

MARVEL
STADIUM

**Exhibitors
Information**

2024

Introduction

This handbook has been designed to ensure you, the exhibitor, experience the highest possible standard of exhibition and service.

Within this document are Marvel Stadium's general and venue information, evacuation procedures, information about your stand along with exhibition regulations/guidelines.

Please take the time to read through this document and familiarise your self with these details, avoiding any confusion in the lead up to the exhibition.

Car Parking

Parking is available beneath Marvel Stadium for up to 2,500 cars. The car park is open 24 hours, seven days a week and is undercover and secure at all times. Costs are:

Daily Parking Rates – as of 1 January, 2024:

| Parking Category | Rate |
|--|------------------------------------|
| 0.0 – 0.5 Hour | \$15.00 |
| 0.5 – 1.0 Hour | \$26.00 |
| 1.0 – 2.0 Hours | \$30.00 |
| 2.0 – 3.0 Hours | \$36.00 |
| 3.0 – 4.0 Hours | \$40.00 |
| 4.0 -5.0 Hours | \$45.00 |
| Daily Maximum | \$55.00 |
| Early Bird - Enter before 9:30am Exit between 1:30pm and 8:00pm the same day | \$22.00 [Gate] \$20.00 [Online] |
| Evening Rate - Monday to Friday Enter after 5:00pm exit by 6:00am the following day | \$15.00 [Gate] \$12.00 [Online] |
| Weekend Parking – per day Exit before Midnight Friday and Exit before Midnight Sunday | \$15.00 [Gate] \$12.00 [Online] |

**prices are subject to change without notice*

Please note this is a public car park and bays cannot be reserved.

For more information on Car Parking, visit <https://marvelstadium.com.au/parking-more-info/>

Cleaning

General cleaning is included in the cost of the room hire to the exhibition organiser. Additional cleaning charges may be incurred where an exhibitor or their appointed contractor has created cleaning requirements considered to be above normal cleaning. Dedicated cleaners will be added to your event depending on the style ie. Expo or guest numbers and included in your hiring agreement.

Deliveries

Marvel Stadium will not accept responsibility for the safety or well being of any display or product items delivered to the exhibition venue. Marvel Stadium will take delivery of such items on behalf of an exhibitor provided they have the marvel Stadium Delivery Docket attached. Exhibitors should have all goods and exhibits insured from the day goods are dispatched to the exhibition, until goods are removed from the exhibition and received at their return address. Pre delivered items will be accepted 48 hrs prior to the bump in.

All deliveries are to be sent to:

Marvel Stadium
Venue Set Up Office
via Service Entry
740 Bourke Street (20 meters past the car park entry under Quest Apartments)
Docklands Vic 3008

All equipment **MUST** be taken through the Service Entry with the Marvel Stadium delivery docket. Please ensure this is attached to all items being delivered.

Deliveries of larger items, directly to the room will require access via the Marvel Stadium internal ring road and goods lifts. It will be necessary for exhibitors/contractors and/or appointed carriers to book a move in and move out time with Marvel Stadium. It is important that you keep to the arranged time to avoid inconveniencing other exhibitors and the smooth running of the operation.

A vehicle access form from exhibitors will be required. The form attached will need to be completed and returned to the venue in order to have access to the internal ring road and goods lift.

Please return this form to serviceentry@marvelstadium.com.au and your Functions Coordinator.

Exhibitors are responsible for moving all their own equipment.

Deliveries will only be accepted on site to Marvel Stadium 48 hours prior and held for a maximum of 5 business days before being disposed of.

