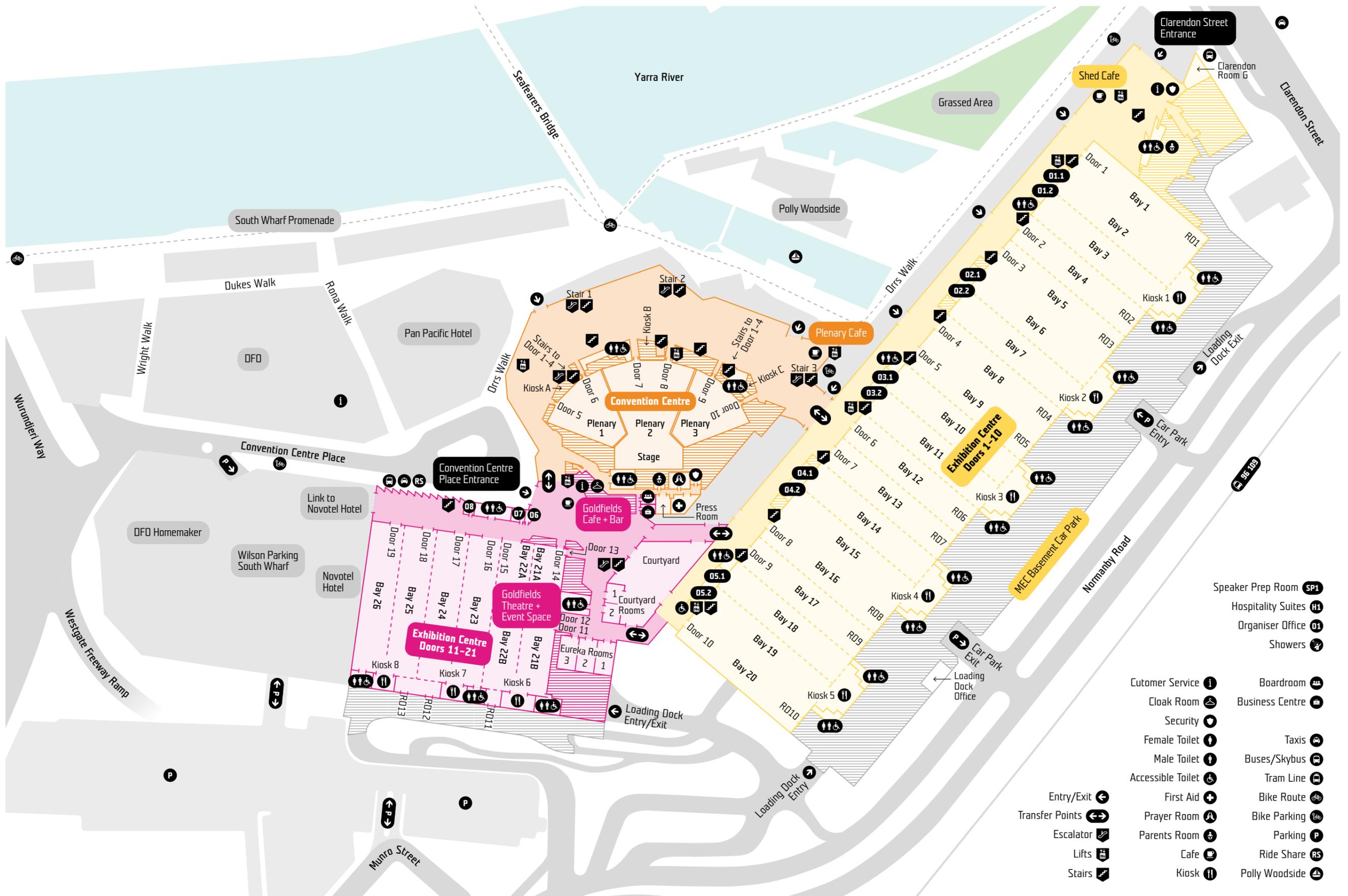


# LET'S SHAPE YOUR SPACE

FLOOR PLANS AND  
SPACE CAPACITIES



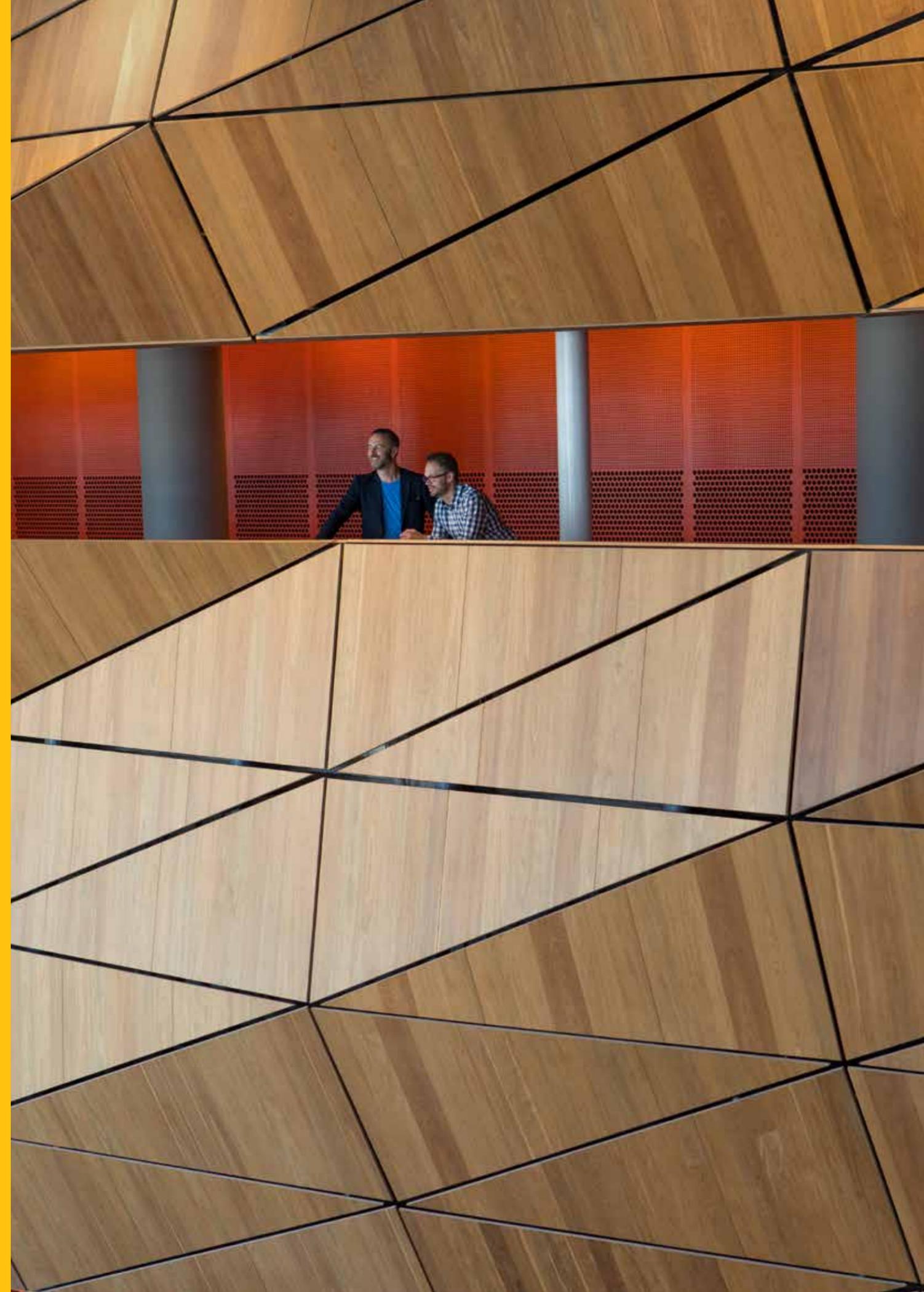
- Speaker Prep Room **SP1**
- Hospitality Suites **H1**
- Organiser Office **O1**
- Showers **SH**
- Boardroom **BR**
- Business Centre **BC**
- Taxis **T**
- Buses/Skybus **B**
- Tram Line **TR**
- Bike Route **BR**
- Bike Parking **BP**
- Parking **P**
- Ride Share **RS**
- Polly Woodside **PW**
- Customer Service **i**
- Cloak Room **CR**
- Security **S**
- Female Toilet **F**
- Male Toilet **M**
- Accessible Toilet **A**
- First Aid **FA**
- Prayer Room **PR**
- Parents Room **PR**
- Cafe **C**
- Kiosk **K**
- Entry/Exit **↔**
- Transfer Points **↔**
- Escalator **↕**
- Lifts **↑**
- Stairs **↕**

## MELBOURNE'S EVENTS DESTINATION

At Melbourne Convention and Exhibition Centre (MCEC), we are inspired by and iconic to Melbourne - from the design of our venue to the food we create and the memories we enable. We are shaped by Melbourne's many and varied passions, from sport and fashion to food and art.

We are part of a vibrant events precinct in the heart of the world's most liveable city. Visiting MCEC allows you to experience Melbourne culture at its best - exceptional, fresh, innovative, creative and fun.

When it comes to location, it doesn't get much better than ours. Set on the banks of the Yarra River, we're just a short walk away from the city centre, providing the ideal starting place to uncover Melbourne's world-famous laneways, restaurants, galleries and boutiques.



## CONVENTION CENTRE

The Convention Centre has been purpose built to accommodate a range of events - from intimate meetings and world touring concerts through to gala dinners and international conventions. Our expansive foyer features floor to ceiling windows with views across the Yarra River and Melbourne skyline.



