Exhibition and Stand Guidelines

The Event Operations Department is responsible for the maintenance and safety of the venue and approve all floor plans and stand constructions. Any unusual or additional requirements for exhibition stands or exhibition layout should be discussed with the Event Operations Department and approval sought.

The Licensee is responsible for ensuring that all pertinent information is forwarded to their exhibitors.

Floor Plans
Floor plans of proposed layouts of stands within exhibition events, including the safety plan, are required for prior approval from the Licensor.

The Licensee shall furnish the Licensor with a floor plan no later than 30 days prior to the Licence term. The Licence will be conditional upon the approval of such floor plan being affected and the right is reserved for the Licensor to require amendments or deletions to the floor plan and the Licensee shall not alter or vary any approved plans without the further consent of the Licensor in writing. The Licensee prior to this approval must not sell floor plan space to exhibitors.

The Licensee shall furnish to the Licensor at the time of design a floor plan drawn to a scale of 1:200, indicating all spaces to be used for the event and for what purpose, and the event shall not be held or carried on without approval in writing of the Licensor to such floor plan.

The occupational health and safety and egress requirements in this manual must be adhered to. The floor plan shall clearly indicate and include stand numbers, locations, dimensions, forklift clear aisles and pedestrian clear aisles. Aisles must be a minimum of three (3) metres wide. Items such as audio-visual and electrical cupboards, air returns and fire hydrants need a minimum of one (1) metre clearance. Clear access is required to fire emergency exits, toilets, public telephones, goods lifts and the carton stores. The MCEC requires clear staff access for food service, cleaning, building and security departments.

Concourse Display Builds
Only after plans are submitted and approval given by the Event Operations Department can builds along the concourse proceed.

All structures are to be built within a maximum four metres from the glass side of the concourse. Display builds on the hall side of the concourse cannot impede past the wall line of the organiser offices.

Display structures cannot be placed directly opposite doors 6 and 7 due to the internal link connecting the Exhibition Centre to the Convention Centre.

All display features, registration booths, entrance features and other temporary structures built in public areas are the sole responsibility of the organiser. MCEC does not take responsibility for any theft or damage caused to any temporary structure built in public areas.

Construction on the concourse can only take place between 1900 and 0700 and may be restricted to allow for other events taking place in the MCEC during that time. Your Event Planner will confirm times with you. Charges apply to remove concourse doors for large displays such as motor vehicles.

Drawings and plans of static concourse displays including all signage displays and wording must be submitted to your Event Planner for approval.

The MCEC takes no responsibility for any damage incurred to displays/structures constructed on the concourse. The security of these structures is the responsibility of the exhibitor/organiser.

Entry Features
The Event Operations Department can only approve structure of entry features after drawings and plans of entrances and positioning have been submitted. Build of features cannot proceed until written approval has been granted by the MCEC.

Builds can only occur between the hours of 1900 and 0700, provided no other events are open at those times, unless written consent has been obtained from Event Services Manager.
**Stand Design and Layout**

Please refer to the MCEC Exhibition and Stand Approval Guidelines for more detailed information and legal requirements. During the planning stages, the layout and design of stands needs to incorporate the operational and safety requirements of the MCEC.

When clients compile an exhibitor manual the following stand design and layout guidelines should be included, as exhibitors will have to comply with them.

Exhibitor manuals need to be passed onto the MCEC for approval prior to being sent out to exhibitors.

**Emergency Access and Clearance**

- No stand or display is to block an aisle or emergency exit or fire services. Exhibition material or vehicles must not obstruct emergency exits. Aisles and crossover aisles are to be no less than three metres in width and should be designed to ensure clear vehicular access to all areas from the loading doors. Each aisle system must allow for at least two means of exit. Cul de sacs not incorporating adequate emergency egress will not be permitted.

- Temporary exit signage must be provided and installed by the Licensee when display material obscures existing signage and access to exits. Should access to emergency exits be found to be other than obvious, or egress points are not clearly visible due to factors such as stand construction or banners, the Licensor retains the right to enforce the provision of additional exit and directional signs as necessary at the exhibitor’s cost.

- All fire equipment shall be visible and accessible to the public. Access to fire emergency exits, hydrants, electrical cupboards, air return sensors and motors must be kept clear at all times.

