



2025 **DAL EXPO**

EXHIBITORS

HANDBOOK

ADELAIDE



JUBILEE PAVILION,
SHOWGROUND, WAYVILLE,
SA, AUSTRALIA.



FRI 17TH OCT
SAT 18TH OCT



www.dalexpo.com.au



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Expo Checklist

- 01** Have you accepted the terms and conditions online?
- 02** Ensure your public liability is up to date and covers both days of the event.
- 03** Have you checked your bump in/out time?
- 04** Have you completed your business listing profile?
- 05** Have you completed your safety induction for the venue + Printed a copy?
- 06** Do you have a hi-vis vest for bump in and out?

Any questions, queries or concerns call the expo team on 0499 654 622.

There will be no Bump-In packs for the 2025 Adelaide Expo.



Bump In / Out Information

Please communicate the instructions below to all resources attending to your exhibit for Bump In / Out.

High Vision Vests

Please note that **Hi-Viz vests MUST be worn at all times during bump- in/bump-out.** We will have limited supply available for purchase at the information desk. **Card only.**



FORKLIFTS WILL NOT BE AVAILABLE PRE, DURING OR AFTER THE EVENT

Trolleys : Please bring a trolley to move your supplies into your booth area as forklifts will **NOT** be available.

Exhibitors are required to ensure safe and **unobstructed access** is provided to the following areas:

- All Emergency Exits.
- All zones marked on the expo floor plan that are clear of any structure.
- Fire Equipment Stations.
- Escape Stairs.
- Defined walkways or passages.

Deliveries

Deliveries may be arranged to the venue - **FOR BUMP IN DAY ONLY - THU 16 OCT**, please use only this **DELIVERY LABEL** and **ensure that your items clearly identify your booth number, booth name and JUBILEE PAVILION.** If a forklift / driver is required, this is to be arranged by yourselves as the venue no longer supplies forklifts.

Bump In - Sponsors, Bespoke, Platinum booths

Thursday 16th October

Sponsors, Bespoke partners, and Platinum booths have priority Bump In. Please see your email for specific bump in times.



Vehicle Bump In: Wednesday 15 October

9:00am - 10:00am: Vehicle Exhibitors Only

Please see the attached Vehicle Access Route to Jubilee Pavilion and Exhibitor Parking Map (Page 10). Please take care of carpet when arranging your vehicle placement.

- Each vehicle is to be marshalled into the Jubilee Pavilion - 1 at a time - by the Expo Traffic Wardens ONLY.
- Drip trays must be placed under vehicles.
- **Keys must not stay with the vehicle - you're welcome to hand them to Expo Staff when vehicle owner is off site.**

Bump In: Thursday 16 October

12:00pm - 5:00pm: Exhibitors - walk in

- Exhibitors and performers may bump in between these times only.
- **Please note that all booths must be set up by 5:00pm on Thurs 16th Oct.**
- **Booth setup may NOT take place on the day of the event.**
- **Please enter Car Park 1 off Rose Terrace and walk through the 1J gate to the Jubilee Plaza (closest to Bump In entrance).**
- As you enter straight ahead - you will see the entrance (Big roller door) on the NW corner of Jubilee Pavilion. **(Refer to map: X indicates the location).**
- **We require all persons entering Jubilee Pavilion to wear a hi-vis vest.**
- If you have any queries please ask the Expo staff, we are here to assist you.
- Preparing your booth : Adelaide Expo Hire will be available to attend to any last minute requests for display, AV/TV or furniture needs.

Bump out: Saturday 18 October

3:00pm - 4:00pm: Exhibitors Bump Out

- Exhibitors and performers may bump out between these times **ONLY**, booths are **NOT** be packed up prior to 3:00pm. **To ensure safety of goods on Friday 17th Oct please stay at your booth until the public have left the building.**
- All hired equipment is to be left on site at your booth, except black table cloths if you have booked one.
- **TABLECLOTHS** - are to be returned to the Information Desk at the Entrance, any cloths not returned will be invoiced at \$50+gst each.
- Stalls are to be disassembled and cleared out between 3:00pm and 4:00pm to allow vehicle exhibitors to commence bump out.
- Any exhibitor failing to bump out all the contents of their booth - will incur a fee of 25% of the price of your exhibitor package.
- Please note : Any goods, brochures, displays left behind in booths will be returned to Exhibitors by courier - charges invoiced & payable within 7 days.