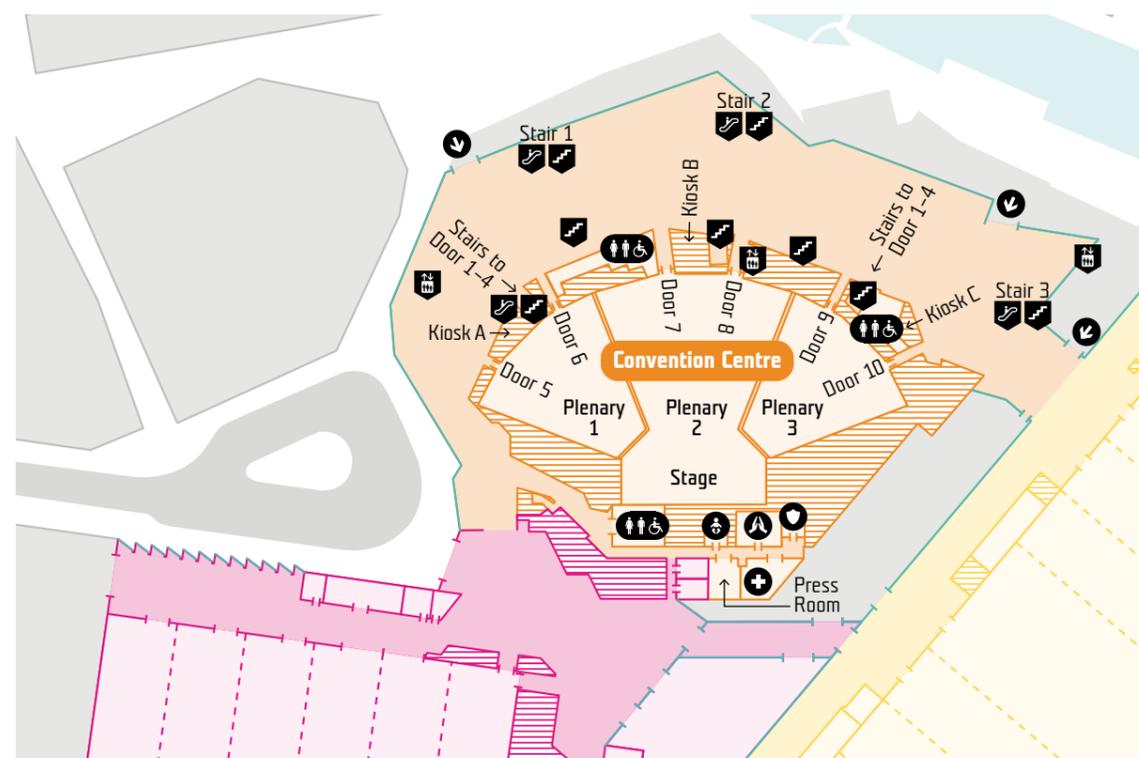
## CONVENTION CENTRE GROUND FLOOR

### PLENARY

Home to some of the world's greatest minds, Plenary is an architectural marvel and the centrepiece of our venue. Combining world renowned design with dynamic sound and lighting, Plenary makes a big impact while still feeling intimate, enriching the experience for both your speakers and visitors. Plenary provides easy access to neighbouring meeting rooms, exhibition spaces and on-site accommodation.

### MAIN FOYER

The Convention Centre Foyer offers a functional space for exhibitions, registration desks, special dinners and cocktails. A striking 18-metre-high glass wall facade allows visitors to enjoy stunning views across Melbourne's iconic Yarra River.



DESCRIPTION	CAPACITIES					FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
<b>Plenary 1</b>	1,482	-	-	-	-	-	-	39.5	11-41.3	16.9
Exclude balcony	977	-	-	-	-	-	-	39.5	11-41.3	16.9
Sub-divided	527	-	-	-	-	-	-	39.5	11-41.3	16.9
Flat floor (with stage)	-	126	333	170	136	-	-	39.5	11-41.3	16.9
<b>Plenary 2</b>	2,468	-	-	-	-	-	-	48.3	23.5-51.3	16.9
Exclude balcony	1,806	-	-	-	-	-	-	48.3	23.5-51.3	16.9
Sub-divided	1,222	-	-	-	-	-	-	48.3	23.5-51.3	16.9
Flat floor (with stage)	-	348	833	510	408	-	-	48.3	23.5-51.3	16.9
<b>Plenary 3</b>	1,484	-	-	-	-	-	-	39.5	11-41.3	16.9
Exclude balcony	979	-	-	-	-	-	-	39.5	11-41.3	16.9
Sub-divided	530	-	-	-	-	-	-	39.5	11-41.3	16.9
Flat floor (with stage)	-	126	333	170	136	-	-	39.5	11-41.3	16.9
<b>Entire Plenary</b>	5,564	-	-	-	-	-	-	48.3	23.5-112	16.9
Exclude balcony	3,892	-	-	-	-	-	-	48.3	23.5-112	16.9
Sub-divided	2,409	-	-	-	-	-	-	48.3	23.5-112	16.9
Flat floor (with stage)	-	846	1,500	1,270	1,016	-	-	48.3	23.5-112	16.9
Main Foyer (without walkway)	-	-	2,213	-	-	2,655	28,568	-	-	-

## CONVENTION CENTRE LEVEL ONE

### LEVEL ONE FOYER

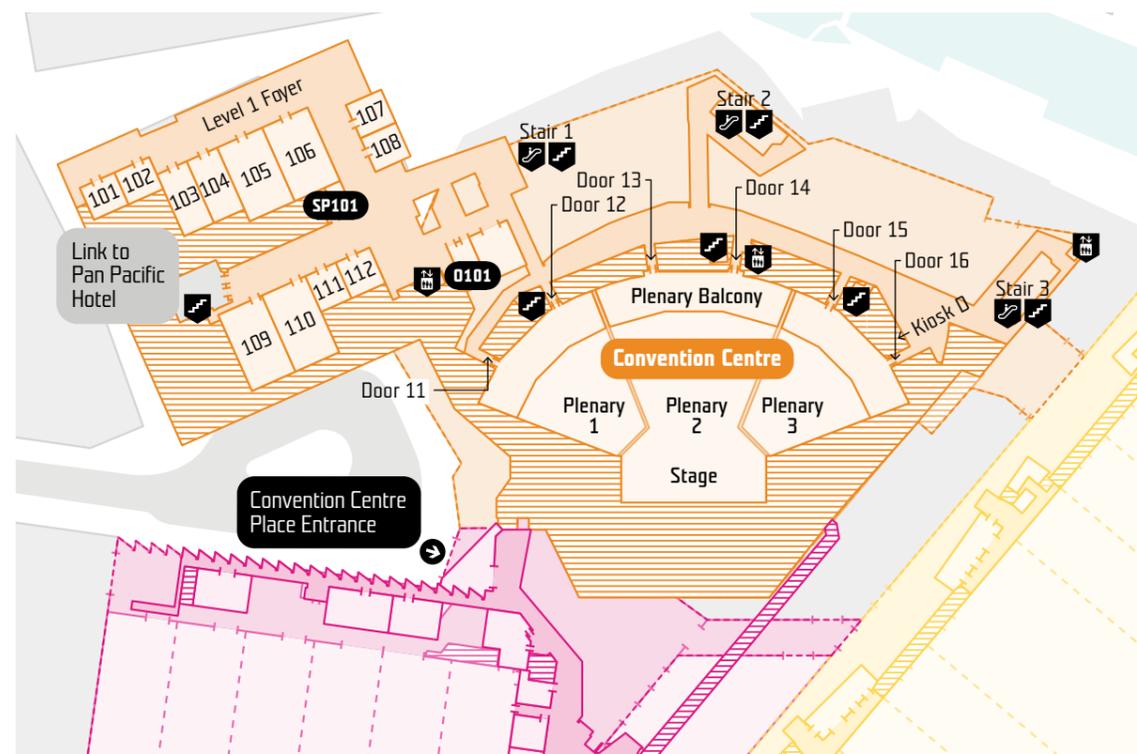
Flooded with natural light, this space can be tailored to a range of events from dinners to exhibitions. It can be used for daily catering, pre-dinner drinks or as a space for registration desks and exhibition booths.