**Service Pits**

Stand layout must provide for access to the service pits for connection to all services required. Pit covers shall not be removed or replaced without authorisation of the Licensor.

Plumbing connections and disconnection for water and waste shall not be carried out by any person other than a MCEC-approved licensed plumber.

**Stand Materials**

- Materials used in stand construction must be in accordance with the Building Code of Australia and must not cause dampness or stain or be readily ignitable, or be capable of emitting toxic fumes should ignition occur.

- Crepe paper, corrugated cardboard, straw, hay bales, untreated hessian or PVS sheet (except on floors as a protective membrane) is strictly forbidden without the approval of the Licensor.

- Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors provided a protective membrane is laid first and chips are kept slightly moist at all times.

- Display equipment likely to injure a member of the public or a swimming pool containing water must be separated from the public by a physical barrier and attended at all times.

- Provided that suitable and adequate provision is made to prevent water leaking onto the floor and the floor is otherwise protected, a Licensee may permit an exhibitor to display fountains, aquariums, spas, rock pools and swimming pools in the licensed area.

- A suitable safety plan to prevent stand materials igniting should be developed. This may include non-flammable surface sprays to remove risk and fire protection devices.

- An approved indemnity form has been created for all exhibitors to sign stating that all material on the stand meets all fire and safety requirements as stated by the MCEC policy.

**Height**

- No display stand wall shall exceed the height of 2.4m without prior approval of the Licensor.

Additional requirements for Melbourne Convention Centre locations are:

- exhibits in the main foyer must not exceed 3.5m;
- exhibits in the level 1 foyer must not exceed 3.2m; and
- exhibits in the Melbourne Room and meeting rooms on Levels 1 and 2 must not exceed 3.5m.

Where a stand is purpose-built and is two or more storeys in construction or is fully enclosed with a roof, a plan showing all features including access/egress points and stairways fully dimensioned must be approved by an authority with jurisdiction to approve and must be supplied to the Licensor no later than 30 days prior to the Licence term.

Dimensions and locations of any platforms or entertainment structures must be detailed.

**Stand Construction**

- No obstacles to be placed in the aisles and all parts of an exhibit are to be contained within the stand.

- No raised floors or overhanging roof lines are permitted to cross aisles.

- Wails or other structures built against another stand perimeter must be properly finished in a suitable manner on the outer face. Any amplification on stands must not interfere with any adjacent exhibitor.

- Large spans and solid overhead areas need to be perforated or have breaks between panels/sheets. Stands with false floors must use sheet Masonite (or similar material) with the smooth side down, beneath the false floor. These sheets need to be held together by masking or gaffer tape.

- Additional requirements for Melbourne Convention Centre locations are:
  - system-based construction materials must be used for stand and display construction (Syma, Octanorm or Maxima systems are recommended);
  - no cutting, sawing, gluing or painting is permitted anywhere in the Convention Centre;
  - stands and other structures cannot be built within 500mm of the Centre’s walls or windows;
  - temporary electrical leads must be secured in cable tray style coverings (gaffer tape should not be used at any time); and
  - drawings and plans of displays and stands other than standard exhibition booths must be submitted to your Event Planner for approval.

**Raised Floors**

**Raised flooring can become a tripping hazard**

- Stands that have raised floor edging that does not exceed 32mm do not require bevelled edging.

- Flooring that is between 32mm and 115mm high requires a bevelled edge which does not exceed an angle of 30 degrees or a grading of 1:1.4. This bevelled edge is to be incorporated within the stand space and not encroach into the aisleway.

- All flooring that exceeds 115mm in height is deemed to be a step and must provide suitable access via a suitable ramp if it is to be occupied by the general public.

- The following are the requirements in relation to raised floor areas:
  - up to 1m made of non combustible material
    - no protection required
  - up to 1m made of or containing combustible material
    - smoke detectors required, and
    - fire extinguishers to be present as directed.

- The underneath of raised floor areas is not to be used for the storage of flammable material.

- Raised floor areas up to 1m are to have the perimeter sealed by a fire-resistant material such as treated cloth, plasterboard, etc.

- Raised floor areas more than 1m to the underside of the floorboards, must be completely sealed on the perimeter (and floor) by solid construction i.e. 13mm plasterboard, 13mm hardboard, 16mm chipboard, 6mm cement sheet or 0.6mm steel sheet. Sealed floor spaces are to contain no storage whatsoever and all penetrations are to be sealed.