Vehicle Bump out: Saturday 18 October

4:00pm - 5:00pm: Vehicle Exhibitors only - Bump Out

- Each Vehicle booth Exhibitor will be contacted by the assigned Traffic Warden and given a scheduled time to exit Jubilee Pavilion.
- Each vehicle is to be marshalled from the Jubilee Pavilion - 1 at a time - by the Expo Traffic Wardens ONLY.
- Drip trays must be collected carefully – any spills cleaned.

The SA Road Traffic Code applies within the Adelaide Showground. Beware of blind corners. Vehicles must give way to all pedestrians and animals. The speed limit for the Adelaide Showground is 10 km/h unless otherwise signposted. The speed limit inside buildings is 8 km/h. Vehicles moving around patrons should be guided by a spotter and using hazard lights while moving.

Safety

Safety Induction

In the interests of safety, Adelaide Showgrounds has an online safety induction to be undertaken by all staff and contractors involved in the Bump in or Bump out of an event. **Please ensure that all your volunteers, contractors and staff members who will be at the event complete the Adelaide Showground Online Safety Induction before they arrive on site.**



Please go to:
www.adelaideshowground.com.au/safety-induction
or scan the QR Code.

Please note that you **MUST** carry your Adelaide Showground Induction Certificate with you (printed or electronic version) at all times when working at the venue - this is a requirement stipulated by Adelaide Showground. Adelaide Showground staff will be checking your certificate. **If you are unable to produce an Induction Certificate you will be instructed to stop work immediately and rectify the situation.**
Please note: there are no available facilities to print on site.

Health and Safety

Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential and all Exhibitors must ensure that they are operating in a safe environment – for the safety of themselves and the general public.

Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons. **THE EXPO VENUE IS A WORKPLACE** under the terms of the Act.



Employers / Exhibitors

Employers/Exhibitors are required to ensure the health and safety of everyone at the workplace. This means:

- Making the workplace safe for its staff so far as reasonably practicable.
- Ensuring the safe use, handling, storage or transport of equipment or substances.
- Providing sufficient information, instruction, training and supervision.
- Ensuring healthy and safe systems of work are in place.
- Ensuring operators of complex or potentially dangerous equipment or processes are appropriately trained and, where necessary, properly certificated.
- Ensuring non-employees – visitors and members of the public – are not exposed to health and safety risks of workplace activities or processes.

Motor Vehicle Displays

When displaying motor vehicles, drip trays must be placed underneath the vehicle and petrol tanks must be 80% full.

Every vehicle is to have a dry powder extinguisher located in the vehicle in accordance with Australian Standards.

Vehicles cannot be started, run or moved during the Expo.

Please refer to Bump In / Out instructions on pages 5-6 for times / process for accessing the Jubilee Pavilion.

Emergency Evacuation

Emergency evacuation procedures are located on the walls of the Pavilion.

Exhibitors should familiarise themselves with these procedures and ensure that all staff / volunteers are aware of evacuation routes and meeting points.

Covid Safety

No Government mandated requirements remain for the management of COVID-19 at the DAL Expo. Exhibitors need to continue to consider the impact of COVID-19 in respect to the safety of their staff and visitors and implement procedures accordingly.

Alarm System

The Adelaide Showground has a 2-alarm system, which is as follows:

1st alarm sounds: BEEP BEEP: This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound: WHOOP WHOOP: This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire. If we do need to evacuate, all exits are clearly marked with exit written in green. Showground staff will direct you to a Safe Assembly Area.



