

# EXHIBITIONS GUIDE

## FOOD PREPARATION/SAMPLING

The MECC retains the right to provide all catering. No food or beverage may be brought onto the premises. Approval is required for samples at exhibitions.

**Contact: [meccsalesandmarketing@mackay.qld.gov.au](mailto:meccsalesandmarketing@mackay.qld.gov.au)**

Where permission for sampling has been granted, it is the responsibility of the hirer to ensure each exhibitor is aware of the following information.

Where potentially hazardous, unpackaged food is prepared off site by the licensed vendor and provided to the public it may be necessary to ensure that the food license allows them to undertake this activity. The food operator must handle this food in accordance with the food standards code this includes, but limited to; hand wash facilities must be provided and used, temperature control of the food must be maintained at appropriate temperatures, food must be protected from likelihood of contamination at all times.

Where food is being prepared by exhibitors, the following guidelines apply in addition to submitting a *Temporary Food Stall - Commercial form* to Mackay Regional Council.

**If food is being prepared by an exhibitor/stallholder, and that food is intended to be offered as samples to visiting public, the site must be compliant with the following for the duration of the event -**

- > Exhibitor to investigate the hire of commercial refrigeration/ freezer space (liaise with MECC on allocation of parking/ placement).
- > Temporary refrigeration 'may' be available in the MECC Service Corridor (3 door walk in cold room) for temporary storage on the day of the event.
- > Exhibitor must have constant supply of warm running water for hand washing facilities and, where required, utensil wash facilities. This requires a 20L container with lid and a tap that can be topped up with warm water throughout the duration of the event. Antibacterial liquid soap and single-use paper towels are also required at each hand wash station. Gloves for food handling are also required.
- > There is access to hot/warm water available in the service corridors of the MECC. Exhibitor is required to have means of transporting same. It is not acceptable for the 20L drum to be brought and filled directly from the hot water point and brought back to the stall as the hand wash facility has to be available at all times at each stall. A jug is suggested.
- > Flooring will need to be covered with a tarpaulin or similar non-absorbent covering.
- > MECC does not supply gas. If required, it is for external use only and exhibitors will need to contact the centre to obtain approval for it's use.
- > All appliances brought onto the premises must be tested and tagged in date.

- > MECC is unable to provide cooking implements for your usage, and provision of cooking implements must be managed by the client and exhibitors.

**Our Health & Regulatory contact officer, Team Leader Environmental Health Andrew Macdonald or other Environmental Health Officers are happy to assist should anyone have any queries - Ph: (07) 4961 9142 or email [andrew.macdonald@mackay.qld.gov.au](mailto:andrew.macdonald@mackay.qld.gov.au)**

## INFORMATION SESSION

An information session will need to be organised if more than 6 stalls are having food service/tasting at your event. As advised by Mackay Regional Council's Environmental Health Officers - Council has a requirement whereby any event that has 6 or more food stalls preparing food for sale/giveaway and the like, must have at least one representative of the food stall (who is also present on the day of the event), attend a food safety information session. If the food stall holder does not attend the food safety information session, they will not be permitted to attend /trade.

## TEMPORARY FOOD PERMIT (NOT FOR PROFIT)

If the vendor is a non-profit organisation, a notification of the food event is required. This is not a permit as non-profit organisations are not required to have a permit unless they provide 12 or more sit down meals per annum. There is no fee for this notification.

Council requires this form to be submitted as per above to notify of the event and how you intend to operate.

Council can provide advice and can inspect for compliance with the food standards code. A guide attached to the form outlines some of the requirements you must comply with when running your food stall/event.

Where there is a "large food event" the event organisers may require an approval subject to the individual approvals. The specifics on whether your event would require a large food event approval, can be discussed with Team Leader Environmental Health, Andrew Macdonald, at least three months prior to the event. There may be a fee associated with the permit you require.