- If a raised floor is 15m or more in any direction, then fire and draught stops must be located on a grid system not exceeding 15m in any direction, using the abovementioned materials.
A dispensation for raised floor areas can be applied for from MCEC management to delete any or all of the above requirements. Any request for dispensation must contain plans and full details of the proposed structure and be submitted in sufficient time to allow the dispensation to be considered prior to the 30 day cut-off date. Late requests will attract a penalty as aforementioned.

Stairs

Stairways for public access to and around displays must comply with one of the following combinations of rise and tread:

<table>
<thead>
<tr>
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<tr>
<td>115mm</td>
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<td>190mm</td>
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Load Limits

The Event Operations Department must approve all loads.

Methods of Supporting Loads

No welding of any components to the roof structure will be permitted.

The support method cannot transfer any movement or torsion load to the roof structure.

The fixing method for the suspended load must not damage the paint finish. In the event of the paint finish being inadvertently damaged, it must be repaired in accordance with the original specification.

No suspended item may share a support specifically provided for the existing building services (i.e. air-conditioning ducting, sprinkler or drainage).

No direct mechanical fixings to any of the roof structures will be permitted (i.e. shot-firing, riveting, screwing).

No bi-metallic action shall be induced by the use of components or fixings known to cause this effect.

Existing structural connections cannot be altered, loosened or used in any way to support an imposed load.

Fixing

No items or material shall be taped, tacked, stapled or otherwise affixed to any surface of the Centre. The Licensor shall be consulted to advice on fixing arrangements.

No core drilling or fixing into any floor is allowed or permitted. No structure can be fixed to the venue structure.

No items or material shall be taped, tacked, stapled or otherwise affixed to any surface of the Centre. The Licensor shall be consulted to advice on fixing arrangements.

Marking Out of Floor Plan

Marking out of the floor within the licensed area prior to the commencement of the Licence term will only be carried out with the Licensor’s agreement. The laying of aisle and/or stand carpet as part of that function shall not be permitted. No other work or bringing in of display materials in such a period is permitted.

Early access for markout will only be granted with the Licensor’s approval, a security guard with first aid training is required to be on-site from the time early access begins.

If a security guard is not provided, access to the licensed area will not be allowed.

Tape used by contractors for marking out of floor plans must be such that it does not leave any adhesive residue on the concrete or carpet covering of the floors. Any tape, paint stains or any other residue left on the floors or any other surface of the venue will be removed at Licensee cost.

Recommended tape for marking out stand positions that leaves no residue under normal circumstances is AT326 double-sided exhibition tape with differential adhesive.

Lighting and Signage

All electric lighting must be at least 2.2m above floor level. All lighting must be kept to within the confines of the stand; no lighting shall protrude in anyway out into the aisle ways.

Banners can be hung within the stand boundaries – banners hung over aisles or public areas are not permitted.

Signage above 2.4m facing an adjoining stand is not permitted without written application to the venue.

Grouped Seating

Advice must be given in writing to the Licensor each time it is intended that an event incorporates any sort of film projection, seating in rows or live stage shows. Details of these types of events must be submitted to the Licensor a minimum of two weeks prior to move in of an event.

Any seating arrangements included in submitted floor plans must comply with statutory requirements. All theatre-style grouped seating must be assembled in such a manner that safe egress can be obtained if there is an emergency. This can be achieved with the use of cable ties or seating that connects to each other. The Licensor prior to the commencement of the Licence term must approve proposals for grouped seating.

Contractors

All Contractors, Services Technicians and Tradespeople who work in the venue are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licences. Apprentices must be supervised.

All contractors, service technicians, tradespeople and exhibitors staff are to wear visible identification tags whilst in the venue.

All contractors, tradespeople and organiser staff are to wear high visibility safety vests at all times whilst in the Exhibition Hall and loading dock area during move in and move out of all exhibitions.

All high visibility vests must comply with Australian Standards.

Contractor companies are to supply to the MCEC all OH&S compliance papers before commencing works. Supporting proof of an induction process of their company needs to be shown as evidence that all employees are inducted onto the MCEC site.

