

EXHIBITOR INFORMATION

Introduction

This manual is designed to assist you with the smooth planning of your exhibit. Contained within this document are the Brisbane Convention & Exhibition Centre's evacuation procedures, exhibition regulations, a list of available services and the order forms for these services.

All quoted prices are current at the time of printing and subject to change.
All prices listed are inclusive of 10% GST and are in Australian dollars.

Completed order forms and enquiries should be directed to:

The Exhibitor Services Department
Brisbane Convention & Exhibition Centre
PO Box 3869
South Brisbane QLD 4101
Australia
Tel: +61-7-3308-3134
Fax: +61-7-3308-3138
Email: exhibitorservices@bcec.com.au

Access

Access to the Brisbane Convention & Exhibition Centre for Exhibitors and Contractors during build-up and pull-down is via Glenelg Street. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.

The Entrance to the Brisbane Convention and Exhibition Centre Car Park is located at the end of the service road past Exhibition Hall 4.

Accounts

All accounts for Venue Services must be paid in accordance with Centre requirements and paid in full seven (7) days prior to the commencement of the Event.

Audio Visual

Audio Visual equipment is available from the Brisbane Convention & Exhibition Centre. For further details of equipment available, tick the appropriate box on the Exhibitor Services Form or contact the Business Centre.

Banking

The following Banking Facilities are located in the South Bank precinct.

Bank of Queensland
184-186 Grey Street
Telephone: 07-3033-4000

Commonwealth Banking Corporation
Shop 22, 164 Grey Street
South Brisbane Qld 4101
Telephone: 132221

National Australia Bank
Boundary Street
South Brisbane Qld 4101
Telephone: 07-3844-1323

Westpac Banking Corporation
91 Boundary Street
West End Qld 4101
Telephone: 07-3844-4861

EXHIBITOR INFORMATION

The Brisbane Convention and Exhibition Centre provide two Automatic Teller Machines located on the Great Hall Concourse and Exhibition Hall 4 Concourse. They accept all cards however do not accept credit cards for cash advances.

Cleaning

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Centre's cleaning staff.

Exhibitors requiring individual stand cleaning should complete the applicable section under "Utility Services" of the Exhibitor Services Form.

Competition and Gaming Regulations

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld).

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Gaming Regulation on (07) 3872 0999 A/H (07) 32102906 to obtain an information sheet or visit their web site:

Competitions and Trade Promotions: <http://www.qogr.qld.gov.au>

Convex Cards

Convex cards are in-house debit cards for venue services and can be used to make purchases at any of the food and beverage outlets within the Centre and for sundry items at our Exhibitor Services Office and Information Desk. A deposit of \$400 is required before cards will be issued and all convex cards remain the property of BCEC and must be returned at the conclusion of the event. An \$11 charge per card will be applied on cards not returned within 2 working days.

Emergency First Aid & Medical

Emergency telephone numbers are: Ambulance - 000, Dental - 3830 4157. The nearest Public Hospital Casualty Department is at the Mater Misericordia Hospital, Annerley Road South Brisbane, telephone 07-3840-8111.

Evacuation Procedures

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff, fully trained for an emergency situation and all our Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound.....

BEEP BEEP

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound...

WHOO WHOO

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If we do need to evacuate, all exits are clearly marked with exit written in green.

Centre staff will direct you to a Safe Assembly area.

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Assembly area is South Bank Institute footpath, which is directly across the road from our bus waiting area in Glenelg Street.

If you do have an emergency while in the Centre, all you have to do to obtain help is to pick up an in-house telephone and dial "8". Let Security know the details/location of the emergency and they will respond.

Exhibitor Move In: (Saturday 3rd May 2014 from 3pm)

The Exhibitor move-in will commence at Saturday 3rd May 2014 from 3pm. Shell scheme and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by 13:30 on Sunday 4th May 2014

Exhibitor Move Out: (Wednesday 7th May 2014 from 1:30pm)

Removal of products and exhibits will commence at 1:30pm. No exhibitor will be permitted to remove products prior to this time.

Exhibitor Services

Exhibitor Services is situated in the concourse between Exhibition Halls 2 & 3. It is open during move-in, operational and move-out stages of the exhibition. Services provided include faxing, photocopying and the sale of stationery items.

