



Centenary Celebration Supplier Tradeshow November 2022

Exhibitor Manual



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Checklist

Task	Due	Completed
Register your primary contact and view important event info via the Repco100 portal	Monday 12 th September 2022	
Send custom site plans for approval to eddie@mse-group.com.au	Monday 19 th September 2022	
Custom stand design to get a design & Quote from Harry the Hirer	Friday 23 rd September 2022	
Confirm display vehicle details	Monday 26 th September 2022	
Order signage/provide artwork (Harry the Hirer)	Friday 7 th October 2022	
Register your staff via the Repco100 portal	Monday 10 th October 2022	
Determine event services required eg. lighting, furniture, rigging, AV etc. and book through Harry the Hirer via their portal	Monday 17 th October 2022	
Book your freight, delivery arrival & storage through Expo Freight	Monday 24 th October 2022	
Complete MCEC Induction	Monday 24 th October 2022	
Book MCEC exhibitor services required (utilities, cleaning, catering etc.)	Monday 24 th October 2022	
Ensure all electrical items are tested and tagged	Prior to arriving on site	
Ensure you have appropriate safety wear – hi visibility clothing and closed toe shoes	Prior to arriving on site	

Key Information

Appointed Event Management Company

MSE Events Group
Unit 4, 5 Redland Drive Mitcham, VIC, Australia 3132
03 9872 4999



MSE Events Group is the appointed event management provider to organise and manage all elements of the **Repco 100 Centenary Celebration**. Please note contact details below:

Tradeshow Project Manager

Eddie Rinaldo
eddie@mse-group.com.au
0418 565 005

Tradeshow Administrative Support

Emily Ceccomancini
info@mse-group.com.au
(03) 9872 4999

* Please note, if you have any questions re your sponsorship package or inclusions, please contact your GPC AP representative.

Exhibitor Stand, Furniture & Electrical Contractor

Harry The Hirer
81 - 95 Burnley Street, Richmond VIC 3121
+61 3 9429 8688
www.harrythehirer.com.au
info@harrythehirer.com.au



Freight Forwarding & Logistics

Expo Freight Australia
+61 490 069 630
info@expofreight.com.au
www.expofreight.com.au



Key Dates & Times

The dates and times listed below are exclusive to the Tradeshow.

Bump In Schedule

Custom/Space Sites Build Times

Monday 7th November 2022 12pm – 9pm

Tuesday 8th November 2022 8am – 3pm (must be complete by 3pm)

Booth Sites

Tuesday 8th November 2022 8am – 3pm (must be complete by 3pm)

Supplier Briefing

Tuesday 8th November 2022 3.30pm on exhibition floor

Bump Out Schedule

Booth Sites

Thursday 10th November 2022 1pm – 2pm

You will have 1 hour to clear all your items from your stand.

Custom/Space Sites

Thursday 10th November 2022 1pm – 7pm

Tradeshow Schedule

Wednesday 9th November 2022

Exhibitor access to stands From 8.00am (please advise if you require access earlier)
Please be ready by 9.30am

Repco Aus & Repco NZ in Tradeshow 10.00am – 1.00pm

RAS EXCLUSIVE Happy Hour 5.00pm – 6.00pm

Customer XPO 6.00pm – 10.00pm

Thursday 10th November 2022

Exhibitor access to stands From 8.00am (please advise if you require access earlier)
Please be ready by 9.30am

NAPA Aus & NZ in Tradeshow 10.00am – 1.00pm

Repco 100 Centenary Celebration

Thursday 10th November 2022 6.30pm – 11.30pm (in Crown Palladium)

Please note that attendance to the Centenary dinner is based on your supplier level. Please refer to page 20 for allocation numbers.

Staff Access to Stands

Please ensure that your stands are manned during these hours.

All staff working on stands must be registered through the portal. This includes promotional staff working on your stand. Name badges will need to be collected from the Repco100 Registration desk located in Plenary Foyer 3 on Monday 7th & Tuesday 8th November 2022, or at the Expo Concourse from Wednesday 9th.



Location

Details for tradeshow location listed below:

Street Address

Exhibition Halls 10 - 14

1 Convention Centre Place, South Wharf VIC
OR

2 Clarendon Street, South Wharf

Getting to MCEC

MCEC is located on the banks of the iconic Yarra River in South Wharf. Only 20 minutes from Melbourne Airport, and close to trains, trams and buses



Public Transport

For public transport options please visit the MCEC website – [MCEC](#)

