



# EVENT PLANNERS GUIDE 2024

Welcome to Mackay Entertainment & Convention Centre







The Mackay Entertainment & Convention Centre (MECC) is located in the heart of Mackay and is just a short stroll away from a plethora of City Centre restaurants, an award-winning Regional Art Gallery, hotels, a library, shopping precincts and our magnificent blue water Pioneer River. The centre is easily accessible via foot, car, bike or bus and is approximately 10 minutes via taxi from the Mackay Airport.

ABOUT US .....	Page 4
THE MACKAY REGION .....	Page 6
DESTINATION FAST FACTS .....	Page 8
ACCESSIBILITY & AIRPORT.....	Page 9
ACCOMMODATION .....	Page 10
PRE & POST TOURING .....	Page 11
EXHIBITORS GUIDE .....	Page 14
CATERING COMPENDIUM .....	Page 18
FEES & CHARGES .....	Page 34
FLOOR PLANS .....	Page 41

MACKAY  
ENTERTAINMENT  
CONVENTION  
CENTRE

MECC

HIRE & SALES: (07) 4961 9700  
MECC@MACKAY.QLD.GOV.AU  
[WWW.THEMECC.COM.AU](http://WWW.THEMECC.COM.AU)





# About us



The Mackay Entertainment and Convention Centre (MECC) is the largest convention and banqueting facility between Cairns and Brisbane. This state of the art \$29 million facility comprises of multiple versatile spaces including a 1090 seat auditorium and two plenary halls which, when fully extended, seats over 1450 delegates theatre style or 800 guests banquet style. There are four meeting rooms, a 100 seat studio space, two foyers, a selection of break out rooms, a dedicated event planner office and a registration desk.



- A compact city with charming, lovingly restored art deco buildings
- The blue water Pioneer River winding through the city, accompanied by the three kilometre Bluewater Trail walkway
- Oceanfront beaches where you can share a sunrise with wallabies
- A vibrant seaside marina with alfresco dining plus activity options such as boating and fishing
- Pristine rainforest hinterland and national parks which affirm Mackay's banner of "Nature. Reserved"



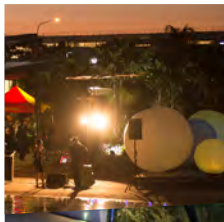
## Why choose the MECC?

- A boutique size convention centre, the MECC offers affordable, world-class facilities delivered with small town hospitality and excellent customer service
- It's situated in one of Australia's most vibrant and picturesque regional cities
- Mackay offers an estimated 2000 rooms of 3.5-star standard and above, with more than six 4-star quality hotels located within easy walking distance of the MECC
- The MECC Precinct includes the award-winning Artspace Mackay (Mackay regional art gallery), the Town Hall (City Centre art deco heritage building) and the Civic Lawn, for additional meeting space or off-site event functions
- Mackay is strategically located as a central meeting point within Queensland - ideal for events drawing a state-wide audience or those from further afield

## Location & Access

Affordable and frequent services from airlines such as Jetstar, Qantaslink, and Virgin Australia provide 110+ flights per week in and out of Mackay to Brisbane, Rockhampton, Townsville, Cairns, Sydney and Melbourne. Of these, more than 70 services per week provide the quick 1.5 hour connection between Mackay and Brisbane.

## Quirky Off-Site Possibilities



Bluewater Quay



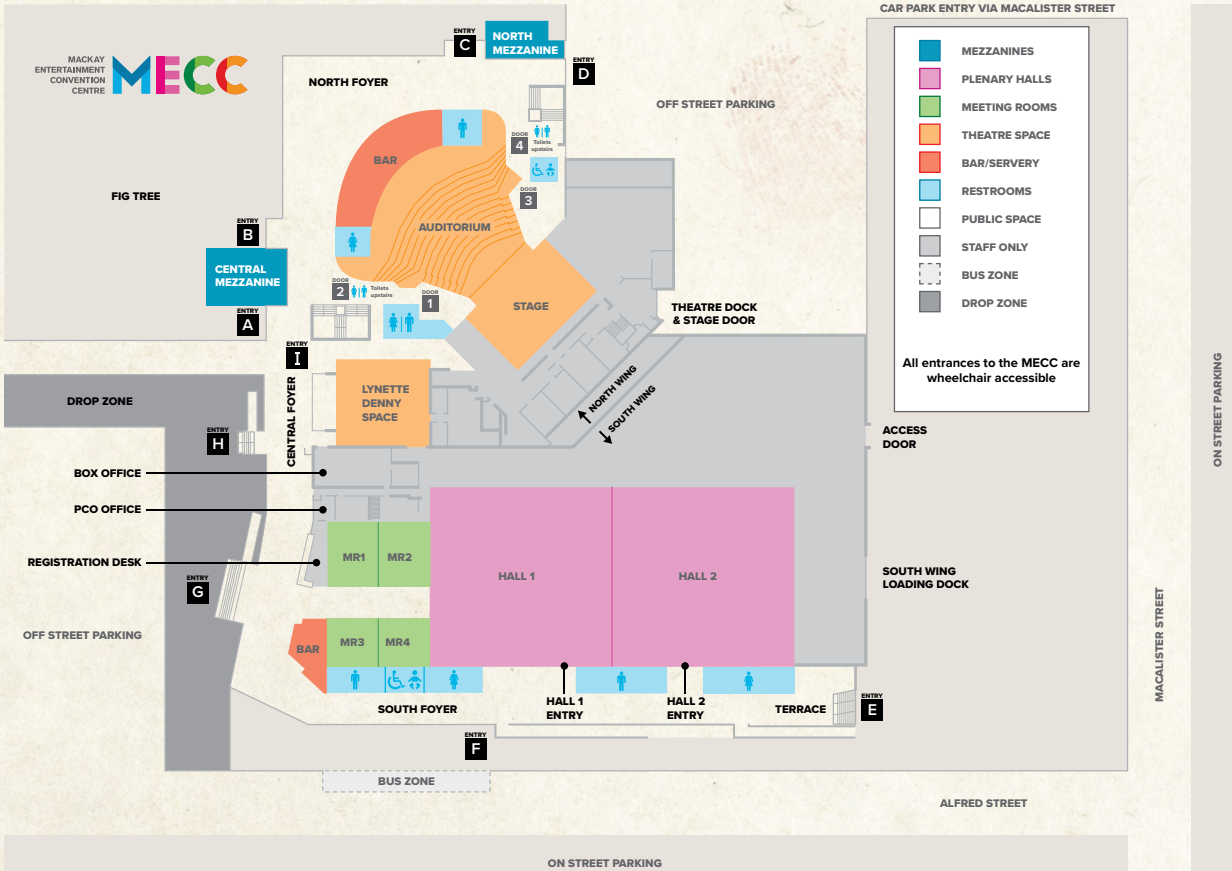
BB Print Stadium



Red Dog Riverfront

## Mackay's Climate

The huge 66,484 square kilometre Mackay Region offers diverse destination experiences, complemented by an enviable climate. Average daily temperatures range from just over 22°C in the winter months of June-August, to around 30°C during the summer months December-February.



## MECC Location Snapshots

ROOM NAME	AREA SQ METRES	THEATRE	CLASSROOM	BANQUET	COCKTAIL	BOOTHS (3 X 2M X 2M)
Plenary Hall 1	730m <sup>2</sup>	748	224	330	750	42
Plenary Hall 2	730m <sup>2</sup>	748	224	330	750	42
Plenary 1 & 2	1460m <sup>2</sup>	1457	560	600	1500	73
Auditorium	-	1090	-	-	-	-
Meeting Room 1	75m <sup>2</sup>	68-80	33	40	50	-
Meeting Room 2	75m <sup>2</sup>	68-80	33	40	50	-
Meeting Room 3	50m <sup>2</sup>	44-56	16	20	35	-
Meeting Room 4	50m <sup>2</sup>	44-56	16	20	35	-
Meeting Rooms 1 - 4 combined	332m <sup>2</sup>	416	160	210	450	15 - 24
North Foyer	368m <sup>2</sup>	399	152	260	700	24
Lynette Denny Space	119m <sup>2</sup>	100	60	90	100	6

## Services

### Delegate boosting and event marketing

To assist you in marketing your event and a guide to planning an event in the Mackay Region, please visit the Mackay Region website.

### Catering

Our in-house catering team take pride in delivering high quality options featuring local and seasonal produce.

### Technical

As one of the most technically advanced convention centres in regional Australia, our team will bring your event to life from start to finish. Our highly skilled technical team have a combined 80 years of experience in delivering events of every size both on and off-site; from meetings, circus big tops to international rock concerts.



# Expectations exceeded.



Platypus at Eungella National Park



Imagine conferencing with state-of-the-art facilities in the morning and exploring nature at its best in the afternoon.

## Excitement Awaits

The Mackay Isaac Region is nature, reserved for you and for those that seek out life's quieter corners. There are plenty of natural experiences to explore before, during or after your business event.

## Distractions Disappear

Mackay is one of Queensland's most accessible regional destinations by air, road or rail. Affordable and frequent air services into Mackay Airport enhance the destination's appeal as a Business Events destination. Travel time from Mackay Airport to Mackay City Centre is approximately 10 minutes. Before delegates explore the Mackay Region or attend a business event, they can take some time out and enjoy the comforts of home in one of the many choices for accommodation in Mackay's city centre.

## Top 5 Ideas for Delegates in the Mackay Region

- 1 Enjoy a pre or post day trip to Broken River in Eungella National Park, Australia's most reliable place to spot a platypus in the wild.
- 2 Explore the hidden wonders that lay above and below the island waters off the coast of Mackay. Snorkel, paddleboard, swim in crystal clear water then finish the day with a cold beverage for the ride home. Life doesn't get much better than this!
- 3 Delegates can enjoy a tour of the Sarina Sugar Shed - Australia's only miniature sugar mill and distillery, learn about the region's rich sugar heritage and sample sweet treats.
- 4 Enjoy a day exploring Mackay's City Centre and Marina - including beautiful art deco buildings, art galleries, a waterfront esplanade full of alfresco restaurants, a beautiful swimming lagoon and more.
- 5 Take a day tour to Cape Hillsborough National Park and the Hibiscus Coast - see wallabies and other wildlife, enjoy tea and scones at an old train station and explore the quiet, untouched beachside town of Seaforth.