### LINK TO PAN PACIFIC MELBOURNE

Your guests will have a seamless event experience, with direct access to the five-star Pan Pacific Melbourne via a private internal walkway.

### MEETING SPACES

Available in small, medium and large, our spacious meeting rooms are ideal for business meetings, boardroom functions, seminars or dinners. If you'd like to utilise more space for registration or catering purposes, the outside foyer is available for use, as well as adjacent rooms that can be seamlessly connected to create even more room for your guests.



DESCRIPTION	CAPACITIES							FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	BOARD ROOM	U-SHAPE	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
101 Small	70	27	60	30	24	18	21	73	785	7.5	9.7	4
102 Small	70	27	60	30	24	18	21	72	775	7.5	9.6	4
101 & 102 Combined	140	72	120	70	56	-	-	145	1,560	7.5	19.4	4
103 Medium	132	63	116	60	48	36	36	139	1,496	16.9	8.2	5
104 Medium	132	63	116	60	48	36	36	142	1,528	16.9	8.4	5
105 Large	234	96	196	120	96	42	51	235	2,529	19.3	12.2	5
106 Large	234	96	196	120	96	42	51	235	2,529	19.3	12.2	5
105 & 106 Combined	468	192	394	280	224	-	-	473	5,089	19.3	24.5	5
107 Small Cantilevered	60	27	63	30	24	20	16	76	818	10	7.6	4
108 Small Cantilevered	60	27	63	30	24	20	16	76	818	10	7.6	4
109 Large	234	96	196	120	96	42	51	240	2,582	19.9	12.1	5
110 Large	234	96	196	120	96	42	51	240	2,582	19.9	12.1	5
109 & 110 Combined	468	192	394	280	224	-	-	485	5,219	19.9	24.4	5
111 Small	70	27	60	30	24	18	21	72	775	8.4	8.6	4
112 Small	70	27	60	30	24	18	21	74	796	8.4	8.9	4
111 & 112 Combined	140	72	120	70	56	-	-	147	1582	8.4	17.6	4
Level 1 Foyer	-	-	1,460	-	-	-	-	1,752	18,852	-	-	-

## CONVENTION CENTRE LEVEL TWO

### MELBOURNE ROOM

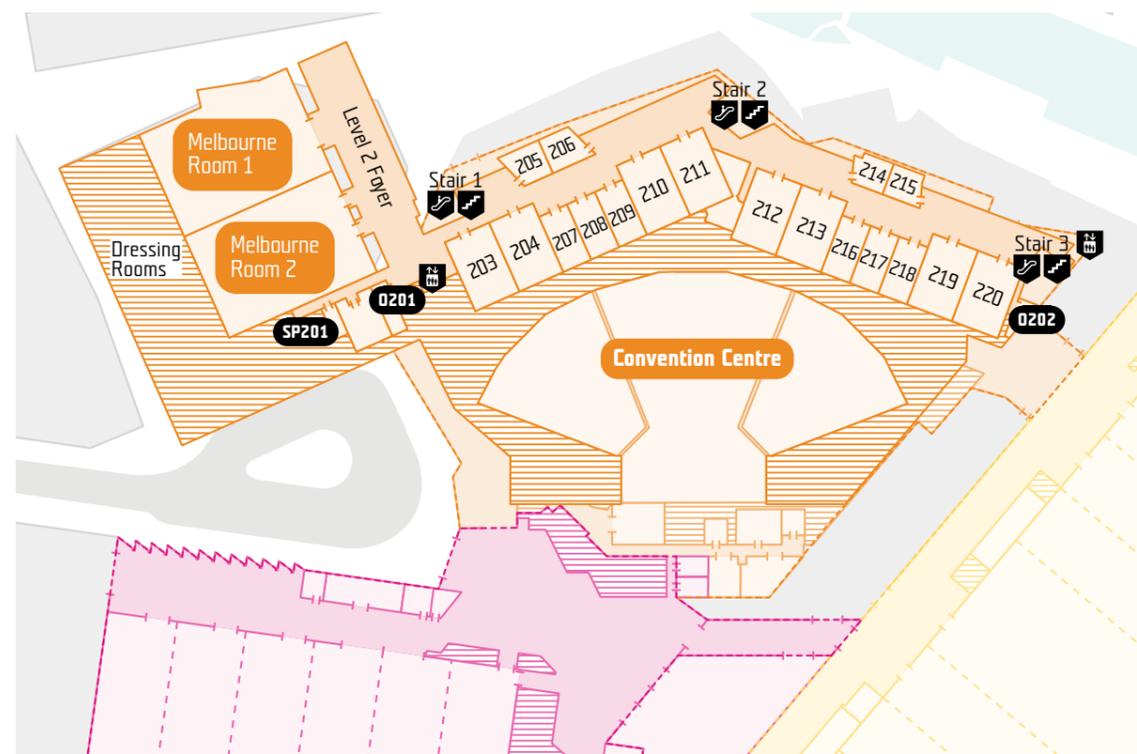
Truly unique to Melbourne, the Melbourne Room features a cantilevered window with views of Melbourne and the Yarra River and glorious high ceilings, making it the ideal venue for your gala dinner, conference or exhibition.