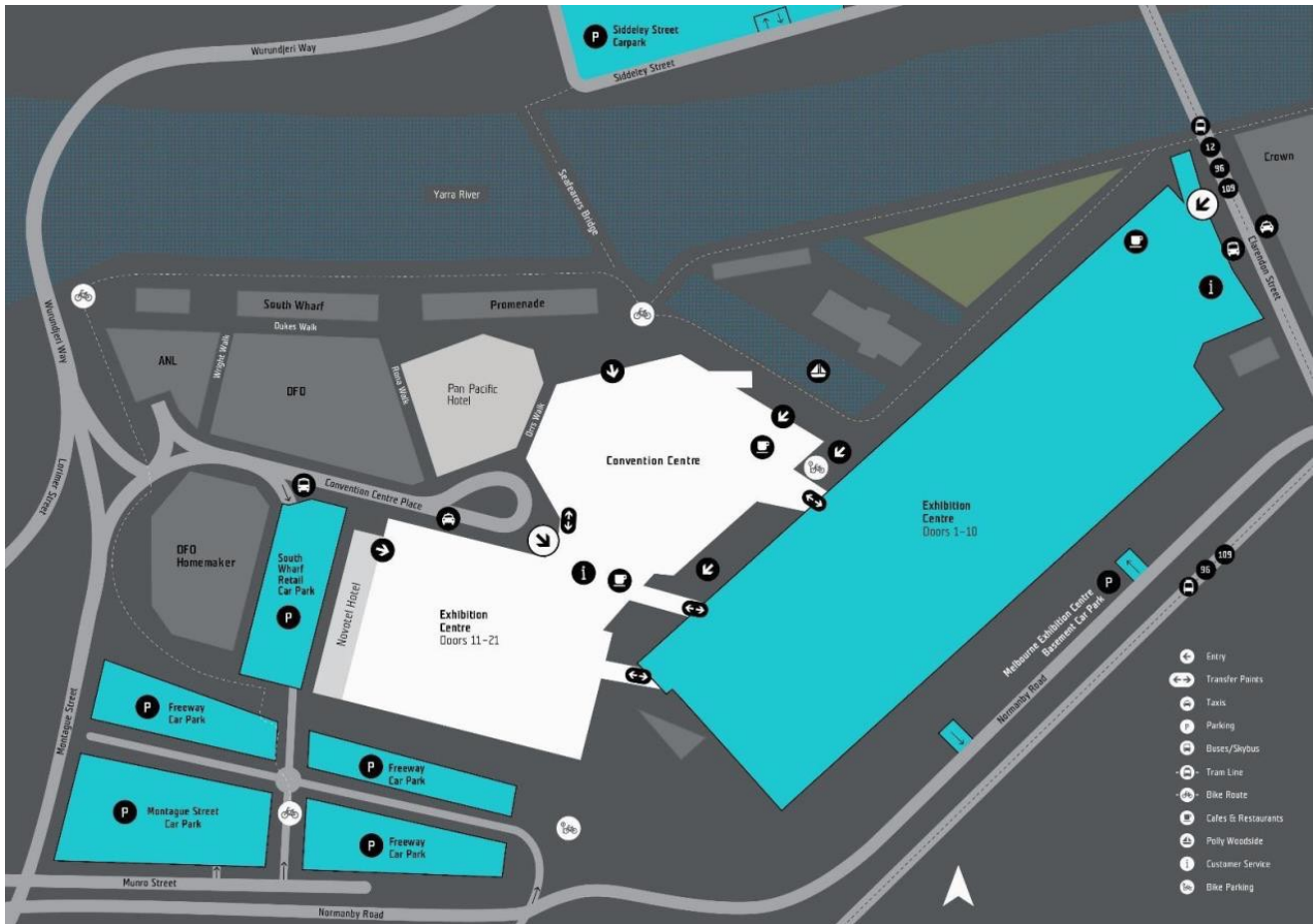
Accessibility

MCEC is an accessible venue. We work hard to ensure we provide an inclusive environment for every visitor.

Location

Parking

There are multiple car parks within the immediate vicinity of MCEC. Please be advised that the car parks are not managed by MCEC and for any queries, please contact the car park management directly. Click [here](#) for current pricing and information.