## Delegate Gifts and Local Produce

With a diversity of rainfall and temperature, the Greater Whitsunday region boasts a broad range of agricultural production including world-class beef, grains, sugar, seafood, aquaculture, fruit and vegetables. Local suppliers produce a variety of quality gifts and samples for use as either inserts in delegate satchels, speaker gifts, or simply as mementos of your time in our region. Examples include the award winning Sarina Sugar Shed Rum, Surf Screen, Sugar Cane Soap, local honey products, and a variety of gourmet biscuits, sweets and preserves. For more information please contact the MECC sales team.

## Local Economy

The Mackay region's growth is fuelled by the boom in the mining industry in the Bowen Basin, resurgence in agribusiness, growth in tourism and an emerging marine sector. It is the largest sugar-producing region in Australia and nearly a third of Queensland's export goods originate from the Mackay region. Talk to our sales team about how to connect with local contacts to arrange industry specific site visits and study tours.



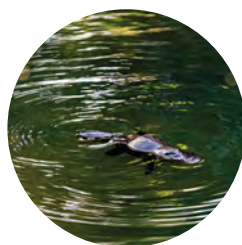
# DESTINATION FAST FACTS

Mackay's central location, and ease of access by air, road and rail, makes the destination accessible and attractive to potential delegates.

Mackay is one of Australia's fastest growing, yet most idyllic regions, where lifestyle and prosperity are the daily currency and the world is increasingly gathering to meet, work and play. A fresh new event destination, Mackay boasts affordable world-class facilities and services with small town hospitality and excellence in customer service.

## Unique Regional Experiences

- > Scuba diving with platypus
- > Spectacular salt and freshwater fishing
- > The sparkling blue of the Pioneer River
- > Spot migrating whales
- > An impressive marina village with alfresco dining
- > Admire Queensland's best collection of art deco architecture (20 lovingly restored heritage listed buildings)
- > Southern Hemisphere's largest Coal Export Facility and largest bulk sugar terminal
- > The gateway to the mining trail
- > 120 km from Airlie Beach – the gateway to the Great Barrier Reef
- > Conference facility at the MECC is also an entertainment centre, providing the opportunity, depending on programming, for delegates to enjoy a live performance



## Climate

Just 340km north of the Tropic of Capricorn, the Mackay-Isaac region's hot summers and mild, sunny winters make its climate one of the best in the world. Average daily temperatures range from just over 22C in the winter months of June-August, up to 30C during the summer months December-February.

MONTH	MEAN TEMP (C)	HUMIDITY (%)	RAINFALL (MM)
January	30	23	293
February	30	23	311
March	28	22	303
April	27	20	134
May	24	17	104
June	22	14	59
July	21	13	47
August	22	14	30
September	25	16	15
October	27	20	38
November	29	22	87
December	30	23	175

# ACCESSIBILITY & AIRPORT

## Accessibility & Airport

Mackay is one of Queensland's most accessible regional destinations by air, road or rail.

Affordable and frequent air services into Mackay Airport enhance the destination's appeal as a Business Events destination, with more than 110 flights in and out of Mackay per week. Airlines Jetstar, Qantas, Bonza and Virgin Australia provide regular services from Mackay Airport which is located seven (7) kilometres from the Mackay CBD.

Sitting astride the Bruce Highway, Mackay also has excellent road connections.

Rail access is also available via Queensland Railways 'Spirit of Queensland' train service which travels the state's coastline from Cairns to Brisbane and all regions in between. With five return services per week, it offers an alternative mode of transport for delegates from nearby regional areas.



### TAXI:

**Mackay Taxi**- Provides door to door passenger service in one of the largest service areas in Queensland, covering Sarina in the south to Airlie Beach in the north. [www.131008.com](http://www.131008.com)



### COACH:

**Kinetic** - Operates a fleet in excess of 60 vehicles based in the Central Queensland region. The fleet includes minibuses, commuters through to 50-seater modern coaches. [kinetic.com.mackay](http://kinetic.com.mackay)

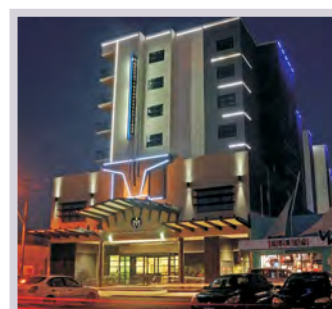
**Mackay Transit Coaches** - Operates a fleet of over 70 vehicles ranging from 11 to 61 seaters. Vehicles are equipped with state-of-the-art vehicle technology and crafted for comfort, durability and efficiency. [mackaytransit.com.au](http://mackaytransit.com.au)

**Mackay Adventure Tours and Transfers** - Mackay Adventure Tours and Transfers takes you off the beaten track to experience authentic nature based tours of the Mackay region. Seeking out adventure everywhere they go, the tours are great for those who are young and young at heart! [mackayadventure.com.au](http://mackayadventure.com.au)

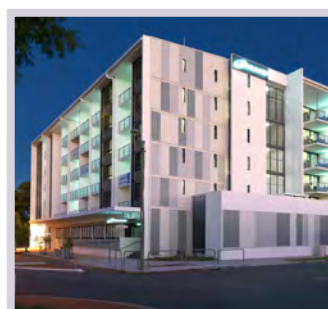


# ACCOMMODATION

Mackay has six quality hotels of 4.5 star rating within 2km of the Mackay Entertainment and Convention Centre. Ready availability and attractive room rates in Mackay are now an appealing feature of the destination.



**Rydges Mackay Suites**  
9 Gregory Street, Mackay  
4 stars  
600m from MECC

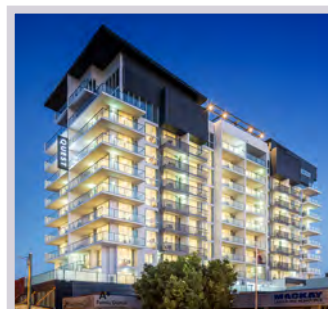


**Oaks Mackay Rivermarque**  
55-63 River Street, Mackay  
4.5 stars, 850m from MECC  
  
**Oaks Carlyle Mackay**  
23 Alfred, Mackay  
4.5 stars, 850m from MECC

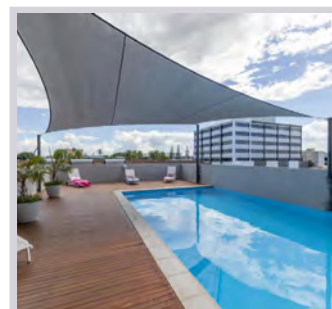


**RIVIERA MACKAY**

**Riviera Mackay**  
5-7 Nelson Street, Mackay  
4 stars  
950m from MECC



**Quest Mackay on Gordon**  
27 Gordon Street, Mackay  
4.5 stars  
900m from MECC



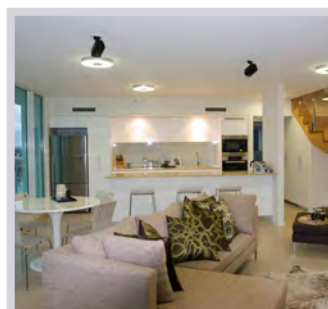
**Aligned Mackay Residences**  
38 Macalister St, Mackay  
4.5 stars  
500m from MECC



