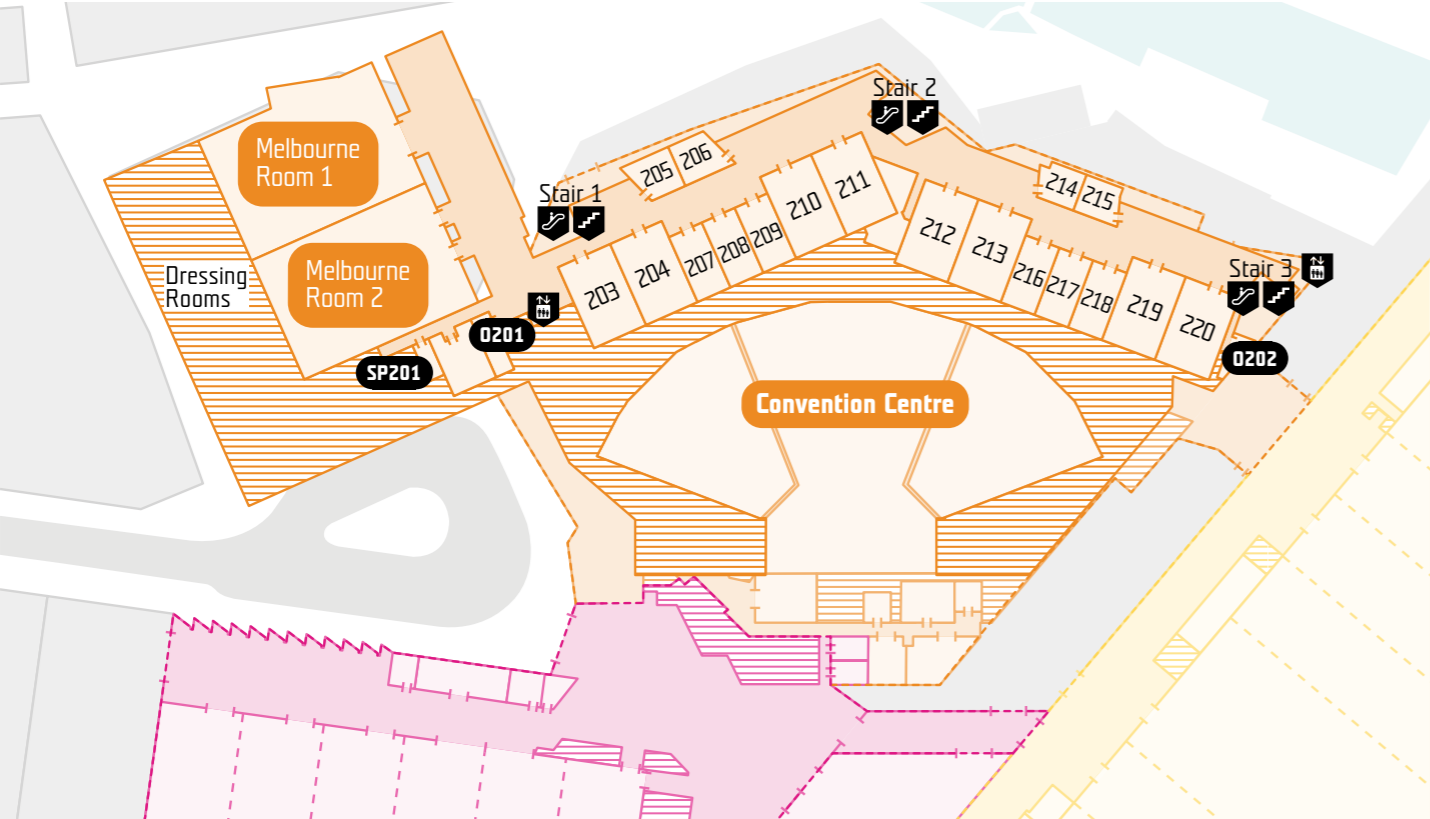
Truly unique to Melbourne, Melbourne Room features a cantilevered window with views of Melbourne and the Yarra River and glorious high ceilings, making it the ideal venue for your gala dinner, conference or exhibition.

Level 2 Foyer

This space offers a stunning view of Melbourne, day and night. Whether your attendees are walking a red carpet, networking over lunch or enjoying pre-event drinks, this is the perfect place for them to connect.

