

# Exhibitor Information Manual - Rules & Regulations

## Aisles

- Under no circumstances can any exhibitor display be allowed to encroach into the aisles and no build zones. Please remember to keep your entire exhibit inside your stand
- During move in and move out, there will be nominated aisles which MUST be kept clear at all times to ensure clear routes are accessible to emergency exits, and also to allow forklifts and deliveries for stands clear passage. A floor plan marking these aisles will be available when you arrive to set up your stand during move in

## Animals

- Animals are not permitted within the show buildings or grounds at any time – with exception of service animals

## Balloons

- Helium balloons are not permitted on a stand or exhibit. Balloons without helium are permitted onsite at the show

## Construction Materials

Any material used for stand construction or display purposes must conform to the following:

- Non-combustible materials
- Inherently non-flammable materials. Must not be capable of emitting toxic fumes should ignition occur
- Flame-proof fabrics
- Self-extinguishing plastic materials
- Plywood, hardwood, pulpwood or fibre board rendered flame-resistant by a process of impregnation
- Water-based, where applicable, e.g. adhesives and paint
- Use of readily flammable materials is strictly prohibited including crepe paper, corrugated cardboard, styrene, or synthetic materials such as plastic
- Materials used in any part of the premises accessible to the public must be rendered non-flammable including curtains, sets, scenery, overhead structures, decorations, etc. and have a minimum spread of flame and smoke. Certified proof of fire rating must be provided to venue prior to the period

## Damages

- Any damage to the venue caused by an exhibitor will be charged back to the exhibitor. Nothing is to be taped, tacked, stapled or otherwise affixed to any surface of the venue – this includes no core drilling or fixing into the floor.

## Dynamic Exhibits

All moving machines must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.

Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is compulsory. Any machinery or apparatus displayed on the premises shall only be demonstrated within the booth, operated by qualified persons and shall not be left running without the proper supervision of such persons. Motors, engines, or power driven machinery may not be used without adequate protection taken out by the exhibitor against risk of fire. The operation of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited. Vehicles with steel tracks must have rubber mats fitted to ensure no damage to the venue.

### **Egress**

Any door incorporated into the stand, not providing an alternative means of egress (such as a door to a meeting room) is to have a sign affixed and labelled "NO THOROUGHFARE". The opposite side of door is to have an exit sign.

### **Electrical**

24 Hour Power: If power is required to stay turned on overnight each night; please contact Exponet.

### **Flooring & Ramping**

- All space only stands must ensure the entire stand space has floor covering
- All floor coverings must be secured and maintained so that they do not cause a trip hazard
- Fixing of floor coverings to the building floor may only be carried out using approved tape. Other forms of fixing to the building floor, such as cable clips, nails, screws and bolts are prohibited. The exhibitor is responsible for the removal of all tapes and residue marks after the show
- All raised floors with a height of less than 115mm are not regarded as a step, and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1 to 3 and be contained within the stand boundary. Ramps may not protrude into the gangways / aisle ways, so they must be included in the stand space
- All raised floors with a height greater than 115mm but less than 190mm from the main exhibition floor level or surrounding platform will be regarded as a step and generally will not require a ramp
- All raised floors must allow for wheelchair access. This must be clearly distinguishable from the main exhibition floor level or surrounding platform to the raised level. The ramp must be of a gradient no less than 1 to 3 and be contained within the stand boundary. Ramps may not protrude into the gangways / aisle ways, so they must be included in the stand space
- The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard and disabled access must be provided to the stand
- All steps must have a non-slip finish throughout or an adequate non-skid strip near the edge of each step riser
- A balustrade or other barrier must be provided on all raised structures to which your staff or the public have access. Such barrier, to be on the perimeter and not less than 1m in height and preclude the opportunity to exit under the balustrade. This need applies to any floor, which is raised beyond 1m from the surrounding horizontal surfaces plus all stairways, ramps, corridors, balconies, mezzanines etc. except at the perimeter of a stage

### **LPG**

The use or storage of LPG cylinders indoors is prohibited.

The Sydney Showground venue policy is to prohibit the use and storage of LPG cylinders within the venues.

Outdoor stands using LPG shall comply with the following guidelines:

- A Gas form is to be completed on the Venue Services website
- All installations must comply with all state and federal statutory regulations and current Australian standards covering installation, dangerous goods and equipment
- The installation and connection is to be carried out by an installer with the appropriate license
- Storage cylinders are not to exceed 45 kg
- Cylinders and connections are to be protected from accidental damage and impact
- Authorised personnel only are to operate control devices
- All gas cylinders are to be removed from the premises at the end of each day
- All sections of the gas storage and reticulation are to be inaccessible to the public
- Limited to a maximum of 2 x 9kg bottles on the exhibition stand. Any additional bottles must be stored in a cage outside the venue (please ensure the cage location is approved by Sydney Showground & the organiser)
- Remove combustible materials from the work area and make safe
- First attack fire, firefighting equipment, dry chemical powder and fire blanket
- Adequate ventilation, filtration or extraction systems
- Location of gas cylinders is not located within 8m of any drain
- Have appropriate signage and barricades in place
- All equipment is in good working order
- Arrange overnight secure external storage of gas cylinders
- Provide relevant MSDS on request
- Use of appropriate PPE
- Cylinders to be certified compliant
- Cylinders to be secured against tipping at all times
- Outdoor equipment must not be used indoors
- Mushroom heaters not suitable for use indoors

### **Motor Dealer License**

If your business includes the buying, selling or exchanging of motor vehicles, including cars, trailers, motorcycles and caravans, you'll need a motor dealer licence. This is a legal requirement under the Motor Dealers and Repairers Act 2013, the Motor Dealers and Repairers Regulations 2014.