### LEVEL TWO FOYER

This space offers a stunning view of Melbourne, day and night. Whether your attendees are walking a red carpet, networking over lunch or enjoying pre-event drinks, this is the perfect place for them to connect.

### MEETING SPACES

Available in small, medium and large, our spacious meeting rooms are ideal for business meetings, boardroom functions, seminars or dinners. If you'd like to utilise more space for registration or catering purposes, the outside foyer is available for use, as well as adjacent rooms that can be seamlessly connected to create even more room for your guests.



DESCRIPTION	CAPACITIES							FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	BOARD ROOM	U-SHAPE	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
Melbourne Room 1	1,116	432	1,007	700	560	-	-	1,208	13,002	42.4	28.5	8.5
Melbourne Room 2	1,116	432	1,007	700	560	-	-	1,208	13,002	42.4	28.5	8.5
Melbourne Room 1 & 2 Combined	2,232	864	2,007	1,450	1,160	-	-	2,408	25,914	42.4	56.8	8.5
203 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
204 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
203 & 204 Combined	468	192	401	280	224	-	-	481	5,177	19.4	24.8	5
205 Small Cantilevered	60	27	55	30	24	20	16	66	711	8.7	7.6	4
206 Small Cantilevered	60	27	55	30	24	20	16	66	711	8.7	7.6	4
207 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
208 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
209 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
210 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
211 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
210 & 211 Combined	468	192	401	280	224	-	-	481	5,177	19.4	24.8	5
212 Large	234	96	200	120	96	42	51	241	2,588	19.4	12.4	5
213 Large	234	96	200	120	96	42	51	241	2,588	19.4	12.4	5
212 & 213 Combined	468	192	403	280	224	-	-	483	5,198	19.4	24.9	5
214 Small Cantilevered	60	27	56	30	24	20	16	67	721	7.7	8.7	4
215 Small Cantilevered	60	27	54	30	24	20	16	64	693	7.4	8.7	4
216 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
217 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
218 Medium	120	63	100	60	48	36	36	120	1,292	15.6	7.7	5
219 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
220 Large	234	96	199	120	96	42	51	239	2,568	19.4	12.3	5
219 & 220 Combined	468	192	403	280	224	-	-	483	5,198	19.4	24.9	5
Level 2 Foyer	-	-	1,916	-	-	-	-	2,299	24,737	-	-	-

## EXHIBITION CENTRE

The Exhibition Centre has been purposely designed to give you an optimal, stress-free experience whether you're organising a large or small exhibition.

Our Exhibition Bays provide an unrivalled 39,000sqm of pillar-less space - all contained on one continuous floor with easy connection to outdoor entertaining areas, meeting, gala and concert spaces.



## EXHIBITION CENTRE GROUND FLOOR - EXHIBITION BAYS

### CONCOURSE

A carpeted and air-conditioned Concourse runs the entire length of the northern side of the Exhibition Centre and provides direct access to each Exhibition Bay and car park. It features floor to ceiling windows allowing plenty of natural light. The concourse is ideal for registrations, event branding and exhibitor stands.

- Power and utility services available
- Internal links to the Convention Centre

### MAIN FEATURES

- 39,000sqm of air-conditioned, pillar-less space
- Space configuration from 3,000sqm to 39,000sqm via operable walls
- 1,005 seat retractable theatre.

### RIGGING

- Integrated rigging points allowing large loads to be suspended
- Clear hanging height of 11.5m with ceiling heights up to 18m.

### FACILITIES

- Essential services provided to all exhibition spaces - single and three-phase power, data, water, gas, compressed air and drainage
- Utility services are provided through a network of floor pits on a 9m x 6m grid
- Controlled lighting throughout.

### LIVE LOAD CAPACITY

The Exhibition Bays have a design live load of 20Kpa (approx 2 tonnes per sqm).

### LOADING DOCK

The Loading Dock is situated on the south side of the building and provides direct access to the exhibition bays.

- Accommodates semi-trailers and loading vehicles
- Minimum clearance of 6.5m high x 7m wide.