Working from Heights

It is important that all tasks contractors undertake from heights are identified appropriately. It is also important to evaluate the likelihood that someone may run the risk of a fall. Managers/supervisors are urged to assess all factors that could contribute to a fall, including the type of job to be done, physical surroundings, conditions and the time needed for completion of the task.

It is the responsibility of the individual to ensure the current OH&S legislation, all hazard identification, risk assessments and the implementation of solutions to the problem.

Working from Heights Procedures and Approaches

- Risk control measures should be put in place to first eliminate and consequently minimise any risk of a fall.
- Ladders should only be used where other methods of working from height are not practicable; the fall height is the distance the person’s feet are supported on the ladder to the level below.
- Managers are advised to ensure that procedures are in place for any emergency and all employees gain all information, instructions and training about risks of working from heights.
Rigging

The MCEC will only allow certified and/or licensed riggers to carry out the installation of lighting grids. Any wiring carried out as part of the grid installation must be carried out by qualified electricians. All licences, endorsements certification and registration documentation must be provided to the organiser prior to the event.

The organiser will then provide the above information to the Licensor one week prior to the event. All rigging equipment will be required to be in good, safe condition. Test certificates must be submitted prior to commencement of installation.

A 100% safety margin will apply for all equipment (i.e. if a two (2) tonne chain block is used, the maximum capacity to be supported will be one (1) tonne). This will apply for all lifting and rigging equipment.

Your Event Planner can provide contact details for suitable rigging contractors.

Electrical Installation

All temporary electrical installations must be carried out by a registered electrical contractor. All electrical installations on displays must be in accordance with Australian Standards and relevant standards. Only unmodified appliances may be plugged in to electrical general-purpose outlets.

All electrical leads need to be tagged and tested in accordance with Australian Standards prior to use on-site.

An MCEC Electrical Safety Certificate must be completed by contractors after any electrical installation works. The electrical safety certificate must be forwarded to the Event Operations Department prior to exhibition opening.

Hot Works

A Permit to Work must be obtained before any hot works can be conducted on-site.

All permits are issued under the approval of the Event Operations Department. No hot works will be conducted on-site without a JSA and express approval.

Other Requirements

Any cutting or sawing that is required must be completed in the Melbourne Exhibition Centre wash bay. This removes the risk of interfering with other contractors on site and reduces the level of cleaning required to open the event.

Contractors must perform all work involving isolation of MCEC services in accordance with the MCEC isolation procedures.

Melbourne Exhibition Centre Lower Service Tunnel (LST) and Upper Service Tunnel (UST) Access Requirements

Access to the LST and UST will need to be made by prior arrangement with the Event Operations Department. Contractors must obtain a Permit To Work (PTW) and/or approval for isolation requests from the MCEC prior to starting each activity requiring a Work Permit and/or isolation request. All Permits To Work must be accompanied by a Job Safety Analysis on the work to be undertaken.

Stands Requirements Additional Safety Precautions

Please refer to Exhibition and Stand Approval Procedures Manual for information on stands with the following issues:

- a second storey;
- a solid ceiling or roof area more than 18sqm;
- a structure more than 3m high;
- a motor vehicle;
- dangerous goods as listed in The Victorian Dangerous Goods (Storage & Handling) Regulations;
- a discharge of noxious waste;
- an LPG gas cylinder;
- a cylinder containing compressed gas (other than LPG);
- a naked flame (e.g. candle); or
- lighting or signage lower than 2.2m above floor level.

Construction of Storage Modules

Approval for the construction of storage modules within the licensed area shall be given at the discretion of the Licensor. On-site storage, when permitted, will be in an approved position. Storage areas should not block exits or be located close to stands with potential fire risk.

All storage modules will be completely enclosed by a combination of either building walls or shell scheme walls with a minimum height of 2.4m.

Shell scheme storage module walls must have a one quarter hour minimum fire rating.

All storage modules must provide a minimum of one metre of clear space around each module and no materials should be stored touching any wall. All storage modules must include at least one entry and one exit at diametrically opposite positions and at least one CO2 and/or dry chemical extinguisher, as appropriate, located at an entry point.

Doors should be a minimum 820mm wide and 2,040mm high, held shut either by magnetic catches or equal single-handed actuation system for entry.

The Licensor reserves the right to reject any proposals for storage.