**You may be asked to provide the following supporting information with the application or proposal for the large food event at the MECC:**

- > List of all suppliers (trading name, contact details, contact person on the day of the event); and
- > List of food that will be prepared for giveaway/sale by each supplier at the event; and
- > Floor plan of how and where each food stall will be located; and
- > Details of how each food stall will be set up in relation to the guidelines attached

## FIRE DETECTION SYSTEMS

Due to the sensitive nature of the MECC's fire detection systems, exhibitors intending to use any heat producing device, or any device (grinders/frying pans) that may produce (dust/steam/smoke etc), with the potential to place the fire detection system into alarm, will need to notify MECC staff no later than two weeks prior to the event to seek approval and determine an appropriate course of action.

## TESTING AND TAGGING

All exhibitors need to be aware that any electrical equipment must be tested and tagged in date. Please also note that each stall/stand that requires electricity, will incur a cost in labour to 'install/lay' power to that site (@\$55/hour), and a further \$35 per site per day charge for the use of electricity.

## WORKPLACE HEALTH AND SAFETY

**A site induction PowerPoint presentation is available, contact: [meccsalesandmarketing@mackay.qld.gov.au](mailto:meccsalesandmarketing@mackay.qld.gov.au)**

### Housekeeping and Emergency Procedure Brief (SOUTH WING)

- > All male and female amenities are located in the Centre's Foyer. Simply follow the way-finding signs displayed in the Foyer to access male and female toilets plus a parent room. Access to Foyer amenities is via all Hall and Meeting Room entry/exits.
- > The centre is a smoke free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any door way or window.
- > Should we need to evacuate the building during this event, The South Wing has only a 1 stage evacuate alarm. The fire system does NOT have an alert mode. The fire system activation is to EVACUATE only.
- > The designated assembly area for evacuation of the South Wing is the Rotunda in Jubilee Park. Patrons need to exit the South Wing as directed, proceed to the footpath on Alfred Street and proceed along the footpath to Jubilee Park, and congregate in the centre of the Park near the Rotunda. Event organizers should undertake a head count once assembled in the car park. All guests must wait until they are given the "all clear" to re-enter the MECC complex.
- > Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- > A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately on 07 4961 9716.
- > Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the Centre's Box Office Reception located in the Foyer.
- > During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.

- > Please be aware of the need to keep egress paths clear at all times. No equipment is to be left in service corridors.
- > Please note that the MECC is subject to an alternate fire solution which includes extended travel distances.

### Housekeeping and Emergency Procedure Brief (NORTH WING)

- > Toilet Facilities are located on either side of the bar in the main foyer, at Doors 2, 3 and 4 and opposite The Lynette Denny Space.
- > The centre is a smoke-free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any door way or window.
- > Also, we bring to your attention that no food or drink can be taken into or consumed in the auditorium.
- > The North Wing has a two-stage alarm and alert tone.
- > Once the alarm is initially activated an ALERT ALARM will sound, a continuous BEEP-BEEP-BEEP which alerts the building occupants that there is possible emergency and ALL occupants should prepare for evacuation. DO NOT EVACUATE at this point, but LEAVE all personal belongings and await further instructions from staff OR the sounding of the Evacuate Alarm.
- > The EVACUATE ALARM will sound if there is a need for an immediate evacuation of the building. This will sound a continuous WOOP-WOOP-WOOP sound. Evacuation procedure will commence on the sounding of this alarm, as previously described above. If you are in the building after hours and the alarm sounds, evacuate via the nearest safe fire exit and report to the designated assembly area.
- > Event organizers should undertake a head count once assembled in the car park. All guests must wait until they are given the "all clear" to re-enter the MECC complex.
- > Exits are located at The Lynette Denny Space, the Main Entrance, glass doors facing the Jubilee Community Centre, Gordon Street and Macalister Street. All exit pathways are clearly marked with green exit lights at all times, emergency lighting will automatically turn on in the event of a power loss.
- > Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- > A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately.
- > Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the Centre's Box Office Reception located in the Foyer.
- > During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.
- > Please be aware of the need to keep egress paths clear at all times. No equipment is to be left in service corridors.
- > Please note that the Mackay Entertainment and Convention Centre is subject to an alternate fire solution which includes extended travel distances.

