



2024 **DAL EXPO**

EXHIBITORS

HANDBOOK

KADINA



COPPER COAST SPORT & LEISURE CENTRE



27TH - 28TH
NOVEMBER



www.dalexpo.com.au



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Expo Checklist

- 01** Have you accepted the terms and conditions online?

- 02** Have you reviewed your bump in/out location?

- 03** Have you checked your bump in time?

- 04** Have you provided the details of who is attending the Networking dinner?

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



Expo Schedule

Wednesday 27th November

TIME	ACTIVITY	LOCATION
8:00am - 9:30am	Exhibitors Bump In	Copper Coast Sport and Leisure Centre
9:00am - 9:30am	Food Vendors Bump In	
10:00am - 3:00pm	Expo Open to Public	
10:00am	Formalities	
5:30pm - 6:30pm	Casual Networking	Coopers Alehouse
6:30pm - 8:30pm	Networking Dinner	

Thursday 28th November

TIME	ACTIVITY	LOCATION
9:00am - 10:00am	Expo Open to Exhibitors	Copper Coast Sport and Leisure Centre
10:00am - 3:00pm	Expo Open to Public	
3:00pm - 4:00pm	Exhibitors Bump Out	

Networking Dinner

TICKETS ARE NOT AVAILABLE AT THE ENTRY TO THE EVENT.

- Each Exhibitor is allocated 1 ticket to this event, additional tickets are able to be purchased by calling the Expo Office up to 2 weeks prior.
- Doors to **Coopers Alehouse Function Room** open at **5:30pm** and close at **8:30pm**.

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





Exhibitors Information Map

BUMP IN

- Enter via **Doswell Terrace** and proceed towards the oval at the back of the building. You will be able to unload at the bump in door marked 'X'.
- Then proceed to exhibitors parking at the oval. **Do not park at the front of the building, this is for patrons only.**
- Please keep roads clear for school pick up/drop off.
- **Vehicle Exhibitors and Food Vendors** are to meet at the Vehicle Exhibitor meeting point marked 'VE' on the map to be escorted into their exhibition space.
- Please contact the Expo Staff if you wish to move your vehicle on Wednesday 27th November after 3:00pm.



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





Bump In / Out Information

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

- All Emergency Exits.
- Fire Equipment Stations.
- Defined walkways or passages.

- **Your booth will be set up with a table and two chairs.**
- All booths must remain open to visitors until 3pm on Wednesday and Thursday.
- All tables and chairs are to be left at the venue.
- 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.

Trolleys : Please bring a trolley to move your supplies into your booth area to reduce heavy lifting and chance of injury.

Promotion

Promote the DAL Expo and your presence at the event to your clients: "LIKE" or "FOLLOW" us on social media to help us to promote the DAL Expo and drive new business to your exhibit.

Facebook	https://www.facebook.com/DALExpoAU Please share to your FB page our FB post that promotes the event - shows "2024" and is pinned to the top of our FB page Or select a FB post that suits your sector.
Hashtag	#DALExpo Please add to your posts
Instagram	Instagram page - share one of our images to your IG profile mentioning to come along and visit you at the Expo.
Youtube	LINK
Signature Banner	Tell your network that you will be there by adding this Expo signature banner to your email: Upload HERE
Event Flyer	DAL Expo A5 Flyer - Upload here: DAL EXPO 2024 A5 Flyer

Call the DAL Expo Office if you would like to discuss our advertising opportunities in our program guide.





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 booth rubbish is the responsibility of the Exhibitor and bins will be located throughout the venue space.

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

Smoking & Alcohol Policy



Smoking Policy

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



Alcohol Policy

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

Booth Display

Booth Set Up

Exhibitors display/advertising material and or demonstrations are to be contained to the booth area purchased. No advertising materials may be placed anywhere else within the venue. No tape, glue or fixing equipment of any kind is to be used on any 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. 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.**

Safety

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.

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





Safety

Motor Vehicle Displays

- 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 contact the Expo Staff if you wish to move your vehicle on Wednesday 27th November after 3:00pm.

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 and 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.

Slip Hazards

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 for immediate action.

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.

Incident 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)



Safety



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.

Security

Surveillance cameras will be in operation to ensure all attendees, exhibitors and public adhere to the Expo conditions and safety requirements throughout the event.

Fire Precautions

Fire points (reels, hydrants, etc.) must not be covered and must not be used for other than their intended purpose.

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. Chairs are not deemed to be safe work platforms. The use of forklifts are prohibited.

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

Emergency Evacuation

Emergency evacuation procedures are located on the walls of the Venue. Exhibitors should familiarise themselves with these procedures and ensure that all staff / volunteers are aware of evacuation routes and meeting points.

First Aid

Exhibitors are advised to keep a basic first aid kit available for minor injuries.

Alarm System

In the event of an emergency evacuation, building alarms will be triggered. Please follow the instructions of the venue staff to ensure yours and others safety when exiting the building.

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.

Updated 30th October, 2024

