

S O F I T E L

MELBOURNE ON COLLINS

2025 Exhibitor Manual

S O F I T E L

MELBOURNE ON COLLINS

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S O F I T E L

MELBOURNE ON COLLINS

Exhibition Venue Contact

Sofitel Melbourne On Collins

Contact Name: TBC

Contact Title: TBC

25 Collins Street

Melbourne VIC 3000

Australia

Telephone: +61 3 9653 XXXX

Facsimile: +61 3 9653 XXXX

Email: TBC@sofitel.com

Website: www.sofitelmelbourne.com.au

Audio Visual

Audio Visual Dynamics

Contact Name: Justin Harris

Contact Title: Audio Visual Venue Manager

Sofitel Melbourne On Collins

25 Collins Street

Melbourne VIC 3000

Australia

Telephone +61 4498 044 895

Email: justinh@avdynamics.com.au

Website: www.avdynamics.com.au

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Audio Visual and Hotel Technical Representative Information

Audio Visual Dynamics (AVD) is the in-house Audio Visual partner of Sofitel Melbourne On Collins. If you have audio visual requirements for your conference or event, please contact the AVD Sales Department on 03 9653 7885 to arrange a quotation, or email details directly to sofitelmelbourne@avdynamics.com.au.

Should you decide to provide your own equipment or employ an external supplier for your audio visual please note that an in-house Hotel Technical Representative(s) must be on site at all times. These times include: trade and exhibitor bump in, the full event period, trade and exhibitor bump out. The number of Hotel Technical Representative's required is program dependent and will be reviewed on an individual event bases. This charge is based on a per hour, per person, per room basis as required. A detailed document regarding in-house Hotel Technical Representative will be sent to all clients when this is applicable.

To ensure that all guests experience the best possible audio visual services, and in order to maintain a minimum equipment and service standard, the hotel must approve all external audio visual suppliers strictly two (2) weeks prior to your conference or event. In the case of utilising an external audio visual supplier, the hotel must receive the following information in order for approval to be granted; supplier contact details, production schedules, all proposed set up/production plans including equipment lists, Public Liability Insurance "Certificate of Currency" and a completed "Risk Assessment".

Note

- Venue hire is not inclusive of any audio visual equipment or services.
- The Hotel Technical Representative fee stated above is indicative only, subject to changes based on your final program requirements.
- A separate Hotel Technical Representative is required exclusively for exhibitor trade bump in.
- It is the responsibility of the external Audio Visual supplier to plan and manage their event bump in and bump out within the client contracted access times.

Electrical Compliance Testing and Tagging

In accordance with Australian Standard 3760, all portable electrical equipment used on site at Sofitel Melbourne On Collins must be safety tested and tagged by a licensed electrician prior to being on site. The tag must be valid with no exception. This includes all equipment supplied by clients, their guests and their contracted suppliers. The status of each piece of equipment will be checked by an in-house Hotel Technical Representative to ensure it is compliant.

Sofitel Melbourne On Collins reserves the right to suspend the use of any equipment that is not compliant until the matter is resolved. Should equipment come on site that is non compliant, a qualified technician will be allocated to provide the required test & tagging procedure. Please be advised that a fee applicable for this service.

Written client authorisation by signature is required on a the credit card authorisation form agreeing to these charges prior to the test and tagging being conducted. Tags are valid for the relevant event duration only.

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Minimum Requirements for Audio Visual Equipment in Each Individual Event Space

Grand Ballroom

2 x 12ft screens, ceiling mounted or rear projection (space dependant) data projector (minimum of 10,000 ANSI Lumens), projector not to be located in seating areas, speaker system without obstructions to presentation area, stage lights to be rigged in the ceiling.

LaTrobe Ballroom, Fitzroy Ballroom, Brisbane Room, Sydney Room, Perth Room

12ft screen, ceiling mounted or rear projection (space dependant) data projector (minimum of 10,000 ANSI Lumens), projector not to be located in seating areas, speaker system without obstructions to presentation area, stage lights to be rigged in the ceiling.

Arthur Streeton Auditorium

12ft screen, ceiling mounted or rear projection (space dependant) data projector (minimum of 10,000 ANSI Lumens), projector not to be located in seating areas, speaker system without obstructions to presentation area, stage lights to be rigged in the ceiling.

Victoria Suites

6ft screen, speaker system, items set up without obstructions to presentation area

West and East Tower Suites

6ft screen, speaker system, items set up without obstructions to presentation area
Should an event being held in the West Tower Suite have over 30 attendees, an additional Plasma Screen, located within each 3rd of the room will be required.

NOTE:

- Should you wish to rig your own equipment in the Auditorium ceiling, please arrange your own scaffolding equipment and set up.
- Hire fee for elevated work platform is applicable when required

Elevated work platforms (ewp access)

In relation to the hire of the on-site Elevated Work Platforms (EWP) at Sofitel Melbourne On Collins the following new policy and procedure will apply, effective from 1 January 2013:

- If the Hotel EWP is required, a minimum 7 days notice is required and must be approved by Audio Visual Dynamics and Hotel Engineering Team.
- The cost to hire the onsite Hotel EWP is \$700 ex GST per day.
- The on-site EWP is to be operated by a licensed operator only. A valid license must be presented to the Hotel Technical Representative prior to use.
- Alternatively, Audio Visual Dynamics will be able to provide their staff to operate the Hotel's on-site EWP pending your requirements. This will incur a service charge. Please call AVD directly on 03 9653 7885 or via email sofitelmelbourne@avdynamics.com.au to obtain a detailed quotation.

Internet hotel Wi-Fi information

Sofitel Melbourne On Collins has a variety of packages available based on single/multiple devices and download limits. Please discuss your internet requirements with your Event Executive so that a package can be quoted according to your needs.

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Exhibition Venue

In this city of thriving events Sofitel Melbourne On Collins is a true leader, providing one of the greatest integral hotel conference venues in Victoria that has often been lauded for its excellent food, service, staff and innovative solutions to the most complex event.



Desired for its flexibility, the solace of a luxury space, the **Fitzroy Ballroom** is tranquil in its private position, rich in ambience and design. Pillarless for optimal vantage and enhanced capacity, feature aesthetics have been seamlessly designed for function and focus.

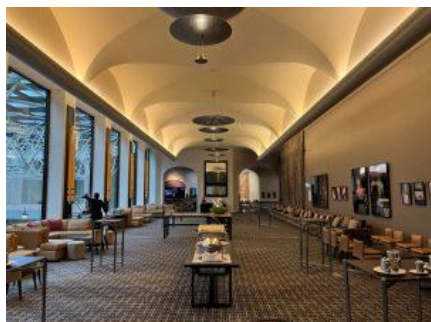
From mood lighting that seems to spiral from sparkling ceiling, to state of the art capabilities including pin spotting, the flexibility of the Fitzroy Ballroom creates a swift shift from canvas to masterpiece for those looking to reflect a refined sense of style and occasion.



The **Grand Ballroom** is one of Melbourne's most versatile venues. With its 18 foot ceilings it is both elegant and spacious whilst remaining practical; allowing for all audio visual and decoration requirements. In its entirety the Grand Ballroom will accommodate up to 690 guests banquet style or 610 guests with a dancefloor. Alternatively, the Grand Ballroom can be divided into three separate ballrooms (Perth Room, Sydney Room and Brisbane Room), each accommodating up to 300 guests theatre style.



The **LaTrobe Ballroom** is a breathtaking event space, located one level up from the hotel lobby. Striking in its height and elevation, the 'sky light to blackout' feature ceiling is as technically impressive as it is spectacular. Centrally controlled via touch pad, presentations remain commanding with automatic audio-visual at your fingertips; theming equally instantaneous with pin spotting and gobo lighting features. With dedicated kitchen and inbuilt service bar, the LaTrobe Ballroom provides the most efficient catering service; the menu truly world class.