Meeting spaces

Available in small, medium and large, our spacious meeting rooms are ideal for business meetings, boardroom functions, seminars or dinners. If you'd like more space for registration or catering purposes, the outside foyer is available, as well as adjacent rooms that can be seamlessly connected to create even more room for your guests.



Capacities

Description	Class							Floor area		Dimensions		
	Theatre	room	Cocktail	Banquet	Cabaret	Board Room	U-Shape	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
Melbourne Room 1	1,116	432	1,007	700	560	–	–	1,208	13,002	42.4	28.5	8.5
Melbourne Room 2	1,116	432	1,007	700	560	–	–	1,208	13,002	42.4	28.5	8.5
Melbourne Room 1 & 2 Combined	2,232	864	2,007	1,450	1,160	–	–	2,408	25,914	42.4	56.8	8.5
203 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
204 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
203 & 204 Combined	468	192	401	280	224	–	–	481	5,177	19.4	24.8	5
205 Small Cantilevered	57	24	55	30	24	20	16	66	711	8.7	7.6	4
206 Small Cantilevered	57	24	55	30	24	20	16	66	711	8.7	7.6	4
207 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
208 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
209 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
210 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
211 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
210 & 211 Combined	468	192	401	280	224	–	–	481	5,177	19.4	24.8	5
212 Large	234	96	200	120	96	42	51	241	2,588	19.4	12.4	5
213 Large	234	96	200	120	96	42	51	241	2,588	19.4	12.4	5
212 & 213 Combined	468	192	403	280	224	–	–	483	5,198	19.4	24.9	5
214 Small Cantilevered	57	24	56	30	24	20	16	67	721	7.7	8.7	4
215 Small Cantilevered	57	24	54	30	24	20	16	64	693	7.4	8.7	4
216 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
217 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
218 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
219 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
220 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
219 & 220 Combined	468	192	403	280	224	–	–	483	5,198	19.4	24.9	5
Level 2 Foyer 1	–	–	757	–	–	–	–	908	9,770	–	–	–
Level 2 Foyer 2	–	–	573	–	–	–	–	687	7,392	–	–	–
Level 2 Foyer 3	–	–	587	–	–	–	–	704	7,575	–	–	–

## Exhibition Centre

Our Exhibition Centre has been purposely designed to give you an optimal, stress-free experience whether you're organising a large or small exhibition.



The Exhibition Bays provide an unrivalled 39,000sqm of pillar-less space – all contained on one continuous floor with easy connection to outdoor entertaining areas, meeting, gala and theatre spaces.

# Exhibition Centre

## Ground Floor – Exhibition Bays

### Concourse

A carpeted and air-conditioned Concourse runs the entire length of the northern side of the Exhibition Centre and provides direct access to each Exhibition Bay and car park. It features floor to ceiling windows allowing plenty of natural light. The concourse is ideal for registrations, event branding and exhibitor stands.

- Power and utility services available
- Internal links to the Convention Centre

### Main features

- 39,000sqm of air-conditioned, pillar-less space
- Space configuration from 3,000sqm to 39,000sqm via operable walls
- 1,005 seat retractable theatre

### Rigging

- Integrated rigging points allowing large loads to be suspended
- Clear hanging height of 11.5m with ceiling heights up to 18m

### Facilities

- Essential services provided to all exhibition spaces – single and three-phase power, data, water, gas, compressed air and drainage
- Utility services provided through a network of floor pits on a 9m x 6m grid
- Controlled lighting throughout

### Live load capacity

The Exhibition Bays have a design live load of 20Kpa (approx 2 tonnes per sqm)

### Loading Dock

The Loading Dock is situated on the south side of the building and provides direct access to the Exhibition Bays.

- Accommodates semi-trailers and loading vehicles
- Minimum clearance of 6.5m high x 7m wide

