

Guide

Stand and Deliver

Exhibitor Stand Menu Our menu is a celebration of our home – bold, exciting, unconventional. So MCEC. So Melbourne.

Our food philosophy

Vibrant, diverse, delightful – our menu celebrates Melbourne. From the classics to cutting-edge, each dish brings a flavour of our city's distinct culture and character. Our chefs are artisans and innovators. They stand out in a city that is famous for exceptional food. They craft unique and memorable menus, from grab-and-go gourmet to sophisticated dining. They are passionate about quality and sustainability, sourcing only the finest and freshest local produce.

Every dish is original, prepared in-house and by hand. At Melbourne Convention and Exhibition Centre, we proudly design, create and deliver an extraordinary culinary experience for every guest, every time.



Sampling

Please note MCEC have sole catering rights to the venue. We will consider reasonable requests for food and beverage sampling, however sampling portions must be of tasting size i.e. no larger than 50g or 50ml (not more than 10ml for spirits or 30ml for wine, beer and cider) and must be offered free of charge. Requests for external catering and food and beverage sampling must be submitted in writing to MCEC for approval and will be considered on a case by case basis, to which charges may apply.

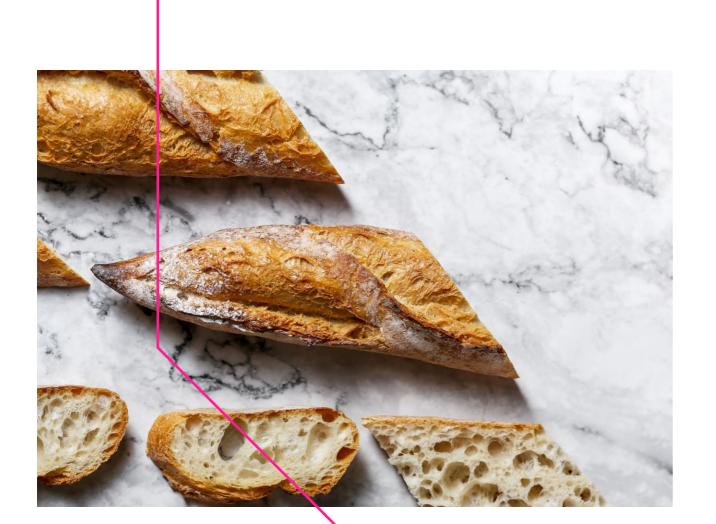
Download the <u>Food and Beverage</u> <u>Sampling/Selling Request form</u>.

Food and beverage account card

Exhibitors can also purchase food and beverages from Shed Cafe, Plenary Cafe, Goldfields Cafe + Bar and the Exhibitor Lounge using an Account Card.

This pre-paid card is used like a debit card and is handy for hosting guests or for when you need to grab some food on the run.

Download the Account Card form.



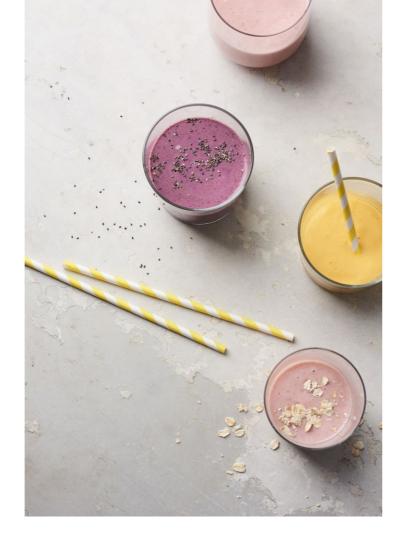


Breakfast

\$54.75 (10 pieces)

Select two

- Bacon, egg and smashed avocado in charcoal rolls
- Pots of house-made vanilla yoghurt and toasted muesli breakfast trifle, with berry compote and walnuts V
- Tropical fruit salad, lime leaf and vanilla V | GF
- Selection of MCEC pastries V
- Double-smoked ham and cheese croissant
- Mini bacon and egg pie with tomato relish
- Sundried tomato, basil and mozzarella savoury muffin V
- · Hickory-smoked salmon and egg tart





Morning/ Afternoon Tea

Something sweet

\$65.00 (10 pieces)

