



EVENT DATE: Tuesday, 1 February 2022

VENUE: Plaza Ballroom (Under the Regent Theatre)
191 Collins Street, Melbourne VIC 3000
(entry via Regent Theatre Stage Door, 200 Flinders Lane)

ANTICIPATED GUEST NUMBERS:

Trade & Media Session	350
Public Session	320

ESTIMATE - STOCK REQUIREMENTS:

10-14 bottles per cuvée, across both trade and public events.

Use your discretion with tasting pours according to the anticipated guest numbers indicated.

SCHEDULE:

Set up from 11am (entry via Regent Theatre Stage Door, 200 Flinders Lane)
Trade and media tasting 1pm-5pm
Agents exhibiting only at Public session bump in from 4pm
Public tasting 6pm-9pm
Bump out 9-9:30pm

DELIVERY OF STOCK & POSM:

All items to be delivered to Wine-Ark, Brunswick.

Delivery Address:

WINE-ARK - BRUNSWICK
Attention: Taste Champagne Melbourne Event
60 DAWSON ST
BRUNSWICK VIC 3056
03 9388 0788

Please ensure all items are clearly labeled and marked for Taste Champagne.

Delivery window: Monday 10 January to 28 January 2022

Delivery times: Monday to Friday 8am to 5pm

Delivery slips/quantities: Email [Jody](mailto:jody) the box quantities to help ensure all your stock has been received.

Note: wine stock and POSM can be brought in with you on the day however please let Jody know if this will be the case.

STAFF ATTENDING/ MANNING EXHIBITOR TABLE - DEADLINE 10 January 2022

- Send through a full list of names (first & last), company and phone number of your staff. This includes all staff who will be manning your table or assisting in any capacity at Taste Champagne Melbourne.
- Due to COVID-related capacity restrictions we have had to cap the number of agents pouring on the day to no more than four (4) at the one time. Please contact [Jody](#) if this causes a problem and we'll do our best to accommodate your request.
- Staff names are included on the list at the door, so they will not need to register online for a trade pass.
- Non-pouring staff who wish to attend can register for a trade pass [here](#).
- Name tags will be printed for all pouring agents.
- Please advise if anyone in your team will require a GF or Vegetarian meal and we will do our best to accommodate.
- All staff manning/ pouring will need to have a copy of their RSAs with them. In addition, the Plaza Ballroom requires a copy of all pouring staff RSAs prior to the event.

RSAs - REQUIRED BY 10 JANUARY 2022

- All exhibitors pouring MUST hold a current Victorian RSA and will need to have on them at the event.
- If exhibitors have an RSA valid for elsewhere in Australia, they will need to complete a bridging Victorian RSA prior to the event.
- Email directly to [Jody](#) no later than Monday, 10 January 2022

WHAT YOU NEED TO BRING IN WITH YOU ON THE DAY:

- Ice bucket/s for keeping bottles cold on your table
- Your own branding display materials and POS displays, as you desire, such as printed materials, banners, dummy bottles, etc.
- Dummy bottles and gift boxes for our main room display as per previous years

PROVIDED AT THE EVENTS:

- Table
- Tablecloth
- Riedel Riesling Glasses
- Tasting Booklet
- Ice and tub to keep cuvées chilled throughout the day/evening (under your table)
- Antipodes sparkling and still water
- Large spittoons positioned around the room (disposable milkshake cups to be used for spitting)
- Sandwiches and rolls for agents staying on for the consumer event (will be served in the break, 5pm-6pm)

CHAMPAGNE SALES TO THE PUBLIC

As you know, we welcome you to sell direct to the public. You can of course take orders and process transactions on the night. However, since our events and venues are not licensed for wine sales, customers are not legally allowed to take wines away with them on the night. Please instead make arrangements to ship to them after the event.

PLAZA BALLROOM REQUIREMENTS

“CONDITIONS OF ENTRY SUPPLIER FORM” - IMPORTANT PLEASE READ AND ACTION

All exhibiting staff will individually need to have read this form prior to arrival at the venue as they need to be aware of and understand the Plaza Ballroom's Covid Safe policies and back of house/event procedures.

CONDITIONS OF ENTRY SUPPLIER FORM

COVID SAFE PRESENTATION

As per the government guidelines it is a requirement that all exhibitors in attendance will be required to be double vaccinated and show proof of this at the venue when checking in. This can happen via the Service Victoria app, or with a digital or physical certificate.

Exhibitors can also present a valid written medical exemption. These may be requested prior and will need to be shown upon arrival before entering the venue. For further advice regarding exemption requirements, please refer to the following link: [Getting help during coronavirus \(COVID-19\) - If you can't have a COVID-19 vaccination for medical reasons - Services Australia](#)

GUEST REGISTER – ALL EXHIBITORS - INFORMATION TO BE PROVIDED BY 10 JANUARY 2022

- The venue requires us to complete a 'Guest Attendance Register'. All exhibitors accessing the venue via the Stage Door during bump in / set up / bump out are required to provide contact names and phone numbers.
- When sending through your staff names manning the table, please add their phone numbers as well.
- Email directly to [Jody](#) no later than 10 January 2022
- One the day ALL participants must sign in with QR code by using the Services Vic app.

MASKS

- Everyone (including exhibitors, crew, all staff) must bring along a fitted face mask with them on the day as this is likely to be required on arrival when accessing the venue via stage door and when moving through and about the back of house areas.
- Should any changes be made to this

OTHER

- All items MUST be taken from Plaza Ballroom at bump out. Please ensure your team is aware to avoid any issues.