**Ibis Mackay Airport**  
Christensen Circuit, Mackay  
4 stars  
5.8km from MECC

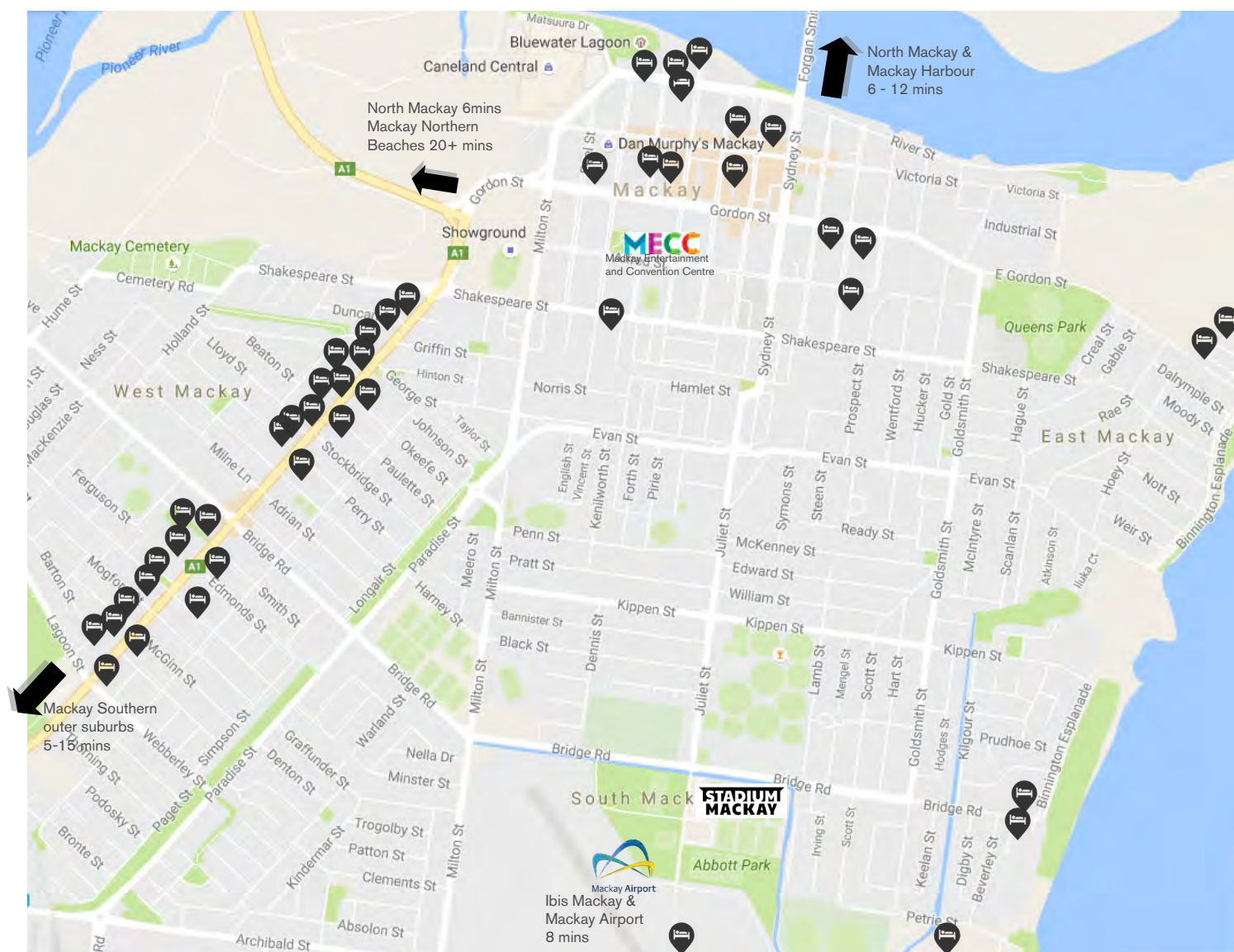


**Pacific Sands**  
3 Kirribilli Ave, Mackay  
4 stars  
2.7km from MECC



**Lanai Riverside Apartments**  
20 River Street, Mackay  
4 stars  
950m from MECC

# ACCOMMODATION



## AVAILABLE ACCOMMODATION IN THE MACKAY REGION

SUBURB	KM FROM MECC	MINS FROM MECC	ESTIMATED ROOMS
Mackay CBD	700m	3	900+
Surrounding CBD incl. Nebo Road	2	5	1430+
Southern Suburbs	5	8	60+
North Mackay	6	10	100+
Mackay Marina/Harbour	8	12	110+
Mackay Northern Beaches	15	20	215+

including 3 star+ and Caravan parks with units

For a full listing of accommodation in the Mackay region visit: <https://www.mackayisaac.com/accommodation>



## PRE & POST TOURING

The Mackay Region boasts a diverse mix of leisure products, destinations and activities to appeal to delegates and accompanying partners for pre and post touring. Whether you choose to stay in Mackay, head just outside the city, or go further afield. Highlights include:

### IN MACKAY...

**The Bluewater Lagoon** - this huge man-made recreational lagoon surrounded by landscaped gardens is located in the heart of the city, overlooking the blue Pioneer River. This free-access family-friendly leisure facility comprises three tiered lagoons, a Kid's Corner, water slide and café.

**The Bluewater Trail & Quay** - the trail incorporates raised boardwalks plus extensive pedestrian and bike pathways, which meander along the river and through the city's green spaces, eventually leading to the Mackay Regional Botanic Gardens.

**Mackay Regional Botanic Gardens** - a green 51 hectare oasis surrounding wildlife-filled lagoons just five kilometres from the city centre. Facilities include the Lagoon Gallery & Café and outdoor deck area. Free guided tours are provided for visitors to explore and enjoy the peaceful surrounds of one of Australia's newest and most innovative botanical gardens.

**Artspace Mackay** - Mackay's diverse culture starts here at this architectural award-winning regional art gallery. Local arts on display, touring exhibitions and heritage, all located in the city centre.

**Mackay Marina Village** - admire one of Queensland's largest marinas; embark upon a saltwater or freshwater fishing excursion; enjoy alfresco dining in a range of restaurants overlooking the marina or enjoy live music and entertainment.

**Beaches** - The Mackay region boasts over 31 beaches. Mackay's Town Beach offers numerous water sports activities for the more active-minded. Mackay's Northern Beaches offer the ambience of a tropical retreat whilst only being 20 minutes from Mackay's CBD. A luxurious haven for that special summer adventure, tropical winter retreat, or private romantic celebration. Eimeo Beach was awarded as one of the best beaches in "Australia's 101 Beach Search", and boasts sweeping panoramic views of the Coral Sea.

### ON OUR DOORSTEP...

**Sarina Sugar Shed** - an award-winning local attraction located ½ hour south of Mackay. It features Australia's only miniature sugar mill and distillery specialising in delicious rums and liqueurs, sauces, chutneys, and home-made fudge confectionary.

**Pioneer Valley and Eungella National Park** - the park's ancient rainforest is one of the best places in the world to see the remarkable and very shy platypus in the wild. It is just one hour's drive from the Mackay CBD and offers a range of dining and activity options, including the chance to spot a platypus.

**Scenic Finch Hatton Gorge** - a leisurely hour drive inland and at 2,500 feet above sea level, is a spot where visitors can enjoy a picnic and a refreshing swim in the Gorge's fresh water.

**Wildcat Mackay** - This tour will take you on a journey of discovery to some of the most picturesque and untouched locations on the Great Barrier Reef. Tour around the Mackay Islands in style, blending technology and practicality, this one-of-a-kind custom-built vessel aims to provide guests of all ages with the smoothest and fastest ride possible. Destinations Wildcat will be visiting include Cockermouth, Brampton, Keswick, St Bees, and Scawfell islands, as well as some secret, hitherto unexplored spots.

## PRE & POST TOURING

**Cape Hillsborough** - share a beach sunrise with the wallabies. This spectacular coastal national park is made up of dramatic headlands, rainforests and nature walks.

**Mackay Islands** - stay on Keswick Island. Pristine beaches, virgin forests and vibrant coral. This well-kept secret island houses some beautiful accommodation with spectacular views. No day trips available.

### FURTHER AFIELD...

**Proserpine** - (125km drive from the CBD) Day tours are available with visits to the Whitsunday Gold Coffee Plantation for morning tea, and a shopping afternoon at the quirky "Color Me Crazy" gift shop. .

**Airlie Beach, The Whitsundays** - (125km drive from the CBD) The Whitsundays is a world renowned holiday destination, with Whitsunday icons like the Great Barrier Reef, Heart Reef and Whitehaven Beach at the top of millions of bucket lists the world around. Airlie Beach is the hub of the Whitsundays region, being the largest town on the Whitsunday Coast, almost entirely focused on tourism.

**The Mining Trail and Serenity Coast** - Be inspired by the magic of The Mining Trail and splendour of the Serenity Coast that lie within the Mackay-Isaac region of Queensland. A tourist route less travelled, The Mining Trail follows the passage of coal from our mines in the Bowen Basin, to the place of export to our overseas customers. The trail spans some 300 kilometres along the Peak Downs Highway between Clermont, Moranbah, Dysart, Nebo, Mackay, Hay Point and Sarina.

For more activities in the Mackay Isaac Region [Click here](#)





# EXHIBITORS GUIDE

## FIRE DETECTION SYSTEMS

Due to the sensitive nature of the MECC's fire detection systems, exhibitors intending to use any heat producing device, or any device (grinders/frying pans) that may produce dust/steam/smoke etc., with the potential to place the fire detection system into alarm, will need to notify MECC staff no later than two weeks prior to the event to seek approval and determine an appropriate course of action.

## TESTING AND TAGGING

All exhibitors need to be aware that any electrical equipment must be tested and tagged in date. Please note that each stand that requires electricity, will incur a cost in labour to install power to that site (\$64/hour) and a further \$39 per site, per day charge for the use of electricity.

## WORKPLACE HEALTH AND SAFETY

**A site induction PowerPoint presentation is available, please contact [meccsalesandmarketing@mackay.qld.gov.au](mailto:meccsalesandmarketing@mackay.qld.gov.au).**

### Housekeeping and Emergency Procedure Brief (SOUTH WING)

- All male and female amenities are located in the centre's foyer. Follow the way-finding signs displayed in the foyer to access toilets plus a parent room. Access to foyer amenities is via all hall and meeting room entry/exits.
- The centre is a smoke free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any doorway or window.
- Should we need to evacuate the building during your event, the South Wing has only a one stage evacuate alarm. The fire system does NOT have an alert mode, it is to EVACUATE only.
- The designated assembly area for evacuation of the South Wing is the Rotunda in Jubilee Park. Patrons need to exit the South Wing as directed, proceed to the footpath on Alfred Street and proceed along the footpath to Jubilee Park, and congregate in the centre of the Park near the Rotunda.
- Event organisers should undertake a head count once assembled in the car park. All guests must wait until they are given the "all clear" to re-enter the MECC complex.
- Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately on 07 4961 9716.
- Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the centre's Box Office located in the Foyer.
- During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.
- Please be aware of the need to keep egress paths clear at

all times. No equipment is to be left in service corridors.

- Please note that the MECC is subject to an alternate fire solution which includes extended travel distances.

### Housekeeping and Emergency Procedure Brief (NORTH WING)

- Toilet facilities are located on either side of the bar in the main foyer, at Doors 2, 3 and 4 and opposite The Lynette Denny Space.
- The centre is a smoke-free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any doorway or window.
- Food and drink are permitted into the auditorium (with the exception of any glass).
- Should we need to evacuate the building during your event, the North Wing has only a one stage evacuate alarm. The fire system does NOT have an alert mode, it is to EVACUATE only.
- The designated assembly area for evacuation of the North Wing is the Macalister Street car park. Patrons need to exit the North Wing as directed, proceed to the car park.
- Event organisers should undertake a head count once assembled in the car park. All guests must wait until they are given the 'all clear' to re-enter the MECC complex.
- Exits are located at The Lynette Denny Space, main entrance, glass doors facing the Jubilee Community Centre, Gordon Street and Macalister Street. All exit pathways are clearly marked with green exit lights at all times. Emergency lighting will automatically turn on in the event of a power loss.
- Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately.
- Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the centre's Box Office located in the foyer.
- During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.
- Please be aware of the need to keep egress paths clear at all times. No equipment is to be left in service corridors.
- Please note that the Mackay Entertainment and Convention Centre is subject to an alternate fire solution which includes extended travel distances.

## EXHIBITOR INFORMATION + REQUIREMENTS

The MECC Exhibitor Information and Requirements form can be found online at [themecc.com.au](http://themecc.com.au).

## FOOD PREPARATION/SAMPLING

The MECC retains the right to provide all catering. No food or beverage may be brought into the premises. Approval is required for samples at exhibitions, please contact: [meccsalesandmarketing@mackay.qld.gov.au](mailto:meccsalesandmarketing@mackay.qld.gov.au).

