

The Business Show Australia 2026

Stand Build Regulations

The design, construction, safe operation and dismantling of a space only/custom build stand are the responsibility of the exhibitor and appointed contractor. All work must be completed within the access times provided by the Organiser. Space only stands do not include walls, floor coverings, furniture or electrical services unless separately contracted.

All exhibitors and contractors must comply with ICC Sydney requirements, the Work Health and Safety Act 2011 (NSW), the Work Health and Safety Regulation 2025 (NSW), applicable Australian Standards and these Organiser regulations. Where venue requirements are more restrictive, the venue requirements apply.

All custom stand plans require prior approval. Written approval must be received before construction begins.

IMPORTANT NOTICE FOR ALL CONTRACTORS AND EXHIBITORS

All exhibitors, contractors and suppliers entering the exhibition halls during move-in and move-out **must wear high-visibility clothing and enclosed footwear**. This requirement applies throughout Monday 23 and Tuesday 24 November, and from 4pm on Thursday 26 November 2026. Additional PPE must be worn where required by the activity being undertaken.

ICC Sydney Security will not permit entry into the exhibition hall to any individual not wearing a hi-vis. This ensures a safe working area for exhibitors, contractors, service providers and facility staff. There will not be spare hi-vis available at the event, so it's **really important** you bring these with you for each member of your team to prevent delayed entry.

No under 16s are allowed into the halls during move in or move out for health and safety reasons. Please ensure you bring a valid ID with you.

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Access Times for Custom Build Stands Only

Move in:

Monday 23rd November: 18:00 - 22:00

Tuesday 24th November: 08:00 - 20:00

Show Days:

Wednesday 25th November:

Exhibitor Access: 8:00am for final stand preparations only. No building is permitted on this day.

Doors Open: 10:00am.

Doors Close: 5:00pm

Thursday 26th November:

Exhibitor Access: 8:00am for final stand preparations only. No building is permitted on this day.

Doors Open: 10:00am.

Doors Close: 4:00pm

Move out:

Thursday 26th November: 16:30 - 22:00

Please ensure you have an approved Space Only stand if you intend to arrive within the above times, these are only for Custom Builds. You will be turned away if you have a Shell Scheme stand and arrive outside of the published Shell Scheme times on the exhibitor portal. If you are unsure of your approved stand type, please contact your Account Manager.

Build Regulations

The following regulations should be **carefully read and understood** in advance of the event.

These regulations apply during build-up, show-open periods and dismantling. Stand construction must remain within the contracted stand footprint and must not compromise neighbouring stands, aisles, venue services or emergency routes.

These are in place to ensure a safe working environment for all, including but not limited to contractors, exhibitors, show management, service providers and venue management.

All custom-built / space only stands must be submitted to ICC Sydney and Show Management for confirmation. The person responsible for the work must complete the ICC Sydney Custom Stand Plans Permit and supply detailed plans. The ICC Sydney's Stand Permit Application should be completed as soon as possible. No construction is authorised until written ICC Sydney confirmation is received.

REQUIRED DOCUMENTATION FOR STAND APPROVAL:

- Completed and signed ICC Sydney Custom Stand Plans Permit.
- Dimensioned plan, elevations and stand visual/render showing overall height, footprint, walls, doors, raised floors, ceilings and structural details.
- Site-specific risk assessment for build, use and dismantling, and a Safe Work Method Statement (SWMS) for any high-risk construction work.
- Engineer certification for any two-storey structure before assembly, followed by post-build engineer sign-off before occupation.
- Fire-performance certificates or other evidence for relevant fabrics, linings, signs and overhead structures when requested.
- Details and permits for rigging, work at height, EWPs, hot works, hazardous substances and other controlled activities where applicable.
- Appropriate insurance and contractor compliance evidence required by the Organiser, venue and NSW law.

If you have any questions on the permit submission process, please reach out to exhibitionservices@iccsydney.com. Please ensure you retain written approval and relevant permits onsite.

Any presentations or demonstrations likely to interest large groups of visitors should be located towards the centre of the stand and clearly shown on stand drawings.

If you intend to do construction work onsite please be considerate to others. Please do not off-load or work in other stand space. Ensure there is no obstruction within the gangways.

You are responsible for the actions of any contractor you employ to work for you and will be held responsible for misconduct by them. Any damage caused by your contractors will be charged directly back to you.

The stand number should be clearly visible from all aisles alongside the stand. The company name must be clearly displayed within the stand space.