Exhibits Written Approval

Exhibitors wishing to use any of the following items as part of their exhibit must submit a proposal in writing to the MCEC briefly outlining the purpose of the item and how it will be used. Please refer to the following as a guideline.

Animals

No animals or pets, with the exception of seeing eye dogs, are permitted in the MCEC except as an approved exhibit, activity or performance requiring the use of the animals. Such animals as are permitted in the licensed area must be on a leash or in an enclosed pen under the control of a handler at all times and comply with all requirements prescribed by law for the exhibition of such animals and in compliance with the relevant acts and regulations. The MCEC approval in writing is required if animals are to be used in an exhibit.

Balloons

Where the exhibitor plans to use balloons as part of an event or display, the MCEC approval must be obtained and notified four weeks prior to the start of the event. The exhibitor should be aware that should balloons activate any part of the venue’s fire protection system, all costs incurred, including the attendance of the Metropolitan Fire Brigade will be the responsibility of the exhibitor. There is a minimum charge of $500 to retrieve loose balloons from the roof of the venue.

Motor Vehicles

Motor vehicles in all forms may be displayed within the Centre subject to compliance with safety guidelines. Notwithstanding the above guidelines, an MCEC representative, retains the right to have a vehicle removed from the building immediately, should it be deemed a safety issue.

Requirements for Motor Vehicles:

Portable Fire Extinguishers

For every displayed motor vehicle, the following will be the minimum equipment recommendations.

Up to three (3) Motor Vehicles per Stand:

- 1 x 2.3kg A(BC)E dry powder extinguisher mounted in a prominent location in accordance with relevant Australian Standards.

Four (4) or More Motor Vehicles per Stand:

- 2 x 2.3kg A(BC)E dry powder extinguishers mounted in a prominent location in accordance with relevant Australian Standards.
- Nine (9) litre foam extinguishers to be strategically located so as to be available to a section (or group) of stands which have motor vehicles on display.
- The foam extinguishers are for use on flammable liquids spill on the floor of the Centre. These extinguishers can be hired from fire safety equipment suppliers.

The fuel tank to contain at least 90% of the fuel capacity. The motor vehicle fuel filler cap must be either sealed or secured to prevent easy removal of the fuel cap by unauthorised persons.

UNDER NO CIRCUMSTANCES IS FUEL TO BE DECANTED OR VEHICLES FILLED ON THE LOADING DOCK, INSIDE THE EXHIBITION HALL OR THE CONVENTION CENTRE.
Melbourne Convention Centre.

Guidelines for the Display of Formula 1 Cars

- The fuel tank in the Formula 1 motor vehicle must be completely empty, due to the volatility of the fuel. This may be obtained by:
  - purging the tank with dry nitrogen;
  OR
  - taking the fuel cap off three (3) days prior to the Formula 1 Car being brought into the venue so as the fuel in the tank vaporises.
- The fuel tank must be locked.
- Battery terminals must be disconnected.
- The horn/siren must be disconnected from the battery system.
- The disconnected and exposed battery terminal and end lead clamps shall be covered with a self-adhesive seal.
- A fire extinguisher to be displayed in close proximity to the vehicle.

Melbourne Convention Centre Specific Requirements

Contractors and event staff bringing vehicles into the Melbourne Convention Centre via the truck lift are not permitted to take the vehicle out of the lift(s) unless accompanied by Melbourne Convention Centre Loading Dock staff. Absolutely no exposed tyres are allowed on any floor in the Melbourne Convention Centre. This is particularly important when driving scissor or boom lifts. Please note that scissor lifts with tread tyres are not permitted on any carpet floor due to their potential damage to the carpet.

All tyres should have purpose-made covers or tarpaulins fitted prior to driving on the Melbourne Convention Centre carpet.

All show cars and presentation cars must have oil drip trays in place. Absolutely no detailing or silicon usage is allowed on the Melbourne Convention Centre Specific Requirements.

- LPG powered motor vehicles must have their systems fitted in accordance with relevant Australian Standards.
- The LPG fuel tank must be isolated from the engine mechanically by closing the ‘service tap’ on the fitted fuel tank.
- The motor vehicle’s engine is to be run until all fuel in the fuel line and converter is exhausted.
- Vehicles in exhibitions will not be started and run without the prior permission of the Centre management. To grant permission the Centre management will review safety precautions and the control of exhaust emissions. All such requests shall be made in writing.