### Organisers’ Offices

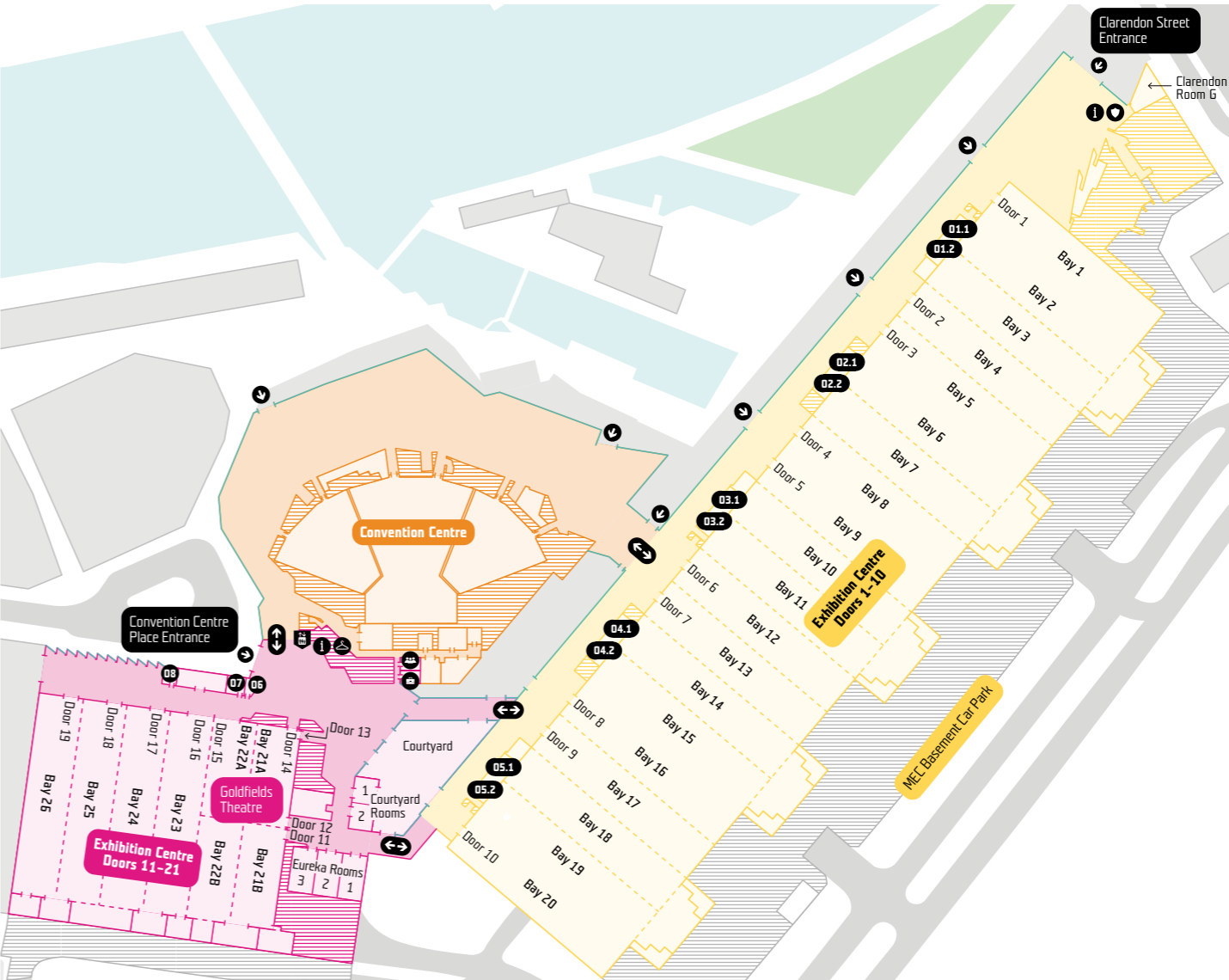
Along with the Exhibition Bays, you’ll be provided with a complimentary Organiser’s Office, giving you direct access to the exhibition floor as well as public address and paging facilities.

### Kiosks

Your visitors will have access to pay-on-the-day retail food services through our kiosks. Menu options can be tailored to your event once the event has been licensed.

## Capacities

Description	Class							Floor area		Dimensions		
	Theatre	room	Cocktail	Banquet	Cabaret	Board Room	U-Shape	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
Exhibition Bays 1–26 (figures based on two bays)	2,024	–	2,523	1,520	1,216	–	–	3,028	32,577	84.1	36	11.5–18
Exhibition Bays 21A & 22A or 21B & 22B	980	525	1,251	–	–	–	–	1,501	16,153	41.7	36	11.5–18
Concourse Foyer	–	–	563	300	–	–	–	676	7,274	26	26	3
Northern Concourse	–	–	988	–	–	–	–	1,185	12,753	9	87.5	–
Exhibition Centre Link	–	–	256	–	–	–	–	307	3,305	33.9	9	–
Organiser Office 1–5	–	–	88	–	–	–	–	105	1,130	21	5	3
Organiser Office 6	–	–	24	–	–	–	–	32	344	6.1	7.8	–
Organiser Office 7	–	–	27	–	–	–	–	36	387	6.1	5.9	–
Organiser Office 8	–	–	28	–	–	–	–	34	362	6	5.6	–



# Exhibition Centre

## Ground Floor – Meeting and event spaces

### Goldfields Theatre

Seating up to 1,005 people, our newest theatre is designed to keep your audience comfortable and captivated for hours on end. Equipped with the latest technology and rigging facilities, as well as retractable seats and adjustable soundproof walls, this innovative theatre offers complete versatility to meet your event needs.