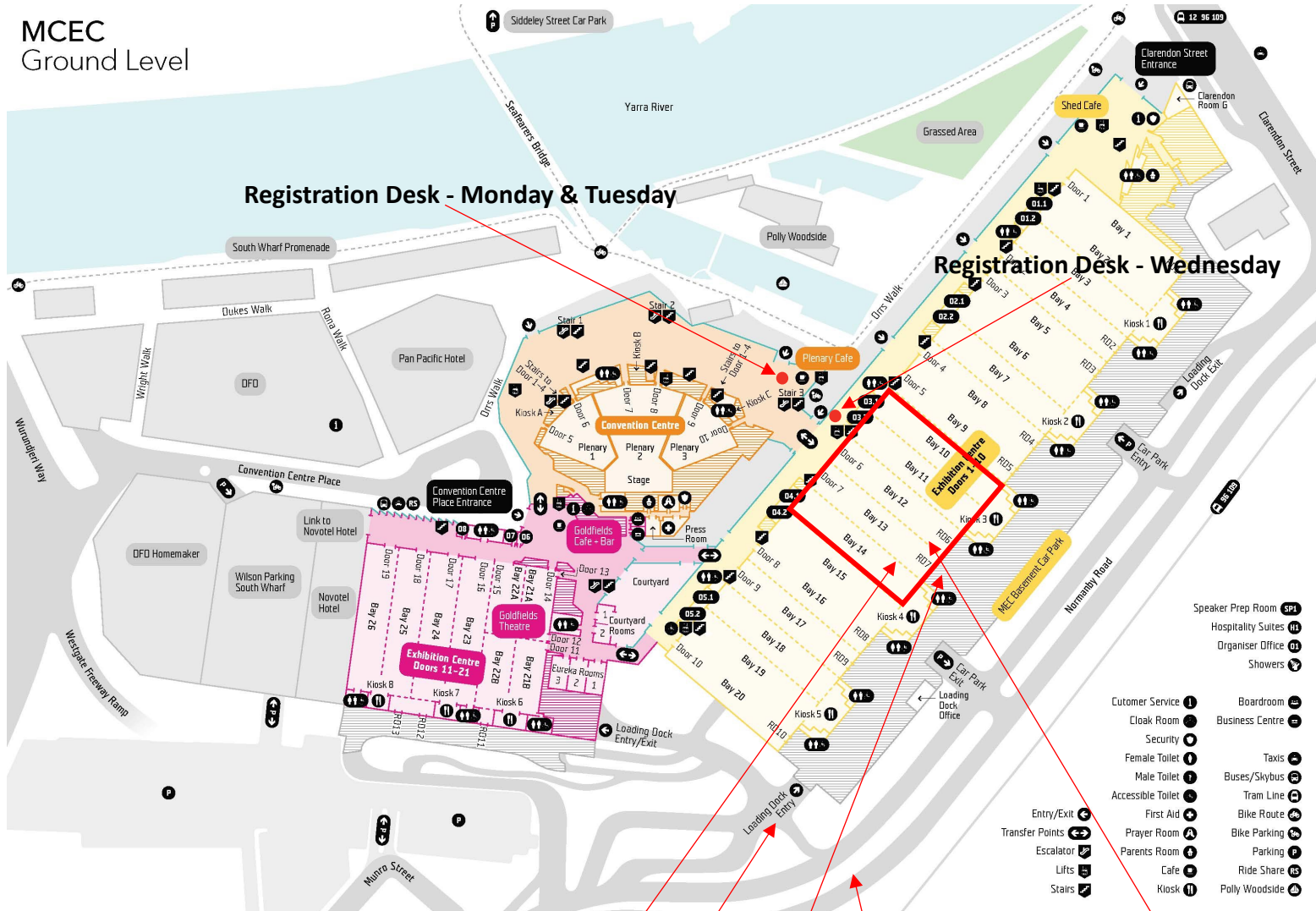


Location

Details for tradeshow location listed below:

Tradeshow location within MCEC – bays 10 - 14

MCEC
Ground Level



Registration Desk - Monday & Tuesday

Registration Desk - Wednesday

Tradeshow location in MCEC

Expo Freight Services Desk

Loading dock entry

Loading dock – doors 6 & 7

Normanby Road

- Speaker Prep Room (SP1)
- Hospitality Suites (H1)
- Organiser Office (O1)
- Showers (S)
- Customer Service (C1)
- Cloak Room (C2)
- Security (S)
- Female Toilet (F)
- Male Toilet (M)
- Accessible Toilet (A)
- Entry/Exit (E)
- Transfer Points (TP)
- Escalator (E)
- Lifts (L)
- Stairs (S)
- Boardroom (B)
- Business Centre (BC)
- Taxis (T)
- Buses/Skybus (BS)
- Tram Line (TL)
- Bike Route (BR)
- Bike Parking (BP)
- Ride Share (RS)
- Polly Woodside (PW)