IGNITION KEYS ARE NOT TO BE LEFT IN THE VEHICLE AND ARE TO BE STRICTLY CONTROLLED BY THE EXHIBITOR DURING THE EXHIBITION. ANY VARIATION WILL REQUIRE WRITTEN APPROVAL.

Flammable Gas (LPG) Powered Motor Vehicles

- LPG powered motor vehicles must have their systems fitted in accordance with relevant Australian Standards.
- The LPG fuel tank must be isolated from the engine mechanically by closing the ‘service tap’ on the fitted fuel tank.
- The motor vehicle’s engine is to be run until all fuel in the fuel line and converter is exhausted.
- Vehicles in exhibitions will not be started and run without the prior permission of the Centre management. To grant permission the Centre management will review safety precautions and the control of exhaust emissions. All such requests shall be made in writing.

EXHIBITION AND STAND GUIDELINES

There have been four issues identified as being critical to the safety of exhibitions held within the MCEC. These issues are:

1. occupancy numbers;
2. exit signs/egress provisions;
3. fire protection; and
4. structural integrity.

Items 1 and 2 concern exhibitions as a whole and are therefore the responsibility of the organiser, overseen by the MCEC. Items 3 and 4 refer to individual stands and are the responsibility of the stand builder/exhibitor and organiser.

In each case the MCEC has a responsibility to ensure that the standards set out in legislation are followed. As these issues are relevant to the safety of the public and the occupants of the MCEC, the requirements of this manual are to be strictly adhered to.

This manual has been compiled to assist organisers, exhibitors, stand builders and contractors to identify which stands require certification or where additional safety measures need to be provided and the procedure required to satisfy the MCEC and legal requirements.

Legal Status

This manual and the procedures described herein have been specifically approved by the City of Melbourne under the building regulations. The MCEC, organisers, exhibitors and stand builders operating therein are subject to the regulations and conditions of occupancy permit and in particular notices, orders and infringement notices under the said regulations.

Exhibition Inspection

On the opening day of the event a final inspection is carried out by the Licensor to ensure compliance with approved plans and to ensure safety regulations are being observed. The Licensee or its nominee should accompany the Licensor on such inspections to rectify any faults. The Licensor may carry out random inspections to ensure continuing compliance.

Exhibition and Stand Approval

Introduction

Legislation and Regulations

The MCEC is bound by the provisions of the following legislation and regulations:

- Building Act 1993, Amendment 2008;
- Building Regulations 2006;
- Building Code of Australia 2006;
- The Occupational Health and Safety Act 2004;
- Metropolitan Fire Brigade Regulations 2005, Amendment 2007;
- Dangerous Goods Act 1985 and Regulations;
- Prevention of Cruelty to Animals Act 2000 and Regulations;
- Metropolitan Fire Brigade Regulations 2005, Amendment 2007; and
- conditions of the MCEC’s occupancy permit.

The MCEC, and people holding events within the Centre, are subject to inspection by the regulatory agencies associated with this legislation – for example, the City of Melbourne building surveyor, the Chief Fire Officer and OH&S surveyors – and are subject to prosecution for non-compliance. Failure to comply could also void any insurance policies which may be in force in relation to the MCEC.

Therefore, it is necessary to ensure that all parties involved in the erection of stands or structures, or any other activities on MCEC property, comply with all legislative requirements.

Major Issues

There have been four issues identified as being critical to the safety of exhibitions held within the MCEC. These issues are:

- structural integrity.
- exit signs/egress provisions;
- fire protection; and
- minimum charge of four hours will apply.

Event Sign-Off

A preliminary inspection of all exhibition stands will be carried out at the completion of the final move in day by the Event Operations Department in conjunction with the organiser representative. The Licensee is required to confirm in writing prior to the opening of all events that they have complied with the submitted Safety Plan, relevant acts and regulations, Australian Standards and Codes of Practice. The Safety Plan incorporates the MCEC operations manual, Licence Agreement, floor plans, crowd control limits and safety guidelines.
The City of Melbourne building surveyor can independently inspect the MCEC from time to time to establish whether compliance with this manual is being maintained.
Non-compliance could be subject to on-the-spot fines, notices and reference to the Courts.