Select two

- Lime and pineapple cake, passionfruit and vanilla chocolate coating V
- Chocolate, salted caramel and caramelized popcorn morning buns V
- Pots of strawberry panna cotta, fresh berries, macadamia, chia seeds and freeze-dried berry crumble V | GF
- Homemade pistachio and ricotta cannoli V
- Signature banana and walnut bread coated with milk chocolate and roasted almonds V
- \cdot Cherry and coconut lamingtons V
- Our award-winning ice creams and sorbets, inspired by seasonal flavours
 V | GF
- Mango, pineapple, banana and vanilla yoghurt smoothie V | GF
- Strawberry and coconut yoghurt smoothie with pure maple syrup V | GF
- Chocolate and raspberry mud cake
 V | GF
- Triple chocolate muffins, hazelnut and coffee crumble V
- Caramelized white chocolate, lemon and apricot scones served with jam and Chantilly cream V
- \cdot Classic apple pie with whipped cream ${\bf V}$

V | Vegetarian VF | Vegan friendly GF | Gluten friendly

Please note

Other dietary requirements can be catered for upon request. A 15 per cent surcharge applies for Sunday and public holiday events. All prices are inclusive of GST.

Something savoury

\$76.00 (10 pieces)

Select two

- Aussie classic Vegemite, tasty cheese and sundried tomato scroll V
- Mushroom and onion pie with cheddar cheese and thyme V
- \cdot Good old sausage roll with tomato sauce
- Cheeseburger pie with pickles, American mustard and ketchup
- House-smoked Huon Valley salmon in a brioche roll with dill lemon dressing
- Kimchi, bacon, egg and smashed avocado in charcoal rolls
- Shredded smoked chicken with baconaise in soft buttermilk roll
- Braised steak and pepper pie with tomato chutney
- Mount Zero red lentil and kale fritters with lemon vegan mayonnaise VF | GF
- Crispy Chinese mushroom and taro rice noodle roll with plum sauce VF | GF



Lunch

Deli-style rolls and wraps

\$88.00 (20 pieces)

Select two

- Light rye with cheddar, rocket, dill and Dijon mayonnaise, gherkin and pickled red cabbage V
- Wholemeal wrap of hoisin marinated chicken with rainbow slaw
- Ciabatta filled with smoked ham, smashed avocado, goats curd, cos lettuce and cucumber
- Sourdough filled with chicken, pomegranate mayo, baby spinach and eggplant
- Shaved roast beef wrap with rocket, tomato relish, cucumber and caramelised onion
- Multigrain with basil pesto, rocket, tomato, olive and feta cheese V

Individual salads

\$88.00 (20 pieces)

Select two

- Mediterranean-style chickpea salad with haricot and soybeans, artichokes, capsicum and pesto dressing V | GF
- Spicy pulled beef salad with tomato, shredded cheese, capsicum, corn and cos lettuce with lime and jalapeno dressing **GF**
- Israeli couscous salad with roast pumpkin, capsicum, sultanas and continental parsley with honey dressing V
- Poached chicken salad with chilli, mint, quinoa, edamame beans, julienne of raw carrot and rocket with a lime and smoked paprika dressing GF

Specialty creations

\$160.50 (20 pieces)

Select two

- Za'atar spiced roast vegetable tart with honey labna V
- Naked inside out Tokyo roll, with avocado and enoki mushroom, light soy and wasabi mayonnaise V | GF
- Marinated shiitake mushroom, pickled ginger and asparagus rice paper roll
 VF | GF
- Green pea, mint and ricotta quiche slice with wild rocket leaves V

Exhibitor Essentials

- · Whole fruit **\$2.50 each VF**
- Selection of house baked cookies (28 cookies) \$53.75 V
- Assorted potato chips,
 10 packets (45G) \$46.25
- Platter of Australian seasonal fruit served with house made yoghurt on the side \$69.75 V | GF



Grazing platters

- Platter of selected Victorian cheese with quince paste, served with lavosh and water crackers V \$122.50 (serves 10)
- Charcuterie board of Victorian small goods, olives and pickled vegetables with sourdough breads and grissini \$122.50 (serves 10)

Assorted lolly jar

\$26.75 (650gm)

Mixed selection of favourites. ${\bf V}$

Assorted chocolate jar

\$34.75 (650gm)

Mixed selection of favourites. V

Chocolate-dipped truffle lolly pops

\$59.50 (20 pieces)

Soft-centred flavours:

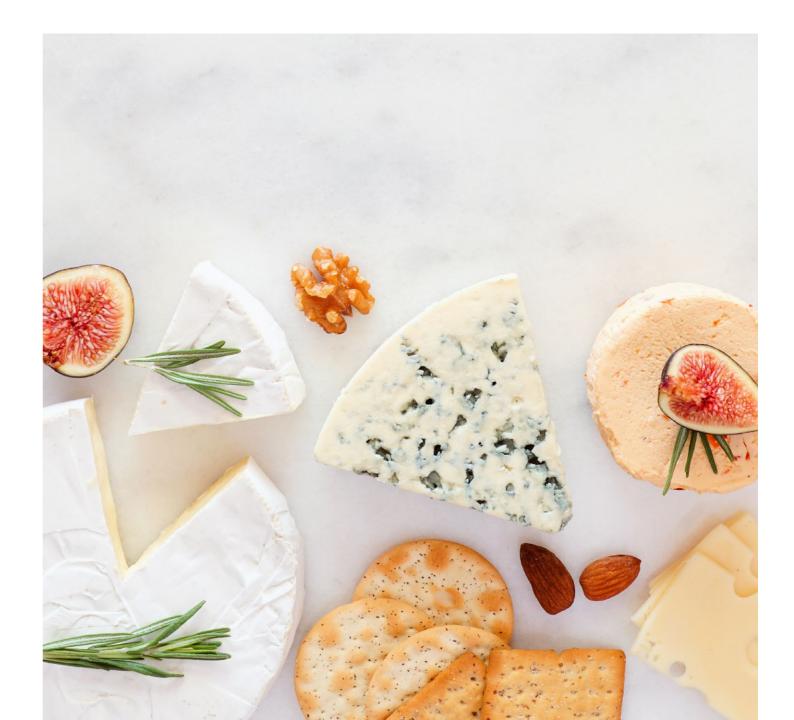
- · Strawberry marshmallow V | GF
- · Salted caramel V | GF
- · Jaffa V | GF

Branded items

\$69.75 (10 pieces)

Select one:

- Mini lamingtons
- \cdot Pastel coloured macaroons
- \cdot Mini chocolate and raspberry cupcakes
- · Strawberry-vanilla yoyo cookies



Exhibitor Stand Menu Guide



Coffee Packages

Barista coffee cart

We have a variety of barista coffee cart packages available for exhibitors to hire for use within their stand during an event. Choose from a three-hour or full-day package with a variety of additional options to suit your needs.

Download the <u>Coffee Cart order form</u>.

Tea and Coffee options

70 cup Nespresso package

\$210.00 per event

- \cdot Nespresso machine
- \cdot 50 assorted Nespresso coffee pods
- \cdot 10 tea bags
- \cdot 10 hot chocolate sachets
- \cdot 2 litres of milk
- \cdot Heat barrier cups, sugar and stirrers

100 cup Nespresso package

\$245.00 per event

- · Nespresso machine
- \cdot 70 assorted Nespresso coffee pods
- · 15 tea bags
- · 15 hot chocolate sachets
- \cdot 2 litres of milk
- \cdot Heat barrier cups, sugar and stirrers

100 cup hot water urn

\$225.00 per event

- · 80 coffee sachets
- · 20 English breakfast/herbal tea
- \cdot 2 litres of milk
- \cdot Heat barrier cups, sugar and stirrers

36 cup coffee and tea urn

\$85.00 per day

- \cdot 2 x 12 cup urns of freshly brewed coffee
- \cdot 1 x 12 cup urn of hot water
- \cdot 12 x English breakfast/herbal tea bags
- \cdot 2 litres of milk
- Heat barrier cups, sugar and stirrers (please note power is not required)

Replenishment and servingware

- · Nespresso pods \$3.30 each
- Cups, saucers, and teaspoons \$10.00 per 10
- \cdot Coffee sachets **\$15.00 per 10**
- Tea bags **\$18.00 per 10**
- Premium hot chocolate sachets
 \$33.00 per 10
- Milk (full cream or skim milk)
 \$4.50 per 2 litres
- · Soy milk **\$4.00 per 1 litre**
- Non branded biodegradable heat barrier cups (8oz) **\$12.00 per 50**
- Ice bucket hire (for milk holds a maximum 2 x 2 litre bottles)
 \$5.00 each per day