Where permission for sampling has been granted, it is the responsibility of the hirer to ensure each exhibitor is aware of the following information:

- Where potentially hazardous, unpackaged food is prepared off-site by the licensed vendor and provided to the public, it may be necessary to ensure that your food license allows you to undertake this activity.
- The food operator must handle this food in accordance with the food standards code. This includes, but not limited to; hand wash facilities must be provided and used, food must be maintained at appropriate temperatures and food must be protected from likelihood of contamination at all times.

Where food is being prepared by exhibitors, the following guidelines apply in addition to submitting a *Temporary Food Stall - Commercial form* to Mackay Regional Council.

### If food is being prepared by an exhibitor/stallholder, and that food is intended to be offered as samples to visiting public, the site must be compliant with the following for the duration of the event:

- Exhibitor to investigate the hire of commercial refrigeration freezer space (liaise with MECC on allocation of parking/ placement).
- Temporary refrigeration *may* be available in the MECC service corridor (3 door walk-in cold room) for temporary storage on the day of the event.
- Exhibitor must have constant supply of warm running water for hand washing facilities and, where required, utensil wash facilities. This requires a 20 litre drum with lid and a tap that can be topped up with warm water throughout the duration of the event. Antibacterial liquid soap and single-use paper towels are also required at each hand wash station. Gloves for food handling are also required.
- There is access to hot/warm water available in the service corridors of the MECC. Exhibitor is required to have means of transporting same. It is not acceptable for the 20 litre drum to be filled directly from the hot water point and brought back to the stall as the hand wash facility has to be available at all times at each stall. A jug is suggested.
- Flooring will need to be covered with a tarpaulin or similar non-absorbent covering.

- MECC does not supply gas. If required, it is for external use only and exhibitors will need to contact the centre to obtain approval for its use.

- All appliances brought onto the premises must be tested and tagged in date.

- MECC is unable to provide cooking implements for your usage, and provision of cooking implements must be managed by the client and exhibitors.

For more information about complying with food legislation, contact council's Health and Regulatory Services team on 1300 MACKAY (622 529) or [council@mackay.qld.gov.au](mailto:council@mackay.qld.gov.au).

## INFORMATION SESSION

Any event that has six or more food stalls preparing food, must have at least one representative of the food stall (who is also present on the day of the event), attend a food safety information session. If the food stall holder does not attend the food safety information session, they will not be permitted to attend/trade.

## TEMPORARY FOOD PERMIT (NOT-FOR-PROFIT)

If the vendor is a non-profit organisation, a notification of the food event is required. This is not a permit as non-profit organisations are not required to have a permit unless they provide 12 or more sit down meals per annum. There is no fee for this notification.

Council requires this form to be submitted as per above.

Council can provide advice and can inspect for compliance with the food standards code. A guide attached to the form outlines some of the requirements you must comply with when running your food stall/event.

Where there is a large food event, the event organisers may require an approval subject to the individual approvals. The specifics on whether your event would require a large food event approval, can be discussed with an Environmental Health Officer on 1300 MACKAY (622 529) or email [council@mackay.qld.gov.au](mailto:council@mackay.qld.gov.au).

### You may be asked to provide the following supporting information with the application or proposal for the large food event at the MECC:

- List of all suppliers (trading name, contact details, contact person on the day of the event);
- List of food that will be prepared for giveaway/sale by each supplier at the event;
- Floor plan of how and where each food stall will be located and;
- Details of how each food stall will be set up in relation to the guidelines.



# EXHIBITORS GUIDE

## EXHIBITOR INFORMATION + REQUIREMENTS

EVENT NAME:

DATE:

EXHIBITOR NAME:

CONTACT NAME:

CONTACT NUMBER:

BOOTH NUMBER (If known):

FREIGHT BEING DELIVERED:

ITEM	Yes/No	QUANTITY
Internet		Free Wifi/internet NBN Broadband up to 100down/40up
Power to Booth - POA		
Square cafe table (760mm x 760mm)		
Round cafe table (760mm diameter)		
8ft table (2400mm x 760mm)		
6ft table (1830mm x 615mm)		
Chairs (black, padded)		
Tablecloths (linen), (black or white) - POA		
Laptop - POA		
50" Display TV - POA		
Dividers (7.2m x 1.8m) - POA		
Mobile Dividers (1.8m x 1.8m) expandable - POA		
Storage - POA		
Forklift - POA		Forklift Hire + Driver + Spotter

NOTES:

## DELIVERY SLIP

**DELIVER TO:**  
**Mackay Entertainment & Convention Centre (MECC)**  
  
**Via Dock Door**  
**Macalister Street**  
**MACKAY, QLD, 4740**

**FROM:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Event name:** \_\_\_\_\_  
**Exhibit number:** \_\_\_\_\_  
**Contact name:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_  
**Package number:** \_\_\_\_\_ of \_\_\_\_\_  
**Delivery date and time:** \_\_\_\_\_

**PHOTOCOPY ONE FORM PER CARTON / PACKAGE**

**Please note the following Terms & Conditions:**

- Deliveries must be pre-registered by your event coordinator
- No deliveries will be accepted any earlier than 2 working days prior to your event
- Whilst MECC staff can sign for goods received, the centre accepts no responsibility for their condition on arrival
- Pick-up must be arranged within 1 working day post event or storage fees will be charged.  
Please check your bump-out date and times with your event coordinator
- Outgoing goods must have the appropriate consignment notes attached or freight cannot be released
- All goods not picked up within 48 hours will be disposed of
- Failure to abide by the terms & conditions above will absolve The MECC of all responsibility for your freight

## EXHIBITOR CHECKLIST (FOR THE SAFETY AND COMFORT OF ALL EXHIBITORS)

- The loading dock/service courtyard at the rear of the MECC off Macalister Street is to be kept clear at all times. This area is NOT to be utilised by exhibitors to congregate or to park cars.

■ Entry to the building is through the back stage entrance (via the service courtyard at the rear of the MECC off Macalister Street).

■ No equipment, fittings or materials may be placed in any aisle way or in such a position that obstructs or restricts the access to any designated exit or fire fighting equipment.

■ Booths, props, display equipment need to be of sound structural integrity (if are unsure please contact the MECC Production Coordinator).

■ Any property remaining in the centre following an event needs to be picked up within 48 hours or they will be disposed of.

■ Any electrical equipment being brought onto the premises needs to have been tested and tagged

■ The Centre retains the right to provide all catering. No food or beverage may be brought onto the premises.

■ No Alcohol is to be consumed backstage or in the Service Courtyard.

■ Any signage needs to be adhered to walls with blue-tac only. No sticky tape or pins.

■ Lost property will be managed by the box office in the convention centre.

■ All exhibitors must wear fully enclosed shoes.

■ It is recommended that you bring your own portable trolleys for ferrying boxes/equipment as use of the MECC elevated work platforms or forklift by exhibitors is prohibited.

■ All site requirements need to be identified via your event organiser and communicated to MECC production team prior to 2 weeks prior to your event.

■ Any deliveries to the centre will only be accepted in the 48hour prior to event date. (A delivery label is available in our Exhibitor Guide online)

■ Children must be supervised at all times.

**Other information:** More details about attending events at the MECC is available online at: [themecc.com.au/venue/visiting](http://themecc.com.au/venue/visiting)  
**Production Services Team:** Bump in, bump out, event layout, technical services incl. hire, lighting and rigging  
**Ph: 4961 9772 or email: [production@mackay.qld.gov.au](mailto:production@mackay.qld.gov.au)**





# BREAKFAST

## STAND UP BREAKFAST | \$27 PP

- > Selection of pastries (gf, v)
- > Seasonal fresh fruit (gf, v)
- > Granola, yoghurt & seasonal fruit compote (gf, v)
- > Fresh seasonal juice
- > Freshly brewed tea & coffee

## ADDITIONAL ITEMS | \$5 PP

- > Bacon, scrambled egg, bush tomato chutney wrap
- > Fresh bagel, smoked salmon, capers, cream cheese
- > Ham, cheese brioche toastie
- > Bacon, egg, muffin, bbq sauce



## BREAKFAST BOX | \$25 PP

- > Seasonal fresh fruit (gf, v)
- > Hot breakfast wrap - bacon, egg, bbq sauce, cheese
- > Danish pastry
- > Granola, yoghurt, seasonal fruit compote
- > Bottled water

## SIT DOWN PLATED | \$39 PP (includes freshly brewed tea & coffee)

Pre-set on table

- > Granola & yoghurt with seasonal fruit compote
- > Fresh seasonal fruit juice
- > Assortment of danish pastries

Choose one hot item

- > Buttermilk pancakes, whipped marscapone, seasonal berries, local honey toasted nuts & seeds (v)
- > Toasted turkish bread with seasonal smashed avacado, marinated Mungalli feta, salsa & rocket (v)
- > Eggs benedict - smoked salmon, poached eggs, sautéed spinach, hollandaise & sourdough
- > Scrambled eggs, sourdough, bacon, chipolata, grilled tomato & herbed mushrooms

(gf) - Gluten Free      (df) - Dairy Free      (v) Vegetarian

Catering for all palettes, our menu supports all dietary requirements as a priority, and is sourced from seasonal local produce that is second to none. Based on your event theme, style and budget - we will work with you to create a menu that is perfectly aligned to the overall tone and atmosphere you to reflect



# MORNING & AFTERNOON TEA

## ON ARRIVAL - MORNING/AFTERNOON TEA | \$5.50 PP | 30 MINUTE SERVICE DURATION

- > Freshly brewed coffee & selections of tea
- > Add fresh seasonal fruit juice - \$2 PP
- > Whitsunday biscuit factory twin packs - \$3.20 PP

## MORNING OR AFTERNOON TEA | \$14.50 PP | 30 MINUTE SERVICE DURATION

- > Includes two selections from below
- > Freshly brewed coffee & selections of tea
- > Add fresh seasonal fruit juice - \$2 PP

## ADDITIONAL ITEMS | \$5 EACH PP

- |  |  |
|--|--|
| > assortment of savoury scones             | > homemade sausage roll                    |
| > assorted mini danish pastries (v)        | > mini grass-fed beef pie                  |
| > assortment of muffins                    | > roasted vegetable and ricotta quiché (v) |
| > ham & cheese crossiants                  | > mini bacon and egg pie                   |
| > individual mixed fruit portions (gf, df) | > ham and cheese brioché toastie           |
| > assorted flavoured profiteroles          | > banana bread (v, gf, df)                 |
| > house made cookies (v)                   |  |