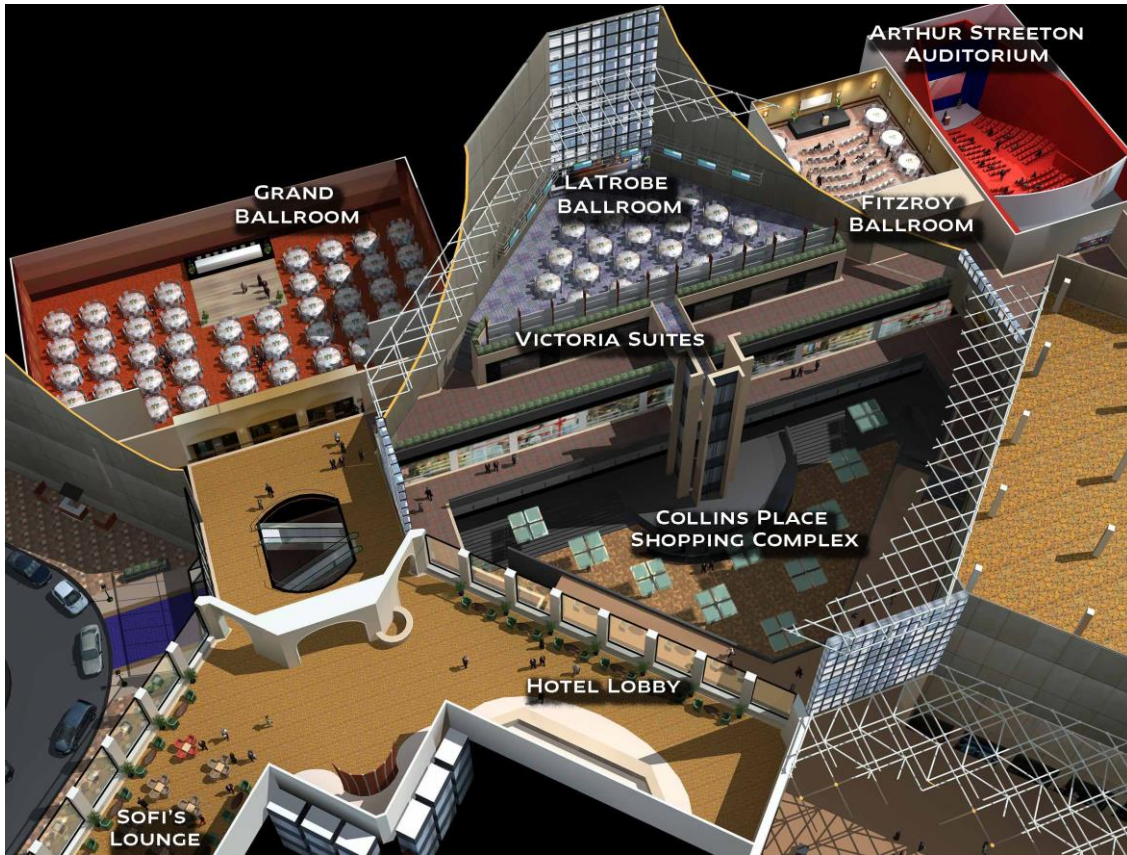


Located on the 1st Floor, **Sofi's** slips effortlessly from light snacks to business meetings, from live music to sumptuous Sunday afternoon tea. It is also the perfect venue for cocktail receptions, fashion parades, trade and exhibitions. Featuring classic high ceilings, fantastic acoustics and an abundance of natural light, Sofi's offers a versatile venue for a range of events

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Room Capacity



| | Width (M) | Length (M) | Ceiling Height (M) | Surface Area (m2) |
|--|-----------|------------|--------------------|-------------------|
| Grand Ballroom (total) | 39.6 | 19.1 | 5.23 | 796 |
| Perth Room (1/3 of Grand Ballroom) | 13.08 | 19.1 | 5.23 | 250 |
| Sydney Room (1/3 of Grand Ballroom) | 11.07 | 19.1 | 5.23 | 211 |
| Brisbane Room (1/3 of Grand Ballroom) | 13.08 | 19.1 | 5.23 | 250 |
| Grand Ballroom (2/3 Perth/Sydney or Sydney/Brisbane) | 24.15 | 19.1 | 5.23 | 461 |
| Victoria Suites (total) | 20.77 | 8.81 | 2.64 | 183 |
| Victoria Suite 1 | 4.85 | 8.81 | 2.64 | 43 |
| Victoria Suite 2 | 11.07 | 8.81 | 2.64 | 97 |
| Victoria Suite 3 | 4.85 | 8.81 | 2.64 | 43 |
| The Fitzroy Ballroom | 16.07 | 16.07 | 5.18 | 258 |
| Arthur Streeton Auditorium | - | - | 5.00 | 258 |
| LaTrobe Ballroom | 37.2 | 22.8 | 5.00 | 400 |
| Sofi's Lounge | 12.95 | 37.94 | 4.30 | 491 |
| East Tower Suite | 4.77 | 17.57 | 2.64 | 84 |
| West Tower Suite (Total) | 4.77 | 26.1 | 2.64 | 124 |
| West Tower Suite 1 & 2 | 4.77 | 13.3 | 2.64 | 43 |
| West Tower Suite 3 | 4.77 | 12.8 | 2.64 | 61 |

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Height of Service Entrance

The maximum ceiling height for constructed stands is 2.4 metres. All goods and materials must fit within the goods lift, which has the following dimensions:

Collins Place Loading Bay

- Height: 3200mm (3.2m)
- Width: 3600mm (3.6m)

Collins Place Goods Lift:

- Height: 3250mm (3.25m)
- Width: 1854mm (1.85m)
- Depth: 1752mm (1.75m)
- Door Height: 2690mm (2.69m)
- Door Width: 1220mm (1.22m)
- Door to Door: 2000mm (2m)
- Maximum Weight: 1587kg

Restricted areas in the service corridor via the loading dock may effect the height of large items. Please contact your Events Executive to reconfirm measurements.

Service Entrance from Car Hoist:

- Height 2660mm (2.66m)
- Width 2660mm (2.66m)

Car Hoist:

- Door Height 2710mm (2.71m)
- Width 2740mm (2.74m)
- Length 7600mm (7.6m)
- Weight Capacity 3000kg (2.9 tonnes)

Heavy or large equipment can be bump into the Hotel via the car hoist. The car hoist must be operated by qualified Hotel staff only. Access times of use are between 00:01 and 06:00. Use of the car hoist must be pre booked a minimum of seven working days in advance. Your Event Executive will discuss all the costs involved with the use of the car hoist.

Detailed delivery instructions and requirements have been noted in Appendix C, refer page 18. Please ensure all documents are read and delivery instructions are followed.

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Public Car Parking

First Parking – Collins Place Car Park
28 Flinders Lane, Melbourne VIC 3000
Entry & Exit via Flinders Lane – 2nd car park on right
Hours of Operation: 24 hours 7 days

For further details, please refer to the following website:

<https://www.firstparking.com.au/locations/collins-place/>

Valet Parking

\$75 In-House Valet Parking, per night, per car for in-house guests
\$85 Casual Valet Parking for 3 hours or more, within the day
\$45 Casual parking for up to 3 hours maximum
*(Guest parking is subject to availability and rates are subject to change)

Public Transport

Nearest train stations:

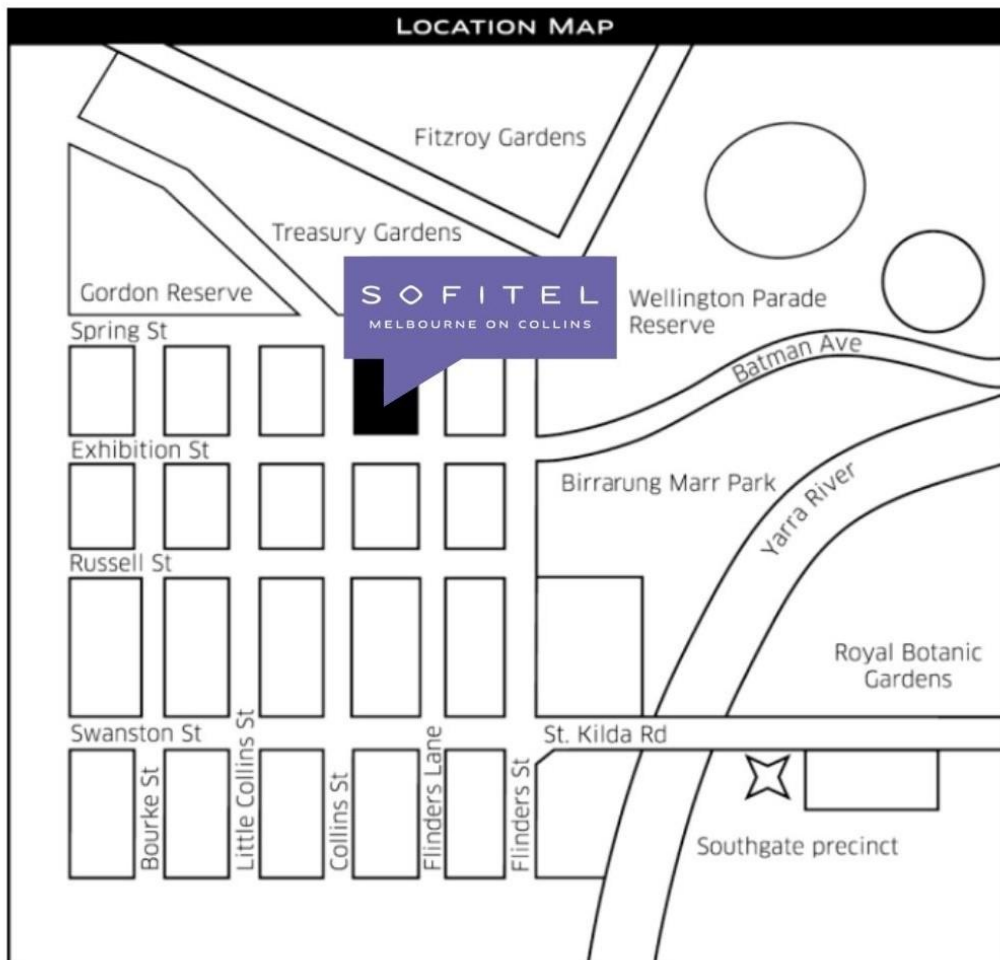
Flinders Street Station (Corner of Flinders Street and Swanson Street)

Parliament Station (Corner of Spring Street and Macarthur Street)

Nearest tram stop:

Located directly outside the Hotel driveway (corner of Collins Street and Spring Street)

Location Map



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Venue hire

Venue hires is based on contractual agreements between the organisation and the hotel and are negotiated at time of signature.

The venue hire is based on the bump in and bump out times/days, and show days.

It is the responsibility of the organisation and not the hotel to assign specific booth space and to deal directly with the individual exhibitors. The hotel will need to approve a copy of the exhibitor's manual and the proposed floor plan prior to it being circulated.

Venue hire is inclusive of the following:

- Heating/Air conditioning
- Fixed room lighting
- Cleaning (overnight or prior to the start of each day)
- Note: additional cleaning charges may apply for the use of items like confetti, scatters or items that will require additional labour to clean following an event.
- Please note it is the responsibility of the organisation to ensure the exhibition area is left clean and presentable and in the same condition as it was found.

Exhibit Policies

These additional services will be available for a fee through the hotel and its suppliers:

- Tables and chairs
- Tablecloths
- Electricity
- Additional lighting
- Audio-Visual Equipment – refer to page 2 for contact information
- Easels, flip charts and pin boards
- Whiteboards
- Food and beverage
- Refer Appendix B for pricing on the above requirements

Liability

The Hotel does not accept responsibility for damage to or loss of any client's property left in the Hotel prior to, during or after a function. Organisers are financially responsible for any damage sustained to Hotel fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function. Please ensure valuables are not left unattended.

Security

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, security or reputation, it reserves the right to cancel the function and remove any disruptive individuals. Furthermore, the hotel reserves the right to require security guards at any event or trade exhibition where alcohol will be served or should there be a perceived security risk. This will be charged accordingly to the Organiser.

Hotel Property

No display items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Conference and Events Department. Free standing banners - Please note a limit of three (3) free standing banners are permitted immediately outside the designated function room.

Pre and post walk through with the Exhibit Company is strongly recommended to ensure any damage to the function space is accounted for to maintain the physical structure of the hotel. A walk through should also be conducted with the Conference & Events Operations Manager or Representative of the Hotel.

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Set Up

Exhibitors are responsible for all costs involved in ensuring set-up and breakdown times are adhered to in all function spaces. It is necessary for all exhibitors to provide their own labour and equipment for the unloading of trucks, taking exhibits or displays to and from the loading dock to the exhibition floor and/or display room, spotting and erecting the same and also to dismantle and remove them from the hotel. The hotel does not have labour on site to assist in these operations, however if you require assistance this can be arranged in advance through your Event Executive. The additional labour costs for these operations will be billed directly to the conference and/or the exhibitor. If loading access is required, this needs to be arranged through hotel contact.

Adhesive Tapes & Decals

No adhesive tapes are permitted to be attached to walls or ceiling surfaces. All decals must be submitted to your Event Planner for the hotel's approval.

Balloons

The use of balloons within your event is permitted however please seek approval via your Event Planner. Balloons should be weighted down to stop them floating to the ceiling. Should balloons accidentally 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 organiser.

A minimum charge of \$300 (inc GST) may be incurred if a scissor lift is required to retrieve loose balloons from the ceiling of the venue.

If helium balloons are being inflated on site, please speak to your Event Planner regarding the storage and removal of the gas cylinder.

Flutter Fetti

Flutter Fetti Machines cannot be operated without prior authority from your Event Planner, due to the effect on the Hotel smoke detectors. Your Event Planner must be informed of the proposed use of the above equipment in writing thirty days prior. Should the Fire Brigade respond to an alarm in a function room, which has been set off by the unauthorised use of Smoke machines, special balloon effects and/or pyrotechnics, the Function Organiser will be liable for any charges incurred by the Hotel.

Flutter fetti must not be shot into the audience and should be contained to the stage area. All flutter fetti must be fire retardant and be of minimum size 30mm x 20mm.

The use of confetti is not permitted.

Smoke isolation is required.

Additional cleaning charges also apply and your Event Planner will be able to provide tailored quotes for all additional charges upon request.

Pack Down

Exhibitors are responsible to pack down all items from their allocated exhibition space and to arrange for any items to be disposed of if required. Any leftover materials will be disposed of unless prior arrangements for storage have been confirmed with the Event Floor Manager. If loading access is required, this needs to be arranged through hotel contact.

Cleaning

Additional charges will be incurred for the use of flutter-fetti, streamers, flyers, brochures or cleaning due to excessive food and beverage waste and hard rubbish. This will be determined by your event requirements. A quote will be provided by your Event Planner.

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Deliveries

All deliveries to the Hotel must be advised to the Conference & Events Office prior to delivery and must be delivered to the venue booked and marked with the name and date of the function. The Organisers and/or Sofitel Melbourne On Collins will not take delivery of any goods, packages or other materials on behalf of an Exhibitor unless previously arranged with Sofitel Melbourne On Collins. The Organisers and Sofitel Melbourne On Collins will not accept responsibility for the safety or well being of any such items on or delivered to the site in the absence of the Exhibitor and left unattended. All items must be clearly labeled with the completed delivery instructions attached.

Please refer to appendix C & D for the Delivery & Collection labels on page 17 & 18

Delivery/Collection Procedures

All items must be delivered no earlier than **three** working days prior to the event and will be stored in the client storeroom located on Level 1. All items must be collected on the final day of the event or no later than the next working day.

Unfortunately, as part of our Environmental Management System plan and Green Globe V1.7 certification, we do not accept polystyrene Packaging and Waxed Cardboard Boxes for delivery from clients, exhibitors or suppliers. Polystyrene Packaging and Waxed Cardboard Boxes are not an acceptable form of packaging for delivery to Sofitel Melbourne on Collins. These forms of packaging cannot be recycled and do not comply with our procurement process or standards.

It is the exhibitor's responsibility to seal and clearly label all items left behind. Sofitel Melbourne On Collins will not be responsible for incorrectly labeled or unsealed packages. Any leftover items not collected in the correct timeframe will be disposed of. **All deliveries made on pallets must be delivered on branded pallets eg Chep or Loscam. If any items are delivered on non-branded pallets it will be the exhibitors' responsibility to ensure the pallet is removed from the loading dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor's behalf and it will be charged to them directly at \$150.00 per pallet.**

All deliveries and collections must be made via the Collins Place Loading Dock which is Accessible from Flinders Lane. Collins Place Loading Dock is located on Flinders Lane between Spring and Exhibition Streets on the right-hand side.

Reminder only 1 x truck is allowed in loading at a time for multiple deliveries.