### Goldfields Event Space

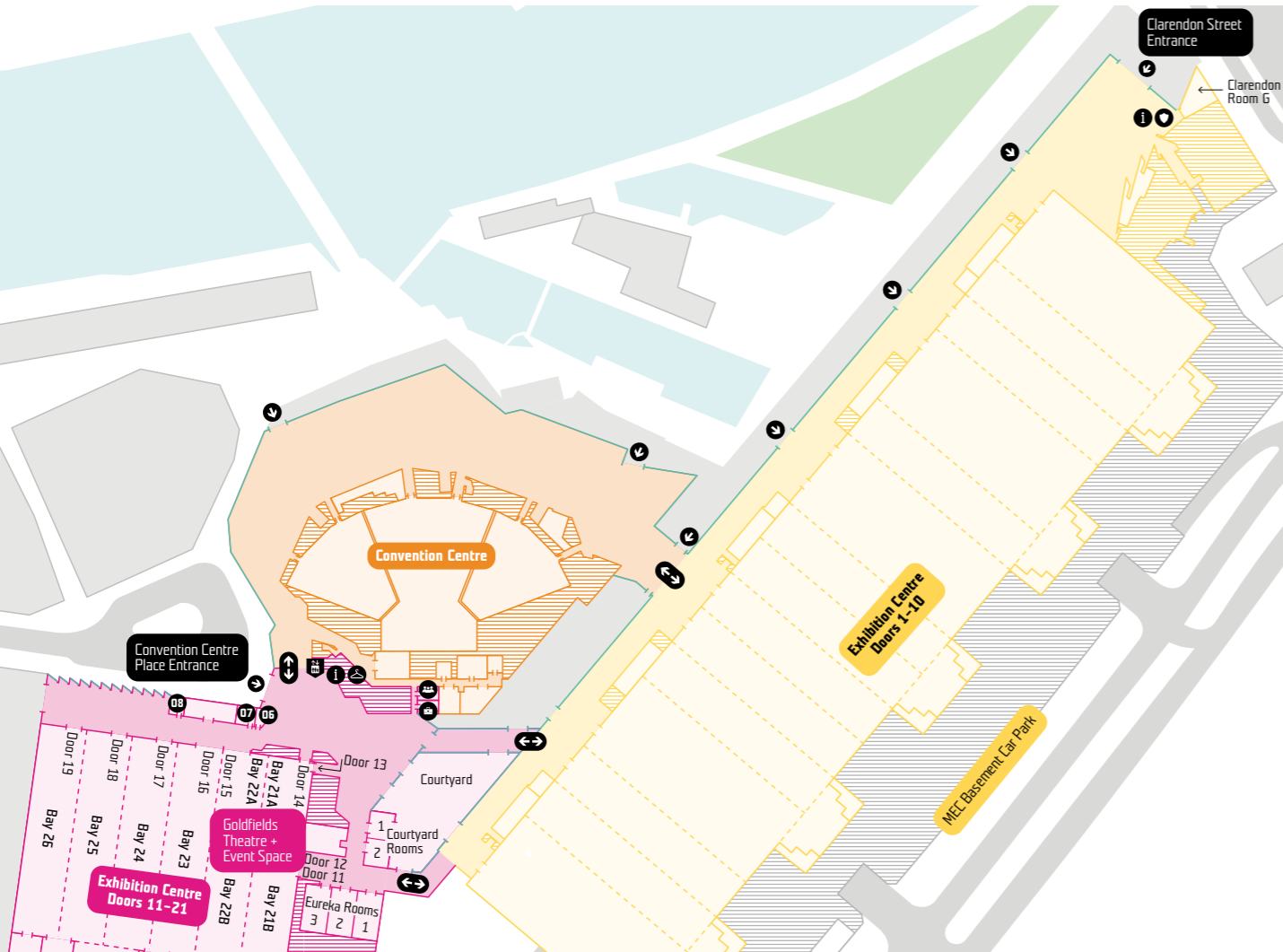
This highly adaptable space can suit a range of events, from gala dinners to exhibitions. Adjustable walls allow you to tailor the space to your exact requirements, while the high-end finishes create a sophisticated atmosphere.