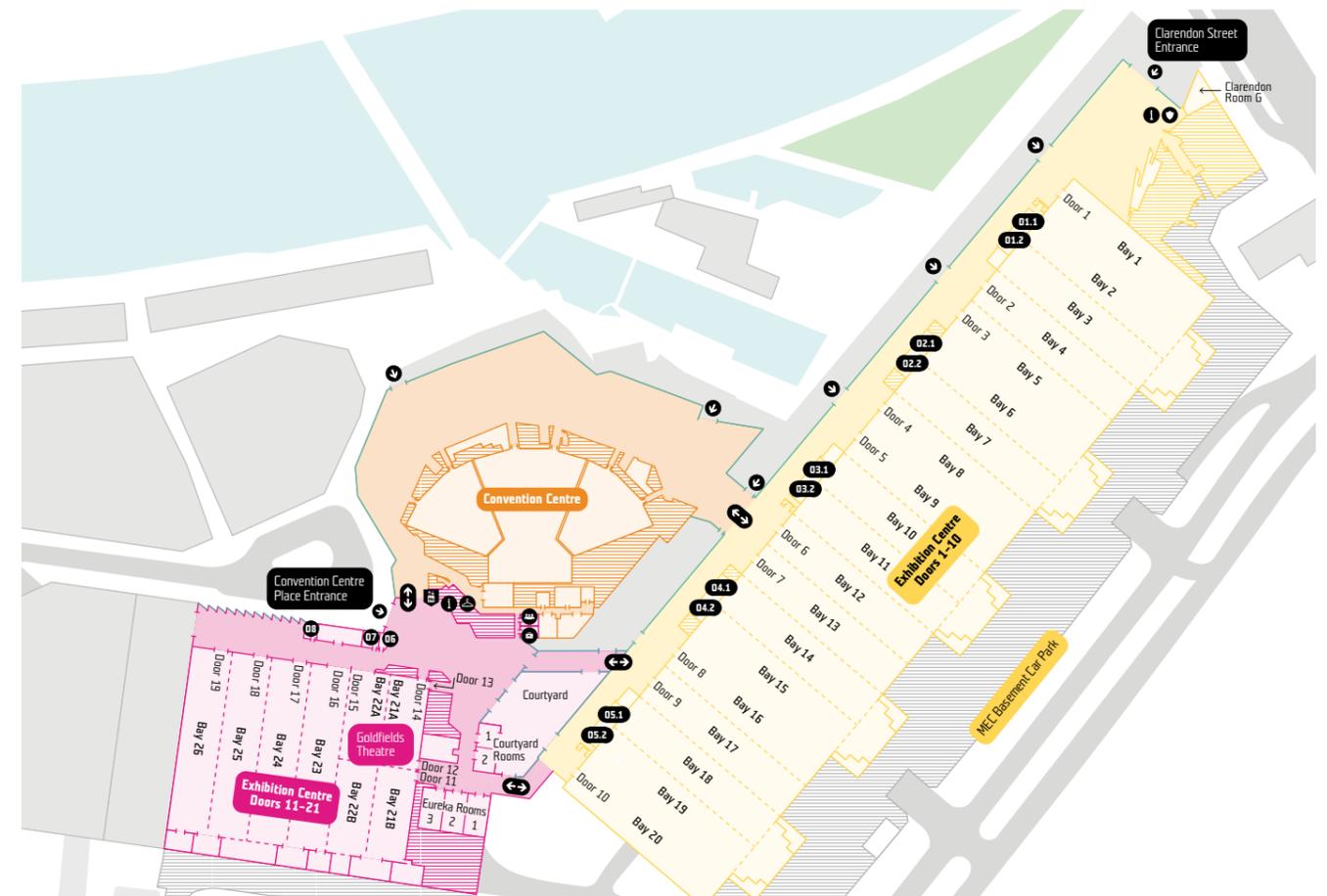
### ORGANISERS' OFFICES

Along with the Exhibition Bays, you'll be provided with a complimentary Organiser's Office, giving you direct access to the exhibition floor as well as public address and paging facilities.

### KIOSKS

Your visitors will have access to pay-on-the-day retail food services through our kiosks. Menu options can be tailored to your event once the event has been licensed.

DESCRIPTION	CAPACITIES							FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	BOARD ROOM	U-SHAPE	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
Exhibition Bays 1 - 26 (figures based on two bays)	2,024	-	2,523	1,520	1,216	-	-	3,028	32,577	84.1	36	11.5-18
Exhibition Bays 21A & 22A or 21B & 22B	980	525	1,251	-	-	-	-	1,501	16,153	41.7	36	11.5-18
Concourse Foyer	-	-	563	300	-	-	-	676	7,274	26	26	3
Northern Concourse	-	-	988	-	-	-	-	1,185	12,753	9	87.5	-
Exhibition Centre Link	-	-	256	-	-	-	-	307	3,305	33.9	9	-
Organiser Office 1 - 5	-	-	88	-	-	-	-	105	1,130	21	5	3
Organiser Office 6	-	-	24	-	-	-	-	32	344	6.1	7.8	-
Organiser Office 7	-	-	27	-	-	-	-	36	387	6.1	5.9	-
Organiser Office 8	-	-	28	-	-	-	-	34	362	6	5.6	-



# EXHIBITION CENTRE GROUND FLOOR - MEETING AND EVENT SPACES

## GOLDFIELDS THEATRE

Seating up to 1,005 people, our newest theatre is designed to keep your audience comfortable and captivated for hours on end. Equipped with the latest technology and rigging facilities, as well as automated retractable seats and adjustable soundproof walls, this innovative theatre offers complete versatility to meet your event needs.