Fire Regulations

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain a full tank of fuel and be free of leaks.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre.

Fire Proof Materials

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities.

Food Sampling

The Centre Management has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverage may be brought into the Centre without the consent of the Centre's Management.

The food and beverage sampling guidelines are as follows:

Samples to be given away free of cost to the patron must be:

- Items which registered members of the association buy wholesale in the normal conduct of business or
- Are produced by equipment used in the normal conduct of their business

The sale of such sample products is not permitted.

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- Portions must be of tasting size only:
- Liquid portions should not exceed 30% of what would be considered to be standard serving size.
- Solid food should be no larger than bite size.
- Health regulations apply.
- Exceptions to the above require written approval.

Freight

Agility Fairs & Events are our in house freight logistics company and handle all freight at BCEC.

Any freight enquiries should be directed to:

Sebastian Bufalino

Email: agility@bcec.com.au

Telephone: 07-3308-3385 / 0419-612-895

Neither the Organisers, Venue and/or Agility will accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor of his/her agent or contractor.

All deliveries must be addressed with the attached delivery note to assist with the smooth delivery of goods.

Courier Companies should be instructed to pick up post event freight from Kitchen Loading Dock via Glenelg Street on Thursday 8th May 2014. The Venue and/or Agility will not take responsibility for freight left after this time.

Forklift / Material Handling

Forklifts and drivers are available for hire from Agility Fairs and Events. Charges apply for forklift and driver.

This service is available to all Exhibitors and must be booked and paid for at least 48 hours prior to event build-up.

Health Regulations

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided: -
 - A hand basin with hot and cold water.
 - A refrigerated display and/or storage cabinet if the food is perishable.
 - Glass or Perspex screens or sneeze guards to protect food from contamination.
 - A washable impervious floor e.g. sheet vinyl.
 - Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
 - Where drainage and water is required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes:
 - They must be offered in such a manner as to avoid being handled by the public e.g. apportioned and toothpicks inserted.
 - They should be protected from contamination, for example by the use of trays fitted with plastic covers.
 - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.

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- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the Brisbane Convention and Exhibition Centre Management is mandatory.
- Exhibitors must provide receptacles for rubbish collection. These receptacles must be located in within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.
- All stands involved in the presentation of food & beverage must abide by the "Food Hygiene Regulations 1989"

Please note extra cleaning charges may be imposed for the disposal and cleaning of wet and food waste.

Parking

The Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. The flat rate for exhibitor parking is \$15.00 per day/per vehicle.

Post Office

The nearest Post Office is located at 75-77 Russell Street, South Brisbane,
Telephone: 07-3844-6317

Rigging

For safety reasons all rigging of overhead banners and signage will be completed by the BCEC and must be pre-arranged with the Centre prior to build up of the Exhibition.

To book rigging, tick the appropriate box on the exhibitor services form.

Safety Vests

All Organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

Vehicle drivers and offsidors or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

Security

BCEC Security Officers will maintain security. Whilst every reasonable precaution is taken, the Organisers and the Brisbane Convention and Exhibition Centre accept no responsibility for any loss or damage occurring to persons or property at the exhibition.

Smoking

The Brisbane Convention & Exhibition Centre has a "No Smoking" policy within all areas of the Venue. Exhibitors are therefore requested not to smoke within the Exhibition Area.

Stand Construction & Exhibits

1. Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

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2. Demonstration of Equipment

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

3. Electrical Equipment

The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be done immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department.

4. Fire Regulations

All materials used in stand construction and decoration must be fire retardant to conform to local statutory building regulations.

The storage of any flammable liquids or fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations.

5. Floor Load Weight Limits

All floor areas within the BCEC have specified loading limits per square metre. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. BCEC requires the following information in advance of the commencement of the build:

- The dimensions of the base of the item
- The gross weight of the item
- A picture or diagram of the item
- Indication on the floor plan where the item is to be located.

6. LPG Gas – Use on Stands

The use of LPG on stands is allowed in the Exhibition Halls, however, the following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All appliances must be approved for use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day.
- Maximum Cylinder Size = 45kg
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system are not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of show the LPG must be turned off at the bottle and all cylinders must be removed from the building overnight to designated areas.