MARVEL **STADIUM**

Marvel Stadium Delivery Docket

DELIVER TO:

**Marvel Stadium Service Entry
Venue Setup Office
740 Bourke Street
Docklands VIC 3008**

FUNCTION NAME:

FUNCTION DATE:

FUNCTION ROOM:

FUNCTION MANAGER:

NUMBER of ITEM/S: _____ **of** _____ **(i.e. 1 of 3)**

FROM (COMPANY):

***The venue will accept delivery of goods to the loading dock between 9.00am – 4.30pm
Monday to Friday. All deliveries will only be accepted 24 hrs prior to the event.**

MSL VENUE SETUP DEPARTMENT CONFIRMATION

| | |
|-----------------------------|--|
| Date items received: | |
| Number of items: | |
| Contact for Dept: | |
| Signature : | |

Delivery via Service Entry / Access for Exhibitors

The internal B2 ringroad and back-of-house Goods Lifts access to the rooms is easily accessible via the Service Entry, which takes materials to all floors to facilitate display construction and dismantling. All vehicles requiring this access MUST complete the Vehicle Access & Induction Form and all suppliers entering back-of-house MUST complete the online Link Safe Induction noted on the form.

- The goods and services lift dimensions are: depth 2.7 metres, width 3.0 metres, height 2.0 metres, weight capacity 10 tonnes.
- Exhibitors and contractors must be made aware of the following regulations concerning vehicle deliveries:
- Drivers must follow traffic and parking directions issued by Service Entry personnel at the venue.
- Unloading only – **strictly NO PARKING**
- Entrances to the buildings must be kept clear of parked vehicles during operational hours.
- The Stadium accepts no responsibility for the safety of vehicles and their contents whilst they are parked in this area.
- Access to deliver and pick up goods is via the Service Entry.

Electrical Testing and Tagging Requirements

All electrical equipment entering Marvel Stadium must comply with the Occupational Health and Safety Act 2004 and Australian Standards. This act affects all electrical equipment used in the workplace, including equipment brought into to the venue by contractors or third parties. The outward sign of compliance with the act will be the electrical test tag, compliant with AS3760: 2003 Marvel Stadium reserves the right to remove or replace any electrical equipment not complying with the act. Power cords which are detachable such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

Induction

Melbourne Stadiums Limited (MSL) is the operator of Marvel Stadium and is committed to providing a safe working environment for all contractors and exhibitors as well as Marvel Stadium staff. As such all contractors and exhibitors are asked to complete the Marvel Stadium Contractor Induction Program.

The goal of this program is to:

- Provide an overview to contractors/exhibitors of the venue's occupational health and safety policies and procedures
- Provide information about Marvel Stadium's operational environment
- Detail contractors/exhibitors responsibilities
- To ensure that contractors and exhibitors understand Marvel Stadium's policies and procedures and signify their understanding of the policy by completing the induction

Please contact maria.catt@afl.com.au to complete your induction.

Each person using the service entry or accessing back-of-house areas are required to complete the induction – no exceptions.

MARVEL STADIUM

VEHICLE INTERNAL ACCESS, INSURANCE & INDUCTION FORM

Please complete the following form and email to your Event Coordinator & Security
24hrs prior to access for confirmation serviceentry@marvelstadium.com.au

| | |
|----------------------|--|
| COMPANY NAME: | |
|----------------------|--|

| | |
|----------------------|--|
| CONTACT NAME: | |
|----------------------|--|

| | | | |
|---------------------|--|-----------------------|--|
| WORK NUMBER: | | MOBILE NUMBER: | |
|---------------------|--|-----------------------|--|

| | |
|-----------------------|--|
| EMAIL ADDRESS: | |
|-----------------------|--|

| | | | |
|--------------------|--|--------------------|--|
| EVENT NAME: | | EVENT DATE: | |
|--------------------|--|--------------------|--|

| | | | | | |
|-----------------------|--|--------------------------|--|---------------------------|--|
| DATE OF VISIT: | | VISIT START TIME: | | VISIT FINISH TIME: | |
|-----------------------|--|--------------------------|--|---------------------------|--|

Note: Limited Access for Drop OFF ONLY (20min) on the ring road, Contractor/s priority
*** No Long Term Parking Available – access height is 4.5m***

| | |
|--------------------------------------|--|
| AREAS OF VENUE TO BE VISITED: | |
|--------------------------------------|--|

| | |
|---|--|
| TOTAL NUMBER OF VISITORS: | |
| HAVE ALL VISITORS COMPLETED THE INDUCTION? | |

VEHICLE INFO:

| | Vehicle Type | Vehicle Registration | Driver Name | Passenger Name(s) |
|-----------|--------------|----------------------|-------------|-------------------|
| Vehicle 1 | | | | |