Items delivered to the hotel driveway, reception or concierge desks via the hotel's main entrance at 25 Collins Street Melbourne will not be accepted. Couriers will be re-directed to the Collins Place Loading Dock on Flinders Lane.

Couriers must provide their own trolleys for the delivery and collection of goods. If couriers require the use of a trolley from Sofitel Melbourne On Collins then the hotel reserves the right to ask for security ie. Drivers license, car keys or a mobile phone.

Couriers collecting goods from the Conference and Events Operations Office must provide clear and precise details including the event name, company name and description and quantity of items being collected. It is the exhibitor's responsibility to ensure their courier has been provided with this information.

Trucks/External couriers delivering/collecting items into the loading bay must have a tail gate to unload items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks and forklift if required to unload items to and from the venue.

Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors. It is the sole responsibility for the exhibitor to complete the consignment note and attach the items being collected along with a label outlining the appropriate delivery address.

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Smoking

Please note Sofitel Melbourne On Collins is a smoke free environment.

Storage

Limited storage is available within the exhibition area for small cartons and/or promotional materials such as brochures and giveaways. Exhibitors are advised to ensure all cartons, boxes and wrapping materials are removed from their stands prior to the opening day of the exhibition. Sofitel Melbourne On Collins will not be responsible for storing boxes and display material and cannot be held responsible for the security of items left in any storage area. Exhibitors are solely responsible for goods placed in designated storage areas and are to ensure all items are labelled accurately.

Safety and Security

Sofitel Melbourne on Collins reserves the right to dismantle any booth it deems a fire or safety hazard.

All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space
- Electrical equipment must be in accordance with Australian Standard 3760. All portable electrical equipment brought onto Sofitel Melbourne On Collins premises by clients, their guests and their contracted suppliers, must have been tested and tagged by a licensed electrician, and the tag must be valid with no exception. For eg, laptops, plasma screens etc (Please refer to “Electrical Compliance Testing & Tagging” on page 3)
- No flammable liquids of any kind are permitted
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Warden
- Smoke/fog machines, fireworks, cooking, etc, will be prohibited in the exhibit areas

It is the responsibility of the organisers to provide uniformed security for the exhibit area during the setup, tear down and closed hours of the exhibition if they deem necessary. Security during the open hours will be optional. The hotel is not responsible for loss and/or damage to any items left unattended in the exhibit area or function rooms.

Any extensive set ups involving pyrotechnics, substantial AV staging, lighting and any other equipment must have a floor plan approved by the authorised Hotel Representative and/or local authority.

It is a requirement that the certificate of insurance carried by any company supplying these services also indemnifies the hotel as being covered as a third party

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Acknowledgment of Country

Guests may wish to acknowledge the traditional owners of the land during the welcome to their event. Some suggested wording that can be used is:

Sofitel Melbourne On Collins acknowledges the traditional owners of the land on which we stand, the Wurundjeri and Boon Wurrung peoples of the Kulin Nation, and recognise their continuous connection to culture, community and country and pay our respect to their Elders, past, present and emerging.

Should you wish to organise a Welcome to Country, you can contact the below organisations for assistance:

Aboriginal Affairs Victoria

Ph: 1800 762 003

Email: aboriginalaffairs@dpc.vic.gov.au

OR

Wurundjeri Tribe Land & Compensation Cultural Heritage Council Incorporated

Ph: 03 8673 0901

Some points to bear in mind if you are holding a Welcome to Country:

If body paint will be used by those conducting the welcome, please arrange for plastic to be laid in the dressing room.

Client/Contractor/Exhibitor OH&S Induction

Sofitel Melbourne On Collins has prepared a Client/Contractor Induction Pack which is designed to ensure that all clients, contractors and suppliers comply with the Legislation and the Hotel's policies and procedures regarding Occupational Health, Safety and the Environment.

We require that all clients, contractors and suppliers (including entertainers) read the attached induction pack and sign the document to show their understanding.

It is the responsibility of the client to provide your Events Executive with signed copies of the induction form for all of your event assistants (staff), external contractors and suppliers (including entertainers) that will be involved with your event on the day. Please note it is a compulsory requirement for this document to be acknowledged and signed by all said parties prior to coming on site.

Please refer to appendix E to complete the OH&S induction.

Emergency Evacuation Procedures

Sofitel Melbourne on Collins is committed to the safety of its guests and staff. Should you wish to advise your guests of the Hotel's guest evacuation procedures prior to the commencement of your function, the Hotel has an evacuation voiceover that can be played to instruct your guests on what to do in an emergency situation. Please advise your Event Executive if you would like to utilise this service.

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Emergency Evacuation level 1

EMERGENCY ALARM TONES
Alert Alarm – BEEP BEEP
Evacuation Alarm – WHOOP WHOOP

TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE
"000" POLICE
"000" FIRE
"000" AMBULANCE

EMERGENCY PROCEDURES
EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly area/s and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

SAFETY CONSIDERATIONS

REMOVE PEOPLE
from immediate danger

ALERT
notify staff and members of the public

CONFINED FIRE & SMOKE
close windows and doors if safe to do so

EXTINGUISH
if considered that it can be done safely

FIRE EXTINGUISHERS
OPERATING INSTRUCTIONS

Pull the pin
Aim
Squeeze
Sweep

EXTINGUISHER SELECTION CHART

| Class of Fire | Water | CO ₂ | Water | Water | Water | Water |
|---------------|-------|-----------------|-------|-------|-------|-------|
| A | ✓ | | ✓ | ✓ | ✓ | ✓ |
| B | | ✓ | ✓ | ✓ | ✓ | ✓ |
| C | | | | | | ✓ |
| D | | | | | | ✓ |
| E | | | | | | ✓ |
| F | ✓ | | ✓ | ✓ | ✓ | ✓ |

DATE: 31ST AUGUST 2009

EMERGENCY EVACUATION SIGN

COLLINS PLACE
45 COLLINS STREET, MELBOURNE VIC 3000

LEVEL 1

AMP capital
INVESTORS
ADF TRAINING

45 COLLINS STREET MELBOURNE VIC 3000

FIRE EXTINGUISHER FIRE HOSE REEL FIRE HYDRANT BREAK GLASS ALARM FIRE INDICATOR PANEL EWS E.W.L.S. WARDEN INTERCOM LIFT STAIRS FIRE EXIT EXIT ROUTE ASSEMBLY AREA

EMERGENCY ALARM TONES
Alert Alarm – BEEP BEEP
Evacuation Alarm – WHOOP WHOOP

TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE
"000" POLICE
"000" FIRE
"000" AMBULANCE

EMERGENCY PROCEDURES
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SAFETY CONSIDERATIONS

REMOVE PEOPLE
from immediate danger

ALERT
notify staff and members of the public

CONFINED FIRE & SMOKE
close windows and doors if safe to do so

EXTINGUISH
if considered that it can be done safely

FIRE EXTINGUISHERS
OPERATING INSTRUCTIONS

Pull the pin
Aim
Squeeze
Sweep

EXTINGUISHER SELECTION CHART

| Class of Fire | Water | CO ₂ | Water | Water | Water | Water |
|---------------|-------|-----------------|-------|-------|-------|-------|
| A | ✓ | | ✓ | ✓ | ✓ | ✓ |
| B | | ✓ | ✓ | ✓ | ✓ | ✓ |
| C | | | | | | ✓ |
| D | | | | | | ✓ |
| E | | | | | | ✓ |
| F | ✓ | | ✓ | ✓ | ✓ | ✓ |

DATE: 31ST AUGUST 2009

EMERGENCY EVACUATION SIGN

COLLINS TOWER
SOFITEL HOTEL, 25 COLLINS STREET, MELBOURNE VIC 3000

LEVEL 35

AMP capital
INVESTORS
ADF TRAINING

25 COLLINS STREET MELBOURNE VIC 3000

FIRE EXTINGUISHER FIRE HOSE REEL FIRE HYDRANT BREAK GLASS ALARM FIRE INDICATOR PANEL EWS E.W.L.S. WARDEN INTERCOM LIFT STAIRS FIRE EXIT EXIT ROUTE ASSEMBLY AREA

Emergency Evacuation level 35

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Food & Beverage

Due to hotel liability restrictions, any food or beverage product company desiring to dispense samples to those attending the convention should approach the hotel and make arrangements for the purchase of said products from the hotel. In the event any food and beverage is supplied by an external supplier it is essential good food and handling procedures are followed. Please contact the Sofitel Melbourne On Collins Events Executive to discuss your requirements and obtain an event declaration form.