Safety

Slip Hazards

Common slip hazards are:

- A slippery floor surface.
- Fluid on a floor, such as rain walked inside the exhibition space.
- Spills and contaminants.
- Sudden changes in floor surfaces, (e.g. carpet to polished timber floor boards).
- A downward slope in the floor, such as a ramp.
- The wrong type of footwear.

All Exhibitors must be aware of slip hazards around them. If you have spilled a liquid, this is to be cleaned up immediately and ensure someone stays with the spillage to avoid others from falling. If you are concerned with any slip hazards around you, please report these to the Event Organisers or Venue Management for immediate action.

Incident and Hazard Reporting

Exhibitors must notify the Event Manager immediately if an accident occurs or hazard is detected which has resulted in:

- The injury, illness or death of any person or animal.
- The damage, destruction or loss of property.
- An incident that could have resulted in the consequences listed in the above 2 points (near miss).
- Trip hazards.

Trip Hazards: Please ensure that the walkway in front of your stand is clear at all times and that the sides and rear of your stand is clear of trip hazards for your staff or volunteers. Trip hazards could include:

- Unused or empty cartons or boxes.
- Staff or volunteer coats or bags.
- Spare stock or giveaways.
- Electrical cables.
- Items must be secured (e.g. Taped to Floor) to ensure all Tripping Hazards are prevented.

First Aid

Exhibitors are advised to keep a basic first aid kit available for minor injuries. St Johns Ambulance staff will be available at the Expo to attend to any medical incidents.

Fire Precautions

Fire points (reels, hydrants, etc.) must not be covered and must not be used for other than their intended purpose. Use of fire hoses will activate the fire alarm and heavy charges which apply for false alarms will be passed on to those responsible.



Safety

Work At Height

Working at height is anything that requires you to use a ladder or other aid to achieve an action (e.g. putting up a display). A stepladder or other suitable work platform is required to conduct work at height. When using a step ladder it is advised not to stand on the top rung.

- A chair is not designed to be a safe work platform and the use of chairs for this purpose is prohibited.
- Working at height which extends beyond the use of a step ladder (e.g. ladders, fork lift and scaffold) must be risk assessed and requires the express permission of the Event Organisers and Venue Management.

ALL PERSONNEL MUST OBEY THE DIRECTIVES OF THE WORKPLACE HEALTH AND SAFETY OFFICERS AND EXHIBITION MANAGEMENT

Security

Adelaide Showground surveillance cameras will be in operation to ensure all attendees; exhibitors and public adhere to the Expo conditions and safety requirements throughout the event. To ensure safety of goods on Friday 11th Oct please stay at your booth until security has cleared the building.

LOCKERS: If you have any valuables you would like to secure over the event, there are lockers located outside Jubilee pavilion on the South Wall that is in the Atrium area. Cost is \$2-\$4 depending on size. The fee is charged per entry to the locker.

Prohibited

To maximise safety of exhibitors and visitors to the Expo, the following items are strictly prohibited from display, sale or 'giveaways': Any fireworks, pyrotechnic items, explosive devices or novelties, sparklers or novelty items containing gunpowder or chlorates.

- Any "exploding" type product or device.
- "Silly String" (or similar aerated "foam" products), water pistols or "supporters horns".
- Laser pointers of any description.
- Pressure sensitive adhesive stickers of any description.
- No product to be sold or given away in glass bottles.
- Electrical Items without Approved Tag Testing.
- No helium balloons.

Persons found to be promoting products outside their booth area, or persons hawking may be asked to leave the event.



Exhibitors Bump In/Out Map

BUMP IN - Thu 16 Oct

- Enter via Rose Terrace.
- The only entrance to Jubilee Pavilion for Bump In is via the Jubilee Plaza area.
- The Bump In gate is indicated with X on map - see pink arrow indicating location.

The Expo Staff will be located at the Information desk and are there to assist you.