Nespresso Package Considerations

Nespresso machine

- Fresh milk is stored in a one litre thermal container, which remains cold for up to eight hours. Frothing or steaming milk with a simple press of a button takes approximately 20 seconds. It is a requirement that any milk that has been in the machine canister during the day cannot be stored in a fridge overnight and reused the next day. Please make allowances to order fresh milk for each day of your event, to be delivered at the same time you require your machine to be set up
- If the machine is positioned in a locked area of your stand, please indicate a time when your stand will be staffed to provide access for an MCEC employee
- The semi-automatic pod insertion and ejection assists with the cleanliness and daily maintenance of the machine. With the double head extraction system, it can prepare two coffees simultaneously. It also includes a hot water dispenser and contains removable water tanks (2 x three litres each)
- Bookings for Nespresso machines are subject to availability.
- 10-amp power supply is required for the machine and is the responsibility of the exhibitor to organise through their stand builder

Nespresso Machine Information

- Weight: 18kg
- Dimensions: 560mm wide x 370mm high x 392mm deep

Milk Refrigeration

- Ice buckets can be hired for \$5.00 per day for any stand that does not have refrigeration
- If you would like to have a fridge on your stand, it is your responsibility to organise this – and any associated power requirements - through your stand builder

Power requirements

10-amp power supply is required for the Nespresso machine or the 100-cup hot water urn. It is your responsibility to organise this through your stand builder.





Non-alcoholic Beverages

Still water

\$21.00 (6 x 600ml)

Plain sparkling mineral water

\$25.20 (6 x 250ml)

Capi Soda

\$25.20 (6 x 250ml)

Please select one option

- \cdot Blood Orange
- Grapefruit
- Yuzu
- \cdot Ginger Beer
- \cdot Cranberry
- \cdot Lemonade
- · Ginger Ale
- \cdot Assorted

Soft drinks

\$25.20 (6 x 390ml)

- · Pepsi
- Pepsi Max
- · Solo
- $\cdot \text{ Assorted}$

Noah's fruit juices

\$25.20 (6 x 260ml)

Please select one option

- Honeydew Melon, apple, pear, aloe vera, lime and coconut water
- Nectarine, pineapple, lime, apple and coconut water
- Blood red orange, apple, plum and acai
- \cdot Assorted





Botanical water

\$45.00

Includes

- · 15L dispenser with filtered water
- \cdot Sliced Fruit
- · 100 x 8oz biodegradable cups

Replenishment

- Water refill (using existing fruit) **\$15.00**
- Water refill with fresh fruit **\$40.00**
- · 100 x 8oz biodegradable cups **\$7.50**

Please note

MCEC offers a range of beverage products for your stand. Under the Victoria State Legislation, service of alcohol requires staff with a current Victorian Responsible Service of Alcohol (RSA) Certification. The number of staff required will be determined by the size of your order. Service of alcohol must cease 30 minutes before the bump out of an event.

Water cooler units

\$127.50

Includes

- \cdot Water cooler unit
- Water cooler bottle (15 litres)
- · 100 cups

Replenishment

- · Water cooler bottle (15 litres) **\$20.00**
- · 100 cups **\$7.50**

Exhibitor Stand Menu Guide

Alcoholic Beverages

Beers

\$48.00 (6 x 330ml)

Please select one option:

- Mountain Goat Organic Steam Ale
- Mountain Goat Very Enjoyable Beer Lager
- Mountain Goat Pale Ale

Seltzers

\$51.00 (6 x 330ml)

Please select one option:

- Moon Dog Tropical Crush
- · Moon Dog Piney Limey
- · Moon Dog Raspberry Sorbet

Wines

Sparkling Wines

1 x Standard Sparkling Wine **\$40.00 (750ml)**

1 x Bottle of Premium Sparkling **\$65.00 (750ml)**

Red Wines

1 X Bottle of Standard Red Wine **\$40.00 (750ml)**

- \cdot Shiraz
- · Cabernet Sauvignon
- Malbec

1 x Bottle of Premium Red Wine **\$65.00 (750ml)**

- \cdot Shiraz
- \cdot Pinot Noir
- Barbera

White Wines

1 X Bottle of Standard White Wine **\$40.00 (750ml)**

- · Chardonnay
- Pinot Grigio
- \cdot Riesling

1 x Bottle of Premium White Wine **\$65.00 (750ml)**

- · Chardonnay
- \cdot Riesling
- \cdot Viongneir

Staff Hire

The service of alcoholic beverages requires an MCEC employee. A minimum of four consecutive hours per staff member, per day is required.