### Courtyard Meeting Rooms

Our two Courtyard Rooms combine together to cater for larger meetings, presentations or corporate dinners. Filled with natural light and fresh air, these rooms give your guests access to the connecting courtyard and come fully equipped with the latest technology which is all included as part of the room hire.

### Eureka Meeting Rooms

Our newly designed Eureka Meeting Rooms are big spaces that create an even bigger impact. Highly versatile and packed with the latest event technology, these rooms are perfect for corporate presentations or dinners. The Eureka Meeting Rooms can be combined to form a larger space.



## Capacities

Description	Class							Floor area		Dimensions		
	Theatre	room	Cocktail	Banquet	Cabaret	Board Room	U-Shape	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
Goldfields Theatre	1,005	–	–	–	–	–	–	1,296	13,950	38.7	33.5	11.5-18
Sub-divided	628	–	–	–	–	–	–	1,296	13,950	38.7	33.5	11.5-18
Sub-divided Rear A flat floor	628	–	–	300	240	–	–	1,296	13,950	38.7	33.5	11.5-18
Sub-divided Rear B no flat floor	504	–	–	400	320	–	–	1,296	13,950	38.7	33.5	11.5-18
Flat floor (with stage)	1,104	525	1,080	670	536	–	–	1,296	13,950	38.7	33.5	11.5-18
Goldfields Event Space	980	525	1,251	740	600	–	–	1,501	16,153	41.7	36	11.5-18
Goldfields Event Space Combined	2,024	–	2,523	1,400	1,120	–	–	3,028	32,577	84.1	36	11.5-18
Eureka Meeting Room 1	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 2	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 3	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 1 & 2 Combined	360	168	302	220	176	–	–	362	3,897	18.2	19.9	5
Eureka Meeting Room 2 & 3 Combined	360	168	302	220	176	–	–	362	3,897	18.2	19.9	5
Eureka Meeting Room 1, 2 & 3 Combined	540	252	453	340	272	–	–	544	5,855	18.2	29.9	5
Courtyard Meeting Room 1	61	39	62	30	24	24	18	75	806	10.4	7.2	5
Courtyard Meeting Room 2	61	39	62	30	24	24	18	75	806	10.4	7.2	5
Courtyard Meeting Room Combined	149	90	126	70	56	48	48	151	1,627	21	7.2	5
Courtyard	–	–	740	–	–	–	–	900	9,684	61.4	30	–
Clarendon Room G	70	39	105	40	32	24	24	126	1,356	19	15	3
Clarendon Room G Foyer	–	–	67	–	–	–	–	80	861	–	–	–
Clarendon Room G Courtyard	–	–	108	–	–	–	–	130	1,399	–	–	–
Grassed Area	–	–	–	–	–	–	–	4,800	51,667	–	–	–

## Exhibition Centre

## Level 1

*Sovereign Room*

Whether you're hosting an awards night, ceremony or simply a celebration, impress your guests with our newest gala space. With its grand staircase and stunning feature ceiling, Sovereign Room takes sophistication to the next level.

*Clarendon Auditorium and Foyer*

Clarendon Auditorium is ideal for small conferences or exhibitions. The foyer offers the perfect space for attendees to mingle after your event and can also be used for cocktail functions, small displays or registration desks. It's also conveniently located near all of Exhibition Centre's facilities.