Exhibitors - Expo Schedule

Please note the venue doesn't open until 9:00am

FRIDAY		
9:00am	Exhibitor Entry Only	Jubilee Pavilion
10:00am	Expo Open to Public	Main Entrance
	Opening of event (Acknowledgement to country)	Expo Main Stage
10:00am - 3:00pm	Stage activities	
	Fun Zone activities	Fun Zone
12:10pm - 1:20pm	Quiet Hour	Jubilee Pavilion
3:00pm	Expo Closed to Public	
3:30pm - 5:30pm	Networking event	Ridley Centre
SATURDAY		
9:00am	Exhibitor Entry Only	Jubilee Pavilion
10:00am	Expo Open to Public	Main Entrance
10:00am - 3:00pm	Stage activities	Expo Main Stage
	Fun Zone activities	Fun Zone
12:10pm - 1:25pm	Quiet Hour	Jubilee Pavilion
3:00pm	Expo Closed to Public	
3:00pm - 5:00pm	Bump Out	



Stage Schedule



EXPO SCHEDULE

(Schedule will be updated in the lead up to the expo as events are confirmed.)

Friday		Saturday	
10:00am	Expo Welcome	10:00am	Expo Welcome
10:02am	Welcome from Rosetta Rosa (CEO Catalyst Foundation)	10:15am	Speaker - Helping Hand
10:17am	Speaker - Catalyst Foundation	10:30am	Floras Champions with Motivate Dance Studio
10:32am	Speaker - Medic Alert	11:05am	ICaspa
10:45am	Performance - Rachael Leahcar (Event Ambassador)	11:40am	Performance - All Abilities Cheer and Dance
11:20am	Speaker - Adenium Living	12:10pm	Quiet Hour
11:40am	ICaspa	1:25pm	Sophie Thomson - Gardening Australia presenter
12:10pm	Quiet Hour	1:50pm	Donut Competition
1:20pm	Performance - Rachael Leahcar (Event Ambassador)	2:25pm	Art Winners Announced
2:00pm	Quiz		

There will be regular announcements about seminars being conducted at the expo.



Booth Additions

Additional Electricity / Lights

BYO/Standard Booths do not have lighting. If you would like to upgrade your booth to a Bronze – please call the Expo office on 8168 8702 4 weeks prior to the event.

- All supplied furniture and electrical equipment is provided on a hire basis, includes installation, hire, removal and power consumption.
- No person other than the Adelaide Showgrounds electrical contractor is permitted to carry out electrical work on installations to be connected to the Mains.
- All electrical items used on your booth is required to be safety tested and tagged to comply with Australian Standards 3760-2020. Power boards with overload protection & tagged are approved for use. Double adaptors are prohibited. Items must be secured (e.g. Taped to Floor) to ensure all tripping hazards are prevented.
- The Electrical High Voltage Ring Main System installed at Adelaide Showgrounds delivers on average 240 v supply of current, any electrical equipment used should be checked to ensure that it is rated capable of carrying this load.

Booth Display

Adelaide Expo Hire is the appointed contractor of the DAL Expo, and is the sole contractor appointed by Adelaide Showground. If you would like to discuss adding to your booth display, we recommend you contact **Kim Sluggett on 8350 2300 asap – deadline for additional signage and furniture orders closes 1 October.**

Audio Visual Equipment

If you require any audio visual equipment - please call **Jarred at Central Audio on 8352 4499** - they are the contractor of the DAL Expo and will be setting up our requirements for the event, they will be pleased to assist you. Deadline for orders is 10th September.

Booth Set Up

Exhibitors display/advertising material and or demonstration / Competitions are to be contained to the booth area purchased. No advertising materials may be placed anywhere else within the Pavilion. No tape, glue or fixing equipment of any kind is to be used on any walls. **Approved Velcro items may be used on exhibition walls.** No drilling, fixing, fastening or making any structural changes to the venue is permitted unless specific written approval has been given by the venue to do so. Should approval be given, it will be on the understanding that all changes will be restored to their original state at the Exhibitor's cost at the end of the event. All materials are to have adequate weighting and not be positioned in walkways creating a hazard to the public. **Booths will be inspected over the event to ensure public safety, exhibitors will be required to remove any items obstructing walk ways.**



Café - Lunch Orders/Credit Account

LUNCH ORDERS: We understand that when it gets busy on your booth its easy to miss eating. O'Briens Catering have a selection of foods you can order for your lunch in advance.