The link below is provided by Service NSW and has useful information for individuals and corporations seeking information on registration and making application for a motor dealer licence in New South Wales.

<https://www.service.nsw.gov.au/transaction/apply-motor-dealer-licence>

If you are still unsure of your legal obligations, we suggest you contact Service NSW.

### **Overall Show Floor Plan**

- The plan which ETF provides you initially and those plans found on websites are sales tools only and they may not plot any structures such as walling, pillars, doors etc. Please ensure

you request a detailed build plan prior to designing your stand to determine the exact locations and dimensions of these structures.

### **Pegging**

- **There is no pegging on grassed areas**

### **Prohibited Activities**

The following activities are strictly prohibited:

- The use of fireworks both inside and outside the exhibition building, loading dock, courtyard and auditorium
- The disposal or display of dangerous materials, e.g. flammable and explosive or harmful material
- The use of grinders, lathes, arc and autogenously welding equipment blow torches or cylinders
- Installations which include fixing plugs, drill bits or screws of any type
- The use of elements or similar items that generate a heat source, sparks or radiation, and which would be sufficient to catch fire
- It is prohibited to saw, paint and carry out any activity that could damage the floors, walls or ceilings of the venue

### **Roofs within a Stand Structure**

A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable CO2 extinguisher. In some cases an extension of the existing sprinkler system will be required. A stand design will also be required for approval by ETF.

### **Smoke Detector Isolation**

Smoke Detector Isolation is prohibited without a written request to Sydney Showground seven (7) days prior to the commencement of the period. During all smoke detector isolations, a Fire Warden approved by the NSW Fire Brigade must be in attendance within the isolated area. Costs of the Fire Warden will be at the expense of the exhibitor.

### **Smoke Machines**

Smoke and/or Fog Machines of any variety may be demonstrated at the discretion of ETF ONLY. Exhibitors are advised that emissions must be, as far as practical, contained within your stand and not aimed into aisles, public areas or into neighbouring stands. Venue approval is also required for any use of smoke machines to provide smoke detector isolation.

NB: All venue buildings are fitted with smoke detection systems.

### **Stand Perimeter Structures**

- For each side of your stand (perimeter) that is located on an aisle, exhibitors must not build a solid structure which is longer than 50% of each side length

- On any one length of your stand, where your perimeter shares with another exhibitor or with a venue wall, a solid structure must be built to 100% of the length of that side
- On any one length of your stand where your perimeter shares with another exhibitor, the maximum height of this wall is 2.5m. Exhibitors may build higher, subject to ETF approval
- Branding or colours (except black and white) is prohibited on the reverse of walls or structures that share a perimeter (common wall) with another exhibitor

### **Structural Engineer's Certificate**

For multiple storey structures, ETF requires the stand builder to provide drawings showing all features, including access / egress points and stairways, plus elevators. Full dimensional drawings are required, plus a structural engineer's certificate for perusal and appraisal.

A structural engineer's inspection and further certification is required once any multiple storey structure is built on-site. This further / second certificate must be provided to ETF onsite.

In cases where a stand design looks like it does not comply with ETF's requirements, ETF will require the stand builder to obtain a structural engineer's certificate to verify the integrity of the structure or compliance with the Building Code of Australia.

### **Vehicles / Display vehicles**

- Vehicles are permitted onsite during the move-in process however there is a 30 minute unloading limit around the venue. Please use hazard lights and ensure you have a spotter when moving around the site.
- Vehicles with steel tracks must have rubber mats fitted to ensure no damage to the venue.
- Display vehicles must be escorted into the buildings or Main Arena by security or ETF staff. All display vehicles must have drip trays, fuel cap must be secure and not opened while onsite and a fire extinguisher.

### **Key Workplace Health and Safety guidelines to comply with**

- All persons must wear covered footwear during move-in and move-out – NO thongs or sandals and high visibility vests.
- Working under the influence of drugs or alcohol is strictly prohibited.
- When using a ladder or step ladder, standing on the top rung is NOT permitted (Chairs or other platforms are not acceptable)
- If steps are used within your stand they must comply with the requirements of the Building Code of Australia – loose wooden boxes, plastic crates or plastic steps at ground level that are not secured properly are NOT permitted
- Visitors to the workplace must obey safety directions and comply with the standards applied in that workplace
- All electrical items used at the show must be tested and tagged (this service is provided FOC) and halogen floodlights must be fitted with appropriate safety glass
- The use of double adapters is prohibited onsite
- Do not remove any danger tags from the electrical equipment – this is a breach of the Workplace Health and Safety legislation
- Employers are required to ensure that the workplace is safe for their employees
- Any person who suffers an electrical shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Organisers Office
- Look out and be aware of slip hazards; fluids, spills etc and report to Organisers Office