**Exhibition Certification**

**Occupancy Numbers**
The MCEC is bound by the conditions of the building's occupancy permit which limits the total number of people allowed in the exhibition hall, concourse and kiosks (this includes all occupants including staff, exhibitors, etc.). Where an organiser licenses a portion of the MCEC hall, the number of occupants allowed will be nominated from the occupancy permit on the Licence Agreement.

It is the responsibility of the organiser to ensure that the maximum number of occupants allowed in the licensed area does not exceed the requirements of the Licence Agreement.

If MCEC management believes on reasonable grounds that the occupancy numbers are being exceeded, the MCEC reserves the right to stop admittance into the licensed area until excess numbers are cleared and/or request the excess number of people to be removed.

**Egress Provisions**
The organiser is to provide to MCEC management the general floor plan of the proposed area under the Licence Agreement for approval before occupation of the area occurs.

The plans for the Melbourne Exhibition Centre must reflect the Licence conditions and specifically the following:

1. Widths of no less than 3m must be maintained for all aisles.
2. Main aisles are provided to approximately 25% or more of total floor area.
3. The main aisles should be provided in both directions (north-south and east-west) to permit alternative directions of egress. These include the existing fire access paths.
4. Where exhibitions of four or more bays are provided, at least three main aisles in each direction are necessary.
5. Maximum distance to travel to an exit is 90m.
6. No point on a floor is to be more than 25m from a point, which gives access to two exits.
7. Seating arrangements are to reflect the following:
   - table seating for presentations, luncheons, etc. is provided; occupancies should not exceed 750 persons per bay;
   - 650 theatre-style seating in one bay, two side aisles of minimum 1.5m width and centre aisle of minimum 2.5m width is necessary; and
   - 5,200 theatre-style seating in seven bays, four internal aisles of minimum 3.0m width, side aisles of minimum 6.5m in width.

**Exit Signs**
Exit signs are to comply with Australian Standards. Exit signs to be mounted between 2m and 2.7m above the ground and the viewing distance of standard signs are not to exceed 24m.

The MCEC is equipped with oversized exit signs on the entrances and when these are obstructed by stands, members of the public must be able to follow signs to an exit from any location within the hall. The organiser will be responsible for the installation of the signs and ensuring the cooperation of stand holders to see that the signs can be placed on or near their stands.

MCEC management, before erection, will approve the positioning and number of signs shown on plans. At times it may be necessary to provide more exit signs than those approved on the plans due to particular situations arising; these extra signs must be provided by the organiser.

**Stand Certification**
Certification by an engineer is required for certain stands. These stands are as follows:

1. Stands of two storeys or more, where the second or subsequent storey will be occupied.

   **NOTE:** *IF THE FLOOR OF ANY OCCUPIED AREA IS MORE THEN 1.5M ABOVE THE GROUND LEVEL, IT WILL BE DEEMED TO BE A TWO-STOREY STRUCTURE WHETHER THE BOTTOM AREA IS OCCUPIED OR NOT.*

2. Any structures within stands that are constructed with steel.

The issue of certification will rely on compliance with the MCEC’s requirements for fire protection and production of proof regarding the structural integrity of the stand.

The exhibitor, or the builder of these stands, is responsible for proving that the stand is structurally sound and safe for occupancy. Your exhibitors should be made aware of this responsibility and the following process:

- detailed plans of the stand, certified by an engineer who is registered in Victoria, must be lodged with MCEC management not less than 30 days before the opening of the event;
- the engineer must certify that the design of the stand complies with Australian Standards and the structural parts of the Building Code of Australia 2006 regulation 1507;
- the engineer will set an occupancy limit for the raised portion of the stand if applicable (this limit must be displayed on the stand);
- the stand must then be constructed in accordance with the plans;
- before the stand is occupied, the exhibitor must engage an engineer to inspect the stand after it has been constructed to complete the certification process; and
- stands requiring certification must also provide additional fire safety measures (see below).

All costs for the certification process are the responsibility of the exhibitor or stand constructor. It is the responsibility of the organiser to ensure that all information, plans and evidence of certification are collated and provided to MCEC management.

**General Safety Requirements**
As a general rule the MCEC management will endeavour to inspect all stands to ensure that they are safe and do not pose a hazard to any user of the MCEC. The MCEC management reserves the right to request modification or close any stand which is deemed to be a safety hazard.