## HIGH TEA | \$25 PP

A mixed selection of sweet, savoury and ribbon sandwiches served with tea and coffee

- > Add a glass of bubbles - \$7 PP

## BULK TEA & COFFEE

- > Small | 20 cups | \$62
- > Medium | 30 cups | \$90
- > Large | 60 cups | \$174

## BULK JUICE (ORANGE OR APPLE)

- > Small | 20 cups | \$62
- > Medium | 30 cups | \$90
- > Large | 60 cups | \$174

(gf) - Gluten Free      (df) - Dairy Free      (v) Vegetarian







# LUNCH

## Stand Up Lunch - Cold Selections

STAND UP LUNCH | \$44.50PP | 1 HOUR SERVICE DURATION

COLD SELECTIONS

Select five options from the range of salads, sandwiches, wraps and rolls:

SALADS

- > Tomato salad, mungalli organic ricotta, chives, balsamic dressing (v, gf)
- > Lettuce, marinated olives, cucumber, tomatoes, mungalli organic crumbed fetta (v, gf)
- > Tomato, avocado, red onion, white beans, rocket (v, gf)
- > Grilled lamb, tomato, cucumber, spanish onion, capsicum, mungalli fetta, herb (gf)
- > Smoked salmon, baby potatoes, snipped herbs, gherkins, lentils, mayonnaise (g v, df)
- > Wombok salad, carrot, red onion, soy dressing, crunchy noodles (v, df)
- > Tomato, avocado, red onion, white beans, rocket (v, gf)
- > Beef, grilled capsicum, rice noodles, seasonal greens, thai dressing (gf, df)

SANDWICHES

- > Roast beef, tomato, rocket, seeded mustard mayonnaise
- > Classic egg and lettuce with a kewpie mayonnaise
- > Roast turkey, tomato, cheddar cheese, lettuce, mayonnaise
- > Ham, swiss cheese, rocket, seeded mustard mayonnaise

WRAPS

- > Prawn and avocado cocktail wrap
- > Marinated lamb wrap, tomato salsa, cucumber, mint raita
- > Roasted pumpkin, quinoa, hummus, sundried tomato, fetta, spinach (v)
- > Chicken tandoori, tomato salsa, iceberg lettuce, curry dressing

ROLLS

- > Perri perri chicken, cucumber, tomato, lettuce, kewpie mayonnaise (df)
- > Honey baked ham, tomato relish, mesclun (df)
- > Korean chicken, slaw, cucumber, lettuce, dressing (df)
- > Marinated vegetables, fetta, pesto mayonnaise (v)

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# LUNCH

## Stand Up Lunch - Hot Selections

STAND UP LUNCH | \$44.50PP | 1 HOUR SERVICE DURATION

HOT SELECTIONS

Select two hot dish options and two dessert options

HOT DISHES | SELECT TWO OPTIONS

- > Beef rendang, smashed potatoes (gf, df)
- > Braised beef, thyme, rosemary, mushrooms, brown rice (gf, df)
- > Thai green curry, mixed vegetables, steamed rice (v, gf)
- > Butter chicken, basmati rice, papadum (gf)
- > Chicken, prawn pad thai, rice stick noodles, asian greens
- > Coconut poached fish, steamed rice (v, gf)
- > Mediterranean vegetable paella, lemon, tomato, saffron (v, gf)
- > Penne pasta, capsicum, tomato, olives, paprika, herbs (gf, df)
- > Pan seared reef fish, wild rice, mango (gf, df)

DESSERTS | SELECT TWO OPTIONS

- > Assorted mini cakes and pastries (v, gf)
- > Seasonal fruit (v, gf)
- > Trio of chocolate mousse verrine (v, gf)
- > Vanilla panna cotta, berry compote (gf)
- > Individual tiramisu trifles
- > Blueberry cream cheese tart (gf, df)

- > Add seasonal fruit juice - \$2 PP

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Food can make or break an event - no matter the size! From a corporate meeting, to a large-scale gala event, to a relaxed team session - we work with you to create a menu that supports and enhances your event. With the largest commercial kitchen in Mackay and our Executive Chef, you're in the region's best hands





# LUNCH

## Sit Down Plated Lunch

### SIT DOWN PLATED LUNCH

2 COURSE ENTRÉE + MAIN | \$64 PP

2 COURSE MAIN + DESSERT | \$58 PP

3 COURSE | \$83 PP

Alternate service fee of \$4.50 per person applies to main course

### ENTRÉES | \$25 PP

- > Crab and avocado, compressed watermelon, corn puree, micro herbs, basil oil (gf)
- > Seared queensland beef, dark soy sauce, basil, onion, red capsicum, chilli, caramelised onion, australian topaz rice
- > Seared scallops with sauteed mushrooms and spinach sauce
- > Herbed leek galette with toasted walnuts and rocket salad (v)
- > Australian king prawns with tamarind sauce (goong ma kham) chinese broccoli coriander (gf)

### MAINS | \$39 PP

- > Oven baked local barramundi. bok choy, pumpkin, braised shitake mushrooms, broth (gf, df)
- > Char grilled eye fillet with sour cream mash, greens, king mushrooms, red wine jus
- > Harissa spiced lamb rump, hummus mash, pomegranate reduction and flaked almond green beans
- > North queensland gold band snapper, potato gratin, buttered tasmanian cockles, asparagus, salsa verde
- > Fragrant eggplant curry with rice and salted cashews (v)
- > Beer braised lamb shanks with swiss brown mushrooms and maize meal
- > Lemon myrtle chicken, grilled king brown mushroom, leek, miso

### DESSERT | \$19 PP

- > Decadent chocolate and almond mille feuille
- > Passionfruit and white chocolate cheesecake and with a citrus sorbet
- > Espresso caramel panna cotta with an almond shortbread crumble
- > Chocolate mousse with a white chocolate speculoos cup
- > Wild berry and chocolate fusion tart

(gf) - Gluten Free      (df) - Dairy Free      (v) Vegetarian



# LUNCH

## Lunch On The Go

### OPTION ONE | \$26 PP

- > Select one sandwich
- > Select one salad
- > Bottle of water
- > Seasonal fresh fruit

### OPTION TWO | \$32 PP

- > Select two sandwiches
- > Select one salad
- > Bottle of water
- > Seasonal fresh fruit
- > Select one sweet

### OPTION THREE | \$38 PP

- > Classic beef and cheese burger w seeded mustard, onion and tomato sauce or buttermilk chicken burger, lettuce, and aioli
- > Select one salad
- > Bottle of water
- > Seasonal fresh fruit
- > Select one sweet

### SANDWICHES

- > Roast beef, tomato, rocket, seeded mustard mayonnaise
- > Classic egg and lettuce with a kewpie mayonnaise
- > Roast turkey, tomato, cheddar cheese, lettuce, mayonnaise
- > Ham, swiss cheese, rocket, seeded mustard mayonnaise

### SALADS

- > Tomato salad, mungalli organic ricotta, chives, balsamic dressing (v, gf)
- > Lettuce, marinated olives, cucumber, tomatoes, mungalli organic crumbed fetta (v, gf)
- > Grilled lamb, tomato, cucumber, spanish onion, capsicum, mungalli fetta, herb (gf)
- > Smoked salmon, baby potatoes, snipped herbs, gherkins, lentils, mayonnaise (gf, v, df)
- > Wombok salad, carrot, red onion, soy dressing, crunchy noodles (v, df)
- > Tomato, avocado, red onion, white beans, rocket (v, gf)
- > Beef, grilled capsicum, rice noodles, seasonal greens, thai dressing (gf, df)

### SWEETS

- > Chocolate brownie
- > Mixed berry muffin
- > Carrot and walnut cake

(gf) - Gluten Free      (df) - Dairy Free      (v) Vegetarian







# DINNER

## Standard Dinner Menu

### STANDARD DINNER MENU

**2 COURSE | \$65.50 PP** - Select entrée and main, or main and dessert

**3 COURSE | \$85.50 PP** - Select entrée, main and dessert

Alternate service fee of \$4.50 per person applies

### ENTRÉES

- > Crab and avocado, compressed watermelon, corn puree, micro herbs, basil oil (gf)
- > Herbed leek galette with toasted walnuts and rocket salad (v)
- > Creamy roasted tomato gazpacho (v)
- > Smoky charred lamb with fennel, salsa verde and preserved lemon (gf, v)
- > Australian king prawns with tamarind sauce (goong ma kham) chinese broccoli coriander (gf)
- > Spiced chicken, crushed avocado, grilled corn, bean and tomato salsa, lemon infused kewpie mayonnaise
- > Seared queensland beef, dark soy sauce, basil, onion, red capsicum, chilli, caramelised onion, australian topaz rice

### MAINS

- > Slow cooked beef cheeks with a sweet potato mash, sauteed snow peas and red wine sauce
- > Fragrant eggplant curry with rice and salted cashews (v)
- > Reef fish w roasted sweet potato, semidried tomato, chickpea and olive spinach salad topped with a lemon beurre blanc sauce
- > Oven baked local barramundi. bok choy, pumpkin, braised shitake mushrooms, broth (gf, df, v)
- > Roasted chicken with a herbed mash, lemon hollandaise and topped with micro herbs (gf)
- > Char grilled beef sirloin, wild thyme polenta, carrot puree, wilted chard, and jus (gf)
- > Rosemary scented lamb, minted smashed potatoes, baby peas and a balsamic and port demi glaze

### DESSERTS | \$19 PP

- > Espresso caramel panna cotta with an almond shortbread crumble
- > Chocolate mousse with a white chocolate speculoos cup
- > Wild berry and chocolate fusion tart
- > Pineapple tart with a citrus salad and chantilly cream