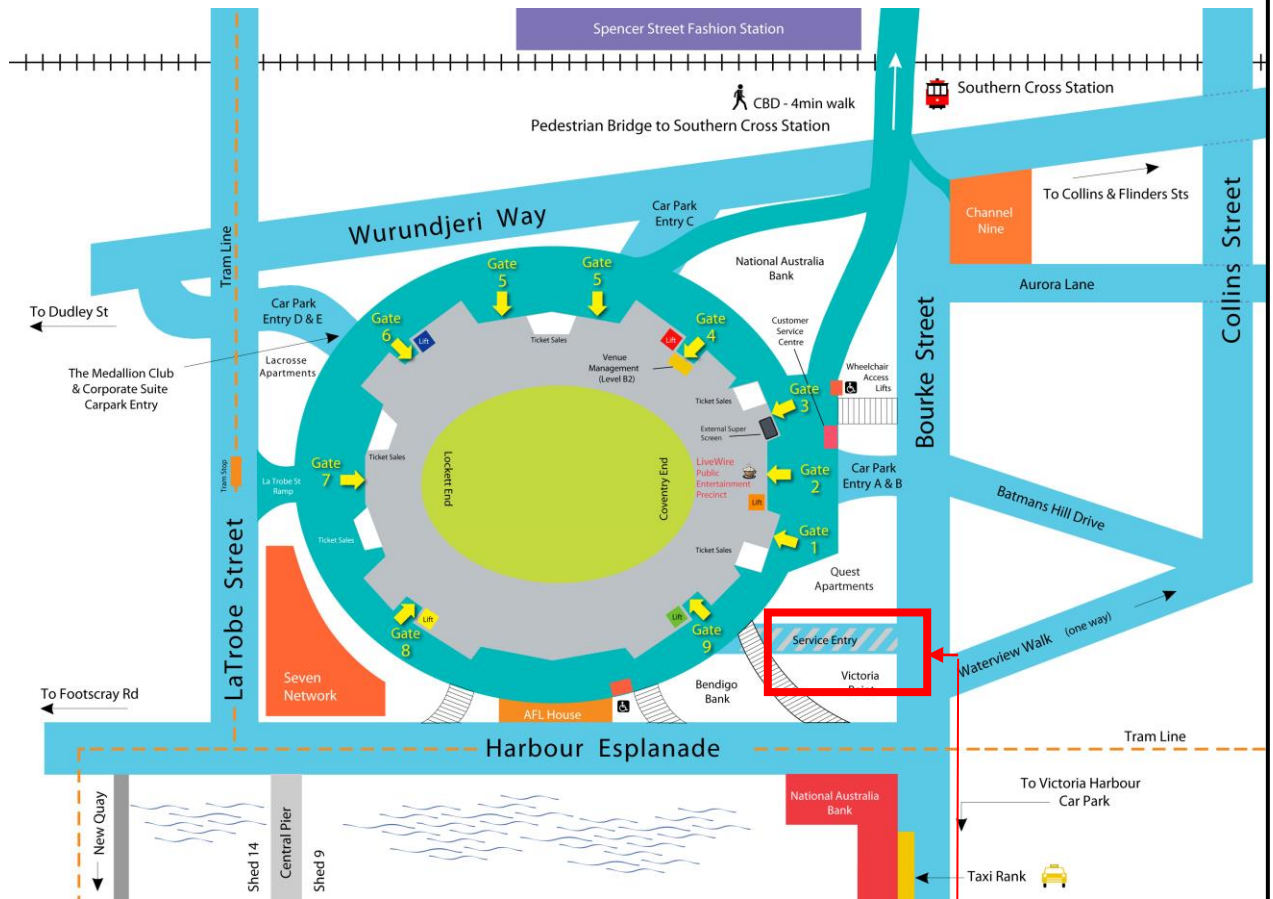
Please include with this completed form. Failure to comply will result in turnaways:

1. Public Liability Insurance certificate of currency which provides cover for the proposed vehicle access activity; and/or
2. If the vehicle/s are:
 - a. registered with VicRoads, a copy of the VicRoads registration certificate; and/or
 - b. covered under a Motor Vehicle insurance policy, the certificate of currency for the Motor Vehicle policy.
3. If the vehicle is not covered by a Motor Vehicle insurance policy, please advise whether the vehicle/s are covered under any other insurance policy for damage, and if so, provide the relevant insurance certificate of currency.

