



# 2025 **DAL EXPO**

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# EXHIBITORS

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## HANDBOOK

# **MT GAMBIER**



WULANDA RECREATION AND CONVENTION CENTRE



FRIDAY 14TH MARCH 2025



[www.dalexpo.com.au](http://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?

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



## 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 be set up by 10:30am and remain open to visitors until 3:30pm on Friday.
- 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.
- **Please enter via the back of the building (see map on page 4)**
- **Exhibitor parking will be located at the back of the building.**

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

### 7:00am - 7:30am: Vehicle Exhibitors Only

Please see the attached Information Map (Page 4) for the Vehicle Access Route to Wulanda Recreation and Convention Centre.

- **Vehicle Exhibitors** are to meet at the Vehicle Exhibitor meeting point marked VE on the map between 7:00am - 7:30am.
- Each vehicle is to be marshalled into their marked place - 1 at a time - by the Expo Traffic Wardens ONLY.
- Drip trays must be placed under vehicles.

## Networking Event

**TICKETS ARE NOT AVAILABLE AT THE ENTRY TO THE EVENT.**

- The networking event will be held in **Function room 1** in the **Wulanda Recreation & Convention Centre**.
- Each Exhibitor booth is allocated **2 tickets** to this event, additional tickets are able to be purchased through the exhibitor portal or by calling the Expo Office.
- Doors to **Function room 1** open at **9:00am** and the networking event will conclude at **10:00am**.
- We would appreciate your on-time arrival to allow proceedings to keep to schedule.