(gf) - Gluten Free    (df) - Dairy Free    (v) Vegetarian



# DINNER

## Premium Dinner Menu

### PREMIUM DINNER MENU

**2 COURSE | \$74.90 PP** - Select entrée and main, or main and dessert

**3 COURSE | \$96.90 PP** - Select entrée, main and dessert

Alternate service fee of \$4.50 per person applies

### ENTRÉES

- > Rare beef with black sesame and salt grissini topped with a horseradish crème fraiche
- > Marinated grilled lamb, eggplant caviar, pickled root vegetables, mungalli creek fetta (gf)
- > Seared scallops with sauteed mushrooms and spinach sauce
- > Twice cooked pork belly with apple and fennel slaw drizzled with a balsamic reduction
- > Smoked duck, pickled radish, baby beets, macadamia puree, and bush tomato (gf)
- > Australian king prawns with tamarind sauce (goong ma kham) chinese broccoli coriander
- > Thai style plant-based chicken, steamed asian greens, chilli and garlic glaze (gf, v)

### MAINS

- > Char grilled eye fillet with sour cream mash, greens, king mushrooms, red wine jus
- > Harissa spiced lamb rump, hummus mash, pomegranate reduction and flaked almond green beans
- > King pork cutlet, herbed mash, green beans, mustard and horseradish sauce
- > Lemon myrtle chicken, grilled king brown mushroom, leek, miso
- > Puff pastry w pesto cream cheese, caramelized onion jam, blistered cherry tomatoes and rocket salad (v)
- > Roasted sustainably sourced australian barramundi with kipfler potatoes and celeriac
- > North queensland gold band snapper, potato gratin, buttered tasmanian cockles, asparagus, salsa verde

### DESSERTS

- > Decadent chocolate and almond mille feuille
- > Deconstructed black forest cake
- > Wild berry and chocolate fusion tart
- > Passionfruit and white chocolate cheesecake and with a citrus sorbet

(gf) - Gluten Free    (df) - Dairy Free    (v) Vegetarian







# DINNER

## Buffet Dinner Menu

### BUFFET DINNER OPTIONS

#### RELAXED COMFORT | \$59 PP

- > honey baked pumpkin soup
- > shaved roast beef with red wine demi glaze
- > chicken scallopini
- > steamed mixed vegetables
- > oven roasted seasonal vegetables with garlic and rosemary
- > creamy truffled potato mash
- > an assortment of fresh salads and condiments
- > baskets of baked bread rolls
- > a selection of desserts from the pastry kitchen
- > sliced fresh seasonal fruits

#### CARVERY FAVOURITES | \$65 PP

- > roast lamb and rosemary
- > moisture infused slow roasted pork
- > char grilled marinated chicken
- > medley of roasted vegetables
- > corn on the cob and green beans
- > mashed potato with sour cream and chives
- > chefs selection of assorted salads and condiments
- > baskets of baked bread rolls
- > a selection of desserts from the pastry kitchen
- > sliced fresh seasonal fruits



(Dietaries available upon request)



# CANAPÉS

Delectable, divine, delicious

### CREATE YOUR OWN COCKTAIL MENU

3 ITEMS | \$18.50 PP

5 ITEMS | \$29 PP

7 ITEMS | \$40.50 PP

12 ITEMS | \$66 PP (equivalent to full meal replacement)

- > Mini grass-fed beef pie
- > Housemade sausage roll
- > Cajun, salt and vinegar crumbed reef fish
- > Mini bruchetta with crème cheese (v)
- > Beef carpaccio with horseradish cream (gf, df)
- > Rainbow sushi rolls with sesame mayo (v, gf, df)
- > Hoisin duck on cucumber disk (df)
- > Char siew crocodile cups
- > Spiced lamb skewers with pomegranate
- > Confit pork, crackling, apple slaw (gf, df)
- > Homemade sausage roll
- > Three cheese arancini balls with napoli sauce (v)
- > Tomato gazpacho with grissini (v)
- > Spiced potato empanadas with mint yoghurt (v)
- > Thai chicken cake, sweet chilli sauce (gf, df)
- > Korean beef wontons
- > Scallop ceviche with mango and avocado salad (v, gf, df)
- > Bbq pork bao buns with pineapple and asian slaw (df)
- > Roasted cauliflower, truffle oil, pancetta crumb (gf)



(gf) - Gluten Free (df) - Dairy Free (v) Vegetarian





# PLATTERS



**FRUIT PLATTER**  
Seasonal selection of sliced fresh fruit (gf, df, v)  
Small | Serves 8 | \$50  
Medium | Serves 15 | \$80  
Large | Serves 20 | \$100



**HOT FINGER FOOD PLATTER**  
Chef's selection of hot finger foods  
Small | Serves 8 | \$135  
Medium | Serves 15 | \$195  
Large | Serves 20 | \$260



**SANDWICH PLATTER**  
An assortment of fresh sandwiches  
Small | Serves 8 | \$85  
Medium | Serves 15 | \$125  
Large | Serves 20 | \$165



**CHEESE PLATTER**  
A variety of cheeses paired with seasonal fruit and crackers  
Small | Serves 8 | \$65  
Medium | Serves 15 | \$95  
Large | Serves 20 | \$125



**TRADITIONAL WRAP PLATTER**  
An assortment of fresh wraps  
Small | Serves 8 | \$90  
Medium | Serves 15 | \$130  
Large | Serves 20 | \$170



**SWEETS PLATTER**  
Chef's selection of cakes and slices  
Small | Serves 8 | \$55  
Medium | Serves 15 | \$90  
Large | Serves 20 | \$120

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# BEVERAGES

**OPTION ONE | EVENT PACKAGES**

**STANDARD | POA**

A pre-poured drink on arrival from a selection of house wines and sparkling, beers, soft drinks and juice. One bottle of red and white house wine per table of 10.

**PREMIUM | POA**

1-hour pre drinks from a selection of house wines and sparkling, beers, soft drinks and juice. One bottle of red and white house wine per table of 10.

**OPTION TWO | CHARGE ON CONSUMPTION**

Host pays for drinks on consumption, bar tab optional.

**OPTION THREE | CASH BAR**

Guests pay for their own drinks, minimum consumption surcharge may apply.

*Availability of beverage packages will be evaluated on an event by event basis at MECC discretion.*





# BEVERAGES

	GLASS	BOTTLE
SPARKLING		
> Frankie Sparkling Dal Zotto Pucino* South East Australia	POA	POA
> Dal Zotto Pucino Procesecco King Valley, Victoria	POA	POA
> Champagne Tattinger Cuvee Prestige Brut NV Campagne France		POA
WHITE VARIETALS		
> Dead Man Walking Riesling Clare Valley, South Australia	POA	POA
> Hartogs Moscato South East Australia	POA	POA
SAUVIGNON BLANC		
> Totara Sauvignon Blanc* Marlborough, New Zealand	POA	POA
> Run Riot South East Australia	POA	POA
CHARDONNAY		
> Cloud St Chardonnay* Victoria, Australia	POA	POA
> Amelia Park Trellis Chardonnay Margaret River, Western Australia	POA	POA
SHIRAZ		
> Bruno Shiraz South East Australia	POA	POA
> Little Berry Shiraz* Mclaren Vale, South Australia	POA	POA
RED VARIETALS		
> Fickle Mistress Pinot Noir Malborough, New Zealand	POA	POA
> Alta Pinot Noir* Victoria, Australia	POA	POA
> Snake + Herring "Dirty Boots" Cabernet Sauvignon Margaret River, Western Australia	POA	POA
ROSE		
> Fat Bird Rose South Australia	POA	POA

\* House Wine | Beverages may vary depending on availability



# SCHOOL FORMAL'S MENU

## STANDARD DINNER MENU

Alternate service fee of \$4.50 per person applies to main course

## ENTRÉES | \$20

- > Seared queensland beef, dark soy sauce, basil, onion, red capsicum, chilli, caramelised onion, australian topaz rice
- > Salt and pepper calamari served with rocket, aioli and lime
- > Herbed leek galette with toasted walnuts and rocket salad (v)
- > Teriyaki glazed chicken served upon a bed of mixed greens with a honey tamari dressing

## MAINS | \$32

- > Grilled beef, roast potatoes, carrots, mushrooms, gremolata jus (v, gf, df)
- > Roasted chicken with a herbed mash, lemon hollandaise medley of vegetables
- > Reef fish w a roasted sweet potato, semidried tomato, chickpea and olive spinach salad topped with a lemon beurre blanc sauce
- > Fragrant eggplant curry with rice and salted cashews (v)

## DESSERTS | \$17

- > Chocolate mousse with a white chocolate speculoos cup
- > Individual tropical pavlova passionfruit, raspberry sauce (v, gf, df)
- > Passionfruit and white chocolate cheesecake and with a citrus sorbet
- > Wild berry and chocolate fusion tart



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# CREW CATERING

## SNACKS AND BREAKS

- > egg and bacon roll \$7.50 PP
- > lamington square \$3.50 PP
- > mini muffins \$3.50 PP
- > whole fresh fruit \$2 PP
- > potato chips 90gm \$4.50 PP
- > chef selection of sandwich \$7.50 PP
- > chef hot selection \$12.50 PP
- > coffee and tea making facilities \$2.50 PP
- > soft drink \$4 PP
- > bottled water \$3.60 PP
- > assorted juice \$4.50 PP

## CREW HOT BREAKFAST BUFFET | \$26 PP

- > Scrambled egg, crispy qld bacon
- > Grilled tomato, sauteed mushrooms
- > Selection of pastries
- > Seasonal sliced fruit
- > Coffee and tea selection
- > Selection of cereals and milks

## CREW LUNCH/DINNER BUFFET | \$27 PP

- > Butter chicken
- > Steamed rice
- > Bombay potato
- > Naan bread
- > Seasonal fruit

## OFF SITE CATERING

You don't just have to book at the MECC to access our exceptional catering team and facilities! We've had the pleasure of catering events across the region - from Bluewater Quay high-class cocktail functions, to a conference lunch on top of a water tank (yes, it happened!)



# From paddock to plate with love.

As the largest purpose-built convention and banqueting facility between Cairns and Brisbane, the MECC in-house catering team takes pride in providing premium, high-quality and fresh local food and beverage products, that are grown, raised, caught and made in our region. Particular care is given to special dietary requirements.

The Greater Whitsunday region has abundant resources and diverse landscapes to produce quality food all year around.

With a diversity of rainfall and temperature in different parts of our region, the Greater Whitsunday region boasts a broad range of agricultural production.