Please note, no vehicle is permitted access either internally or externally to the stadium without the completed Access Form, Induction and the PLI documentation received prior to arrival. The form by itself is not valid.

| | |
|--|--|
| HAVE YOU INCLUDED THE ABOVE REQUIRED DOCUMENTS? | |
|--|--|

How to get to the Service Entry



By Private Vehicle

- The Service Entry is located next door to the Quest Apartments Reception on **Bourke Street**.
- Drive approximately 70 metres to the boom gate and report to security.

Insurance

Exhibitors must ensure that adequate insurance coverage is taken out against the loss, theft or damage of all products brought to the Exhibition. This includes during transportation to and from the event. It is recommended that Exhibitors take out public liability insurance to cover any mishap/injury, which may occur within their stand area.

Motor Vehicle Displays

For any vehicle to be part of an exhibition, the event organiser and venue event manager must be notified of its planned delivery/arrival no later than fourteen (14) days prior to move in, together with details of fuel, dimensions, and weight.

The car must only have 1/4 of a tank of petrol and drip trays must be provided for all vehicles displayed within the venue, regardless of age. Charges will apply for any damages incurred.

The Vehicle Access & Induction Form link must be completed for any vehicles within function the stadium. Access to Level 1 spaces is available noting access via the ramp on the LaTrobe Street side of the stadium directly next to Peppers hotel and opposite the tram stop. You will meet Security here to access the external concourse around the stadium and enter via the mag gates noting the access dimensions are:



Vehicles only permitted on Level 1 inner concourse and Victory Room.

Livestock & Animal Displays

THE RSPCA has no formal policy relating to the display of animals and does not oppose the display of animals for educational and/or informative purposes providing the animals are not subjected to unreasonable distress. Application to Marvel Stadium for the display of animals and/or livestock must be sought no later than fourteen (14) days prior to the event and is subject to stadium approval.

It is necessary for the animals to be provided with safe and secure enclosures, which do not significantly reduce their ability to seek comfort. Animals found to be stressed from being away from their normal environment must be promptly removed from display.

The following provisions must be adhered to at all times:

- The animals must receive adequate food, water and shelter for the duration of the display;
- Soiled bedding material should be removed and replaced with fresh material frequently;
- Any animals found sick, injured or distressed are to be removed immediately and provided with appropriate care and treatment; and
- Adequate supervision must be arranged to ensure the animals are not subject to being teased, bullied or otherwise ill-treated

Occupational Health & safety

In the interests of Occupational Health and Safety it is important to recognise that during move in and move out the exhibition is a CONSTRUCTION ZONE and extreme care must be taken at all times. We request that you adhere to the following basic safety requirements:

- Enclosed solid footwear should be worn at all times
- Corridors/aisles ways must be kept clear. Exhibitors are not permitted to place product/merchandise in the aisles and walkways.
- Exercise care around moving equipment, etc
- Remove your vehicle from the loading dock/Service Entry area as soon as you have unloaded. Look out for other vehicles, trucks etc.
- Only staff who have a specific need should be on site during this time
- All accidents, injuries and near misses must be reported to the Marvel Stadium Functions Executive.
- All persons working at the event must have the current, appropriate licenses for the work they perform

Safety vests must be worn at all times when working with or around any vehicles, scissor lifts and forklift.

Public Address System

The public address system is for use by the organisers for official announcements only. It is not available to Exhibitors or visitors except in emergencies.

Removal of Goods

Exhibitors moving in or out must wear their exhibitor identification or company identification when entering/removing goods from the Exhibition. Security/Customer Service staff may request identification in order to verify details.