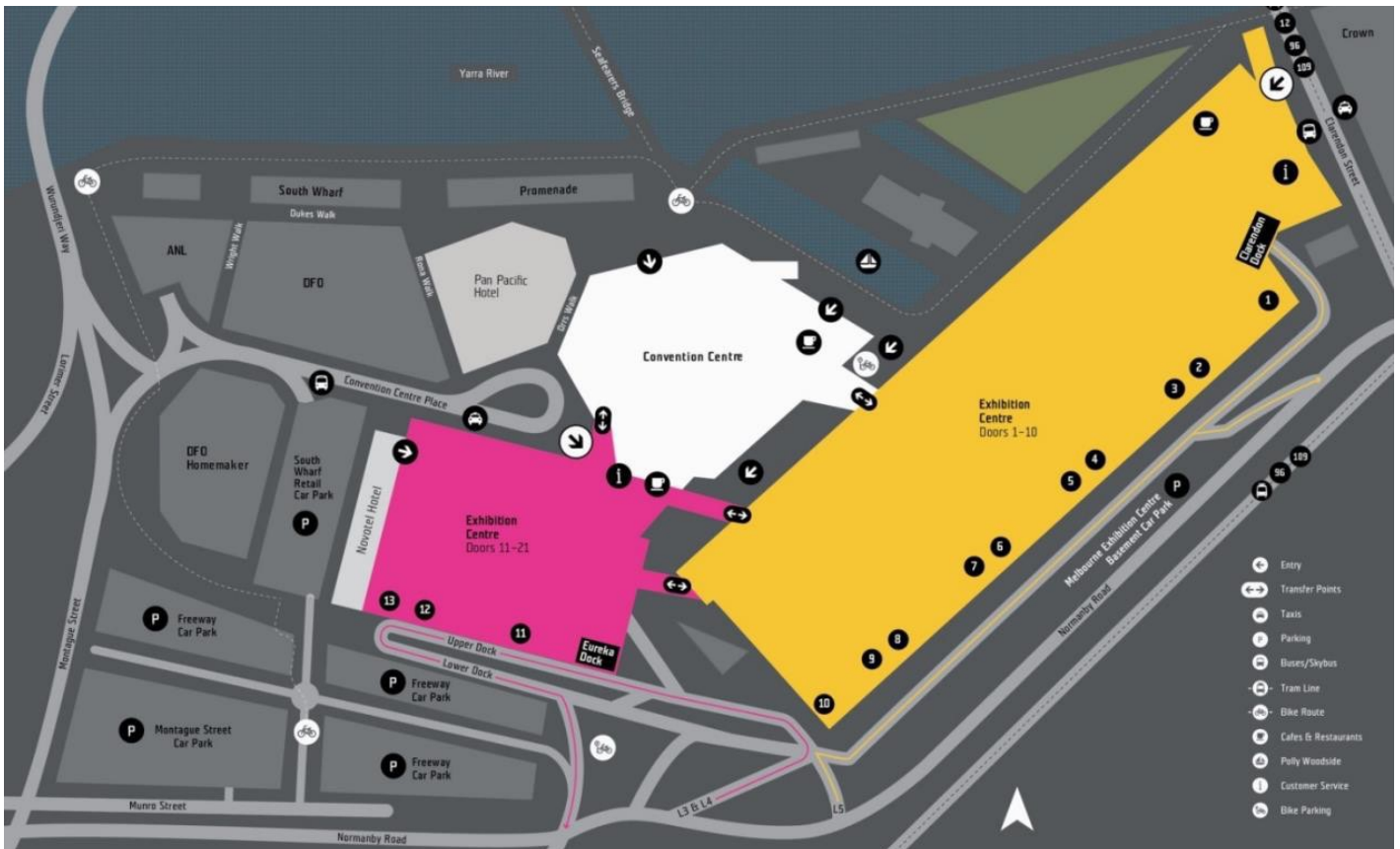
Loading Bay

To ensure a smooth exhibition build, exhibitors and stand contractors must adhere to the scheduled move-in times specified. Please liaise with the event manager directly if you have queries about specific access times.

Accessibility

MCEC has two loading docks that are easily accessible, self-servicing and reached via Normanby Road. The Exhibition Centre Loading Dock runs the full length of the Exhibition Centre. Traffic on the dock flows in one direction.

Loading Dock – enter off Normanby Road, South Wharf Victoria 3006 Australia



General Information

Entry to the Exhibition Centre loading dock is via Normanby Road, South Wharf. The loading dock is managed and controlled by MCEC's Logistics department.

The loading dock servicing Bays 1-20 runs the full length of the Exhibition Centre and is 45m deep. The loading dock narrows above the entries to the underground car park and behind the kiosks.

High vis tops and closed toe shoes must be worn at all times.

Children under 15 and animals are not permitted on any of the loading docks.

A 30 minute parking limit applies for drop-off/pick-up of goods during the move in and move process. Vehicles and their contents are the responsibility of the owner.

Booth Sites

Booth site numbers are listed below. Please use the following bump in and bump out schedule if your stand is listed below:

Stand 1	Stand 26	Stand 71
Stand 2	Stand 27	Stand 72
Stand 3	Stand 28	Stand 74
Stand 4	Stand 29	Stand 75
Stand 5	Stand 31	Stand 85
Stand 6	Stand 32	Stand 86
Stand 9	Stand 33	Stand 87
Stand 10	Stand 34	Stand 88
Stand 11	Stand 35	Stand 89
Stand 12	Stand 36	Stand 90
Stand 13	Stand 37	Stand 91
Stand 14	Stand 53	Stand 92
Stand 15	Stand 55	Stand 93
Stand 16	Stand 56	Stand 94
Stand 17	Stand 57	Stand 95
Stand 18	Stand 58	Stand 96
Stand 19	Stand 59	Stand 97
Stand 20	Stand 60	Stand 98
Stand 21	Stand 61	Stand 99
Stand 22	Stand 62	Stand 100
Stand 23	Stand 69	Stand 101
Stand 25	Stand 70	

If you are unsure if your stand is one of these, please contact the event manager, Eddie Rinaldo – eddie@mse-group.com.au

Bump In

Tuesday 8th November 2022

8am – 3pm (must be complete and off site by 3pm)

Bump Out

Thursday 10th November 2022

1pm – 2pm

Immediately after the event

You will have 1 hour to clear all your items from your stand.

Please note that if anyone requires the loading dock to clear items from their stand, this can only occur with the approval of the Operations or Logistics Manager on site.

All exhibitors must be in high visibility clothing and closed toe shoes before the loading dock door will be opened.



Booth Sites

Booth Sites

Booths are constructed by Harry The Hirer. These are generally 3m x 3m, 3m x 6m and 3m x 9m but can be bigger. No other contractor is permitted to build these stands. Please note that heights greater than 2.4m MUST be approved by the organiser, and emailed for approval – eddie@mse-group.com.au

Harry The Hirer will be in contact in with unique login details to a dedicated website for the show. Once you receive this email you will need to confirm details and set a password. From there you can view their entire range of items.

If you do not receive the email mentioned above or would like to discuss upgrades to your stand, please contact Corrine directly at Harry The Hirer – contact details below.