This allows production of world-class beef, grains, sugar, seafood, aquaculture, fruit and vegetables all within the same region.

We proudly support and use the following local producers and suppliers for our goods and ingredients that go into our dishes: Eungelladale Milk, John Zelenka Pineapples, Sarina Sugar Shed, The Whitsunday Biscuit Factory.





# FEES & CHARGES 23-24

## CONFERENCES, EXPOS, MEETINGS & FUNCTIONS

MECC caters to private, commercial and not-for-profit organisations. The following table reflects the fees and charges associated for each. We are sure that you will find our rates competitive and in line with other regional cities and industry standards. Please contact the centre’s Business Development Team to obtain a comprehensive quote tailor made to suit your function requirements.

**Please contact the centre’s Business Development Team:**  
**Phone: +61 7 4961 9700 or email: mecc@mackay.qld.gov.au**

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
ENTIRE CENTRE			
Entire MECC Complex Exclusive Use (Nth & Sth Wings)	Day or Evening	POA	POA
SOUTH WING			
Plenary Hall '1' or '2'	Day OR Evening	\$2615.00	\$2175.00
	Day AND Evening	\$3658.00	\$3219.00
Plenary Hall '1' and '2'	Day OR Evening	\$4152.00	\$3713.00
	Day AND Evening	\$7008.00	\$6569.00
Meeting Room 1, 2, 3 or 4 Individual	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$442.00 per room \$111.00/hr	\$398.00 per room \$100.00/hr
Meeting Rooms 1, 2, 3 & 4 Combined	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$1768.00 \$444.00/hr	\$1592.00 \$400.00/hr
Meeting Room 1 & 2 Combined	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$884.00 \$220.00/hr	\$796.00 \$200.00/hr
Meeting Room 3 & 4 Combined	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$884.00 \$222.00/hr	\$796.00 \$200.00/hr
Convention Centre - Exclusive Use (Plenary Halls 1 & 2, Meeting Rooms 1-4 & Registration Desk)	Day OR Evening	\$5986.00	\$5547.00
	Day AND Evening	\$8958.00	\$8546.00
NORTH WING			
North Wing - Exclusive Use (Auditorium, Nth Foyer & LD Space)	Day AND Evening	\$2944.00	\$2484.00
Auditorium - as meeting venue	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$663.00/4 hrs \$166.00/hr	\$618.00/4hrs \$155.00/hr
North Foyer	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i> Day and Evening	\$552.00/4 hrs \$139.00/hr \$1846.00/day & evening	\$442.00/4 hrs \$100.00/hr \$1660/day & evening
Lynette Denny Space	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$442.00/4 hrs \$111.00/hr	\$398.00/4 hrs \$100.00/hr

\*Not-for-profit rate available to incorporated not-for-profit groups who can demonstrate a need for council support.  
Groups must be based within the Mackay region. Proof of incorporation and certified profit and loss statement must be provided.  
NOTE: Fees and Charges are reviewed annually. Bookings held after 1 July will need to allow for an approximate 5% increase in charges.

# FEES & CHARGES 23-24

## CONFERENCES, EXPOS, MEETINGS & FUNCTIONS - CONTINUED

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
North Mezzanine with Outdoor Terrace	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$442.00/4 hrs \$111.00/hr	\$398.00/4 hrs \$100.00/hr
South Mezzanine with Outdoor Terrace	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$442.00/4 hrs \$111.00/hr	\$398.00/4 hrs \$100.00/hr
OTHER			
Bump In - Hold Rate	Half Day Rate (5 hours)	\$831.78	\$729.00
	Per Day Rate (8 hours)	\$1435.00	\$1215.00
Room Reset Fee		POA (from \$250.00)	POA (from \$250.00)

## PERFORMING ARTS VENUE HIRE RATES

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
SOUTH WING - PERFORMANCES			
As per rates for meetings OR 10% of gross Box Office - whichever is greater			
NORTH WING - PERFORMANCES			
Auditorium	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$1486.00 <b>OR 10% of gross Box Office - whichever is greater</b>	\$1045.00 <b>OR 8% of gross Box Office - whichever is greater</b>
North Foyer	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$552.00 \$111.00/hr	\$442.00 \$89.00/hr
		<b>OR 10% of gross Box Office - whichever is greater</b>	<b>OR 8% of gross Box Office - whichever is greater</b>
Lynette Denny Space	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$442.00 \$89.00/hr	\$387.00 \$77.00/hr
		<b>OR 10% of gross Box Office - whichever is greater</b>	<b>OR 8% of gross Box Office - whichever is greater</b>
Rehearsals (Auditorium)	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$718.00 \$177.00/hr	\$718.00 \$177.00/hr
Rehearsals (North Foyer)	Minimum 4hr hire	\$111.00/hr	\$89.00/hr



# FEES & CHARGES 23-24

## SPACES & CAPACITIES

The centre is made up of many versatile rooms including plenary halls, meeting rooms, an auditorium, mezzanines, terraces and an experimental theatre. You can select one space or a combination of spaces to suit your requirements.

FACILITIES	AREA	THEATRE	CLASSROOM	BANQUET	COCKTAIL	BOOTHS (3 x 2m x 2m)
HALLS - <i>Layout capacities factor in a stage &amp; projector screens. Capacities subject to room requirements.</i>						
Hall 1 (raked retractable + flat floor seating)	730m <sup>2</sup>	612	402	N/A	750	N/A
Hall 1 (flat floor seating)	730m <sup>2</sup>	748	224	330	750	42
Hall 2 (flat floor seating)	730m <sup>2</sup>	748	224	330	750	42
Hall 1 & 2 (raked retractable + flat floor seating)	1460m <sup>2</sup>	1457	560	600	1500	73
<small>*Hall 1 + 2 and loading dock support uniformly distributed load of 20kPa (max 40T).</small>						
THEATRE						
Auditorium	N/A	1090	N/A	N/A	N/A	N/A
NORTH FOYER						
	368m <sup>2</sup>	399	152	260	700	24
EXPERIMENTAL THEATRE						
Lynette Denny Space	119m <sup>2</sup>	100	60	90	100	6
MEETING ROOMS - <i>with and without projector screens flown in</i>						
Meeting Room 1 or 2	75m <sup>2</sup>	68-80	33	40	50	
Meeting Room 3 or 4	50m <sup>2</sup>	44-56	16	20	35	
Meeting Room 1 & 2	150m <sup>2</sup>	149	60	70	200	
Meeting Room 3 & 4	90m <sup>2</sup>	88	42	40-60	70	
Meeting Room 1 - 4 & sub foyer	333m <sup>2</sup>	360	160	210	450	15-24
MEZZANINES and TERRACES						
North Mezzanine with Outdoor Terrace	40m <sup>2</sup> 60m <sup>2</sup>	59 N/A	N/A N/A	N/A N/A	40 60	
South Mezzanine with Outdoor Terrace	43m <sup>2</sup> 69m <sup>2</sup>	70 N/A	N/A N/A	N/A N/A	70-100 N/A	

Above layout capacities are subject to your catering, staging and technical requirements

# FEES & CHARGES 23-24

## CENTRE SERVICES AND EQUIPMENT

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
STAFF CHARGES			
Venue Supervisor	6am - Midnight	No Charge	No Charge
	(Midnight - 6am)/hr	\$140.00	\$140.00
	Public Holiday/hr	\$140.00	\$140.00
Technical Staff	Per Technician/hr	\$64.00	\$64.00
	Public Holiday/hr	\$140.00	\$140.00
	Overtime/hr	\$140.00	\$140.00
	(Midnight - 6am)/hr	\$140.00	\$140.00
Front of House Staff/ Friends of the MECC (Doorkeepers & Ushers)	Per Performance (Auditorium)	\$974.00	\$787.00
	Per Performance (North Foyer or Lynette Denny Space)	\$216.00	\$216.00
	Convention Centre	\$22.00 per person/hr	\$22.00 per person/hr
Registration Staff	Per staff member/hr	\$64.00	\$64
Cleaning (If additional is required outside of 5 hrs)	Per Cleaner/hr	\$64.00	\$64.00
	Public Holiday per Cleaner/hr	\$128.00	\$128.00
Merchandise Seller	Per Seller/hr	\$64.00	\$64
	Public Holiday per seller/hr	\$128.00	\$128.00
	<b>10% taken by the venue from all merchandise and programs sold</b>		
Ticket Seller/ Box Office Offsite	Per Seller/hr	\$64.00	\$64.00
	Public Holiday per seller/hr	\$128.00	\$128.00
Security - <i>min 4 hours</i>	Per Hour (Mon - Sat)	\$66.00	\$66.00
	Per Hour (Sun/Public Holiday)	\$100.00	\$100.00
OTHER CHARGES			
Consumables	Batteries, data storage, gaffa tape, electrical tape	POA	POA
Plant: 2 tonne fork lift, scissor lift (plus technical staff charges per hour)		POA	POA
Retractable Seating	Available in Plenary Halls	\$552.00	\$552.00
Table Cloths	Black Linen (white linen on request)	\$15.00 ea	\$15.00 ea
Printing/Photocopies	Black & White Per Copy	\$0.30	\$0.30
	Colour - Per Copy	\$0.50	\$0.50
Whiteboard		No Charge	No Charge
Storage Fee		POA from \$45.00 Per Day	POA from \$45.00 Per Day
Rubbish Removal	Per Half Skip	\$140.00	\$140.00