Any rubbish must be neatly placed in the bins onsite. All large rubbish must be taken with you or additional cleaning charges may apply.

Security

There will be Customer Service Attendants/Security on duty during the move-in, exhibition days and move out. Whilst every precaution will be taken, Marvel Stadium accepts no responsibility for any loss or damage, which may occur to persons or property at the Exhibition.

Smoking / Vaping

Marvel Stadium is a non-smoking venue; smoking and vaping is not permitted inside Marvel Stadium.

Smoking is permitted outside the stadium on the external concourse level.

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 installed/removed from their stands prior to the opening/closing of the exhibition.

The Exhibition Organisers and Marvel Stadium are not 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.

Sampling - Food and Beverage

If an exhibitor wishes to provide or prepare food samples, to operate a Temporary Food Premise within the City of Melbourne, you must apply to Health Services for Registration under the Food Act 1984. Please contact the city of Melbourne Health Services branch on 9658 8858 at least 1 month prior to the event to ensure all food safety requirements under the Victorian Food Act are being met.

The below Food and Beverage Sampling Approval Disclaimer Form must be completed and returned 14 days prior to the event and is subject to stadium approval.

NOTE - Additional corkage costs may apply depending on the items brought onsite.

Food and Beverage Sampling Approval Disclaimer Form

Please complete this form and return no later than 14 days prior to your event organiser.

Contact Details:

| | | |
|---------------|---------|-----------|
| Contact name: | | |
| Position: | | |
| Company: | | |
| Address: | | |
| Suburb: | State: | Postcode: |
| Telephone: | Mobile: | |
| Email: | | |

Event Details:

| | |
|-------------|------------|
| Event Name: | |
| Event Date: | |
| Stand Name: | Stand No.: |

| | |
|---|--|
| What product will you be providing for sampling? | |
| How does this product relate to your core business? | |
| What is the serving size of samples you will be distributing (by weight or volume)? | |
| How many items will you be sampling per day/per event? | |
| Will you be selling this product, and if so in what quantities? | |

Terms and conditions

- Food and beverage sampling must be approved by the event organiser prior to seeking approval from Marvel Stadium.
- Sample portions must be of a tasting style and size only – no larger than 50g or 50ml.
- Samples must be offered free of charge.
- Samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
- Extra cleaning charges incurred through spillage, or the removal of food or wet waste will be the responsibility of the exhibitor.
- Exhibitors must obtain a Limited Liquor Licence from the Office of Director of Liquor Licensing in Victoria if they wish to provide alcoholic samples.
- Any person serving alcoholic beverages must hold a current Victorian Responsible Service of Alcohol certificate that has been provided to Marvel Stadium.
- Food or beverage stands must be registered as a Temporary Food Premises with the Melbourne City Council.

Food Disclaimer:

By signing this waiver, I _____
release Delaware North Companies Australia from any liability with regards to possible food spoilage or food-borne illness from items or produce brought into the venue of Marvel Stadium in the Corporate dining environment on (date) _____ at _____ AM/PM.

As there is a requirement to bring specialty food items or produce into the venue which is not prepared by Delaware North, External parties to attest that the food is their responsibility but also that to their best efforts, the food they're bringing in complies with all Food Act Vic and any other regulatory requirements it will be under my responsibility and Delaware North will not be held responsible for any food poisoning complaints caused by the items provided.

I have read and understand the terms and conditions set forth in the food and beverage sampling approval form.

Name: _____

Company: _____

Event Name: _____

Signed: _____

Date: _____

VENUE INFORMATION

Marvel Stadium

Opened in March 2000, Marvel Stadium has brought the new and exciting Docklands precinct to life once again. Some of the major features of this exceptional venue are:

- Largest retractable roof in the Southern Hemisphere
- Proximity to the CBD
- Ease of public transport
- Undercover 24-hour car parking
- Amazing sight lines
- Award winning Stadium for Functions
- An array of catering options

The range of events to have been held at Marvel Stadium best displays the flexibility of the venue. Some of these include:

- AFL & BBL
- AC/DC, Coldplay, Bon Jovi, Taylor Swift, Eminem
- Rugby Union
- Australia vs USA Basketball
- Filming of Australian Idol and The Recruit
- Hundreds of private functions each year
- Commonwealth Games (Rugby 7's)
- Adele, Foo Fighters and Ed Sheeran

Victory Room

Located on the western side of the ground and overlooking the harbour and Docklands residential development, the Victory Room is the largest yet most versatile of our function rooms. With a maximum floor space of 2100 square metres, superb acoustics, ceiling heights of 4.39m and 76 professionally designed rigging points; this is the ideal venue for exhibitions.