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- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- The LPG supply must be connected and disconnected by a certified tradesman.

7. Motor Vehicle Displays

All vehicles should have a full tank of fuel when left in the Centre to reduce the vapour space in the tank as per Queensland Fire Service advice (Workplace Health & Safety, Risk Management Advisory Standard 2000). All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless alternate arrangements have been made with the Event Manager.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

8. Temporary Structures

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress
- Prevention of fire
- Suppression of fire
- Health of persons accommodated
- All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3)

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client. These principles include:

- Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers and fire canon.

Storage

As limited on site storage facilities for packing materials and boxes are available, it is recommended that exhibitors keep packing materials to a minimum.

Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the event.

Venue

The XXXII World Congress of Audiology 2014 exhibition will be held in Exhibition Hall 1 of the Brisbane Convention & Exhibition Centre, corner of Merivale and Glenelg Streets, South Bank Qld 4101. Telephone: 07-3308-3000
Facsimile: 07-3308-3500.

Exhibitor Services Order Form



On completion of this form please return to:
 Exhibitor Services Office
 Brisbane Convention & Exhibition Centre
 Fax: (07) 3308 3138 or free faxback 1800 063 302
 Email to: exhibitorservices@bcec.com.au

Contact and Event Details

(Please complete all details. Please print clearly)

Event Name: _____ Event Dates: _____
 Stand Name: _____ Stand Number: _____
 Contact Name: _____ Telephone: _____
 Company Name: _____ Mobile: _____
 Billing Address: _____ Fax: _____
 _____ Post Code: _____ Email Address: _____

Services

CONVEX CARDS

Convex cards are in-house debit cards for venue service
 Deposit per card \$400.00 x No. Req'd _____

FOOD & BEVERAGE

15 litre water bottle (includes cooler) \$29.00 x No. Req'd _____
 Additional 15 litre water bottles \$29.00 x No. Req'd _____
 Delivery date & time _____
 Pick up date & time _____

TELECOMMUNICATIONS

Telephone - handset, line (Incl call deposit \$100.00) \$210.00 x No. Req'd _____
Fax machine - Desktop, Plain paper (Incl call deposit \$100.00) \$315.00 x No. Req'd _____
Modem line only - does not include modem (incl call deposit \$100.00) \$210.00 x No. Req'd _____
Eftpos line only - does not include Eftpos Machine (incl call deposit \$100.00) \$210.00 x No. Req'd _____

STAND CLEANING

Stand Cleaning - Dusting & Vacuum of stand
 9 m² \$33.00 flat rate 10 + m² \$22.00 + \$1.10 per m²
 100 + m² \$POA

Total m² x no of days required

Please specify date/s & times: _____

TOTAL SERVICES _____

OTHER SERVICES

Additional Services

(Please tick to arrange quote)

AUDIO VISUAL & RIGGING SERVICES

Rigging Services

* Banner Rigging * Points & Trussing

Audio Visual Services

* Audio Systems * Lighting System
 * Visual Systems * Video Services
 (LCD Screen & Projection)

CAD & GRAPHICS: In-House Services

* Banner, Poster & Signage Production
 * Portable Display Systems
 * Large Format Printing Services

COMPUTER / INTERNET ACCESS

* Wideband / Broadband Internet Access
 * Computer Hire Printer Hire

FOOD & BEVERAGE

Stand catering

* Send stand catering menus
 * Espresso Machines available on stand

UTILITY SERVICES

* Sink Hire
 * Plumbing / Compressed air

ADDITIONAL EXHIBITOR SERVICES AVAILABLE ON SITE

The following services are available from our Exhibitor Services Office (Prices on application)

- Photocopying
- Stand supplies
- Stationery supplies
- Multi Exit car park passes

An administration fee for credit card payment over \$10,000 or more will be calculated at 3% of the payment amount. All orders, together with payment, must be received 7 days prior to the commencement of the event by cheque or credit card (card details to be completed above). If payment is not received, your request for service will not be processed. To secure your requirements please forward payment for all services immediately following receipt and confirmation of your additional services quotation.