# FEES & CHARGES 23-24

## CENTRE SERVICES AND EQUIPMENT CONTINUED

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
<b>TICKETING</b>			
Event Creation	Refer to MECC Ticketing & Marketing Form	\$138.00	\$138.00
Booking Fee	Up to \$11.99 value	\$2.80	\$2.80
	Over \$12.00 - up to \$24.99 value	\$3.80	\$3.80
	Over \$25.00 - up to \$49.99 value	\$5.50	\$5.50
	Over \$50.00 value	\$6.00	\$6.00
3% Processing Fee applies to all transactions for both cash and card			
First 10 complimentary tickets	1-10 tickets	No Charge	No Charge
For every complimentary ticket thereafter	10+ tickets	\$1.70	\$1.70
Live Performance Fee As set by Live Performance Australia	0 - 200 patrons	\$41.00	\$41.00
	251 - 500 patrons	\$82.00	\$82.00
	501 - 1000 patrons	\$122.00	\$122.00
	1001 - 1500 patrons	\$200.00	\$200.00
Telephone Transaction Fee		\$2.90	\$2.90
Postage Fee		POA	POA
<b>MERCHANDISE</b>			
Venue Commission	<b>A commission of 10% gross sales from merchandise is payable to the venue</b>		
Merchandise Seller (Min. 2 hour block) Require 6 weeks notice prior to the event	Per Seller/hr	\$64.00	\$64.00
	Public Holiday per seller/hr	\$128.00	\$128.00
Tables		No Charge	No Charge
Table Cloths	Black Linen (white linen on request)	No Charge (when used for merchandise)	No Charge (when used for merchandise)
Chairs		No Charge	No Charge
Partition - Mobile Partition - Expandable	Black/Standard 1.5m x 1.5m	\$39.00 Per Item, per day	\$39.00 Per Item, per day
	Black 7.5m 7.6m x 1.8m	\$61.00 Per Item, Per Day	\$61.00 Per Item, Per Day

# FEES & CHARGES 23-24

## TECHNICAL EQUIPMENT AND SERVICES

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
<b>LIGHTING / ELECTRICITY</b>			
Small Moving Lights	LED BEAM 150/ Robin 600 LEDWASH/ ROBIN SPIIDER	\$78.00 ea	\$78.00 ea
Large Moving Lights	Robin DL7F/ DL7S/ Pointe/ Forte/ DLX	\$104.00 ea	\$104.00 ea
Black Light	UV400 UV Cannon	\$60.00	\$60.00
Astera AX1 Pixel Tube	Battery light, package of 8	\$104.00/pk 8	\$104.00/pk 8
Astera Pixel Brick	Battery light, package of 8	\$104.00/pk8	\$104.00 /pk8
Arkaos Media Master PRO	includes basic media content	\$104.00/event	\$104.00/event
Atomic 3000 LED Strobe		\$32.00 ea	\$32.00 ea
Chauvet Strike 4	Audience Blinder	\$32.00 ea	\$32.00 ea
Followspot (Operator not included)	Robe BMFL Followspot + Robospot controller	\$200.00/day	\$200.00/day
Black LED Curtain - Star Cloth	18M Wide x 8.5m High (Includes Rigging Fee)	\$796.00 inc rigging	\$796.00 inc rigging
Stage Electricity	As Metered per KwHr	No Charge	No Charge
Electricity	Standard 10 amp - Per Site, Per Day	\$39.00 ea	\$39.00 ea
Electricity	3 Phase - Per Site, Per Day	\$105.00 ea	\$105.00 ea
<b>STAGING</b>			
Red Carpet	Includes labour	\$120.00	\$120.00
Smoke / Haze Special FX	Fees for fire warden will apply at \$64.00/hr (\$134.90/hr PH)	POA	POA
MDG Hazer Kit	Includes fluid + C02	\$156.00/day	\$156.00/day
MDG Low Fogger	Does not include fluid	\$156.00/day	\$156.00/day
Push Up Drape Kit	Small (inc rigging)	\$358.62	\$358.62
	Medium (inc rigging)	\$809.58	\$809.58
	Large (inc rigging)	\$1344.33	\$1344.33
C02 Bottles	Low Fogger (1 bottle lasts 17 mins)	\$42.00/bottle	\$42.00/bottle
JEM ZR44 Smoke Machine		\$83.00 ea	\$83.00 ea
Piano Hire + Tune	Steinway D Concert Grand (Black) - Tuned	\$332.00	\$332.00
	Yamaha WX5 Upright Piano (Black) - Tuned	\$308.00	\$308.00
	Yamaha S5X Medium Grand (Black) - Tuned	\$328.00	\$328.00
Staging: Sico and prolyte decks available		POA	POA
ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
<b>AUDIO VISUAL</b>			
AV Package #1 Plenary Hall 1 or 2	1x flown projector screen, data projectors, laptop, switcher/vision mixer	\$590.00/event	\$472.00/event
AV Package #2 Plenary Hall 2	2x flown projector screens, data projector, laptop, switcher/vision mixer	\$1056.00/event	\$883.00/event



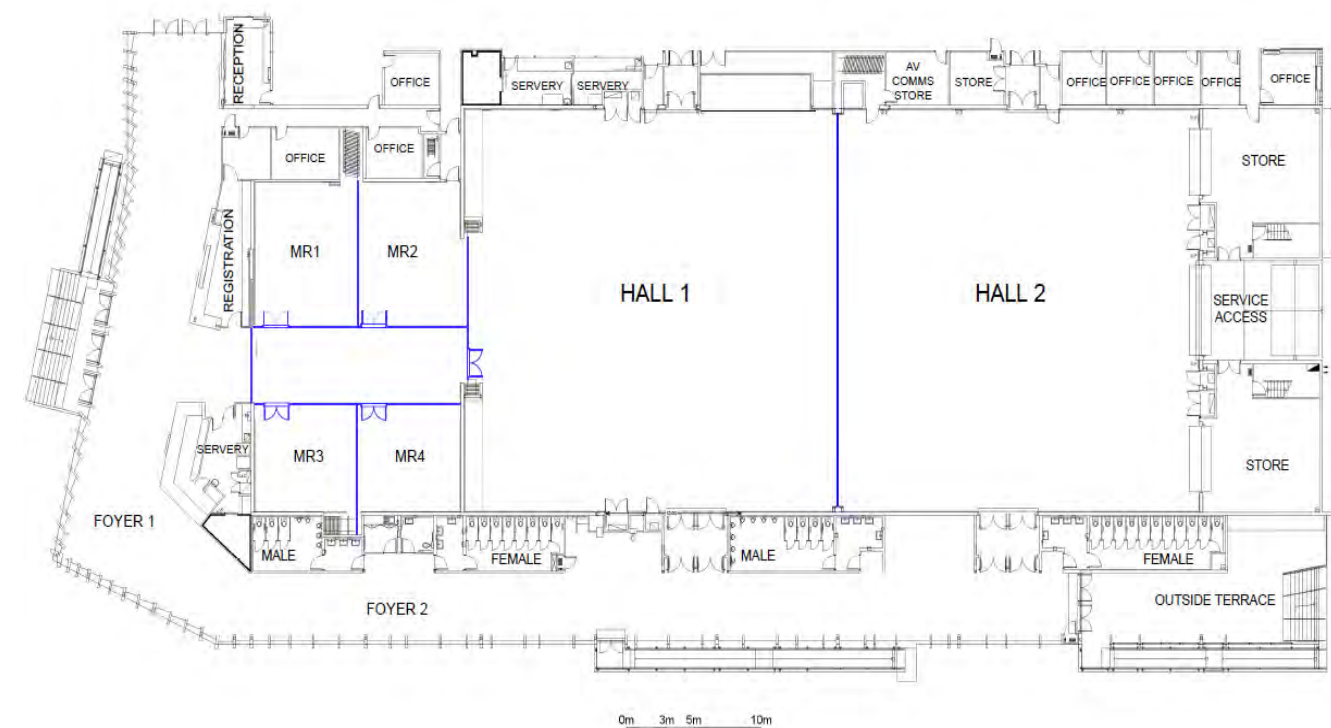
# FEES & CHARGES 23-24

## TECHNICAL EQUIPMENT AND SERVICES - CONTINUED

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
AV Package #3 Lynette Denny Space	1x flown projector screen, data projector, laptop, switcher/vision mixer (PA not included)	\$207.00/event	\$177.00/event
AV Package #4 Auditorium	1x flown projector screen, data projector, laptop, switcher/vision mixer (PA not included)	\$570.00/event	\$456.00/event
AV Package #5 North Foyer	1x flown projector screen, data projector, laptop, switcher/vision mixer (PA not included)	\$363.00/event	\$290.00/event
ADSL or ISDN line	Per Line, Per Day	\$163.00 ea	\$163.00 ea
Dedicated Phone Line (plus programming)	Per Line, Per Day Not including STD/Overseas Calls	\$266.00 ea	\$266.00 ea
Philips 50" Q-Line Display Screen	Per Item, Per Day	\$57.00/item/day	\$57.00/item/day
Sony Bravia 40" LCD Panel	Per Item, Per Day	\$45.00/item/day	\$45.00/item/day
DVD & CD Player	Per Item, Per Day	POA	POA
Laptop (Trade Exhibitors Only)	Per Item, Per Day	\$83.00/item/day	\$83.00/item/day
FREE Wifi/Internet NBN Broadband up to 100down/40up	MECC	No Charge	No Charge
<b>AUDIO</b>			
PA System	Plenary Halls 1 & 2 Combined - Full PA D&B Audiotechnik left, right, front fill and subs. Note: Infra Subs and side fill available	\$984.00 does not inc rigging	\$885.00 does not inc rigging
	Plenary Halls 1 or 2 - Half PA D&B Audiotechnik left, right, front fill and subs	\$414.00 does not inc rigging	\$373.00 does not inc rigging
	Floating system - D&B Audiotechnik	\$259.00 does not inc rigging	\$259.00 does not inc rigging
	North Foyer PA D&B Audiotechnik left, centre, right, front fill and subs	\$372.00 inc rigging	\$372.00 inc rigging
	Auditorium PA D&B Audiotechnik Left, Centre, Right, front fill and subs. Note: Infra Subs available	\$414.00 does not inc rigging	\$414.00 does not inc rigging
Radio Microphones	Handheld/headset/lapel plus consumables	\$88.00 item/day	\$88.00 item/day
Microphone	Wired/corded	\$10.00 ea	\$10.00 ea
Wireless in Ear Monitor		\$88.00 item/day	\$88.00 item/day
Lectern	Digital lectern with/without fixed microphone Standard lectern	\$85.00 \$52.00	\$85.00 \$52.00
Livestream Package	Includes video camera	\$621.00	\$621.00
Additional Camera		\$104.00 ea	\$104.00 ea
Full Monitor Package		\$718.00	\$718.00
Half Monitor Package		\$359.00	\$359.00
Teleconference Hire Equipment		\$160.00	\$160.00

# FLOOR PLANS 23-24

## CONVENTION CENTRE FLOOR PLAN



## AUDITORIUM FLOOR PLAN