HACCP Food Safety

Sofitel Melbourne on Collins is committed to ensuring that all food produced and provided to our guests is safe and meets the highest quality standards. This commitment is demonstrated by the local legislative requirements and is independently audited against the International Codex Alimentarius Code of Practice. Through the implementation of our HACCP Program, we will identify, evaluate and control hazards which are significant for food safety and food quality across all food operations from incoming raw materials to guest food service.

Environmental Statement

Sofitel Melbourne On Collins is committed to providing employees and the wider community with a high level of environmental management that aims to apply best practice for all environmental aspects identified within its business.

Sofitel Melbourne On Collins will strive to comply with all relevant environmental legislation and licence requirements identified through its Environmental Management System.

We intend to implement new environmental initiatives and introduce new procedures that will prevent pollution and continually improve our ecological footprint.

Our focus will be on waste minimisation, reducing the use of natural resources and improving the environmental awareness of staff, guests and suppliers through training.

The hotel's EMS & HACCP systems will co-exist with a focus on improvements towards an efficient hotel complex.

Sofitel Melbourne On Collins is committed to establishing, maintaining and reviewing the documentation, procedures and records that relate to its significant environmental aspects and associated impacts.



Canvassing

Exhibitors may not canvass or distribute promotional material other than from their Exhibition stand.

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MELBOURNE ON COLLINS

APPENDIX A

DELIVERY LABEL

Please complete all details in CAPITAL LETTERS

SHIPPER INSTRUCTIONS:

To enable us to efficiently manage the large volume of material arriving into the hotel each day, it is essential that you complete this form and attach one copy to EACH item being delivered for your function/event.

EVENT DETAILS:

NAME OF FUNCTION:

DATE OF FUNCTION:

TIME OF FUNCTION: _____

BOX / BANNER / CARTON _____ OF _____ (TOTAL)

LOCATION OF FUNCTION (ROOM): _____

SENDERS NAME: _____

CONTACT No: _____

EVENT EXECUTIVE NAME:

EVENT EXECUTIVE CONTACT No:

**ATTENTION MICHELLE CHAN AND HYDER SULTAN
CONFERENCE AND EVENTS OPERATIONS MANAGERS**

COURIER INSTRUCTIONS:

**Deliveries will ONLY be accepted when taken to
Level 1 Conference and Events Operations Department
VIA Hotel Level P2 Loading Dock. Couriers MUST enter via 62 Flinders Lane for access from the Collins
Place Loading Dock.**

1. THE P2 LOADING BAY IS ACCESSIBLE FROM FLINDERS LANE 24 HOURS A DAY. (PREFERABLY BETWEEN 07:00 TO 15:30) FOR DELIVERY AND PICK UP OF GOODS.
2. TURN INTO FLINDERS LANE FROM SPRING STREET (THE LOADING BAY IS THE *DELIVERY ENTRANCE*, ON THE RIGHT HAND SIDE, BETWEEN SPRING AND EXHIBITION STREETS)
3. NO PARKING IS ALLOWED IN THE LOADING BAY – *ONLY SHORT TERM DROP OFF AND PICK UP IS ALLOWED* (UP TO 15-20 MINUTES ONLY)
4. COURIERS MUST COLLECT AND SIGN FOR A CONTRACTORS PASS AND A LIFT SWIPE CARD FROM THE SECURITY OFFICE
5. TAKE THE GOODS LIFT No. 4 OR 5 TO LEVEL 1 – CONFERENCE & EVENTS OPERATIONS DEPARTMENT AND GOODS WILL BE RECEIVED AND SIGNED FOR BY HOTEL STAFF
6. DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS
7. THE HOTEL WILL NOT BE RESPONSIBLE FOR ITEMS LEFT ON THE LOADING BAY AREAS
8. THE HOTEL DOES NOT SUPPLY STAFF, TROLLEYS OR PALLET JACKS FOR THE MOVEMENT OF GOODS TO AND FROM THE LOADING DOCK

LOADING BAY DIMENSIONS:

HEIGHT CLEARANCE 3.2 metres

WIDTH 3.6 metres

GOODS LIFT DIMENSIONS:

DEPTH 1752mm (5'9"ft)

LIFT DOOR HEIGHT 2690mm (8'10"ft)

LIFT DOOR WIDTH 1220mm (4'0"ft)

DOOR TO DOOR 2000mm (6'7"ft)

WEIGHT CAPACITY 1587kg (3500lb)

CONDITONS OF ACCEPTANCE:

1. ITEMS MUST BE DELIVERED THREE -WORKING-DAYS PRIOR TO THE EVENT. THEY WILL BE STORED IN THE CONFERENCE & EVENTS OPERATIONS CLIENT STORE-ROOM ON LEVEL ONE.
2. AT THE CONCLUSION OF YOUR EVENT, WE ASK THAT ALL ITEMS BE TAKEN WITH YOU ON THE DAY. IF THIS IS NOT POSSIBLE, ITEMS MUST BE PICKED UP ONE WORKING DAY AFTER EVENT CONCLUSION.
3. YOU MUST SEAL AND CLEARLY LABEL ANY AND ALL ITEMS THAT ARE LEFT BEHIND.
4. THE HOTEL WILL NOT BE RESPONSIBLE FOR INCORRECTLY LABELLED OR UNSEALED PACKAGES. ANY ITEMS NOT COLLECTED FROM THE HOTEL WILL BE DISPOSED OF RESPONSIBLY.
5. IF THERE ARE ANY ITEMS THAT ARE DELIVERED USING A PALLET, IT IS THE CLIENT'S RESPONSIBILITY TO HAVE THE PALLET COLLECTED BY A COURIER. OTHERWISE THE HOTEL WILL CHARGE FOR THE REMOVAL OF THE PALLET DIRECTLY TO THE CLIENT AT \$100.00 PER PALLET.

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MELBOURNE ON COLLINS

APPENDIX B

Collection label /pick up instructions

PLEASE ATTACH ONE FORM TO EACH ITEM BEING collected

To enable us to efficiently manage the large amount of material being collected from the hotel each day, it is essential that you complete the following form and attach one copy to each item being collected from your function/event. Your courier will also require this information to access the loading dock for collection purposes:

1. Collins Place Loading Dock via P2 loading bay is accessible from Flinders Lane 24 hours a day. (Preferably between 07:00 to 15:30) for delivery and pick up of goods.
2. Turn into Flinders Lane from Spring Street (the loading bay is the *delivery entrance*, on the right hand side, between Spring and Exhibition Streets) **Reminder 1 x truck allowed in loading at a time for multiple deliveries.**
3. No parking is allowed in the Loading bay – *only short term drop off and pick up is allowed* (up to 15-20 minutes only)
4. Couriers must collect and sign for a contractor pass and a lift swipe card from the security officer in the loading dock
5. Take the goods lift no.4 or 5 to level 1 – Conference & Events Operations Department and goods can be collected and signed for
6. **DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS AT ANY TIME** The hotel will not be responsible for items left on the loading bay areas
7. The hotel does not supply staff or trolleys for the movement of goods to and from the dock
8. At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up on the next working day after the event.
9. Each individual is responsible to seal and clearly label ALL items that are left behind
10. Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors or sender. It is the sole responsibility for the exhibitor/sender to complete the consignment noted and attach the items being collected along with a label outlining the appropriate delivery address.
11. The hotel will not be responsible for incorrectly labeled or unsealed packages. All items will be stored in the C&E Operations client store room on level 1. Any items not collected from the hotel will be disposed of.
12. All deliveries made on pallets must be delivered on branded pallets eg CHEP or Loscam. If any items are delivered on non branded pallets it will be the exhibitor/senders responsibility to ensure the pallets are removed from Collins Place Loading Dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor/sender's behalf and it will be charged tot hem directly at \$150.00 per pallet.