Corinne Thomas
T: 03 9429 6666
M: 0429 313 775
corinnet@harrythehirer.com.au
www.harrythehirer.com.au



Sample Booth

Walls

Octanorm booths are constructed using 2.4m high white melamine panels inserted in an aluminium frame. When attaching anything to walls, exhibitors are asked to use 3M double sided tape or order our wall-mounted shelving.

Screws, nails, bolts, glue, paint and double-sided adhesive tape other than 3M will permanently damage the insert panels. Exhibitors are requested not to use them.

Charges will apply for ALL damaged panels.

Lighting & Power

2 x LED spotlights are supplied per 9sqm, mounted behind the fascia.

1 x single 4amp power point is included per stand.

Flooring

1m x 1m tiles in onyx or plum will be installed in the stands.

Fascia

All open aisle frontages will have a printed fascia sign with stand number and company name inserted in an aluminium frame.

The clear height under the fascia is 2100mm.

SIGNAGE UPGRADE OPTIONS

Engage your audience and connect with your customers by showcasing your brand with eye catching stand signage. Harry The Hirer can provide customised digitally printed panels and fabric banners with your supplied print ready artwork files.

Custom/Space Sites

Custom/space site numbers are listed below. Please use the following bump in and bump out schedule if your stand is listed below:

Stand 30	Stand 63
Stand 38	Stand 64
Stand 39	Stand 65
Stand 40	Stand 66
Stand 41	Stand 67
Stand 42	Stand 68
Stand 43	Stand 76
Stand 44	Stand 77
Stand 45	Stand 78
Stand 46	Stand 79
Stand 47	Stand 80
Stand 48	Stand 81
Stand 49	Stand 82
Stand 50	Stand 83
Stand 51	Stand 84
Stand 52	

If you are unsure if your stand is one of these, please contact the event manager, Eddie Rinaldo – eddie@mse-group.com.au

Bump In

Monday 7th November 2022

12pm – 9pm

Tuesday 8th November 2022

8am – 3pm

Bump Out

Thursday 10th November 2022

1pm – 7pm

Immediately after the event

Please note that if anyone requires the loading dock to clear items from their stand, this can only occur with the approval of the Operations or Logistics Manager on site.

All exhibitors must be in high visibility clothing and closed toe shoes before the loading dock door will be opened.

Custom/Space Sites

Space Sites

All designs and floor plans for custom stands must be submitted for approval prior to **19th September 2022**. Plans must include vehicles if being displayed, and include heights of all items. Contact details of the contractor building your stand will also need to be provided. Please send these details to the event manager – eddie@mse-group.com.au

If you are using an external contractor to build your stand, please ensure they have completed the MCEC induction prior arriving on site.

Harry the hirer have been contracted to manage the expo build for the Repco 100 Tradeshow. If you require assistance with building your custom stand, please feel free to contact them directly.

Harry The Hirer may be in contact with you directly to assess your requirements.

Power

Harry The Hirer are the approved power supplier for the event. Please contact them directly to book your power requirements.

Flooring

1m x 1m tiles in onyx or plum will be installed throughout the exhibition hall. If you would like custom flooring or a specific colour, please contact Harry The Hirer.

Signage Options

Engage your audience and connect with your customers by showcasing your brand with eye catching stand signage. Harry The Hirer can provide customised digitally printed panels and fabric banners with your supplied print ready artwork files.

Audio Visual/TV Screens etc.

If you require screens on your stand, Harry The Hirer can assist.

Harry The Hirer Contact Details

Corinne Thomas

T: 03 9429 6666

M: 0429 313 775

corinnet@harrythehirer.com.au

www.harrythehirer.com.au

Important Information

Delivery of Display Equipment

If you are planning to send any display equipment (especially large or heavy items) we strongly advise to use Expo Freight, our official materials handling and logistics partner.

Expo Freight will deliver display material directly to your stand ready for your arrival. They will also remove and store all pallets and crates, and return them at bump out time.

If you decide to make your own arrangements, arrival of your delivery **MUST** be booked through Expo Freight.

Please refer to the logistics page (Page 18) of this manual to register and make a booking.

Storage

There is no on-site storage at MCEC. Please contact Expo Freight prior to the event if you require storage.

Bringing your own items to site

If you plan to bring any items via the loading dock, please contact Expo Freight to book in a time (refer to page 19)

If you are only bringing in hand held items you are invited to use the Exhibition Centre car park and come in via the lifts or stairs. Note that this is strictly for hand held items.

Electrical test and tag

All electrical leads and electrical items intended for use within the venue need to be tested and tagged in accordance with Australian Standards prior to use on site. This includes any brand new leads.

Online site induction and contractor management

The following people are required to complete the [online site induction](#) module prior to commencing work at MCEC:

- Event organisers directly managing event contractors
- Event contractors prior to commencing works at MCEC
- Exhibitors building or constructing their stand during the exhibition build

Prior to completing the site induction, you and your contractors will need to be registered with MCEC's Contractor Management System (CMS). To register your company, please email cms@mcec.com.au with the following details:

- Company name
- ABN (Australian Business Number)
- Company representative (person who will be responsible for the documentation)
- Representative email address
- Representative contact number

If you have any queries about the induction, or experiencing any issues, please contact MCEC directly on +61 3 9235 8062 or email cms@mcec.com.au.