### Clarendon Meeting Rooms

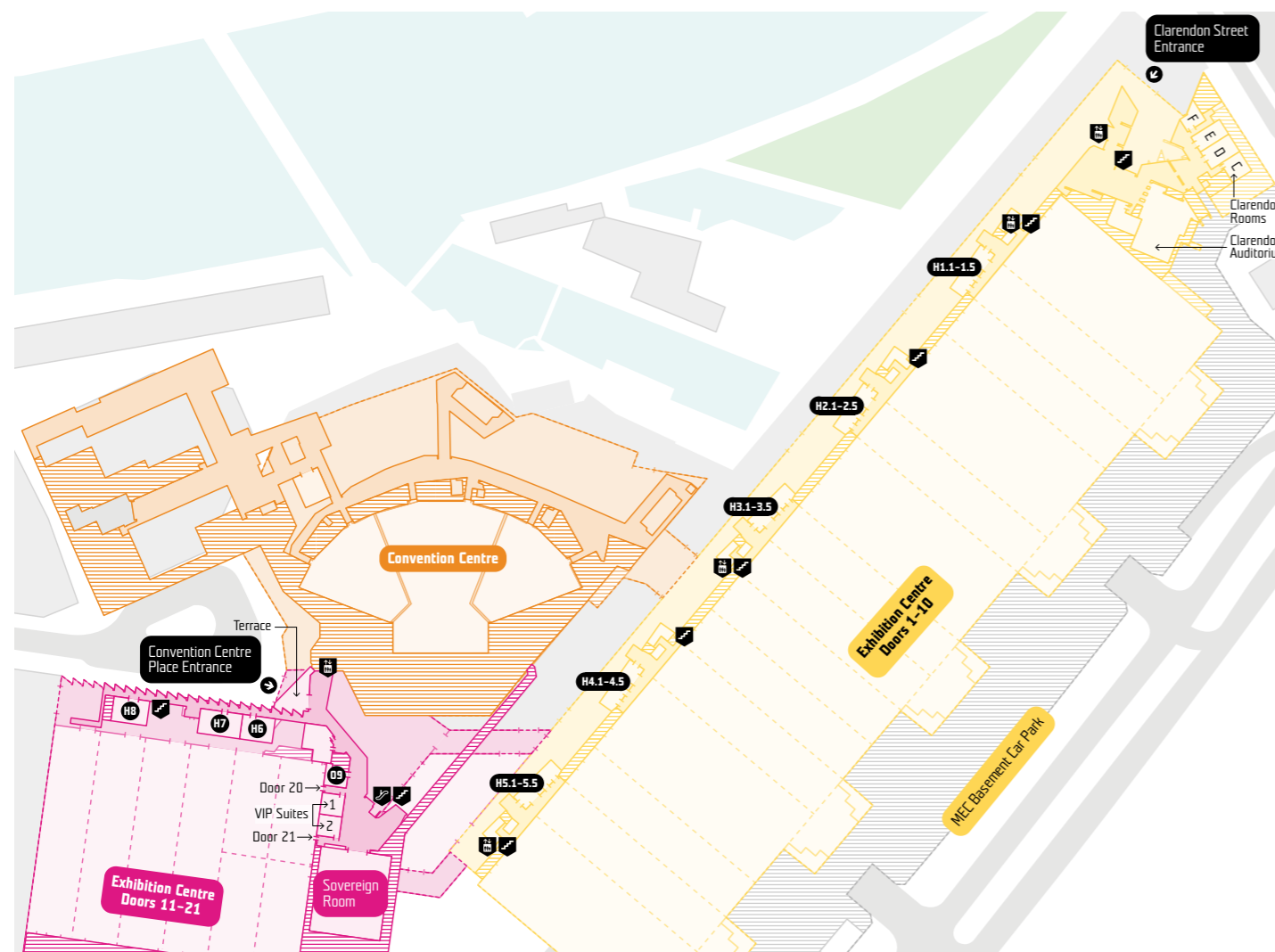
Conveniently located at our Clarendon Street entrance, the Clarendon Meeting Rooms perfectly accommodate large meetings, presentations or dinners. Their clever design gives you the ability to open up the room by seamlessly connecting into a larger space, providing you with space and flexibility on the day.

## Terrace

Impress your guests with the striking outdoor Terrace, located on Level 1 overlooking the South Wharf precinct. It is an ideal location for pre-dinner drinks and cocktail functions.

*Hospitality Suites*

You'll also have access to our Hospitality Suites, ideal for small seminars or exhibitor functions.