EVENT NAME _____

COLLECTION DATE _____

EXHIBITION/ ROOM NAME _____

BOX / BANNER / CARTON _____ OF _____ (TOTAL)

EXHIBITION BOOTH NUMBER _____

COURIER COMPANY NAME _____

DELIVERY ADDRESS _____

CONTACT NUMBER _____

**PLEASE CALL 03 9653 0000 & ASK FOR MICHELLE CHAN or HYDER SULTAN
CONFERENCE & EVENTS OPERATIONS MANAGERS
TO CONFIRM ITEMS BEING COLLECTED FROM THE HOTEL**

| | | |
|-------------------------|----------------------|-------------------|
| LOADING BAY DIMENSIONS: | HEIGHT | 3.2 metres |
| | WIDTH | 3.6 metres |
| GOODS LIFT: | DEPTH | 1752mm (5'9''ft) |
| | ELEVATOR DOOR HEIGHT | 2690mm (8'10''ft) |
| | ELEVATOR DOOR WIDTH | 1220mm (4'0''ft) |
| | DOOR TO DOOR | 2000mm (6'7''ft) |
| | WEIGHT CAPACITY | 1587kg (3500lb) |

Trucks collecting items must enter via Collins Place Loading Bay must have a tail gate to collect items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks & Forklift if required to collect items.

GENERAL INFORMATION, RULES AND REGULATIONS FOR CONFERENCE AND EVENTS CLIENTS AT SOFITEL MELBOURNE ON COLLINS

The Sofitel Melbourne On Collins Client/Contractor/Exhibitor Induction Pack is designed to ensure that you comply with our policies and procedures regarding Occupational Health, Safety and the Environment.

All Clients/Contractors/Exhibitors:

We require that all clients, contractors and exhibitors read the below induction pack and sign the last page to show your understanding. We also ask that you provide copies of the following:

- Public Liability Insurance Certificate for a minimum of \$20,000,000.00
- Work Cover certificate as per the current Work Cover Act
- Any trade certificates/licenses required by legislation in your area of expertise prior to commencement of work.

Please note that no clients, contractors or exhibitors will be allowed to work at the Sofitel Melbourne on Collins without the required coverage.

All contractors including subcontractors, when coming on site, must sign in and out when arriving or leaving the property and receive the temporary identification that must be worn at all times. After hours are to report to reception desk and advise duty manager.

Trade contractors:

All portable electrical tools (including extension leads) must conform to electrical and safety requirements. Test tags must be in date and visible on all electrical equipment.

Work permits shall be used for all works involving hot works, confined space and working at heights. All permits must be recorded with Collins Place, essential services isolations require at least two days' notice prior to commencement of work.

You are required to provide JSA/SWMS for all tasks and provide a copy to your SMOC representative prior to commencement of work.

Electrical Lock-Out-Tag-Out (LOTO) station can be found in engineering (P2), all tags are available and to be recorded with engineering prior to commencement of work.

You are required to provide SDS (MSDS) for all chemicals used on site and a copy provided to your SMOC representative prior to commencement of work.

A risk assessment/job safety analysis is to be completed and a copy provided to your SMOC representative prior to commencement of work. Report any hazards, injuries, property damage or environmental impacts to your SMOC representative or the Duty Manager.

Should any disused building materials or rubbish associated with your works be removed from the premises, you must supply us with a letter of intent verifying disposal method of waste including liabilities and responsibilities of the parties to the Agreement.

Please sign and return the last page to Sofitel Melbourne On Collins prior to your event. We must receive these requested documents from you two weeks prior to being onsite. Any external supplier or contractor will also be required to complete the induction at the Collins Place Security Office on Level P2 before entering the premise.

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MELBOURNE ON COLLINS

GENERAL INFORMATION, RULES AND REGULATIONS FOR CONFERENCE AND EVENTS CLIENTS/ CONTRACTORS ENGAGED IN WORK AT SOFITEL MELBOURNE ON COLLINS.

1. ENTRY & EXIT VIA LOADING DOCK

During Office Hours 7 am to 5 pm

Entry and exit is via Collins Place loading dock off Flinders Lane. Report to Sofitel Melbourne On Collins for sign in and identification lanyard/pass.

Any contractor who is not included in the attached induction acknowledgment form will be taken through an induction on premise through Collins Place Security before they are permitted to enter.

2. IDENTIFICATION

Contractors and their employees shall wear specific identification lanyards/passes. Identification is supplied by Sofitel Melbourne On Collins at the loading dock.

These lanyards are to be worn at all times whilst on site.

These lanyards are the property of Sofitel Melbourne On Collins and are to be returned to the designated drop box located outside the Purchasing Manager's Office in the loading dock.

3. FIRE & SAFETY RULES

All work to be performed at the hotel is to comply with the current fire regulations of Victoria. All contractors are required to familiarize themselves with all fire exits and emergency procedures, prior to the commencement of any work.

4. STANDARDS OF WORK

All works to be carried out at Sofitel Melbourne on Collins are to comply with the Building Code of Australia and in line with Australian Standards.

5. WORK IN FOOD & BEVERAGE HANDLING AREAS (HACCP accreditation)

Contractors should exercise extreme care when working in food handling areas. You must not undertake activity that may cause any contamination of food or its containers. This may require covering of surfaces, prior removal of the containers and avoiding stepping on surfaces meant for food.

All work carried out in food preparation areas must be done with the approval of the Food Safety Supervisor of the kitchen in question. Where work is carried out should be left as clean as it was prior to commencement. If you are working in a food and beverage area within the hotel you must supply your *Food Handling Certificate* and sign off on our HACCP standards (this will be supplied to you by our Talent and Culture team).

6. CONTRACTOR'S EQUIPMENT

All contractors' equipment brought on site must be in sound working order.

All electrical equipment, including extension leads must be tested and tagged as per AS 3760 – 2001 before bringing on site.

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7. INSURANCE COVER

As mentioned on page one, all clients and contractors are required to provide proof of their current insurance policies with the following minimum coverage:

- Public Liability \$ 20,000,000.-
- Work Cover as per the Act

Please note that no contractors will be allowed to work at the Sofitel Melbourne On Collins without the required coverage.

8. ALARMS

Contractors are cautioned not to set off Security Doors / Fire Alarms or other installed alarms. You should arrange prior isolation of these systems if you believe accidental activation of these systems is anticipated in the areas you are working. Expenses incurred due to unwarranted alarms will be charged to the contractor concerned.

9. ISOLATION & TAGGING PROCEDURES

All work to be carried out on electrical wiring or equipment is to be isolated from its energy source and tagged as being "out of service" prior to commencement.

An "out of service" tag can only be removed by the person who placed the tag or the person who completed the repair.

10. ENVIRONMENTAL MANAGEMENT (Green Globe Policy V1.7)

Sofitel Melbourne on Collins has an ongoing commitment towards the environment. Sofitel is accredited to Green Globe Standard Green Globe Policy V1.7 and those operating in this environment are expected to adhere to established environmental management standards within the business.

We continually strive to improve our environmental performance and expect the same from our contractors.

It is all Contractors' and their employee's responsibility to contribute to our environmental policies i.e.:

- Dispose of any waste in an environmentally acceptable manner
- Use environment friendly materials
- Recycle waste where possible
- Avoid where possible air emissions of ozone depleting substances
- Ensure compliance with the Environmental Code of Practice, The Environmental State & Federal Acts and Australian Standards related to environmental issues

Anyone who disregards these responsibilities will be subject to disciplinary action and potential legal action.

11. WASTE REMOVAL

All Contractors are required to remove and dispose of all waste and debris, including gaseous or liquid waste, caused by their work in an environmentally acceptable manner at their own cost.

12. WORKPLACE HEALTH AND SAFETY

This policy statement sets out Sofitel Melbourne on Collins' commitment to persons at its workplace in respect of occupational health and safety (OHS) and what it expects of employees, contractors and managers in order to ensure this commitment is achieved and legislative obligations honored.

As an employer and controller of premises where work is performed, Sofitel Melbourne on Collins has legal obligations in relation to OHS. As a result of these obligations Sofitel Melbourne on Collins is committed to providing and maintaining a safe and healthy workplace that will contribute to the wellbeing of all employees, guests, visitors, contractors and any other persons on site. Sofitel Melbourne on Collins is committed to abiding by WHS standards and legal requirements as specified in the relevant legislation, regulations, codes of practice, standards and policies. Management of OHS is an integral part of management responsibilities and applies to all persons and areas of operation within Sofitel Melbourne on Collins.

In order to honor its legislative obligations and fulfill its commitment to WHS, Sofitel Melbourne on Collins requires the following actions and commitments. These requirements are not a comprehensive list of managers', employees' and contractor' obligations. Accordingly, from time to time, Sofitel Melbourne on Collins amend or expand upon the actions and commitments required of its managers, employees and contractors in relation to OHS.