HEIGHT RESTRICTIONS

The Business Show Australia 2026 is located in ICC Sydney Exhibition Halls 5-7 (Upper Exhibition Halls). Stand structures may exceed 4 metres in these halls only with prior approval from ICC Sydney and the Organiser. All proposed heights must be checked against the exact stand location, ceiling and rigging clearances, structural requirements and venue approval. Do not commence construction until written confirmation has been received from ICC Sydney.

All custom stands must be prefabricated or modular and assembled onsite. Major onsite construction is not permitted; cutting must be minimised and appropriate extraction used. Floor bolts, drilling and fixings into venue fabric are prohibited. Two-storey stands require engineer certification and post-build sign-off.

ADJACENT STANDS & BOUNDARY WALL FINISHES

Any part of a stand structure exceeding 2.5 metres in height that overlooks a neighbouring stand must be finished in plain white or black on the side facing the neighbouring exhibitor. These surfaces must be professionally finished and free from logos, graphics, branding, lighting, exposed framework or decorative features, including the reverse of cut-out lettering or signage. All space only exhibitors must provide their own self-supporting walls. Stand structures must remain entirely within the contracted stand space and must not attach to or rely upon neighbouring stands.

Solid walls must not extend along the full length of any stand frontage facing a public aisle. Stand designs must maintain open frontages, clear sightlines and accessible visitor entry points. Any proposed partitions, enclosed meeting rooms or solid wall sections facing public aisles must be clearly identified on the stand plans and are subject to the Organiser's approval. All walling and structures must remain within the contracted stand space and must not obstruct neighbouring stands, pedestrian circulation or emergency escape routes.

The Organiser reserves the right to require alterations to any stand design that restricts visibility, visitor access or neighbouring stands, or fails to comply with these regulations. Any required modifications or additional finishing must be completed at the exhibitor's expense.

FLOORING & ACCESSIBILITY

- Provide suitable flooring for the entire contracted space and keep all floor finishes, platforms and ramps inside the stand footprint.
- Raised floors below 130 mm must have a clearly distinguishable ramped edge, as required by the ICC Sydney Custom Stand Plans Permit.
- Provide safe, accessible entry and circulation consistent with the National Construction Code and applicable access standards, including AS 1428.1 where relevant.
- Eliminate or clearly protect changes in level, sharp edges and trip hazards.

ELECTRICAL SAFETY

- Electrical work must be performed by appropriately licensed and competent personnel in accordance with NSW law and relevant Australian Standards.
- All electrical equipment brought into ICC Sydney, including appliances, extension leads, display equipment and power tools, must have a current test and tag completed in accordance with AS/NZS 3760. Equipment that is damaged, untagged or has an expired tag must not be used and will be removed from the exhibition floor. Double adaptors are not permitted.
- Manage cables, power tools and temporary supplies to prevent trip, shock and fire hazards. Apply AS/NZS 3000 and AS/NZS 3012:2019 where relevant.
- Halogen lights are not permitted. Keep temporary spotlights at least 300 mm from partitions and combustible materials.

RIGGING, CEILINGS & FIRE SAFETY

- All suspended banners, signage and truss structures require prior written approval from the Organiser and ICC Sydney. An Organiser airspace fee of AUD \$2,000 + GST applies to approved hanging graphic banners. This fee covers permission to **utilise the airspace only** and excludes the production, delivery, installation, rigging and removal of suspended structures. All additional costs are the responsibility of the exhibitor.
- Roofs, ceilings and overhead structures may require additional fire safety measures, including smoke detection, fire extinguishers or fire engineering certification. Particular

consideration applies to overhead structures exceeding 18 m² and enclosed ceilings exceeding 9 m² where enclosed on three sides. All such structures are subject to ICC Sydney's review, and exhibitors must comply with any additional fire safety requirements specified by the Venue.

- Use materials with fire-hazard properties compliant with the applicable National Construction Code and Australian Standards; provide evidence when requested. Flame-retardant open-weave scrim/sharktooth is required where applicable.
- Keep fire equipment, exit signs, emergency exits, aisles and venue services unobstructed at all times.

DOORS, EXITS & EMERGENCY ACCESS

- Custom-built stands over 50 m² must have at least one alternative means of egress to the walkways.
- Doors must not swing into or obstruct public aisles or create an evacuation hazard.
- Barriers incorporated into custom stands must yield to pressure without toppling.
- Keep emergency access and escape routes clear during construction, open hours and dismantling.

WORKING AT HEIGHT & LIFTING EQUIPMENT

- Prevent falls from one level to another regardless of height; use safe platforms and higher-order fall controls where reasonably practicable.
- Obtain ICC Sydney permission and the Working at Heights Permit where applicable.
- EWPs require venue authorisation and trained/licensed operators; ICC Sydney requires a ground-level spotter when an EWP is raised.
- Use suitable exclusion zones around lifting, powered mobile plant and overhead work; never allow persons beneath suspended loads.
- A SWMS is required for high-risk construction work, including relevant work with a risk of falling more than 2 metres.