Payment Details

* Visa * Mastercard * Amex * Diners * Cheque **Total \$** _____
 Card Number _____ Credit Card Expiry Date ____ / ____ Amex ID# _____
 Card holders name (as it appears on credit card) _____ Signature of card holder _____
 Cheque Payment - I hereby enclose my cheque for \$ _____ Cheque no. _____

Please make cheques payable to Brisbane Convention & Exhibition Centre. Prices valid until 30 June 2013 are subject to change without notice.

Exhibitor Services Office

Postal: PO Box 3869, South Bank, Queensland 4101, Australia
 Enquiries: Phone (07) 3308 3134
 Fax: (07) 3308 3138
 Email: exhibitorservices@bcec.com.au

more personal - more choice

stand catering menu **2012/13**

Australia's caterer of the year



*All orders must be confirmed and paid for 7 business days
prior to any on-stand event*

*Full payment is expected as soon as possible to secure
appropriate staff, product and equipment*

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Dear exhibitor

The Brisbane Convention & Exhibition Centre is pleased to be hosting your event and we have compiled the attached suggestions for food and beverages, which can be ordered for your exhibition stand. As strict guidelines do apply, please read below.

Service notes

- Approval from the event organiser is required for stand catering functions held on stands outside of the normal operational hours of the exhibition.
- Approval from the event organiser is also required for stand catering functions held outside of the perimeter of your stand.
- Catering on the second story of a stand is subject to approval by the food and beverage manager.
- Any service equipment lost or broken during your event will be charged back to your account.
- The inclusion of food and beverage attendants is dependant on what has been ordered and the exhibitor services staff can advise you accordingly.
- Any BCEC staff used to service your function are only to be used in a hospitality role. Any requests for special uniforms or costumes must be discussed prior to the event.

Food and beverage sampling guidelines

The Brisbane Convention & Exhibition Centre has the sole rights for all catering and thus does not allow exhibitors to bring any food or beverage products into the centre without prior approval from the food & beverage management. Exceptions may only be granted in relation to events involving food and/or beverage sampling.

Ordering

- Please email your requirements to exhibitorservices@bcec.com.au, or contact us on (07) 3308 3134, no later than 14 days prior to the commencement date of the event.
- The exhibitor service staff will prepare a quote and event order and send to you for confirmation.
- All orders must be confirmed and paid for 7 business days prior to your on-stand event.
- If cancellations are received after this time, the full charge will apply.

Two group espresso machine - 8oz cups

Includes first 100 cups and all related condiments

First day hire **\$350**

Subsequent day hire **\$300**

Additional cups **\$3.00 ea**

Barista (+ 30 minutes before / after service) **\$37/ hour**

Space requirements on exhibitor stand bench:

Height 95cm X Width 135cm x Depth 110 cm

or

Service from 'espresso coffee on stand' cart measuring:

Height 95cm X Width 135cm x Depth 110 cm

Access under espresso machine is required for water and drainage. No plumbing is required.

The espresso machines require 1 x 20 amp and 1 x 10 amp power outlet. Power requirements need to be communicated at time of ordering to ensure correct set up during stand construction.

Gelato bar

Inclusive of freezer, cups, cones and 4 flavours: Raspberry, Apple, Lemon and Chocolate

10 amp power requirement

Staff Charged at **\$37/hour**

\$22.00 per litre - minimum 2L each flavour

Boost Juice and Smoothie Bar

Price on application

Popcorn

Inclusive of heater machine and cups

Popcorn **\$25.00 per kg**

Staff charged at **\$37/hour**

Cupcake Stall

Cup cakes and stand **\$4.30 each, \$5.00** with logo

Flavours: Vanilla, Chocolate and Caramel

Lolly Bar

Includes machine

M&M's and Skittles **\$30.00 per kg**, minimum 2.5kg of each

No Staff required

Macaroon Station

\$2.00 each, minimum of 50

Includes macaroons and stand, flavours: Salted caramel, Blueberry and Vanilla Cheesecake

No staff required

Gum Ball Machine

Includes gum balls and machine. **\$25.00 per kg**

No staff required

Terms and Conditions:

- Please note, all catering requests need minimum of 7 business days notice
- BCEC have exclusive food and beverage distribution rights within the venue, strictly no outside food or beverage items can be brought into BCEC.
- Necessary service equipment, cutlery, crockery or similar will be provided with menu selection
- Payment of estimated costs is required as confirmation of any order
- Notice of cancellation must be given at least three (3) working days before the event date
- The above price may be subject to change without notice in unusual circumstances



Minimum 10 pax of the same hot or cold item

Freshly brewed coffee

Holding time for urns is approximately two hours, are then replaced at client's expense.