Important Information

Safety

All contractors, tradespeople, exhibitors and event staff are to wear high visibility safety vests at all times whilst in the Exhibition Bays and loading dock area during move in and move out of all exhibitions. Closed toe shoes are also required and children under 15 are not permitted.

Power

1 x single 4amp power point is included per booth stand. If you require additional power please contact Harry The Hirer.

Vehicles

Vehicles may be displayed with prior approval. Please refer to the Vehicle information page for further details – page 16.

Covid

Please ensure you read the Covid details on page 21, and follow all government and health department advice. Any Covid updates will be communicated directly to the nominated primary contact from each exhibitor.

We encourage all exhibitors to provide hand sanitiser on their stand, and arrange to wipe down all surfaces on a regular basis.

Exhibitor Services

Visit the MCEC Exhibitor Services page to book services like utilities, internet, stand catering and more <https://mcec.com.au/exhibitors>

Need to know more?

If you are unsure about anything, please contact the Tradeshow Project Manager, Eddie Rinaldo eddie@mse-group.com.au

Vehicles

Motor vehicles may be displayed as part of your stand, provided your space allows, and has been approved.

Note that vehicle displayed **MUST** fit within your stand

To obtain approval to display a vehicle, please send make, model, dimensions and weight to the event manager, Eddie Rinaldo. Please also indicate the location of the vehicle on your site plan.

eddie@mse-group.com.au

Portable fire extinguishers

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

Up to three (3) motor vehicles per stand:

1 x 2.3kg, A:B(E) dry powder fire extinguisher must be kept on the stand in an area accessible to general public and in close proximity to the vehicle. Note: this fire extinguisher must be properly signed.

Display/stands with multiple vehicles adjacent to each other, can have 1 x 2.3kg, A:B(E) dry powder fire extinguisher for every two vehicles.

Four (4) or more motor vehicles per stand:

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

Fuel tank

The motor vehicle fuel filler cap must be sealed or secured to prevent easy removal of the fuel cap by unauthorised persons. Under no circumstances is fuel to be decanted or vehicles to be filled on the loading dock or inside the venue. Motor vehicles powered by flammable gas (e.g., LPG, CNG) may be displayed provided systems are fitted in accordance with relevant Australian Standards for gas fuel systems in motor vehicles.

Drip trays

Drip trays are required to be positioned underneath each vehicle on display.

Move in and move out

The exhibitor or organiser will be required to drive the vehicle during the move in and out, under the guidance of a member of the MCEC Logistics team. Keys are not to be left in the vehicle whilst on display and need to be left with a member of the MCEC Logistics team.

Electric and hybrid cars

Electric and hybrid cars will require a fire extinguisher and drip tray (as above). Please speak to your Event Planner regarding the display of vehicles at your event.

Bump in & Bump out of vehicles

We will be in touch with a separate vehicle logistics schedule once all vehicle being delivered to site have been confirmed.

Deliveries

Bump in/Out

Please check the type of stand you have (booth or custom/space) and refer to the relevant details listed on the corresponding page of this document.

Delivery of Display Equipment

If you are planning to send any display equipment (especially large or heavy items) it is a requirement that you use Expo Freight, our official materials handling and logistics partner.

Expo Freight will deliver items directly to your stand ready for your arrival. They will also remove and store all pallets and crates, and return them at bump out time.

If you decide to make your own arrangements, arrival of your delivery **MUST** be booked through Expo Freight.

Please refer to the logistics – Expo Freight page (page 18) of this manual to register and make a booking.

Note that goods must not be sent to loading docks before the scheduled times for the move in, and all goods must be collected by the end of the official move out time.

If you are bringing in small items yourself, please bring your own trolleys as there are limited numbers available on site.

Onsite Materials Handling

Exhibitors or their stand builders requiring assistance during move in or move out **MUST** pre-book these services in advance with Expo Freight.

To avoid disappointment, you must complete the [ONSITE MATERIALS HANDLING SERVICE REQUEST](#) form via the EXPO FREIGHT PORTAL. This is a compulsory form to complete.

Forklifts

Expo Freight will be operating a forklift service during bump in and bump out to assist exhibitors. Only Expo Freight staff are permitted to use forklifts on site. The initial unloading & unloading of vehicles is provided free of charge based on booking in advance. Any services required that have not been booked will be subject to charges as per the Expo Freight rate card, which will be provided prior to the event.

MOVE IN

MONDAY, 7 th NOVEMBER 2022	12pm – 9pm	Deliveries/unloading only
	12pm – 9pm	Custom/space stand build only

TUESDAY, 8 th November 2022	7am – 3pm
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MOVE OUT

THURSDAY, 10 th November 2022	12pm – 9pm	All sites
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If forklifting services are required outside of these hours, or stand-build materials handling is required, please contact Expo Freight to discuss your specific requirements.

Note that the delivery of small items (brochures etc.) can be handled directly by exhibitors during their allocated on site times, but please ensure you are on site to accept any deliveries.

Logistics – Expo Freight

Expo Freight is the official freight forwarder/onsite logistics provider to the Repco100 Supplier Tradeshow. Expo Freight is a key partner to this event and has been engaged to assist you. Prior to the show, Expo Freight will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, please refer to the details below for guidance on how to place work orders.