## GOLDFIELDS EVENT SPACE

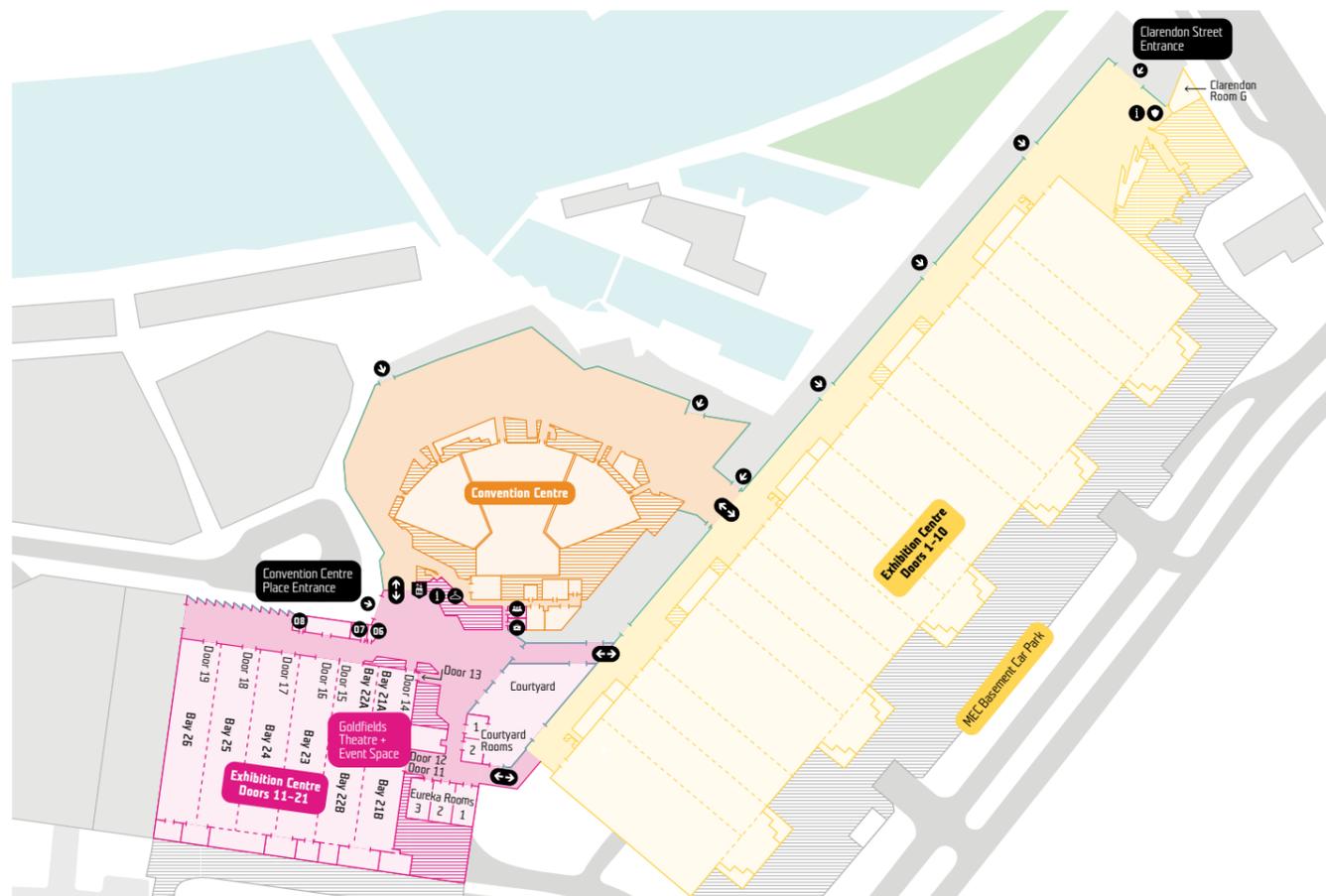
This highly adaptable space can suit a range of events, from gala dinners to exhibitions. Adjustable walls allow you to tailor the space to your exact requirements, while the high-end finishes create a sophisticated atmosphere.

## COURTYARD MEETING ROOMS

Our two Courtyard Rooms combine together to cater for larger meetings, presentations or corporate dinners. Filled with natural light and fresh air, these rooms give your guests access to the connecting courtyard and come fully equipped with the latest technology which is all included as part of the room hire.

## EUREKA MEETING ROOMS

Our newly designed Eureka Meeting Rooms are big spaces that create an even bigger impact. Highly versatile and packed with the latest event technology, these rooms are perfect for corporate presentations or dinners. The Eureka Meeting Rooms have the ability to combine to form a larger space.



DESCRIPTION	CAPACITIES							FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	BOARD ROOM	U-SHAPE	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
Goldfields Theatre	1,005	-	-	-	-	-	-	1,296	13,950	38.7	33.5	11.5-18
Sub-divided	628	-	-	-	-	-	-	1,296	13,950	38.7	33.5	11.5-18
Flat floor (with stage)	1,104	525	1,080	670	536	-	-	1,296	13,950	38.7	33.5	11.5-18
Goldfields Event Space	980	525	1,251	740	600	-	-	1,501	16,153	41.7	36	11.5 - 18
Goldfields Event Space Combined	2,024	-	2,523	1,400	1,120	-	-	3,028	32,577	84.1	36	11.5 - 18
Eureka Meeting Room 1	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 2	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 3	180	84	150	100	80	48	39	180	1,939	18.2	9.9	5
Eureka Meeting Room 1 & 2 Combined	360	168	302	220	176	-	-	362	3,897	18.2	19.9	5
Eureka Meeting Room 2 & 3 Combined	360	168	302	220	176	-	-	362	3,897	18.2	19.9	5
Eureka Meeting Room 1, 2 & 3 Combined	540	252	453	340	272	-	-	544	5,855	18.2	29.9	5
Courtyard Meeting Room 1	61	39	62	30	24	24	18	75	806	10.4	7.2	5
Courtyard Meeting Room 2	61	39	62	30	24	24	18	75	806	10.4	7.2	5
Courtyard Meeting Room Combined	149	90	126	70	56	48	48	151	1,627	21	7.2	5
Courtyard	-	-	740	-	-	-	-	900	9,684	61.4	30	-
Clarendon Room G	70	39	105	40	32	24	24	126	1,356	19	15	3
Clarendon Room G Foyer	-	-	67	-	-	-	-	80	861	-	-	-
Clarendon Room G Courtyard	-	-	108	-	-	-	-	130	1,399	-	-	-