Price includes: brewed coffee, hot water urn, tea bags, sugar, milk and disposable cups

- 10 cup urn **\$22.00**
- 50 cup urn **\$110.00**
- 100 cup urn **\$220.00**

Instant coffee

Per cup **\$2.20**

Price includes: hot water urn, instant coffee, tea bags, sugar, milk and disposable cups

Cold

Packaged biscuits – 2 per pack **\$2.00ea**

In house patisserie selection of cookies **\$4.60ea**

Whole fruit **\$2.00ea**

Mini chocolate bars **\$1.50ea**

Packet crisps **\$2.50ea**

Packet nuts (nobby's) **\$4.50ea**

Hot

Hot items are for immediate consumption and cannot be kept hot on stand

Egg and bacon muffin **\$5.20ea**

Beef and guinness mini pies **\$4.00ea**

Chicken and leek mini pies **\$4.00ea**

Quiche lorraine **\$4.00ea**

Smoked salmon and dill quiche **\$4.00ea**

Ice cream break

Choose from vanilla drumstick, heaven and weis bars - includes freezer **\$4.60ea**

Ice cream flavours are subject to availability and must be ordered 5 working days prior

Water

Water cooler (refrigerated) with 15 litre water bottle **\$29.00**

Additional 15 litre water bottles **\$29.00**

Staffing

A staff member can be hired to attend your stand catering **\$37.00ph**

Charged per hour – minimum 3 hour engagement

morning & afternoon tea packages



Minimum 10 pax of the same item, maximum 30 minutes duration

Sweet selection - \$9.50pp

Chocolate caramel and oatmeal slice; and
Mango and macadamia nut loaf

Sweet and savoury selection - \$10.10pp

Pineapple and coconut cake; and
Caramelised onion, corn, gruyere cheese quiche

Savoury selection - \$10.70pp

Chicken, pistachio sausage roll; and
Selection of sandwich points **2pp**

Light and healthy selection - \$10.10pp

Bran and apricot muffins; and
Sliced tropical fruit

All packages include filtered Rainforest Alliance Certified™ coffee & a selection of teas served from stations, fresh orange juice and water

Certified organic milk is available upon request - add 50c pp

something more
substantial



Minimum 10 pax of the same item

Hot items are for immediate consumption and cannot be kept hot on stand

Fish and chip box

Beer battered fish with chips, lemon and tartare sauce **\$11.00ea**

Hamburger and chip box

Wagyu beef hamburger on sesame bun with chips and tomato sauce **\$11.00ea**

Australian cheese and vegetable crudités

A selection of fine cheeses with walnut bread, lavosh and water crackers served with julienne of fresh garden vegetables **\$12.75pp**

Sandwiches

Chefs selection of assorted sandwiches (4 points per person) **\$5.80pp**

Rolls, wraps & bagels

Chefs selection of assorted rolls, wraps and bagels (1 per person) **\$6.50pp**

Cold platters

Per person. minimum order for 10 people

assorted roasted nuts, pretzels and crisps - **\$5.20pp**

charcuterie of prosciutto, sopressa, coppa and calabrese sausage, oven roasted tomatoes, pickled vegetables with focaccia and turkish bread - **\$17.00pp**



Minimum 10 pax.

Includes one hour silver beverage package - \$41.00 pp

Cold canapés

Teriyaki chicken and red pepper sushi
Pastrami cone, anchovy cream
Avocado, eggplant caviar baguette (v)

Hot canapés

Chicken satay, peanut sauce
Beef samosa, mango chutney
Steamed vegetable bun (v)

Silver beverage package

Rothbury brut sparkling cuvee (SE Aust) **or**
Seppelt stony peak brut (SE Aust)
Rothbury semillon sauvignon blanc (SE Aust) **or**
Seppelt stony peak chardonnay (SE Aust)
Rothbury cabernet merlot (SE Aust) **or**
Seppelt stony peak shiraz cabernet (SE Aust)
Carlton dry, carlton mid, cascade premium light
Orange juice, soft drinks (coke, diet coke, sprite, lift)

Responsible service of alcohol

Management support staff who are empowered to facilitate legal obligation and the responsible service of alcohol to ensure clients, guests and visitors enjoy an environment that is safe and welcoming.