- · Monday Friday \$49.09 per hour
- · Saturday **\$66.22 per hour**
- · Sunday **\$80.85 per hour**
- Public Holidays **\$91.85 per hour**





Additional Servingware

- Packet of clear cups (425ml) **\$9.00 / 50 cups**
- Highball glass hire **\$1.10 each**
- Beer glass hire **\$1.10 each**
- \cdot Champagne flute hire **\$1.10 each**
- Wine glass hire **\$1.10 each**
- Punch bowl (holds a maximum of 24 bottles of soft drink/juice)
 \$10.00 each
- · Bag of ice **\$5.50 each**

Cocktail Party Beverages

Cap off the day with our beverage manager's selection of Victorian wines. All packages include staff hire, glassware and servingware.

1-hour beverages on consumption

\$21.00 minimum spend, per person

One variety of sparkling, white and red wine; standard strength beers; seltzer; soft drinks; and fruit juices.

2-hour beverages on consumption

\$27.00 minimum spend, per person

One variety of sparkling, white and red wine; standard strength beers; seltzer; soft drinks; and fruit juices.

3-hour beverages on consumption

\$33.00 minimum spend, per person

One variety of sparkling, white and red wine; standard strength beers; seltzer; soft drinks; and fruit juices.

Canapé Menus

Minimum 20 people

Happy hour menu

\$12.50 per person

Drop-off service. Does not include catering staff.

- Assorted platters of traditional and vegetarian mini pies and sausage rolls with tomato ketchup and beetroot relish
- Handmade steamed beef dim sims with soy sauce and sweet chili sauce

One hour selection

\$40.25 per person

- · Two cold canapés
- · Two hot canapés
- · One substantial canapé

Two-hour selection

\$49.75 per person

- · Four cold canapés
- · Four hot canapés
- · One substantial canapé

One and two hour canapé packages include servingware and staff hire.

Cold canapés

- Chicken and charred corn taco with guacamole and salted ricotta
- Truffle mushroom, whipped Meredith goat cheese and lemon thyme tart
 V | GF
- Garden pea, green onion and mint fritter with whipped goat's cheese and fried onion V
- Crab, chive and lime noodle roll with sesame and red chilli
- Tomato and mozzarella macaron
 V | GF
- Petite poached chicken seeded baguette with celery, walnut and lime mayonnaise
- Hand-craft vegetarian assorted sushi, wasabi kewpie and tamari V | GF
- Short crust tartlet filled with beetroot hummus, broccoli and olive jam V
- Green mango, tofu, edamame and sambal rice paper roll with nahm prik V | GF
- Compressed watermelon, rose water, candy pistachios and pomegranate
 V | GF

Something sweet

- · Baileys milk chocolate cup V | GF
- Strawberry and caramel chocolate lollypop V | GF
- Valrhona Orelys chocolate and apricot mini tart V
- Mini assorted award-winning ice cream cones with assorted flavours V

Hot canapés

- Chimichurri beef empanada pastry with smoked tomato labne
- Kwan's house-made chicken and prawn siu mai and vegetable gyoza dumplings
- Truffled White bean cappuccino and porcini foam VF | GF
- Grilled chicken satay skewers with pickled cucumber and chilli peanut sambal **GF**
- Braised free-range beef meatball tart with grated parmesan and green herb sauce
- Spinach and cauliflower samosa with pomegranate mayonnaise V
- Cheeseburger mini pie, pickles, American mustard, ketchup
- Assorted vegetarian mini pizzas served from wooden paddles V
- Traditional vegetable spring rolls with nam prik dressing VF
- Mozzarella, slow roasted tomato and basil arancini V
- Kataifi pastry wrapped king prawns with saffron aioli
- Potato and truffle croquette with romesco sauce VF | GF

Substantial canapés

Served cold

- Salad of heirloom tomato, young celery, shaved shallot, micro basil and olive gravel with Bloody Mary dressing VF | GF
- Sticky braised lemongrass beef wrapped in a coconut pancake
- Vegetable soba noodle and avocado nori roll with kewpie mayo V

Served hot

- Wimmera duck and green apple spring roll with sweet chilli dipping sauce
- Buffalo cauliflower bites with cucumber Ranch dressing and dill VF | GF
- Quinoa and water chestnut San Choy Bau, coriander and spring onions
 VF | GF
- Red curry spiced ocean trout, coconut rice and Thai basil, chilli and lime leaf salad **GF**
- Grilled mushroom and goats curd slider with pickled green tomato, chipotle mayonnaise in a charcoal bun V
- Smoked barramundi and avocado slider with finger lime aioli
- Moroccan spiced lamb burger with pickled beetroot and baba ganoush