Usually simple or ‘shell scheme’ type stands are safe and do not pose any such hazards, however even the simplest of stands may be a safety hazard by virtue of:

- its contents, e.g. dangerous goods, electrical equipment, fire load or hazard,
- its design, e.g. sharp protrusions, public able to come into contact with moving equipment, naked flame which might catch onto clothing, structural integrity.

Each stand will be inspected prior to the opening of the exhibition and adjustments required if hazards exist.

It is the organiser/exhibitor’s responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.
Smoke Detectors

Smoke Detectors and/or Fire Extinguishers
Smoke detectors and/or fire extinguishers shall be installed when requested by the MCEC Management and may be required on stands not requiring certification as mentioned above. The need for smoke detectors/fire extinguishers will generally be established during MCEC management’s general safety inspection prior to the opening of the exhibition.

Fire extinguishers are to be of the A:B:(E) dry powder type or CO2. Both of these extinguishers are safe to use in an environment where electricity may be present.

The nature of the construction of the stand and the contents of the stands will be the determining factors for the installation of these services.

Structures More than Three Metres High (other than those requiring certification)
Structures 3m or more in height have the potential to act as a barrier across emergency aisles if they were to be knocked over during an emergency evacuation. The stability of these structures is therefore important.

As a general rule purpose built systems, e.g. octonorm, erected to the manufacturer's specifications will meet this criteria.

All such structures will be checked for stability prior to the opening of the exhibition. Structures deemed to be unstable will have to be modified or removed from the exhibition. The onus will on the exhibitor to prove that the structure is stable.

NOTE: NO CORE DRILLING OR FIXING INTO ANY FLOOR IS ALLOWED OR PERMITTED.

Dangerous Goods
The organiser/exhibitor shall advise the Centre management at all times of dangerous goods (as listed in the Dangerous Goods Act and Regulations) being brought onto the premises. The Centre management is to be notified 30 days prior to the event of the type, size, volume and the purpose of the dangerous goods intended to be used during the event and the location of the stand housing the goods. Material Safety Data Sheets (MSDS) will be supplied with this notification. The MSDS can be obtained from the manufacturer of the product.

No more than one day’s supply of any dangerous goods shall be stored on a display stand or at any one time.

Dangerous goods are to be stored in the appropriate containers and have the appropriate markings. Storage is to comply with the Dangerous Good Act and Regulations.

Discharge of Noxious Waste
No paint, oil, spirit, chemicals or other noxious substance shall be discharged into the sewage system. All such substances shall be collected and disposed of in a lawful manner.

LP Gas Cylinders
All LP gas cylinders are to be removed from the exhibition area overnight to be stored in the locked compound situated on the Centre loading dock.

The organiser is to notify the Event Operations Department of the location of all gas cylinders within an exhibition or event.

Proposals for the use of LP gas or other flammable gases on stands are to be forwarded to the Event Operations Department at least one month prior to the event. The MCEC reserves the right to accept or reject any application.

The installation and use of gas appliances and gas cylinders shall be undertaken in accordance with relevant acts, regulations and Australian Standards as amended from time to time.

Storage of Cylinders Containing Gas Other Than LPG
The storage of gas cylinders is regulated by the Dangerous Goods (Storage and Handling) Regulations. These regulations state that gas cylinders must not be left in a freely standing position. These rules are to be complied with on Centre premises.

Naked Flame
Proposals for the use of naked flame on stands will be submitted to the Event Operations Department 30 days prior to the commencement of the event. Naked flames include the use of cooking equipment, barbecues, heaters, candles, oil burners, etc.

• A fire extinguisher and/or a fire blanket shall be kept on the stand in an area accessible to the general public. This fire extinguisher shall be properly signed.
• Under no circumstances will the stand be left unattended when the flame is alight.
• No flammable material shall be within 1m of the flame.
• Flames shall be extinguished 15 minutes prior to the stand being vacated at the end of the day.
• Flames will be situated so that members of the public cannot come into contact with the flame or any surface likely to burn the person or ignite their clothing. Suitable guarding must be in place and approved the MCEC.
• Facilities used for cooking must have an automatic emergency cut off switch.

Appropriate first aid equipment/items must be in place.

We hope you find this manual an informative guide to hosting an event with us. We look forward to welcoming you and your guests to the MCEC.