The liquor act 1992 states a licensee must:

- Behave responsibly in the service, supply and promotion of liquor
- Not engage in any practice or promotion that may encourage rapid or excessive consumption of liquor
- Engage in practices and promotions that encourage the responsible consumption of liquor
- Provide and maintain a safe environment in and around the licensed premises

Key components of BCEC's responsible service of alcohol initiatives include:

- Providing the sale and/or supply of alcoholic beverages in a responsible manner, including monitoring the consumption of alcohol
- Facilitating and maintaining an OLGR approved responsible service of alcohol (RSA) training program, training and assessing employees as competent in RSA
- Intervening to ask a person for proof of age before serving alcoholic beverages. If such identification cannot be produced, the patron will not be served or supplied with alcohol.
- Intervening to prevent possible problems arising from excessive or rapid alcohol consumption
- Not serving or supplying anybody who is unduly intoxicated
- Adhering at all times when liquor is being served or sold to having a liquor approved manager on BCEC licensed premises
- Ensuring guests do not bring alcoholic beverages on to BCEC licensed premises unless prior written approval has been given



Wine (bottle)

Seppelt Fleur de Lys (SE Aust)	\$34.00
Seppelt Stony Peak Brut (SE Aust)	\$29.00
Matua Valley Hawkes Bay Merlot (NZ)	\$37.00
Seppelt Stony Peak Shiraz Cabernet (SE Aust)	\$29.00
Seppelt Stony Peak Chardonnay (SE Aust)	\$29.00
Angel Cove Marlborough Sauvignon Blanc (NZ)	\$34.00

Beer (per six)

Carlton Mid Strength	\$24.00
Cascade Premium Light	\$24.00
Peroni leggera	\$30.00
Crown larger	\$30.00

Terms and Conditions:

- Please note that a 20% surcharge will apply to catering requests with less than 48 business hours notice
- BCEC have exclusive food and beverage distribution rights within the venue, any outside food or beverage items brought into its premises for sale and consumption without written consent from the F&B department is strictly prohibited.
- Necessary service equipment, cutlery, crockery or similar will be provided with menu selection
- Payment of estimated costs is required as confirmation of any order
- Notice of cancellation must be given at least three (3) working days before the event date
- Refunds or overpayment will be processed by the Centre's Finance Department within 30 days after the date of supply
- Final invoice will be provided within fourteen (14) days after the show closing date
- The above price may be subject to change without notice in unusual circumstances

Non alcoholic (per six)

Soft drinks - Coke, Lemonade, Lift, Diet Coke, Coke Zero (600ml bottle)	\$18.00
Bottled juice - Apple, Orange (300ml bottle)	\$18.00
Mount Franklin still water (600ml bottle)	\$18.00
Mother energy drink (500ml can)	\$18.00
Sparkling mineral water (450ml bottle)	\$18.00

Ice

10kg bag - each	\$6.00
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alcohol sampling guidelines

To supply liquor for sale or sample within the licenced area of BCEC, an exhibitor must adhere to the Queensland Liquor Act 1992 and BCEC Liquor compliance as outlined by the Brisbane Convention & Exhibition Centre (BCEC).

Prior to an event:

Event organisers must provide to the BCEC Food & Beverage Department a minimum of 35 days prior to the commencement of the Exhibition:

- A list of all proposed exhibitors and a plan of the exhibition layout showing the location of each exhibitor.
- A copy of each exhibitor's current Responsible Service of Alcohol certificate issued in Queensland or another state or territory.
- A copy of each exhibitor's current liquor or wine licence issued in Queensland or another Australian state or territory.

Please note that:

- If any Exhibitor does not meet the above criteria, they are not legally permitted to sell or sample liquor at the BCEC.
- Exhibitors whose core business is not in the food or wine industries, are not legally permitted to sell or sample liquor at the BCEC. No third party supplier can be used.

