

SYDNEY DISABILITY EXPO

Exhibitor Manual



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WELCOME TO THE EXPO

THE SYDNEY DISABILITY WELCOMES YOU AS OUR EXHIBITION PARTNER!

This event aims to bring together your organisation and services with people with disability and the wider community in an inclusive and supportive environment. In this manual, you will find important information and dates regarding your participation as an exhibitor.

Expo Opening Hours

Friday 7th August 2026 > 9am – 3pm

Saturday 8th August 2026 > 9am – 3pm

Venue

Exhibition Halls 4, Sydney Showground, Sydney Olympic Park, NSW 2127



Figure 1: The Dome Complex (Hall 4)

Official Opening Ceremony & Stage Program

The stage program runs from 10am – 2:30pm both days while the official opening ceremony will commence at **11am Friday 7th August**.

There will be presentations and disability groups/artists performing throughout the Expo. We appreciate your support of our fantastic speakers and performers, and we will endeavour to monitor noise levels and keep them to a minimum.

If you're interested to be part of the stage program please reach out to discuss or fill in the **Speaker & Performer application form**.

Key Contacts

Sydney Disability Expo	All Expo Enquiries	sde@impactinstitute.com.au	0499 553 394
ExpoNet	Booth Build Provider	esd@exponet.com.au	02 9645 7070
Expo Freight	Logistics Provider	admin@expofreight.com.au	0488 703 788
Sydney Showground	Venue Services	venueservices@sydneyshowground.com.au	(02) 9704 1265

Emergency Contact On-site

Call 0455 038 737 or get to an expo staff member at the information booth ASAP.

Cancellation Policy

A credit note will be issued for the full value of the booking if cancellation is made 2 months prior to the expo date. The credit note can be applied to new booking for an event run by the organiser within the next 18 months. Otherwise, no credit applies and 100% of the booking fee will be forfeited refund. All cancellations must be requested formally via email.

Terms and Conditions

Exhibitors must read our **Terms and Conditions**. Exhibitors are deemed to have accepted our T&C when a payment to the booking invoice is made.

Scam Alert

Be wary of unsolicited third-party offering you the attendee list/contact for the Expo.
This is a SCAM. Do not engage in any way with these companies. We do not sell or share attendee lists to any third parties, exhibitors or sponsors.

BOOTH INFORMATION

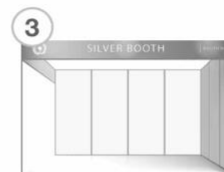
SDE - Sponsorship Booths



Grande Platinum Booth - 6x4



Infinity Gold Booth - 4x4



Infinity Silver Booth - 4x3

SDE - Standard Booths



Standard Booth - 3x3

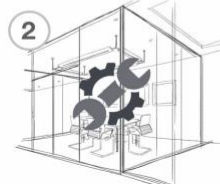


Double Booth - 6x3

SDE - Additional Booths



Product Space - 6x4



Custom Booth

SDE - Additional Space



Small Business Booth - 3x1
* Space Size - 3x2



Community Space
* Space Size - 2x2



Vehicle Space 6x4

Figure 2: Selection of booth or vehicle options (2026 specs need to be updated)

More information on booth options & inclusions can be found [here](#).



Signage you order and bring on your own must be within internal measurements.

E.g., to fit in a 3m x 3m booth you should only bring a signage up to the dimensions of 2880W x 2480H on either side.

Expo Signage Packages - Sponsor booth



Tips & Reminder

Infinity - 3x3 Option



Artwork Dimensions

- ① Side wall & Back wall:
2940W x 2418H

Infinity - 4x3 Option



Artwork Dimensions

- ① Side wall: 2940W x 2418H
② Back wall: 3920W x 2418H

Infinity - 4x4 Option



Artwork Dimensions

- ① Side wall & Back wall:
3920W x 2418H

Grande - 6x4 Option



Artwork Dimensions

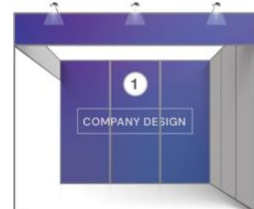
- ① Side wall: 3920W x 2418H
② Back wall: 5940W x 2418H

- ★ Use ExpoNet to order upgrades and signages if needed.
- ★ Get approval first for custom build booth before you lock in contractor.

Expo Signage Packages - Standard booth



Standard - 3x3 Option



Artwork Dimensions

- ① All wall: 2880W x 2480H

Double - 4x3 Option



Artwork Dimensions

- ① Side wall: 2880W x 2480H
② Back wall: 3880W x 2480H

Double - 6x3 Option



Artwork Dimensions

- ① Side wall: 2880W x 2480H
② Back wall: 5855W x 2480H

Tips & Reminder

- ★ All collaterals, furniture and signage must be placed and distributed ONLY within the boundary of your allocated booth/space.
- ★ Exhibitors must not promote yourself outside your designated booth/space.