All employees and contractors have a responsibility to take reasonable care for the health and safety of other people who are at Sofitel Melbourne on Collins' place of work and who may be affected by their actions or omissions. All persons are obliged to cooperate with Sofitel Melbourne on Collins or any of its delegated persons to enable compliance with Sofitel Melbourne on Collins' legislative OHS obligation.

Sofitel Melbourne on Collins is committed to continuous improvement in OHS practices through regular self-audits, mechanisms in place to ensure compliance with WHS legislative obligations and the cooperation of all employees and contractors.

13. INCIDENT / INJURY/ HAZARD

In the event that you or anyone you are working with becomes injured while at work, please immediately advise the Duty Manager by dialing 2000 from any phone in the hotel. Ambulance, medical or first aid treatment will be arranged as required. All accidents, injuries and near misses must be recorded in an incident report form by the Duty Manager and will be investigated to ensure that the risk of further injury or harm is reduced or eliminated.

If you come across a hazard in the workplace that you are not able to remove, advise the Chief Engineer by dialing 8720 or one of the duty technicians by dialing 8722 or 8723. In their absence contact the manager on duty 8100 immediately to ensure that the hazard is either eliminated or the risk of injury is minimised.

14. SAFETY EQUIPMENT

Contractors are required to ensure that all their employees have and use their own Personal Protective Equipment in compliance with work area and specific job requirements. High visibility vests must be worn in loading dock and for bump in and bump out. Any one not wearing a high visibility vest will not be given access to the loading dock.

15. ACCORHOTELS WORKING AT HEIGHTS PROCEDURE (OHS-06-PROC003)

1. Scope

This procedure covers the requirements associated with working at heights, including working on high plant structures, scaffolding and platforms, working from elevated forklifts, and work on roofs.

2. Objectives

To ensure that work at high places is carried out safely so that persons performing the work do not endanger themselves or other individuals on the ground who may be exposed to the hazards of falling objects.

To ensure that:

- No work which constitutes a health and safety hazard is carried out without a Work Permit; and that
- Work permits identify all the relevant hazards, precautions and means of control.

3. Specific Definitions

Height In the context of this Procedure, this is any place which is more than 2 metres above the floor or ground level.

4. Issues to be addressed

The major issues covered in this Procedure are as follows:

4.1 Work Permits

Any work at heights (refer definition above) shall be the subject of a Work Permit. This shall include work on roofs or other high places such as scaffolding, high walkways, and working from elevated forklifts.

The permit Issuer (Manager) shall consider hazards such as the fall of personnel and falling objects (materials, tools, etc) which may endanger persons below.

Wherever possible for temporary work arrangements, Elevated Work Platforms or cages shall be used in lieu of personnel climbing on structures. For regular work at heights situations, this may also include the use of fall arrest systems and devices, including the provision of suitable located temporary and permanent anchorage points and provision of safety nets.

4.2 Falling Objects

When persons below may be exposed to risk of falling objects, fencing-off the area immediately below the work and the posting of warning signs, shall be considered.

Incidents involving objects falling from heights shall be reported to the appropriate authority, even if the event did not result in an actual injury.

4.3 Work on Roofs

Roofs on which personnel are required to work shall be as specified in Australian Standard AS 1170 (refer Section 5). Any other roofs shall be considered as fragile. The installation of permanent walkways and stairs shall be considered for roofs where regular access is required (eg. cleaning, maintenance or inspection of roof-mounted equipment). Fragile roofs shall be sign-posted and special means such as crawl-boards shall be used.

4.4 Scaffolding

Work on scaffolding shall only be on complete scaffolding, unless the work involves erection or dismantling of the scaffolding.

All personnel involved in scaffolding and rigging work shall hold the appropriate certificate of competency in accordance with the National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment (refer Section 5 below).

4.5 Fall-arrest Devices

Where considered necessary (e.g. working at very high places) fall-arrest devices shall be used.

4.6 Ladders

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Use of a ladder should only be conducted on a level area where the base is located a distance from the wall approximately $\frac{1}{4}$ of the vertical height of the ladder. Other means of preventing falls may be necessary in association with the use of ladders where additional protection is deemed necessary. This risk should be determined by using OHS-06-HRM003 Hazard report Form and OHS-06-HRM008 Risk Assessment Method. Permanent ladders fitted with protective back guards are one solution.

Any use of portable ladders must comply with the Appropriate Australian Standard, domestic ladders must not be used. Step and trestle ladders should only be used in the fully open position and must not be used on working platforms to gain height above the protected edge. They must be of a length that ensures a person's feet are not positioned above the third highest tread.

4.7 Lifts

Installation of new lifts should be conducted as specified in Australian/ New Zealand Standard (AS/NZS 4431: 1996), see section 5 for full details. Any general maintenance or access to lifts (including lift cars, lift pits and machine rooms), should be conducted according to Australian Standard AS 1735.1: 2003). See section 5 for full details. Work on lifts should generally involve 2 people, with the exception being some emergency and rescue situations. Appropriate protective equipment should be worn at all times and should include, footwear, helmets, gloves etc. Appropriate signage should be utilised as per the standards listed above. Access to lifts and lift pits should be structured to ensure that all hazards are reviewed and should include assessment of lighting and electrical, ventilation and noise hazards. Access may require the use of guardrails or fences.

4.8 Protection at Edges

Every open edge of a stair, landing, fixed work platform or shaft opening must be protected to prevent people from falling e.g. stairways must have handrails and fender boards on the landings.

4.9 Elevated Work Platforms

In relation to the hire of the on-site Elevated Work Platforms (EWP) at Sofitel Melbourne On Collins, the following policy and procedure will apply. The on-site EWP is only to be operated by licensed Sofitel Melbourne On Collins or Audio Visual Dynamics personnel only. No third party is permitted to operate the Sofitel Melbourne On Collins on-site EWP. If an EWP is required, external contractors will need to supply their own equipment at their cost for any work required onsite and a Hotel Technical Representative is required to be present whilst the EWP is in use. This will be charged accordingly to the client.

No delegates or event guests are permitted to be in event venue when a EWP is in use. Clients are only permitted in the Event Venue when an EWP is in use provided they adhere to the instructions of the Hotel Technical Representative and Hotel Staff and maintain a safe perimeter around the EWP at all times.

16. DISTURBANCE TO GUEST AND EMPLOYEES

Contractors should take particular care not to cause disturbance to guests or to other staff whilst on the premises. This would mean in particular, obstruction of walkways, noise and interference on floor corridors, in the restaurant, bars and administration areas.

17. DRUGS & ALCOHOL

Alcohol abuse and illegal drug use are prohibited during, and 24 hours prior to commencement of work at Sofitel Melbourne on Collins. Any individual found in possession of, or under the influence of these substances will be escorted off the property with no compensation for lost time and with the potential of losing the contract.

18. SMOKING

The property is designated as a nonsmoking environment.

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19. DISTRIBUTION OF SOFITEL'S RULES & REGULATIONS

All contractors are obliged to make this General Information, Rules and Regulations available for reading by all their associated staff that may engage in any type of work at Sofitel Melbourne on Collins. All pages of this document are required to be read and if questioned by any Sofitel Melbourne on Collins staff, clients and contractors should be able to confidently answer about the details of this document.

20. EMERGENCY PROCEDURES FOR CONTRACTORS.

In the case of an Emergency – Dial 2000

Familiarize yourself with the attached Evacuation Floor Plans prior to commencement of work. All emergency exits are to stay free from rubbish, tools, vehicles and other obstructions. In the event of an emergency that may require evacuation, a short intermittent beeping alarm will be heard through the hotel PA system. This is an alert that you should be prepared to evacuate should the emergency escalate. When the emergency alert has sounded, turn off all equipment that you are working with. Stay where you are and wait for further instructions.

If we are required to evacuate the hotel you will hear a long whooping alarm which indicates the building will be evacuated. If you it is safe to do so, turn off all electrical equipment and, closing all doors behind you as you leave an area to prevent the spread of smoke and fire, Leave everything behind and make your way out of the building via the closes exit. When instructed to evacuate your workplace you will be under the direction of the Chief fire Warden (White Safety Hat), the Floor Warden (Yellow Safety Hat) or Deputy Warden (Red Safety Hat). A warden at the front of the building will direct you to the Emergency Assembly Point in the Treasury gardens adjacent to Spring Street.