Load on Room Floor

| | |
|-------------------------|------------------------|
| Victory Room | 5Kpa per square metre |
| Goods and Services Lift | Capacity is 3.0 tonnes |

Forklifts and Materials Handling

All forklifts and other materials handling equipment (depending on your requirements) can be operated by Marvel Stadium staff and must be pre-booked (subject to availability). If using external contractors, only licensed persons are able to operate forklifts or scissor lifts and will be required to present any relevant license(s) on request. A charge of \$600.00 inc GST for three hours is applicable.

Anyone intending to use a forklift, scissor lift or pallet jack inside the room need to gain permission through your Event Manager prior to coming on site. Protection will need to be used on all carpeted flooring.

Public Amenities

Public Telephones

External to the stadium at Gate 7

Mobility Impaired Access

External lifts are located in Bourke Street (opposite Gate 3) and Harbour Esplanade (near AFL House) for mobility impaired patrons to get from street level to the concourse.

Lifts, ramp and escalators facilitate movement within the Venue.

YOUR STAND

Stand information

Exhibition Opening Hours

- Stand personnel may only enter the exhibition room **60 minutes** before and remain **60 minutes** after the close of the Exhibition each day.
- Exhibitor Identification must be worn at all times
- Stands must be secured against theft or damage when the stand is left unattended.

Dismantling and Move Out

All stands and packaging material must be removed from the Victory Room upon conclusion of the exhibit. Any items that are left behind for more than 48 hours will be disposed of.

Audio Visual Requirements

Please contact the organising company who can obtain a quote on your behalf. If you wish to book your audio through Marvel Stadium's preferred supplier Audio Visual Dynamics, please contact an account manager on (03) 8625 7623.

Décor, Banners and Signs

Signs, banners and similar materials may NOT be nailed, stapled, or attached to Marvel Stadium ceilings, walls, and other painted surfaces. Damages resulting from installation will be charged. Please also refer to the Exhibition Rules and Regulations regarding the hanging of banners and signs.

Helium balloons must be fixed features of a stand or exhibit and cannot be loose. The use of smoke machines **MUST** be pre-approved with your stadium coordinator prior to event day and a fire warden will be included in your invoice.

Canvasing

Exhibitors may not canvas or distribute promotional material other than from the exhibition area.

Competitions

Exhibitors wishing to conduct competitions or lotteries can do so only if appropriate licenses and approval are gained from the relevant State Authorities and the organising event company.

Contractors

The services specified in this manual are available for use by exhibitors. The Exhibition Organisers are not the agent for either contractors or subcontractors and will accept no liability for any contract entered into between exhibitors and contractors for the negligence or default of any such person or their agents.

The Organisers have appointed official contractors in order to monitor the number of people at the Exhibition venue. However, an Exhibitor may appoint their own contractor if they wish. The Organisers must approve any contractors other than the official contractor. Unless otherwise stated, exhibitors are responsible for making their own arrangements for services required.

It is the responsibility of all Exhibitors to see that their contractors or agents are familiar with the Rules and Regulations of the Exhibition. Exhibitors are reminded to observe all regulations concerning the use of Trade Union Labour within the venue, and to ensure their contractors and agents are aware of these and any other regulations that may apply.

Electrical / Lighting Requirements

The official electrical contractor must carry out all electrical supply and connection work. There are a number of options available to exhibitors for power supply and specialist lighting. Please contact the event organisers for specific requests.

The power supply to the Exhibition venue is 240V, single-phase 50Hz and 415V, 3 phase 50Hz.