Figure 3: Signage Measurement Illustrations

OFFICIAL SUPPLIERS



Exhibitors must fill in our expo builder, ExpoNet's Online Exhibitor Kit (OEK) for you to:

- **Confirm Fascia name (within 30 characters, including space)**
- Order Audio-visual
- Review booth presentation and order upgrades
- Order furniture, signage, and additional items for your booth
- **Order test and tag service** for your own electrical equipment, including power boards and extension leads

Contact **02 9645 7070** or esd@exponet.com.au for assistance and enquiries.

IMPORTANT: All orders must be placed by **16th July 2026**. 20% surcharge with a minimum of \$100 applies to late orders. Cartage placement and damage waiver charges also apply.



Book Freight Services by 28th July 2026:

- New Users
 - Will get a **welcome email** with login details and a temporary password.
- Already Registered?
 - Log in to the **Expo Freight Portal**
 - Create New Booking Request for "Sydney Disability Expo 2026"
- After You Submit the request, staff from Expo Freight will contact you.

Click Here for detailed booking guide.

Email admin@expofreight.com.au or call **0488 703 788** for assistance.



To access the Sydney Showground **Venue Services Portal**. Enter your booth allocation number to order. All orders must be placed before **28th July 2026**.

- **Food & beverage sampling/selling and confectionery approval forms**
- Prepaid staff parking
- On stand cleaning
- Wired and wireless internet services
- Staff catering orders – lunch box deliveries and café debit cards.

Food and Sampling Approvals

Sydney Showground is the exclusive provider of all food and beverage services. No external supplier or caterer may supply food or beverage unless prior written approval has been granted by Sydney Showground. Sampling refers to offering small, complimentary portions of food or beverage to visitors for tasting or demonstration purposes. It is intended solely to promote or showcase a product. Exhibitors wishing to sample or sell food or beverage from their stand must submit a Selling and Sampling Application. All applications will be reviewed by Sydney Showground, and any associated fees and charges must be paid in full 10 business days prior to the commencement of the event.

- 1) Exhibitors that want to give out confectionery, give out or sell food and/or beverages samples must be responsible to apply for appropriate permits and registrations and email the confirmation of approval made by the Council to sde@impactinstitute.com.au by **16th July**. For Council registration [click here](#).
- 2) After receiving confirmation of approval by the event organiser exhibitors must apply relevant permit via the **venue service portal** before **28th July** and any charges applied by the venue must be paid.
- 3) All preparation & distribution of food and/or beverage must adhere to all current health and safety regulations. Sampling and confectionery items must be pre-packaged with a detailed ingredient list and not made readily available to children or those who requires care.

MOVE-IN/ MOVE-OUT (MIMO) LOGISTICS

Exhibitors must fill in the MIMO form by 17th July 2026.

Move in

Plan well to have enough time!

- **All exhibitors move in: 3pm - 6pm, Thursday 6th August**
- **Friday morning move in: 7am to 8:30am, no loading dock use**
- **Custom-built booth must email to seek approval ASAP**
- **Loading dock use must be booked via MIMO form**
- Vehicles/product move-in time and loading dock use confirmation are emailed separately after MIMO is closed

Information Booth

- Check in at information booth when your first arrive on Thursday
- Collect Exhibitor pack and lanyards
- Delivered items can be accessed after you check in
- Purchase safety vest - \$10ea

Loading Dock

Only exhibitors prebooked via MIMO form have access to loading dock

- Follow the time on loading dock confirmation email for smooth access
- A 15-minute unloading limit applies to exhibitor vehicles, you must unload and leave within the time limit, no parking allowed at the loading dock
- Drivers may be asked to present their driver's license to Sydney Showground Security to verify their identity when entering
- NO B DOUBLES are permitted within the Sydney Park Precinct.

Courier

- List all items and the courier's full contact details in the MIMO form
- Deliveries must be in between 9am -5pm on Thursday 6th August
- Return freight must be collected by 5pm on Saturday 8th August
- Couriers must have their own equipment to unload/load their vehicles
- Clearly label every item with the company name, booth name & number, and company contact's name and phone number
- All couriers must go to designated zone at the loading dock

It is the exhibitors' sole responsibility to make sure couriers are directed clearly and all items labelled correctly.

3rd Party Supplier

- Must provide 3rd party supplier's details and details of the works they'll carry in the MIMO form -- other than official suppliers listed
- Must submit all required documents for approval ASAP

It is the exhibitor's sole responsibility to make sure 3rd party supplier understand and follow all expo rules and requirements when operating on site

Move Out

- Move out is 3-5pm on Saturday 8th August only, no early pack up
- Give attendees 5-10 mins to leave before you proceed to the exit
- Loading dock only open after attendees and children have left the venue
- Do not bring in trolley or use trolley on expo floor before 3pm
- Return your lanyard to the volunteers at exit
- Leave items hired from ExpoNet inside the booth
- Remove all other items and large rubbish from booth
- Unauthorised items and large rubbish left after 5pm will be disposed by the venue and disposal fees apply

Safety Information

- Safety vests and enclosed shoes must be worn during MIMO
- No children under 15 are allowed during MIMO
- No alcohol allowed during MIMO and any time at loading dock
- Display vehicles must follow safety requirements and be pre-approved

FINAL Reminders

Register all staff detail via MIMO

Do not leave your booth unattended before expo closes

Contact expo staff first if you must leave early

Do not distribute or promote outside your booth

Do not block walkways or emergency exits

Always follow safety requirements, check out the evacuation plan

Make sure all electrical equipment are up to safety standard and use no piggy backing or double adapters

No smoking or vapouring in the venue

No unauthorised food or beverage, including sampling and confectionery are allowed, cost of disposal will be charged if found

NO helium Balloons are allowed in the venue at any time

NO animals other than certified assistance animals are allowed

EXHIBITOR PARKING

Sydney Showground parking is managed by Sydney Olympic Park Authority (SOPA).

