



DIRECTIONS & DELIVERY INFORMATION

DELIVERY TIMES

Deliveries to the event can be made during Move In hours specific to your stand type.

For example, if you are a Space Only stand you can deliver on

Mon 5 May 2025

Tue 6 May 2025

If you have a shell scheme package you can deliver on

Tue 6 May 2025

You can make deliveries either yourselves, with your preferred freight company or with the official logistics partner to the event GEL Events.

The venue will not accept any deliveries on behalf of the organiser, exhibitors or contractors. Any deliveries made before/after the show i.e. prior to Monday 5 May and after 9 May will not be accepted.

The venue does not have storage facilities and will hold or store any items left in the venue after the end of the exhibition on the 9 May.

ADDRESS

If your stand is located in the lower halls 1-4

Sydney Build
Lower Loading Dock
ICC Sydney
14 Darling Drive
Sydney
NSW 2000

If your stand is located in the upper halls 6 & 7 (stand numbers **beginning with U**)

Sydney Build
Upper Loading Dock
ICC Sydney
14 Darling Drive
Sydney
NSW 2000

DELIVERY LABELS

All deliveries must be labelled with a show delivery label with the correct information, a PDF



version of this can be found in the “File Downloads” section.

You can download delivery labels from the File Downloads – ICC Information Section

It is very important that you address your goods correctly for either the lower or upper dock depending on where your stand is located.

EVENT LOGISTICS COMPANY

GEL Events has been appointed as the official logistics contractor for Sydney Build 2025. GEL Events will be onsite 7am – 6pm on each day. They will operate a Service desk at the Hall 2 entry on the loading dock for orders and queries.

TRANSPORT

GEL Events can arrange local, interstate and international transport services including delivery to your stand at the show and return delivery to your premises. If you are an exhibitor not located in Australia, GEL Events can provide comprehensive freight forwarding services, tailored to each exhibitor’s requirements. They can also help with customs clearance and other logistical solutions. Services include air & sea freight, Customs clearance, Tariff classification and all relevant documentation.

FORKLIFTING

Forklifting is not included with your stand and if required must be booked with GEL events via their [Quote Request form](#).

Jib Lifting, Heavy forklifting (7.5 tonne) and Franna Crane work can also be supplied.

Please confirm your individual transportation and other logistics requirements by completing the GEL [Quote Request form](#).

For and enquiries, please contact:
Nathan Kyne
0404 857 115
nathan@gelevents.com.au

STORAGE

Exhibitors who require off stand storage should contact GEL who can provide quotes storage of stock, or empty stand crates during the exhibition and onsite storage, plus layover services after the exhibition if your preferred courier can’t collect with the timeframes of the move out.

N.B. ALL forklift and on-site storage services must be reserved with GEL Events 2 weeks prior to Move in. Orders made after this date for forklift and on-site storage services will not be guaranteed.

LOADING DOCK ACCESS

If you need access to the loading dock you will need to book a timeslot with GEL Events via their [Quote Request form](#). You will have to answer the first four question before the loading dock booking question will reveal itself.

Please make sure you quote your stand number so the booking for either the lower or upper dock can be made for your vehicle.



LOADING DOCK TIME LIMIT

As there is limited space and timings must be adhered to, without a booking your vehicle may be turned away. There is a 20 min unloading time allocated for each vehicle.

CARS

Exhibitors with cars are asked to use the car park to unload and come up to the halls via Lift 12 and Lift 6. Parking fees will apply.

DELIVERIES

Please ensure you or a representative of your company is onsite to accept and sign for deliveries. ICC Sydney GEL Events and the organisers take no responsibility for unattended goods onsite and will not sign for exhibitor deliveries. Exhibitors are solely responsible for the safety and well-being of any items on or delivered to site. Please ask your goods to be sent - signature not required.

Trolleys and pallet jacks are available to borrow from the GEL service desks located on the loading dock.

PARKING

ICC Sydney operates two 24-hour car park with a total of 826 parking spaces including 11 disabled parking bays, 25 motorcycle parking spaces, 50 bicycle racks and 20 electric car charge spaces. Car Park Height: 2.2m. Exhibitors qualify for a discount on full rate parking on move in and move out days.

GETTING TO ICC SYDNEY

<https://www.iccsydney.com.au/Visit-ICC-Sydney/Getting-to-ICC-Sydney>