CONTRACTOR INDUCTION & PPE

All exhibitors and contractors must comply with ICC Sydney's safety and induction requirements.

- **High-Risk Workers:** Stand builders, electricians, riggers, plant operators and other high-risk workers must complete the ICC Sydney online induction before arriving onsite.
- **Contractor Registration:** Companies undertaking high-risk work must register through ICC Sydney's Rapid Global contractor management system.
- **Other Personnel:** Those undertaking lower-risk activities must watch the [ICC Sydney Safety and Security video](#).
- **PPE:** High-visibility clothing and enclosed footwear are mandatory during move-in and move-out. Additional PPE must be worn where required.
- **Licences & Insurance:** Contractors must hold appropriate qualifications, licences and insurance, including relevant Australian work rights and NSW workers compensation cover where applicable.

For induction requirements and registration, visit [ICC Sydney - Venue Inductions](#). For further assistance or questions regarding inductions, please contact ICC Sydney at inductions@iccsydney.com.

SITE CONDUCT & VENUE PROTECTION

- Maintain good housekeeping; remove packaging and waste regularly. Do not store material in aisles, service routes or behind stands where it creates a hazard.
- Do not damage or attach items to venue walls, columns, ceilings, floors or other fixtures. Repair and cleaning charges may be passed to the exhibitor.
- Hot works require ICC Sydney's prior approval and relevant permit, supported by risk assessment and SWMS.
- Report incidents, near misses and hazards promptly to the Organiser and venue; follow ICC Sydney emergency instructions.
- The Organiser and ICC Sydney may stop unsafe work, require rectification or refuse permission to open a non-compliant stand.

NSW WORK HEALTH & SAFETY REQUIREMENTS

- All exhibitors and contractors must comply with the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulation 2025 (NSW) and applicable Australian Standards. SafeWork NSW is the relevant workplace health and safety regulator.
- Exhibitors, contractors and stand builders may each be a person conducting a business or undertaking (PCBU), with overlapping duties to consult, cooperate and coordinate.
- Identify hazards, eliminate risks so far as reasonably practicable, and otherwise minimise them using the hierarchy of controls.
- Provide safe systems of work, competent supervision, suitable plant and equipment, training, welfare and worker consultation.
- Prepare a site-specific SWMS before high-risk construction work, make it available onsite and ensure affected workers understand it.

Space Only Stand Submission Checklist

All space only exhibitors must submit their stand plans and supporting documentation for review and approval prior to the show. Construction must not commence until written confirmation has been received from ICC Sydney.

The supporting documentation required will depend on the complexity of the stand design and construction activities involved. All space only exhibitors must prepare and submit the following documentation, where applicable, to ICC Sydney.

Please complete the [ICC Sydney Custom Stand Permit Application](#) and provide the relevant supporting documentation listed below. Additional information or certification may be requested as part of the approval process:

- **Risk Assessment:** A site-specific risk assessment covering stand construction, exhibition operation and dismantling. This must be available onsite.
- **Safe Work Method Statement (SWMS):** Required for any high-risk construction work, as defined under NSW WHS legislation. Contractors must also provide safe work procedures appropriate to their activities.
- **Public Liability Insurance Certificate:** Evidence of appropriate public liability insurance covering the event, including build-up and breakdown periods.
- **Stand Design Drawings:** Fully dimensioned floor plans, elevations and 3D renderings showing the stand layout, overall height, construction materials and structural features.
- **Structural Engineering Certification:** Required for two-storey stands and other structures where specified by ICC Sydney.
- **Additional Permits and Certificates:** Where applicable, documentation relating to rigging, working at height, electrical installations, fire safety or other controlled activities.

Please also email your stand plans to your Account Manager once your stand has been reviewed by ICC Sydney.

Further Information & Contacts

For stand build and health and safety queries, contact the ICC Sydney in the first instance. The following venue and regulatory references should be checked before finalising the stand design.

- ICC Sydney Exhibitor Services via email: exhibitionservices@iccsydney.com
- [ICC Sydney Custom Stand Plans Permit](#)
- [ICC Sydney Safety Guidelines](#)
- [SafeWork NSW WHS legislation](#)

Venue requirements, forms and legislation may change. Obtain current written confirmation from ICC Sydney for any proposed stand height or activity requiring approval. The Organiser may impose additional stand-design rules.

If you have any general questions regarding the event, please reach out to your Account Manager.