# EXHIBITIONS GUIDE

## EXHIBITOR INFORMATION + REQUIREMENTS

**EVENT NAME:** .....

**DATE:** .....

**EXHIBITOR NAME:** .....

**CONTACT NAME:** .....

**CONTACT NUMBER:** .....

**BOOTH NUMBER (If known):** .....

**FREIGHT BEING DELIVERED:** .....

ITEM	Cost REQUIRED?	Yes/No	QUANTITY
Internet	\$0.00		Free Wifi/internet NBN Broadband up to 100down/40up
Power to Booth	\$35.00 (Per day)		
Square cafe table (760mm x 760mm)	\$0.00		
Round cafe table (760mm diameter)	\$0.00		
8ft table (2400mm x 760mm)	\$0.00		
6ft table (1830mm x 615mm)	\$0.00		
Chairs (black, padded)	\$0.00		
Tablecloths (linen), (black or white)	\$30.00 each		
Laptop	\$70.00 (per day)		
40" Sony Bravia LED LCD Panel	\$45.00 (per item per day)		
DVD Player/Blue Ray Player	No Charge		
Mobile Dividers (1.8m x 1.8m) expandable	\$35.00 (per item per day)		
Dividers (7.2m x 1.8m)	\$55.00 (per item per day)		

**NOTES:**  
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## DELIVERY SLIP

### DELIVER TO:

**Mackay Entertainment  
& Convention Centre (MECC)**

**Via Dock Door  
Macalister Street  
MACKAY, QLD, 4740**

**FROM:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Event name:** \_\_\_\_\_

**Exhibit number:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Package number:** \_\_\_\_\_ of \_\_\_\_\_

**Delivery date and time:** \_\_\_\_\_

### PHOTOCOPY ONE FORM PER CARTON / PACKAGE

#### Please note the following Terms & Conditions:

1. Deliveries must be pre-registered by your event coordinator
2. No deliveries will be accepted any earlier than 2 working days prior to your event
3. Whilst MECC staff can sign for goods received, the centre accepts no responsibility for their condition on arrival
4. Pick-up must be arranged within 1 working day post event or storage fees will be charged.  
Please check your bump-out date and times with your event coordinator
5. Outgoing goods must have the appropriate consignment notes attached or freight cannot be released
6. All goods not picked up within 48 hours will be disposed of
7. Failure to abide by the terms & conditions above will absolve The MECC of all responsibility for your freight

## EXHIBITOR CHECKLIST (FOR THE SAFETY AND COMFORT OF ALL EXHIBITORS)

- The loading dock/service courtyard at the rear of the MECC off Macalister Street is to be kept clear at all times. This area is NOT to be utilised by exhibitors to congregate or to park cars.
- Entry to the building is through the back stage entrance (via the service courtyard at the rear of the MECC off Macalister Street).
- No equipment, fittings or materials may be placed in any aisle way or in such a position that obstructs or restricts the access to any designated exit or fire fighting equipment.
- Booths, props, display equipment need to be of sound structural integrity (if are unsure please contact the MECC Production Coordinator).
- Any property remaining in the centre following an event needs to be picked up within 48 hours or they will be disposed of.
- Any electrical equipment being brought onto the premises needs to have been tested and tagged
- The Centre retains the right to provide all catering. No food or beverage may be brought onto the premises.
- No Alcohol is to be consumed backstage or in the Service Courtyard.
- Any signage needs to be adhered to walls with blue-tac only. No sticky tape or pins.
- Lost property will be managed by the box office in the convention centre.
- All exhibitors must wear fully enclosed shoes.
- It is recommended that you bring your own portable trolleys for ferrying boxes/equipment as use of the MECC elevated work platforms or forklift by exhibitors is prohibited.
- All site requirements need to be identified via your event organiser and communicated to MECC production team prior to 2 weeks prior to your event.
- Any deliveries to the centre will only be accepted in the 48hour prior to event date. (A delivery label is available in our Exhibitor Guide online)
- Children must be supervised at all times.

**Other information:** More details about attending events at the MECC is available online at: [themecc.com.au/venue/visiting](http://themecc.com.au/venue/visiting)

**Production Services Team:** Bump in, bump out, event layout, technical services incl. hire, lighting and rigging

**Ph: 4961 9772 or email: [production@mackay.qld.gov.au](mailto:production@mackay.qld.gov.au)**