Specialising in exhibition freight forwarding - both domestic and international – Expo Freight can ensure that exhibitors' product, display & merchandise are in the right place, at the right time.

Providing a complete transport, materials handling & storage service, they monitor freight from origin through to exhibition booth, ensuring goods are handled in a professional manner, and all formalities/deadlines are met. If you are using Expo Freight, your goods will automatically be delivered to your exhibition booth and all services provided will be invoiced to you post event.

Expo Freight offers local, interstate and international transport services including delivery onto each exhibitors' stand. Storage of early consignments and packing materials during the exhibition and storage after the exhibition if needed.

For international exhibitors, a comprehensive international freight forwarding service is tailored to each particular exhibitor's requirements. A team of experts are assigned to arrange a full door-to-booth service, inclusive of freight, customs and all handling

Please Note

The show bumps in on very tight parameters and deliveries will not be accepted at the venue unless booked in advance. Furthermore, all freight must be removed from the venue during official move out times - no exceptions. Expo Freight may be instructed to remove any freight still onsite at the end of our tenancy back to a local Expo Freight depot, at the expense of the exhibitor/contractor. For these reasons, we highly recommend using Expo Freight as their service is door-to-venue and they work weekends and outside normal business hours.

Arrangements for onsite materials handling & storage of empty packaging

Exhibitors or stand-builders requiring assistance during move in or move out, OR storage services must pre-book these services in advance. Storage charges apply – Expo Freight will provide exhibitors with a rate card.

Services can be booked in advance via Expo Freight's booking links where will capture billing details to issue an invoice. Upon arrival at the venue, please visit the Expo Freight Service Desk [located next to the loading dock] to receive storage labels. All charges will be billed post event based on volume consumed onsite.

To ensure adequate resources are available, we do kindly ask that you still submit your needs in advance.

In the lead up to the event, the Team at Expo Freight will reach out to prompt and assist you in this regard.



Logistics – Expo Freight

There are 2 options for delivery to your stand.

Option 1

Book your delivery directly through Expo Freight. Expo Freight will collect from your location, store prior to the event at their warehouse and delivery directly to your stand, ready for your arrival. They will also store any pallets and crates during the show and have them returned to your stand ready for bump out.

For all freight related enquiries please use the following link – [Freight Enquiries](#)

Please note all enquiries must be submitted by **Tuesday 25th of October** and the below freight collection deadlines are applicable:

- VIC Metro 7th November
- NSW Metro 3rd November
- SA Metro 2nd November
- QLD Metro 1st November
- WA Metro 26th October

For all other areas please contact Expo Freight direct.

Option 2

If you have large items that you plan to bring to site and would like to make your own arrangements for delivery, the arrival of your delivery **MUST** be booked through Expo Freight. They will be operating forklifts on site, and will have pallet trolleys also available.

Please submit your work orders by accessing Expo Freight's booking links provided.

[Loading dock and Onsite Handling Requests](#) - All freight deliveries and pickups must have an MCEC shipping labels and have clear stand numbers stated.

Should you require any assistance during this process, please contact Expo Freight directly:

Expo Freight
+61 3 9330 3303
E-mail: info@expofreight.com.au

Please note:

If you are using your own transport company or delivering yourself, Expo Freight cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.

Expo Freight can unload pallets and crates from your delivery trucks only if arrival is pre booked.

Exhibitor Portal

Tradeshaw Exhibitors

All your Repco 100 Centenary Celebration Exhibitor Information can be found in the Exhibitor portal. Using this portal you will be able to view and manage your booth for this event, register staff, update contact details, access important documents and find any updates.

You will be sent an email from info@mse-group.com.au with a link to register your participation at the show. If you haven't received this email, please contact Emily on 03 9872 4999 or email info@mse-group.com.au

Registering yourself & staff

The "Registration & Uploads" page is where you are required to register yourself along with any other staff/contractor that will be present throughout the event. This includes any promotional staff you may have working at your stand. You are able to make changes to registered staff up until **October 10th 2022**.

Uploading your company documents

The "Registration & Uploads" page also has the opportunity for you to upload documents relating to the event. This includes your company profile, company logo and a site plan (if applicable).

Quick links

The "Quick Links" page will have relevant links associated to Exhibitors.

Exhibitor Manual

Exhibitors are required to read and understand this exhibitor Manual relating to the Repco 100 event. This manual provides a comprehensive outline of all relevant information and documents that you require. If you have any questions regarding your Exhibitor requirements (floor plan, bump-in, bump out, vehicles, etc.) please contact Eddie Rinaldo on 0418 565 005 or email eddie@mse-group.com.au

For any information regarding your exhibitor registration process (number of staff, portal access etc), please contact Emily on 03 9872 4999 or email info@mse-group.com.au

Registration Allocations

Please note the number of passes allocated to each type of stand, listed below. These can be allocated to your team members through the portal.

Exhibitor Type	Tradeshaw Events	Repco100 Centenary Dinner
Platinum	Max. 6 Staff	Max. 4 Tickets
Gold	Max. 4 Staff	Max. 3 Tickets
Silver	Max. 3 Staff	Max. 2 Tickets
Bronze	Max. 2 Staff	Not Applicable
Own Brand	Max. 2 Staff	Not Applicable



Conditions of Entry

MCEC Conditions of entry

Please note that these conditions of entry apply to all entrants (including visitors, customers, contractors and employees) and are subject to change without notice and at the discretion of MCEC. MCEC retains the right to refuse entry to any visitors who refuse to adhere to these conditions of entry.