Exhibitors can order discounted pre-paid parking pass for P6/P1 via the **venue exhibitor services portal**.

- **Single entry parking pass:** starting from \$21 depending on vehicle type
- **Multi entry parking pass:** starting from \$26 depending on vehicle type
- **All orders must be made by 28th July 2026 online**
- You will receive an email from the Venue Services team with all the parking details, including instructions on how to collect your parking passes

Exhibitors are advised to park at P6 on Thursday and Friday and P1 on Saturday.

If you have any questions about parking in the lead-up to the event, please contact the Venue Services team at venueservices@sydneyshowground.com.au.

P6 and P5 are the allocated parking location for any persons who arrive in an 'Over Height Vehicle', this being a vehicle that is 2m or over.

Alternatively, you can park on Grand Parade to unload for up to 2 hours free of charge, provided a space is available. There is also paid parking on Showground Road.

Accessible and Mobility Parking

P1, P6 have limited number of accessible and mobility parking spaces. Standard parking rates apply.

Limited Free Accessible Parking are also available on streets for mobility parking permit holders only. Display the permit correctly to avoid any fines.

Streets where you can find accessible spaces that are close to Hall 4 are Showground Road, Herb Elliott Avenue and Dawn Fraser Avenue West, check street signs for time limits.

For more details on where to find accessible parking spaces please see:
<https://www.sydneyolympicpark.nsw.gov.au/parking/accessible-parking>.

P1

Located directly across from Accor Stadium and is a 6-9 minute walk to Hall 4. Entry via Edwin Flack Ave.

P6

Entry via Australia Avenue (corner of Murray Rose Avenue). Distance to Hall 4 is 705m (5 minute walk).

P6A Car Park

Entry via Australia Avenue (corner of Grand Parade). Distance to Hall 4 is 500m (8-minute walk).

Bus & Coach Parking

Parking is in Coach Pod C off Edwin Flack Avenue, near Accor Stadium and Qudos Bank Arena. Exhibitors wishing to access this will need to complete the bus and coach parking form **CLICK HERE**.

Loading Dock

Access to Hall 4 loading dock is via Gate 13 on Australia Avenue. The loading dock is one-way. Enter from Australia Avenue and exit at Murray Rose Avenue (Gate 15).



Figure 3: Sydney exhibitor parking map

EXHIBITOR CHECK-LIST

Can you tick the following?

Pay invoice and choose your booth

- Pay your invoice before due date
- Choose your booth once full payment is confirmed
- Review Exhibitor Terms and Conditions in our **Exhibitor Download Portal**

Send your Public Liability Certificate

- Email certificate to us ASAP
- Validity: must expire post expo dates, the sum of insured no less than \$10M

Complete Move-out (MIMO) Form by 17th July 2026

- Provide organisation details for expo guide and program
- Book in loading dock/courier/ third party contractors
- Notify us on food & beverage distribution and sampling
- Provide on-site staff information

Complete ExpoNet OEK by 17th July 2026

- Confirm fascia name
- Order additional booth upgrades/ signage / furniture
- Test & Tag your electrical equipment

Engage with Courier to deliver your booth decors and expo collaterals

- Order from our partner Expo Freight by 28th July, or
- Use your own and provide details in the MIMO

Seek approval of the following by email ASAP

- Vehicles display
- Sell products
- Run a competition/raffle in your booth
- Give out food/beverage
- Bring in 3rd party contractor for booth decoration, or build a customised booth

Download Expo collateral via Exhibitor Downloads

- Share with all staff who will be attending the expo
- Download and install marketing assets

Promote your attendance before and at the expo

- Like **Sydney Disability Expo Facebook**
- Tag us in your posts [@SDE26](#) [@SydneyDisabilityExpo](#)
- Share and like **the expo event page**
- Post reminders on social media about your attendance
- Send mailout to your clients to spread the words

Prepare flyers, collaterals, signage and lead forms for your booth

- Check measurements before ordering signage
- Prepare enough collaterals to cover the two days
- Prepare lead form, preferably both digital and printed, with easy-read version.
- DO NOT USE helium Balloons for décor, will be disposed once found

Prepare move-in plan, daily schedule, and survival kits for all your staff

- Must wear safety vest and enclosed shoes during move in and move out
- Must check in first at the information desk before you move in
- Bring essentials like trolleys, screwdrivers, scissors, Velcro tap, etc
- Bring electrical equipment with current tag, or order test and tag service from ExpoNet
- Have at least two staff in your booth at all times

Haven't found an answer to your question? Check out the **A-Z additional Information.**