Add additional canapes to your package

- · Hot canapé **\$6.00 per person**
- · Cold canapé **\$6.00 per person**
- · Substantial canapés \$9.25 per person
- Extra half hour food and beverage package **\$6.00 per person**

Terms and conditions

- Before placing an order with Exhibitor Services please ensure you are compliant with any on stand show requirements as dictated by the event organiser. Please liaise with the organiser directly should you have any questions.
- Cancellations to service requests must be submitted in writing to <u>exservices@mcec.com.au</u> 72 hours prior to the event commencing. Failure to submit a request to cancel or for any cancellations received after the cut off period will result in full fees being charged.
- · All bookings are subject to availability.
- MCEC has the sole catering rights for all food and beverage products. Exhibitors are not permitted to bring food and beverage into MCEC from outside sources. Exceptions only apply in circumstances related to food and/ or beverage tastings. To submit a request for approval of any sampling please complete the Food and Beverage Sampling/Selling Request.
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the exhibitor.
- All stand catering is delivered and dropped off to your stand on catering trolleys and is self-service. All trolleys are for delivery drop offs only and are not left on stands. It is the responsibility of the exhibitor to have appropriate bench space for all their stand catering orders.

- We do not supply furniture or stand equipment to stands. Items such as refrigeration and waste disposal must be arranged by the exhibitor. Please contact your stand builder or external exhibition hire company if these items are required.
- All catering activities must take place within your stand footprint and cannot spill into surrounding areas.
- It is the responsibility of the exhibitor to ensure all non-disposable equipment is accounted for upon equipment collection from stands. The cost of any lost equipment will be charged to the exhibitor.
- An authorised signatory must be present at the stand at all delivery times stated on the stand catering order form. They will be responsible for accepting any deliveries to the stand, as well as the authorisation of any changes to orders made during the event.
- Unless otherwise specified there is a minimum order of 10 people per menu and orders placed for more than this number must be increased by increments of 10.
- We recommend a maximum of 50 people for all of our packages. Should your requirements exceed this please contact the Exhibitor Services team to discuss suitable options on +61 3 9235 8110.

Stand catering and beverage order form

Please complete and return this form no later than seven business days prior to your event to <u>exservices@mcec.com.au</u>. Any requests received after this date will be assessed on an individual basis as we may not be able to guarantee delivery of good and services after this deadline has passed.

Once your order has been received and processed, you will be sent a tax invoice confirming your order details. **No services will be provided until payment is received**. All service charges are current and subject to change without notice.

Event details

Event name
Event dates
Stand name
Stand number

Contact details

Contact name
Position
Company
ABN/ACN
Address
Suburb
Postcode
State
Telephone
Mobile
Email

Billing details (if different to above)

Contact name
Position
Company
ABN/ACN
Address
Suburb
Postcode
State
Telephone
Mobile
Email

Stand catering and beverage order form

Delivery day	Delivery date (dd/mm/yyyy)	Delive time	ery	Menu/item description /selections	Quantity required	Amount (\$)
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		am	pm			
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		am	pm			
Total						

Staff hire

If you require staff hire there is a minimum requirement of a four consecutive hour shift, and a minimum 48 hours' notice is required.

	Date (dd/mm/yyyy)	Start time		Finish	time	Staff quantity	Total hours	Hourly rate (\$)	Amount (\$)
Monday								47.74	
		am	pm	am	pm				
Tuesday								47.74	
		am	pm	am	pm				
Wednesday								47.74	
		am	pm	am	pm				
Thursday								47.74	
		am	pm	am	pm				
Friday								47.74	
		am	pm	am	pm				
Saturday								64.46	
		am	pm	am	pm				
Sunday								78.65	
		am	pm	am	pm				
Public								89.43	
Holidays		am	pm	am	pm				
Total									

Staff hire is required for any alcoholic beverage order, ice cream cart, juice cart and popcorn cart. Please discuss your requirements with MCEC's Exhibitor Services team member to determine your staffing needs. The Exhibitor Services team can be contacted on +61 3 9235 8110.

I have read and understand the terms and conditions outlined within this guide.
Name
Signature
Date (dd/mm/yyyy)

Privacy collection statement

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law.

You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer (privacy@mcec.com.au). Our Privacy Policy is available by clicking <u>here</u>.

Start planning your next event

+61 3 9235 8110 exservices@mcec.com.au 1 Convention Centre Place South Wharf Victoria Australia 3006 mcec.com.au

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