Furniture

If you intend to order furniture or display fixtures for your stand, we advise that you plan the layout very carefully so that it is coordinated with the rest of your stand and not overcrowded. For furniture hire, we recommend you contact the event organiser for a referral.

Noise

Microphones, sound amplification, machine demonstrations and videos will be permitted where the level of sound causes no annoyance to neighboring exhibitors, visitors and sessions

Partition / Wall Height

The standard height for partition walls is 2.4 metres. Floor space only stands MAY NOT exceed this height unless written permission has been obtained from the Exhibition Organisers. Stands of a two-storey nature and stands exceeding 4.2 metres in height will not be accepted.

Public Liability Insurance

Whilst the Conference will provide the necessary security during the Exhibition, Marvel Stadium, nor any of their staff, employees, agents or other representatives shall be held accountable for or liable for, and the same are released from accountability, or liability for any damage, loss, harm or injury to the person or any property of the Exhibition, however caused or any of its staff, employees, agents or other representatives, nor for goods sent to the Marvel Stadium, before or remaining after the Exhibition, nor whilst in transit to or from the Exhibition or during the Exhibition.

In the event of industrial disruption and/or equipment failure due to power supply problems, the Organisers and Marvel Stadium will not be held liable and accept no responsibility for loss of monies incurred by exhibitors or damage to property.

SPECIAL NOTE

Exhibitors should consult their own insurance companies for proper coverage of their merchandise and displays. Public Risk Insurance, All Risk Insurance, Employer's Liability, Personal, Accident and Staff Insurance for your stand area should also be taken out.

Public Transport

Trains

Walk from Southern Cross Station via the pedestrian bridge to Marvel Stadium (a 5-10 minute walk).

Trams

Various stops located along LaTrobe Street, Spencer Street (southern Cross Station) and Harbour Esplanade.

Taxi

Taxi ranks are located on Bourke Street outside Platform 28 and the NAB building at 800 Bourke Street.

Pedestrian

An elevated, 20 metre wide pedestrian bridge from Spencer Street provides access to the front entrance of Marvel Stadium.

An external lift is also located beside AFL House on Harbour Esplanade, behind the stairway, from street level to the Level 1 concourse.

MARVEL STADIUM

EMERGENCY PROCEDURES

Chief Warden - After Hours & Functions

Security: 8625 7239 or 7141

1. REPORTING AN EMERGENCY – Non-Event Day

- a. If urgent contact emergency services directly on **000**
- b. Notify the Chief Warden, Area Warden or Stadium Employee that has been assigned to your event **or**
- c. Call 24/7 Security - 8625 7239 or 8625 7141

2. REPORTING AN EMERGENCY – Event Day

- a. Notify **Event Control** - 8625-7885

3. EVACUATION

An evacuation tone and/or an announcement will sound - **STOP & LISTEN**

Follow the instructions given by the Warden. If advised to evacuate move in an orderly manner out of the space and follow the instructions and route indicated by your Warden.

Do not assume that this will be the area closest to you, it will depend on the location and type of emergency.

4. ASSEMBLY AREAS

Point A - South

- a) Move to the corner of Bourke Street and Batman's Hill Drive/Village Street.
- b) When instructed, make your way west, down Bourke St, to assemble on the north-west corner (water-side) of Bourke St and Harbour Esplanade.

Point B – North

- a) Move to the pavement in between Channel 7 and the Latrobe St bridge.
- b) When instructed, make your way west down Latrobe St, to assemble on the western (water-side) of Harbour Esplanade.

Note: The evacuation assembly areas are subject to change at the discretion of the Chief Warden, depending on the location and type of emergency.

5. HOSTILE ATTACK

The Australian Commonwealth Government's Strategy for Protecting Crowded Places from Terrorism provides the below guide, which the Stadium adopts, in relation to emergency response in a hostile attack:

ESCAPE

Remove yourself and others from close proximity to any offender/s, or areas that they might reasonably access.

HIDE

If you don't believe you can safely evacuate, then you may need to consider sheltering in place.

TELL

The more information you can pass on to the police/chief warden/event control the better, but NEVER at the risk of your own safety or the safety of others.