EXHIBITORS - CAFE CREDIT ACCOUNT: you can arrange with O'Briens Catering to open a Cafe Account to use to credit purchases over the expo. The application form will be available closer to the event.

Water

Fountains are outside in the food court area. No water will be available inside the venue.

Networking Event

- Each Exhibitor is allocated a certain number of tickets to this event subject to the booth package purchased.
- Doors to **Ridley Centre** open at **3:15pm** and formalities commence at **3:30pm**.
- We would appreciate your on-time arrival to allow proceedings to keep to schedule.
- Map indicating the location of **Ridley Centre** is on Page 10 of this document.

Car Park Passes

Discounted exhibitors parking passes can be purchased through the online portal.

Each pass will cost \$25 incl GST. Passes can be purchased up until 12:00 PM on the day prior to the move-in period of the event and are valid for the duration of your occupancy (bump in – bump out). **Book your pass here:**

<https://www.cognitofrms.com/AdelaideShowground/ExhibitorCarparkPurchaseForm>

Wifi Access

Internet access is available for all Exhibitors with the use of a password. The password is - Catalyst2025.

Please note that Internet Access is strictly for email or browsing, and is not suitable for streaming or downloading.

If Exhibitors require faster speeds and downloads whilst they are at the Expo it is recommended that they hire or purchase wireless internet options for the event and consider bringing a 4G hotspot device.



Expo Floorplan

The **Expo floor plan** detailing Exhibitor information is available live online for public view from September. This allows the public to view the event and plan their time efficiently at the Expo.

Scan the QR code to have a look at the DAL Expo interactive floor plan.





MEDIA PACK

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Event Flyer	DAL Expo A5 Flyer - Download here: <u>Adelaide DAExpo 2025 Flyer</u>
Social media	Social media graphics - <u>Option 1</u> <u>Option 2</u> - download one our social media tiles to share with your audience to let them know you'll be at the DAL Expo.
Instagram	<u>Instagram page</u> - check out our Instagram, share one of our images and tag us in your posts about the DAL Expo.
Facebook	<u>Facebook page</u> - check out our Facebook, share one of our images and tag us in your posts about the DAL Expo.
Hashtag	#DAExpo #LiveWellBeYou - Please add to your posts
DAL Logo	Please select a logo to use when promoting the DAL Expo: <u>Logo</u> <u>LogoWhite</u>
Youtube	<u>View HERE</u> - Share our TV ad with your network.
Email Banner	Tell your network that you will be there by adding this Expo signature banner to your email: <u>Download HERE</u>

The Exhibitor booking system provides each Exhibitor with a Business Profile that visitors can view whilst they are exploring the event floor plan online. Our data shows that this facility is very popular with the public, some exhibitors showing that the public viewed their business profile hundreds of times. This facility allows you to engage with those intending to visit the DAL Expo weeks ahead of the event, a valuable marketing tool.

The link to access your business profile is contained in your invoice email you received from the Expo office when you booked your booth.



Food & Beverage Samples

The Adelaide Showground has nominated supply agreements in place that apply to all events held within the Showgrounds that require all sale of food and beverages to be supplied by O'Briens Catering or their appointed food contractors.

SAMPLES: Exhibitors are allowed to provide samples of food and beverage under certain conditions. If you intend to offer free samples (e.g. chocolates, meal samples etc.) you will need to complete the application form in the document **"Food & Beverage Information"**. This form is to be completed and sent directly to O'Briens (instructions included), in order to let the Adelaide Showground venue know your intentions.

For further information please contact : O'Brien Group Australia - (08) 8110 2400

For Food warming/cooling electrical appliances, e.g. fridges/microwaves – we suggest you contact [TJ Hire](#) as they will be supplying other exhibitors for the Expo.

