



EXHIBITOR INFORMATION - MELBOURNE

EVENT DATE: Tuesday, 15th August 2023

VENUE: Plaza Ballroom (Under the Regent Theatre)
191 Collins Street, Melbourne VIC 3000
(entry via Regent Theatre Stage Door, 200 Flinders Lane if arriving before 1pm)

ANTICIPATED GUEST NUMBERS:

Trade & Media Session 350
Public Session 350

ESTIMATE - STOCK REQUIREMENTS:

8-12 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 4:30pm
Public tasting 6pm-9pm
Bump out 9-9:30pm (ALL ITEMS/LEFTOVER STOCK MUST BE TAKEN)

DELIVERY OF STOCK & POSM:

All items to be delivered to Black Events.

Delivery Address:

Craig McDonald c/o Black Events
2802/661 Chapel Street South Yarra
VIC 3141
0412 743 737

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

Black Events delivery labels are [linked on this page](#).

Delivery window: Wednesday 9th August to Friday 11th August 2023

Delivery times: Mon - Fri between 9:00am and 3:00pm

Delivery slips/quantities: Email [Sharron](#) 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 – please let Sharron know if this will be the case.

STAFF ATTENDING/ MANNING EXHIBITOR TABLE - DEADLINE 21 July

- 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.
- 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 21 JULY

- 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 [Sharron](#) no later than 21 July.

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
- Food 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.

OTHER

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