External References

This section includes references to external (i.e. not controlled by Accor) references specifically related to the issues covered by this Procedure. These include acts, regulations, code of practice, management system standards, Australian standards, guidance notes and publications.

Acts and Regulations

Occupational Health and Safety Act, 2004

Occupational Health and Safety Regulations, 2017

Victoria Building Act, 1993

Magistrates' Court (Occupational Health and Safety) Rules, 2005

Equipment (Public Safety) Act, 1994

Equipment (Public Safety) Regulations, 2017

Occupational Health and Safety (Plant) Regulation, 1995

Occupational Health and Safety (Certification of Plant Users and Operators) Regulations, 1994

Emergency Evacuation level 1

EMERGENCY ALARM TONES

Alert Alarm – BEEP BEEP

Evacuation Alarm – WHOOP WHOOP

TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE

- "000" POLICE
- "000" FIRE
- "000" AMBULANCE

EMERGENCY PROCEDURES

EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly area's and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

SAFETY CONSIDERATIONS

REMOVE PEOPLE
(non-essential staff)

ALERT
(notify staff and members of the public)

CONFINE FIRE & SMOKE
(close windows and doors (if safe to do so))

EXTINGUISH
(if confident of safe to do so)


FIRE EXTINGUISHERS OPERATING INSTRUCTIONS

Pull the handle


Aim at base of fire



Squeeze the handle

Sweep near to side



EMERGENCY EVACUATION SIGN



COLLINS PLACE LEVEL 1

45 COLLINS STREET, MELBOURNE VIC 3000

- FIRE EXTINGUISHER
- FIRE HYDRANT
- FIRE HOSE REEL
- FIRE ALARM
- BREAK GLASS
- CLASS ALARM
- FIRE INDICATOR PANEL
- E.W.S.
- WARDEN INTERCOM
- LIFT
- STAIRS
- FIRE EXIT
- EXIT ROUTE
- ASSEMBLY AREA

EXTINGUISHER SELECTION CHART

| TYPE OF APPLIANCE | CLASS | WEIGHT | REACH | DISCHARGE | OPERATING PRESSURE | TESTING |
|-------------------|------------|--------|-------|-----------|--------------------|-----------|
| A | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| B | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| C | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| D | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| E | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| F | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| G | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| H | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| I | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| J | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| K | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| L | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| M | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| N | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| O | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| P | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| Q | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| R | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| S | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| T | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| U | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| V | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| W | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| X | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| Y | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |
| Z | 1, 2, 3, 4 | 4.5kg | 3.0m | 1.5kg | 5.0bar | 12 months |

DATE: 31ST AUGUST 2009

SOFITEL

MELBOURNE ON COLLINS

Emergency Evacuation level 35

EMERGENCY ALARM TONES

Alert Alarm – BEEP BEEP

Evacuation Alarm – WHOOP WHOOP

TO RAISE THE ALARM FOR AN EMERGENCY

TELEPHONE – “000” POLICE
 “000” FIRE
 “000” AMBULANCE

EMERGENCY PROCEDURES

EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly area/s and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

SAFETY CONSIDERATIONS

REMOVE PEOPLE
Remove non-essential staff and members of the public.

ALERT
Alert staff and members of the public.

CONFINED FIRE & SMOKE
Close windows and doors if safe to do so.

EXTINGUISH
In control they go with the fire.

FIRE EXTINGUISHERS

OPERATING INSTRUCTIONS

Pull the pin
Aim
Squeeze
Sweep



EMERGENCY EVACUATION SIGN



COLLINS TOWER
 SOFITEL HOTEL, 25 COLLINS STREET, MELBOURNE VIC 3000

LEVEL 35





ASSEMBLY AREA MAP

FIRE EXTINGUISHER FIRE HOSE REEL FIRE HYDRANT SMOKE ALARM DEBRIS ALARM IFP FIRE DETECTOR EWLS EMERGENCY PANEL WARDEN INTERCOM LIFT STAIRS EXIT EXIT ROUTE ASSEMBLY AREA

DATE: 31ST AUGUST 2009

I hereby acknowledge that I have read the, “General Information, Rules and Regulations for Conference and Events Clients at Sofitel Melbourne on Collins”.

S O F I T E L

MELBOURNE ON COLLINS

I have reviewed and understand the information provided. I agree that in signing below, I acknowledge that I will inform all individuals involved in the facilitation of this event at the Sofitel Melbourne On Collins.

I sign below to agree to abide by the policies and to accept responsibilities, obligations and consequences for any non-compliance by either myself, or those that I have engaged to assist in the facilitation of this event.

CLIENT DETAILS:

| | |
|-----------------------------|-----------------------------|
| Client Name: | Date: |
| Company Name: | Onsite Contact Person Name: |
| Mobile No: | Office No: |
| Principal Client Signature: | |

OFFICE USE ONLY:

| | |
|--------------------------|-------------------------------|
| Sofitel Ambassador Name: | Sofitel Ambassador Signature: |
| Date: | |

S O F I T E L

MELBOURNE ON COLLINS

Additional Information

| | |
|---|--|
| Hotel | Sofitel Melbourne On Collins |
| Address | 25 Collins Street, Melbourne Victoria 3000 |
| Main Telephone Number | +61 3 9653 0000 |
| Main Fax Number | +61 3 9650 4261 |
| To Dial a Room | Enter room number only |
| To Dial Outside Line | Enter 0 the number |
| To Dial International | Outside Line plus 0011-country code-area code & number |
| Hotel Internet Facilities in Function Rooms | Custom WIFI access is available in all function rooms within the hotel and can be purchased with 14 working days in advance for your event <u>from</u> \$250 per network per day. Please contact the Events Executive to arrange an access code. |
| Hotel Internet Facilities in Accommodation Rooms | WIFI access is available in all accommodation rooms. For charges, please refer to the in room compendium for details. Hotel WIFI is supplied by ReiverNet with 24 hour access helpdesk and can be contacted on Phone 1300 300 472 |
| Room Service Hours | 24 Hours |
| Hotel Bars & Opening Times | Atrium Bar Located on Level 35 Monday-Thursday: 3:00pm - 10:00pm Friday: 3:00pm - 11:00pm Saturday: 11:00am – 11:00pm Sunday: 11:00am – 10:00pm * Times may be subject to change pending schedule of events. |
| Hotel Restaurants & Opening Times | No35 on Level 35 Buffet Breakfast: Daily 7:00am-10.30am Lunch: Thursday & Friday 12:30pm – 3:00pm (Please check service & opening times as this is subject to change) Dinner: Monday to Saturday 5:30pm – 10:30pm (Reservations Recommended) Weekend High Tea: Saturday & Sunday 12:30pm – 2:30pm (Reservations Recommended) |
| Hotel Health Facilities & Opening Times | SoFit – Located on Level 36 Daily 6.00am – 10:00pm Access to only in house guests. Room key card to enter gym. |
| Nearest 24hour Chemist (Pharmacy) | Priceline Pharmacy – Lower Ground Floor Monday – Friday 8:30am – 6:00pm Saturday – 10:00am – 2:00pm Sunday – Closed Slade Pharmacy – 89 Bridge Road Open 7 days - 8.00am – 10:00pm |
| Nearest 24hour Hospital Nearest Hospital with Emergency Department | Epworth Hospital – 89 Bridge Road Richmond St Vincent's Hospital – 41 Victoria Parade Melbourne |
| Medical Centre | Collins Street Medical Centre Level 8, 267 Collins Street Melbourne Phone 03 9654 6088 (Please contact to check availability and opening hours) |
| Nearest 24hour Convenience Store | 7 Eleven – end of hotel driveway on Collins street |
| Nearest Laundromat | Melbourne City Laundrette – Corner Russell & Lonsdale Street Melbourne |
| Nearest ATM | NAB Bank, about a 1-2 minute walk at the end of the hotel driveway |
| Nearest Post Office | 111 Bourke Street Melbourne 3000 |
| Nearest Public Phones | Public telephones are located in Collins Place at the eastern end of the complex on the ground floor and at the Western end of the complex on the lower ground floor next to Little Flinders Cafe. |
| Kwik Kopy and Printing Services | Kwik Kopy Melbourne 45 Exhibition Street Melbourne VIC 3000 Phone: 9650 6733 |