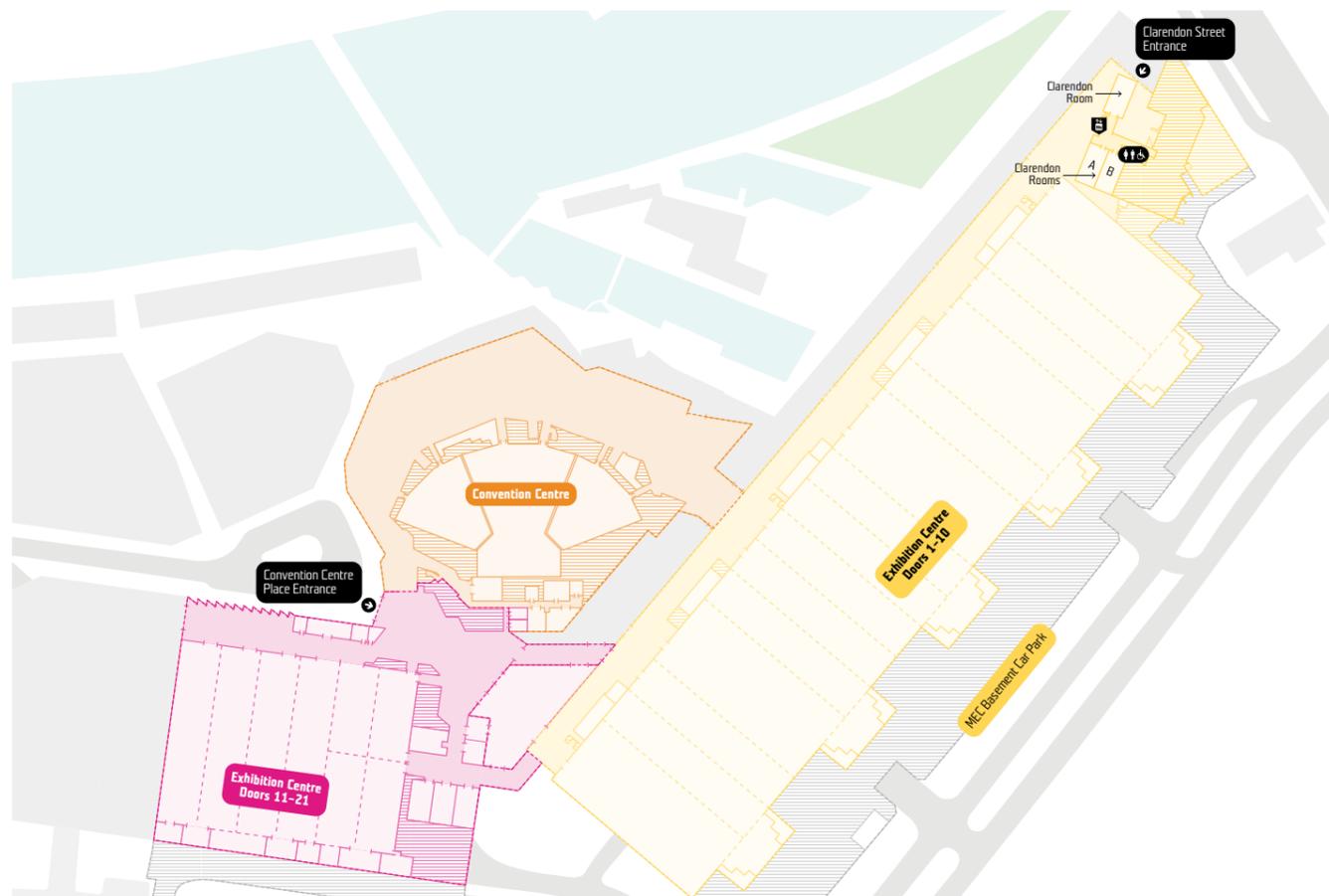


## EXHIBITION CENTRE LEVEL 4

### CLARENDON ROOM

With floor-to-ceiling windows that offer sweeping views of Melbourne and the Yarra River, this magnificent space is perfect for your next breakfast or lunch meeting.

DESCRIPTION	CAPACITIES							FLOOR AREA		DIMENSIONS		
	THEATRE	CLASS ROOM	COCKTAIL	BANQUET	CABARET	BOARD ROOM	U-SHAPE	AREA (M2)	AREA (FT2)	LENGTH (M)	WIDTH (M)	HEIGHT (M)
Clarendon Room A	132	63	141	60	56	36	36	169	1,818	18.4	9.2	4.5
Clarendon Room B	132	63	141	60	56	36	36	169	1,818	18.4	9.2	4.5
Clarendon Rooms A & B	264	132	282	150	120	-	-	338	3,637	18.4	18.4	4.5
Clarendon Room	109	42	97	80	64	36	36	116	1,248	16	7.3	4.5
Clarendon Foyer	-	-	103	-	-	-	-	123	1,323	21.5	12.4	4.5



## EVERYTHING YOU NEED FOR A SUCCESSFUL EVENT

SPACE HIRE INCLUSIONS	EXHIBITION BAYS	MELBOURNE ROOM AND SOVEREIGN ROOM	PLENARY AND GOLDFIELDS THEATRE	MEETING ROOMS
Pre-installed technology and services		•	•	•
One standard configuration set up per day including seating and tables		•	•	•
Heating and air conditioning	•	•	•	•
General lighting and power		•	•	•
General cleaning of public areas		•	•	•
Building and peripheral security	•	•	•	•
First aid rooms	•	•	•	•
Dedicated event planning support	•	•	•	•
Cafés	•	•	•	•
Cloakroom facilities		•	•	•
Digital way finding signage	•	•	•	•
Loading dock access and marshalling, excluding delivery of boxes to rooms	•	•	•	•
Direct wheelchair access	•	•	•	•
PA system with iPod connectivity for general announcements and background music	•			
Event lighting options		•	•	•
Stage and dance floor allocation		•	•	•
Carpet/floor covering		•	•	•
Numbered theatre seating			•	
Controlled access			•	
Modular registration desk			•	

## ADDITIONAL SERVICES

- Technical equipment and services
- Staging, dance floors and specialised production and theming
- Alternate room orientation or second room set-up
- Retail / kiosk services
- Food and beverage services
- Event security
- Waste separation
- Pre or post exhibition cleaning
- Cleaning of kiosks and Hospitality Suite areas during and post exhibitions
- Equipment hire such as forklift, scissor or boom lifts, or pallet jack
- Storage
- Signage and promotional support
- Ticketing and registration services
- Water consumption (Exhibition Bays)
- Tradeshow related furniture and equipment
- Green Power
- Communications
- Carpet or floor covering (Exhibition Bays)

### CAPACITY GUIDELINES

- All meeting room maximum capacities include an allowance for audio visual and staging.
- Foyer capacities are influenced by catering, exhibition and safety requirements and are subject to change based on your final event arrangements.
- Maximum venue capacities factor in safe-work guidelines.
- Any requests to work outside of the capacity guidelines will be subject to operational approval and OH&S compliance

**Start planning  
your next event**

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