

## Loading dock delivery label for Melbourne Exhibition Centre (MEC)

This label must be attached to every item delivered to the loading dock.

Entry to the Exhibition Centre loading dock is via Normanby Road, South Wharf. For further information, please contact our Logistics team on 03 9235 8385.

Melbourne Convention and Exhibition Centre staff will only sign for deliveries between 8am–4pm, Monday to Friday. We will not accept responsibility for items left at the loading dock outside of these times.

### Contact information

---

Contact name  
(Person responsible for delivery)

---

Contact phone number  
(Person responsible for delivery)

---

### Event information

---

Event name

---

Event number

---

Event dates

---

Room/area for delivery

---

### Stand information

---

Stand name

---

Stand number

---

### Items

---

Item number

---

Total number of items

---

## General information

The loading dock is managed and controlled by MCEC's Logistics department.

- 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 out process. Vehicles and their contents are the responsibility of the owner.

### Exhibition Centre Doors 1-10 (Bays 1-20)

They run 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.

Traffic flows in a one-way direction in from and out to Normanby Road. All vehicles entering the loading dock will be required to check in at the boom gate. If not manned, please use the intercom and speak to security.

### Exhibition Centre Doors 11-21 (Bays 21-26)

This loading dock is split across two levels ('upper' and 'lower'). The upper dock is at the same level as the floor of Exhibition Bays 21-26 and is the main dock used for Exhibition bump in's. Adjacent to Door 11, is a separate loading area and door that provides access to the Eureka Meeting Rooms, Sovereign Room and Courtyard Meeting Rooms. The door provides access to the ground level servery and services lifts.

The lower dock is intended for use by smaller vehicles (up to 8m), couriers and exhibitors. This dock is at street level.

There is a ramp, stairs and two dock levellers to provide access between the two loading docks.

Storage on the upper dock is not permitted, however there is partially covered storage available on the lower dock (under the freeway).

The Exhibition Centre Doors 11-21 (Bays 21-26) loading dock is linked via an internal road network to all existing loading docks.