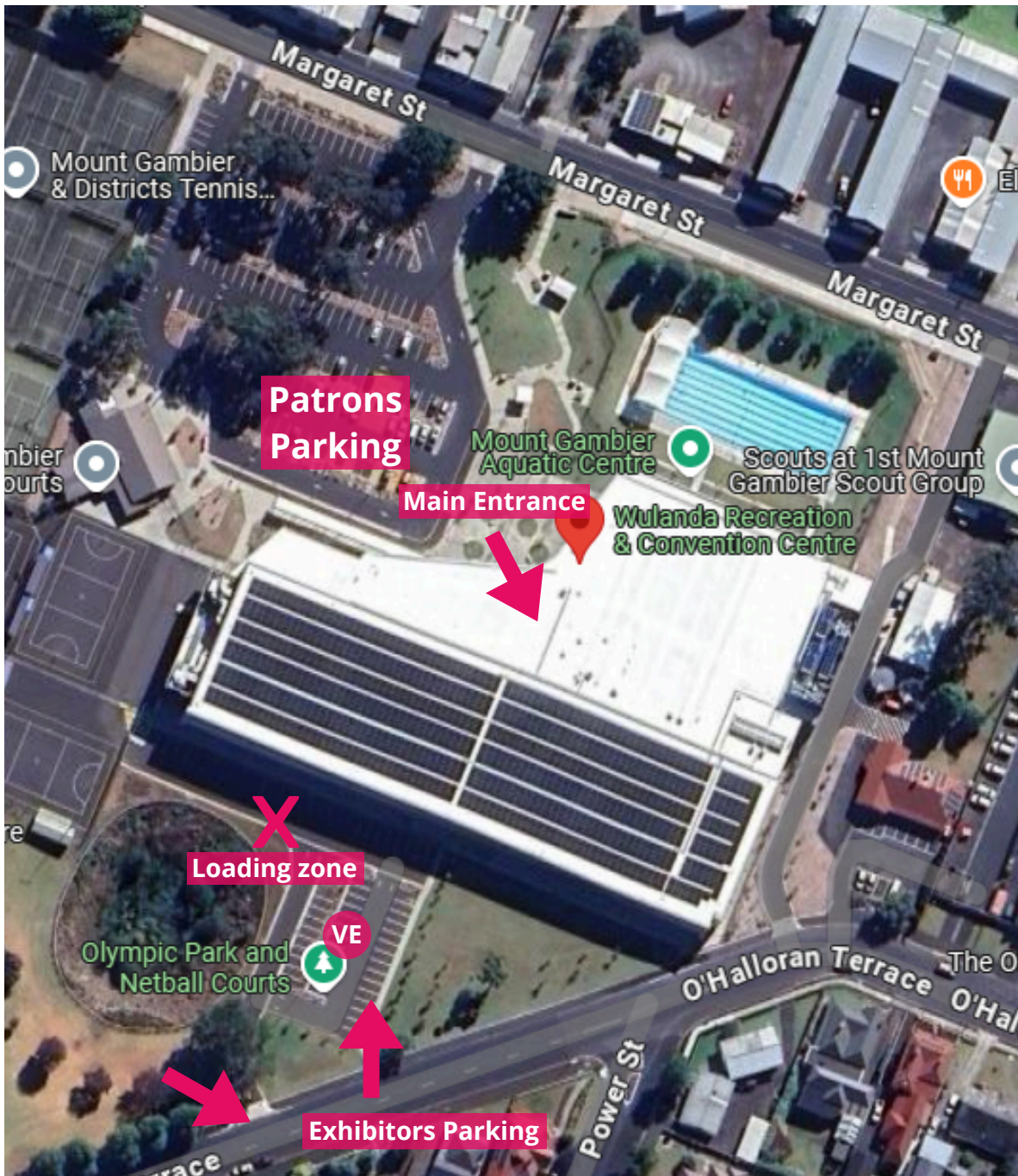




# Exhibitors Information Map

**BUMP IN - FRIDAY 14TH MARCH**

- Enter via O'Halloran Terrace and proceed towards the car park at the back of the building. You will be able to unload at the bump in door marked 'X'.
- Then proceed to the exhibitor's car park. **Do not park at the front of the building, this is for patrons only.**
- Please keep roads clear.
- **Vehicle Exhibitors** should meet at the Vehicle Exhibitors meeting point marked 'VE' on the map to be escorted into their exhibition space.



# Expo Schedule

Friday 14th March

TIME	ACTIVITY	LOCATION
7:00am - 7:30am	Vehicle Exhibitors Bump In	Wulanda Recreation and Convention Centre
7:30am - 9:00am	Exhibitors Bump In	
9:00am - 10:00am	Networking Event	
10:30am	Doors Open To Public	
10:30am - 3:30pm	<b>Disability Ageing and Lifestyle Expo</b>	
3:30pm	Doors Close To Public	
3:30pm - 4:30pm	Exhibitor Bump-Out	
4:00pm - 4:30pm	Vehicle Bump-Out	



**EXPO SCHEDULE**  
(Schedule Is Subject To Change.)

## 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.

<b>Facebook</b>	<a href="https://www.facebook.com/DALExpoAU">https://www.facebook.com/DALExpoAU</a> Please share one of our images to your Facebook page mentioning to come along and visit you at the Expo.
<b>Hashtag</b>	<b>#DALExpo #LiveWellBeYou</b> Please add to your posts.
<b>Instagram</b>	<b>Instagram page</b> - share one of our images to your IG profile mentioning to come along and visit you at the Expo.
<b>Youtube</b>	<b>View HERE</b>
<b>Email Banner</b>	Tell your network that you will be there by adding this Expo signature banner to your email: <b>Download HERE</b>
<b>DAL Logo</b>	Please select a logo to use when promoting your attendance at the DALExpo: <b>Logo</b>   <b>LogoWhite</b>
<b>Event Flyer</b>	DAL Expo A5 Flyer - Download here: <b>Mt Gambier DALExpo 2025 Flyer</b>

Visit our website or call the DAL Expo Office if you would like to explore our advertising opportunities in our program guide.

## 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.**



## 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.

## 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.**

### 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.**



# 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.

## 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.

## 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.





# Safety

## 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.

## 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.

## 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)

Updated 6th February, 2025