Plastic Bags

There is a ban on light weight plastic shopping bags in South Australia. Exhibitors of the event must comply with the ban. Bags that are less than 35 microns are banned unless they are biodegradable bags and meet the Australian Standard.

Do not assume that bags with words such as 'this bag is environmentally friendly', 'this bag is degradable', 'this bag degrades totally', 'Recyclable Bag', 'ECO Friendly Bag' are legal in South Australia.

Failure to comply will result in enforcement of action and on the spot fine.

The EPA is responsible for enforcing the Waste Avoidance Act 2008 & 2020 and will respond to non-compliance.

Waste Disposal

The cleaning contract for the DAL Expo is managed by Australian Green Clean (AGC). In line with the requirements by the Adelaide Showground - an organic waste stream has been introduced, ceasing the use general waste (landfill) bins, and instead using dry material waste bins. The organic waste will be transformed into compost and the dry material waste will be converted into alternative fuels. Together with your help we support Adelaide Showground efforts to deliver a ZERO waste event - meaning no waste disposed of in landfill.

PLEASE REPORT ANY SPILLS YOU NOTICE TO THE EXPO STAFF AT THE ENTRANCE

ORGANICS	PAPER & CARDBOARD	DRY MATERIALS (NO FOOD OR LIQUID)	SCOUT RECYCLING
<ul style="list-style-type: none"> Food Items Compostable packaging Soiled paper & cardboard such as pizza boxes Untreated wood 	<ul style="list-style-type: none"> Clean paper & cardboard only <p><i>*Please ensure boxes are broken down and all plastic wrap and packaging is removed and placed in the Dry Materials bin.</i></p>	<ul style="list-style-type: none"> Packaging washed free of food e.g Tins, plastic tubs, ice bags and bubble wrap Hard & soft plastic Aluminium foil Painted pallets or treated wood Cable ties Textiles 	<ul style="list-style-type: none"> Aluminium 10c refund drink containers Plastic 10c refund drink containers Milk Cartons (they will still collect even though they are not 10c) Wine bottles (they will still collect even though they are not 10c) <p><i>*You cannot dispose of food tins or plastic tubs here; they must go in the dry materials bins</i></p> <p><i>*Please place bottle lids in Dry Materials bins</i></p>



Cleaning & Rubbish Removal

Exhibitors are required to ensure that their stalls remain tidy throughout the bump-in and duration of the Expo.

Boxes or cartons (whether full or empty) should be stored away from the public and must not pose a trip hazard for public or staff. The removal of all stand rubbish is the responsibility of the Exhibitor and bins will be located throughout the venue space.

If a stand requires cleaning or rubbish removal once the stand is vacated a cleaning charge may be incurred.

Smoking & Alcohol Policy



Smoking Policy

Smoking is prohibited inside any building or pavilion and is only allowed in areas designated by the Venue



Alcohol Policy

The bringing and consuming of alcoholic beverages on site is strictly forbidden.

Contacts List

AUDIO VISUAL EQUIPMENTS

Central Audio Visual

Contact: Jarrad
P: 8352 4499
E: admin@centralaudiovisual.com.au

FURNITURE HIRE & STAND ORGANISATION

Adelaide Expo Hire

Contact: Kim Sluggett
P: 8350 2300
E: Kims@aeh.com.au

CATERING

O'Brien Group Australia

Contact: Michelle Phillips
P: 0411 472 824
E: michelle.phillips@obga.com.au

PRINTING & SIGNAGE

Little Fish Print

Contact: Craig Pocock
P: 0417 824 766
E: craig@littlefishprint.com.au

RADIO ADVERTISING

Coast FM

Contact: Brenton Montgomery
P: 0439 269 355
E: monts@adam.com.au

RADIO ADVERTISING

Radio Italiana

Contact: Marko P
P: 8340 2806
E: Stationmanager@5rti.com.au



DAL

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DISABILITY, AGEING & LIFESTYLE EXPO

The DAL Expo is brought to you by Catalyst Foundation

Updated 15th August, 2025