During an event:

- Current liquor or wine licence must be displayed at all times on the exhibitor's stand.
- Current RSA certificates of those supplying liquor must be displayed on the exhibitor's stand.
- Sampling should be confined to the boundaries of an exhibitor's booth space.
- Exhibitors are not permitted to sell liquor for consumption on BCEC licensed premises.

Under the Liquor Act, BCEC has the responsibility of ensuring compliance with the Act.

Any interpretation will remain with the BCEC until written confirmation can be obtained from the Office of Liquor Gaming and Racing in the event of a dispute.

Please note that:

- Exhibitors should be self sufficient on stand
- Maximum sample sizes are:
 - beer 50ml
 - wine 30ml
 - spirits 10ml
- Sampling must be served in disposable packaging, consumed and disposed of at the point of sample i.e. on stand only
- A sample must be free of charge

Any questions regarding these guidelines should be directed to Kevin Gulliver or Brad Lyons at F&BManagement@bcec.com.au

Valid from October 2010.

food sampling guidelines

BCEC has sole rights for the sale and supply of all food and beverage within the centre.

No food or beverage may be brought into the centre without prior, written consent from food & beverage management. The sale of food & beverage products for consumption within the centre by exhibitors is not permitted.

Generally, the centre will not have objection to exhibitors providing free samples from their stands provided that:

- The exhibition is related to the product being sampled and...
- The product samples are related to the core business of the exhibitor and...
- The samples are provided free of charge and...
- Laws pertinent to the supply of a product comply with Liquor licensing and Food Safety Act 2006 and...
- The exhibitor is self sufficient on their stand.

If approval is given, workplace health and safety, including but not limited to food safety is paramount. the following requirements are to protect yours and our customers. they must be adhered to:

1. Perishable, packaged foods must be refrigerated.
2. Where unpackaged food is to be stored, displayed, handled or given away, the following facilities and services need to be provided at the stand:
 - A hand basin with hot and cold water.
 - A refrigerated display and/or storage cabinet if the food is perishable.
 - Glass or perspex screens or sneeze guards to protect food from contamination.
 - A washable floor protection. e.g. sheet vinyl.
 - Where washable serving implements or utensils are used, a separate sink with hot and cold water and detergent is required.
 - Where drainage of water is required, stands must be located with access to the appropriate service pit.
3. All eating and drinking utensils must be disposable (e.g. paper cups, plastic spoons, plastic wine glasses) and must not be reused.
4. When food or beverage samples are given away for promotional purposes:
 - They must be offered in such a manner as to avoid being handled by the public e.g. portioned with toothpicks inserted.
 - Condiments such as sauce, mustard etc. are to be contained in squeeze type dispensers or in individual sealed packs.
5. Exhibitors sampling food must provide receptacles for the collection of rubbish in suitable locations. such receptacles shall be located at or near the stall, and the contents shall be disposed of in a manner approved by centre management.
6. All stands involved in the presentation of food & beverages must also abide by the attached Brisbane City Council 'taste testing fact sheet.'
7. All other food related exhibition cooking of food by exhibitors is prohibited unless approved by the centre. each case will be considered on its merits in conjunction with the type and quantity of food being cooked, and the method used to remove any cooking odours. early consultation with the brisbane convention & exhibition centre management is mandatory.

Stand Catering Request - Exhibitor Services

On completion of this form please return to:
Exhibitor Services Office
Brisbane Convention & Exhibition Centre
Fax: (07) 3308 3138 or free faxback 1800 063 302
Email to: exhibitorservices@bcec.com.au

Contact Details

Day/date	<input type="text"/>	Client Name	<input type="text"/>
Client Contact On Day	<input type="text"/>	Phone	<input type="text"/>
Fax	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Event Name	<input type="text"/>		
Stand Name	<input type="text"/>	Stand Number	<input type="text"/>

Item	Quantity	Delivery Date	Delivery Time

Additional Information

Office Use Only	
Order Taken By: _____	Date: ____ / ____ / ____

Exhibitor Services Office
Brisbane Convention & Exhibition Centre

Postal: PO Box 3869, South Bank,
Queensland 4101, Australia

Enquiries: Phone (07) 3308 3134 or Toll Free (within Australia) 1800 063 309
Fax: (07) 3308 3138
Email: exhibitorservices@bcec.com.au

Location & Access Map

BCEC on Merivale Street