1. ACCEPTABLE BEHAVIOUR

MCEC reserves the right to refuse entry to the venue to any persons who are displaying disorderly, unlawful or offensive behaviour. Any person who causes a disturbance may be removed from the venue.

2. CROWD NOTICE RELEASE - VIDEO AND PHOTOGRAPHS

When you attend the Melbourne Convention and Exhibition Centre, you enter an area where photography, audio and video recording may occur. By entering the premises, you consent to your image and likeness being taken and used by MCEC for marketing and related purposes, including on MCEC's website and social media. If you do not wish to appear in any film or photos, please inform a staff member at the Customer Service desk so we can take appropriate steps to ensure you are not included.

For further information about how MCEC uses personal information, see our [Privacy Policy](#).

3. HEALTH AND SAFETY

In line with our standard conditions of entry, Melbourne Convention and Exhibition Centre (MCEC) is enforcing additional health and safety measures to ensure a safe and secure venue. Please note that these additional conditions of entry apply to all entrants (including visitors, customers, contractors and employees) and are subject to change without notice and at the discretion of MCEC. MCEC retains the right to refuse entry to any visitors who refuse to adhere to health and safety measures.

All visitors must comply with the current Victorian Government vaccination requirements. Read the latest on the [Department of Health and Human Services website](#).

DO NOT ENTER THE VENUE IF:

You are an active coronavirus (COVID-19) case.

You have any of the following symptoms, however mild: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, and loss of sense of smell or taste. Get tested and quarantine at home until you receive your test results.

All visitors are required to undergo hand sanitisation on arrival.

All visitors are required to maintain physical distancing whilst inside the venue.

Face masks to be worn in-line with Victorian restrictions. Read the latest on the Department of Health and Human Services [website](#).

MCEC reserves the right to refuse entry to any persons who are disorderly or display unlawful or offensive behaviour. Any person who causes a disturbance may be removed from the venue.

By entering the venue, you agree to abide by the health and safety measures outlined in MCEC's VenueSafe Plan, available at mcec.com.au/venuesafe. Failure to comply with these measures may result in removal from the venue.

GPC AP and MCEC appreciate your compliance and understanding.

Exhibitor Listing

*Subject to change

Exhibitor	Site	Exhibitor	Site	Exhibitor	Site
3M	37	Great Whites/Blacktips	45	Raptor/Upol	26
AAAA	91	Haigh	5	Rare Spares	48
AA Gaskets	96	Hella	43	RDA, TruStop (RepcO Branded Products)	68
Aerpro, XView	40	Hydrosilex	19	Redarc	41
AGAS	71	IM Group	79	RedDOT	70
Alemlube	58	ITW Polymers & Fluids	34	RepcO	49
AMX	47	JVC	14	RepcO Branded Products	68
Autoglym / RUPES	32	K&N	89	RepcO Eclipse	18
Beissbarth (RepcO Tools & Equip.)	65	Karcher	23	RepcO Tools & Equipment	65
Bendix	84	Kelpro (RepcO Branded Pro.)	68	RepcO/TruFit	3
Borg Warner	100	Kiwi Cylinder Head	95	RepcO/WhoRae	2
Bosch	78	MAHA	57	Rislone/Meguiars	38
Bowden's Own	33	Mastercool	62	Ryco	64
Capricorn	93	Mechanic.com	92	Sanden	75
Castrol	51	Mechanix Wear	36	Scepter	4
Cateran	94	Meguiar's	22	Shell/Viva Energy Australia	28
Century Batteries	76	Meyle	80	Snap On (RepcO Tools & Equip.)	65
Champion	25	Milwaukee	63	Stedi	42
Clutch Industries	82	Mitsubishi Electric	69	TAG/Brink/SWD	9
Continental	16	Molnar (RepcO Tools & Equip.)	65	TECH	61
CP	60	Monroe	83	Tradequip	53
CRC	52	Motortech	21	Trico	27
CTEK	13	NAPA	46	Tridon/Toledo	55
Cygnett	17	Narva/Projecta	50	Trojan/Hayman Reece	6
Dayco	97	NGK	77	Trustop, Silverline (RepcO Branded Prod.)	68
DBA	86	Nolathane	87	Turtle Wax	20
Denso	99	Nordic Lights	1	Uniden	39
Donaldson	88	Nulon	29	Valeo	72
Drivetech 4x4	90	OEX	98	Valvoline	30
ECCO Safety Group	44	Oricom	10	Welch	81
Endeavour	56	Parkmate & Scosche	15	ZF Aftermarket	85
Energizer	35	Penrite	66		
EVC	12	Prestolite	74		
Forward Lift (RepcO Tools & Equip.)	65	Prestone	31		
Gates	67	Pro-Lift/Omega	59		
GME	11	ProSelect (RepcO Branded Products)	68		

Please note that the site plan and exhibitor listing is subject to change. We will notify all exhibitors of any major changes via email.

For the most up to date exhibitor listing and site plan, please follow the link below.

[Site Plan](#)



Thank You



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