## Capacities

								Floor area		Dimensions		
Description	Class				Board		U-	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)
	Theatre	room	Cocktail	Banquet	Cabaret	Room	Shape					
Sovereign Room	866	378	756	480	384	–	–	908	9,765	33	27.5	6.5
Sovereign Room Foyer	–	–	680	–	–	–	–	199	2,142	36.4	22.9	–
Terrace	–	–	108	–	–	–	–	130	1,252	21.9	15.1	–
Hospitality Suites 1–5 (each)	104	60	88	60	48	40	45	105	1,130	21	5	3
Hospitality Suite 6	132	54	112	60	48	36	36	134	1,446	14.6	9.2	2.7
Hospitality Suite 7	132	54	112	60	45	36	36	134	1,446	14.6	9.2	2.7
Hospitality Suite 6 & 7 Combined	264	135	225	150	120	54	54	270	2,902	29.3	9.2	2.7
Hospitality Suite 8	120	54	107	60	48	36	36	128	1,376	13.9	9.2	2.7
VIP Suite 1	–	–	57	–	–	–	–	68	733	8.3	8.2	4.5
VIP Suite 2	–	–	57	–	–	–	–	68	733	8.3	8.2	4.5
VIP Suite Combined	–	–	113	–	–	–	–	136	1,465	16.6	8.2	4.5
Clarendon Auditorium	466	–	–	–	–	–	–	558	6,004	27.5	8.2	4.3
Clarendon Auditorium (sub-divided)	313	–	–	–	–	–	–	558	6,004	27.5	20.3	4.3
Auditorium Foyer	–	–	458	–	–	–	–	550	5,918	30.5	16.6	4.4
Clarendon Balcony	–	–	123	–	–	–	–	148	1,592	14.3	9.7	4.4
Clarendon Room C	60	27	65	40	32	18	24	78	843	8.8	8.9	2.7
Clarendon Room D	90	45	87	60	48	30	30	105	1,128	13.1	8	2.7
Clarendon Room E	81	30	66	50	40	30	30	80	856	11.7	6.8	2.7
Clarendon Rooms D & E	136	60	163	80	56	30	–	195	2,100	13.1	14.9	2.7
Clarendon Room F	42	18	39	20	16	18	15	47	509	8.3	5.7	2.7
Clarendon Foyer	–	–	167	–	–	–	–	200	2,152	23.4	12.4	4.4



## Exhibition Centre

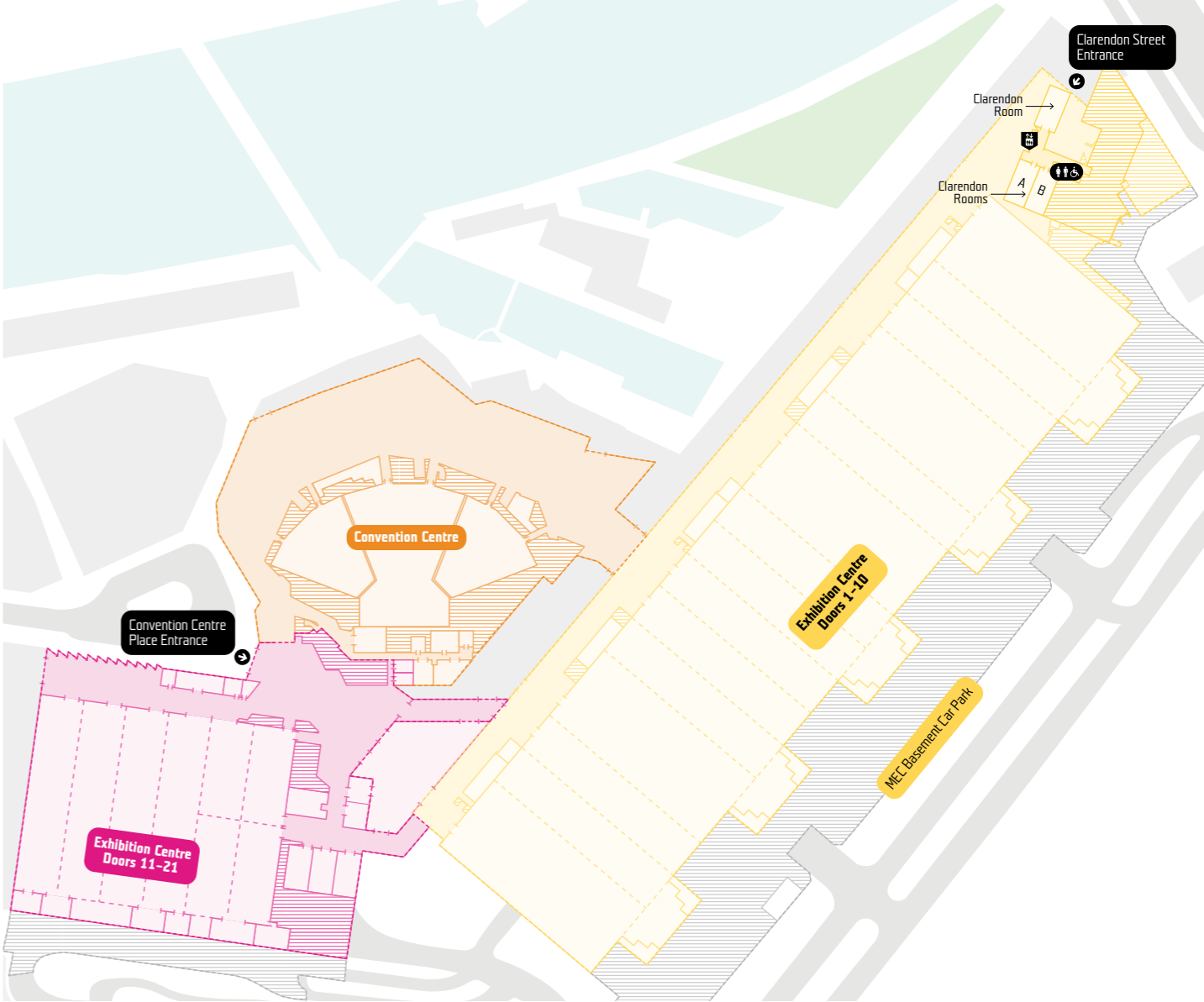
### Level 4

#### Clarendon Room

With floor-to-ceiling windows that offer sweeping views of Melbourne and the Yarra River, this magnificent space is perfect for your next breakfast or lunch meeting.

#### Clarendon Room A and B

Clarendon Meeting Rooms A and B are perfect for small to medium-scale meetings, presentations and dinners. With a number of different room configurations available and an abundance of natural light, you'll find a set-up to suit your next event.



### Capacities

Description	Class							Floor area		Dimensions		
	Theatre	room	Cocktail	Banquet	Cabaret	Board Room	U-Shape	Area (m <sup>2</sup> )	Area (ft <sup>2</sup> )	Length (m)	Width (m)	Height (m)
Clarendon Room A	132	63	141	60	56	36	36	169	1,818	18.4	9.2	4.5
Clarendon Room B	132	63	141	60	56	36	36	169	1,818	18.4	9.2	4.5
Clarendon Rooms A & B	264	132	282	150	120	–	–	338	3,637	18.4	18.4	4.5
Clarendon Room	109	42	97	80	64	36	36	116	1,248	16	7.3	4.5
Clarendon Foyer	–	–	103	–	–	–	–	123	1,323	21.5	12.4	4.5



# Everything you need for a successful event

## Space hire inclusions

	Exhibition Bays	Melbourne Room and Sovereign Room	Plenary and Goldfields Theatre	Meeting Rooms
Pre-installed technology and services		■	■	■
One standard configuration set up per day including seating and tables		■	■	■
Heating and air conditioning	■	■	■	■
General lighting and power		■	■	■
General cleaning of public areas		■	■	■
Building and peripheral security	■	■	■	■
First aid rooms	■	■	■	■
Dedicated event planning support	■	■	■	■
Cafes	■	■	■	■
Cloakroom facilities		■	■	■
Digital way finding signage	■	■	■	■
Loading dock access and marshalling, excluding delivery of boxes to rooms	■	■	■	■
Direct wheelchair access	■	■	■	■
PA system with iPod connectivity for general announcements and background music	■			
Event lighting options		■	■	■
Stage and dance floor allocation		■	■	■
Carpet/floor covering		■	■	■
Numbered theatre seating			■	
Controlled access			■	
Modular registration desk			■	

## Additional Services

- Technical equipment and services
  - Staging, dance floors and specialised production and theming
  - Alternate room orientation or second room set-up
  - Retail/kiosk services
  - Food and beverage services
  - Event security
  - Waste separation
  - Pre or post exhibition cleaning
  - Cleaning of kiosks and Hospitality Suite areas during and post exhibitions
- Equipment hire such as forklift, scissor or boom lifts, or pallet jack
  - Storage
  - Signage and promotional support
  - Ticketing and registration services
  - Water consumption (Exhibition Bays)
  - Tradeshow related furniture and equipment
  - Green power
  - Communications
  - Carpet or floor covering (Exhibition Bays)



## Capacity guidelines

- All meeting room maximum capacities include an allowance for audio visual and staging.
- Foyer capacities are influenced by catering, exhibition and safety requirements and are subject to change based on your final event arrangements.
- Maximum venue capacities factor in safe-work guidelines.
- Any requests to work outside of the capacity guidelines will be subject to operational approval and OH&S compliance.



# Start planning your next event

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