



Welcome to the Sydney Build Exhibitor Manual.

This manual contains important information that you will need to prepare for your participation in Sydney Build 2025. The information is arranged in sections.

Please ensure that you complete and return all forms by the due dates, Orders submitted after these deadlines may be surcharged.

We look forward to welcoming you to Sydney Build at the ICC Sydney from 7-8 May

The Sydney Build Team



ORGANISERS & SUPPLIERS CONTACTS

Organising Team

Event Director	James McKenzie	james.mckenzie@oliverkinrossevents.com
Operations Team	Keir Duncan Operations Manager	operations@sydneybuildexpo.com.au
	Amy Keeton Co Ordinator & Operations Assistant	operations@sydneybuildexpo.com.au
Event Sales Team		exhibitors@sydneybuildexpo.com.au +61 (2) 8006 7557
Production	Carlie Hedmann	carlie.hedmann@oliverkinrossevents.com
Event Marketing	Selena Moseley	selena.moseley@oliverkinrossevents.com
Accounts		accounts.anz@oliverkinrossevents.com



Official Contractors & Suppliers

Accommodation	Hotel Map	https://www.sydneybuildexpo.com/book-accommodation
Official Stand Contractor Audio Visual & Electrics Furniture Hire Graphics & Signage Shell Scheme Extras	Exponet	☎: +61 29645 7000 ✉: esd@exponet.com.au www: Exponet Exhibitor Stand Order Kit
Transport Forklifting Storage Dock Booking	GEL Events	Nathan Kyne Project Manager ☎: 0404 857 115 ✉: nathan@gelevents.com.au Quote Request Sydney Build Expo - Sydney 2025
Space Only Approvals & Rigging Plans	Organisers	Keir Duncan ✉: operations@sydneybuildexpo.com.au
Internet	ICC Sydney See Order Forms Section	ICC Exhibitor Services ☎: +61 2 9215 7373 ✉: exhibitionservices@iccsydney.com
Lead Scanners	LUP	Order Scanner Link Exhibitors Halls 1-4 Order Scanner Link Exhibitors Halls 6&7
Exhibitor Passes	LUP	Register for exhibitor passes
Printing	CBS Printing	Tania Laws ☎: 1300 021 021 tania@cbsprinting.com.au www.cbsprinting.com.au



SHOW TIMETABLE

Access to the Halls will be between the hours given below ONLY. There will be no alteration to these hours without the prior consent of the organisers.

HIGH VISIBILITY CLOTHING – please it is mandatory to wear high visibility vests / jackets during the move in and move out of the show. High vis vests will be on sale at the venue from Level 2 concourse vending machines if you don't already have one.

MOVE IN		
Mon 5 May 2025	0800-2200	Space Only Exhibitors & Contractors
Tue 6 May 2025	0800-2200	Space Only Exhibitors & Contractors
	0800-2000	Shell Scheme Exhibitors
	1200-2000	Architecture Hub Exhibitors
<ul style="list-style-type: none"> • Shell scheme stands will not be ready until 0800 hrs Tue 6 May 2025 therefore exhibitors must not arrive for set up before this time. • Please ensure any electrical items are tested and tagged the official show Testing and tagging company will be onsite and checking compliance. Test will be offered for a price of \$55 for the first five appliances. • Children under the age of 16 are not permitted in the hall during move in • All stands must be dressed and completed by 2000 on Tue 6 May 2025. • All vehicles must be removed from site immediately after unloading. We strongly recommend that you use the official lifting and shipping contractor – GEL Events – for your delivery and shipping needs. • You must bear in mind the move in & move out time available with designing your stand. Please note it may take some time for you to pass through the entry system to gain access to the hall you will therefore not be guaranteed the number of hours build time stated above. If you have a particularly large of difficult exhibits or feel that you may have problems completing your move in or move out within the time available, please contact Keir Duncan as soon as possible and before the end of January 2025 		
SHOW OPEN	HALL OPEN	SHOW OPEN
Wed 7 May 2025	0800 - 2000	0900 – 1700 Networking Drinks 1730 until 8pm
Thu 8 May 2025	0800 - 2200	0900 – 1700



- Exhibitors may restock stands and receive deliveries each morning between 8am and 9am daily
- Exhibitors must not carry out work on their stand during the exhibition opening hours. Any alterations, building, modification, loading or unloading of goods must take place only during the move in, off-loading and move out periods.
- Please note that power to the stands will be turned off 30 minutes after the show close each day, INCLUDING THE LAST DAY (If you require power later than this, you must contact the Organisers office in advance)
- **NO EXHIBITS OR STAND FITTINGS MAY BE REMOVED OR DISMANTLED BEFORE ALL VISITORS ARE CLEAR OF THE VENUE ON THURSDAY 8TH MAY (YOU WILL BE ADVISED OF THIS VIA PA ANNOUNCEMENT)**

MOVE OUT

Thu 8 May 2025	1730 -2000	Architects Hubs must be clear by 8pm
	1730 – 2200	All shell scheme stands must be clear of the halls by 10pm. Only goods left with GEL may be left for collection on Friday 3 May
	1730 – 2200	All space only stands – MOVE OUT of stand constructions / stand fittings
Fri 9 May 2025	0700 -1200	Only Space only exhibitors to finish move out

All hired equipment such as furniture, electrics, AV or telecommunications should be removed after 5.30pm on Thu 8 May 2025.

All Shell Scheme exhibitors must completely remove all stand fittings and exhibits by 10pm on Thu 8 May 2025. All space only stands must be clear of the hall by 12pm midday on Fri 9 May 2025.

The organisers will dispose of any materials left on stands after the times in the timetable and charge costs back to the exhibiting company (the charges are high). This includes all waste material carpet / boxes / unused literature / timber / exhibits etc. The organisers cannot accept any responsibility for any items left onsite. If this is a problem due to logistics, please contact GEL Events who are the official shipping and logistics company and are on site throughout the event.

CHILDREN UNDER THE AGE OF 16 ARE NOT PERMITTED IN THE HALL DURING MOVE OUT UNDER ANY CIRCUMSTANCES.

MOVE OUT IS A PERIOD OF HIGH RISK IN TERMS OF SECURITY, YOU SHOULD THEREFORE HAVE AT LEAST 2 MEMBERS OF STAFF PRESENT, SO YOUR STAND CAN BE MANNED AT ALL TIMES.



FORMS & DEADLINES

COMPULSORY FORMS

SHELL SCHEME EXHIBITORS			
Form / Task Type	Return Date	Online Form / Order Link	Optional / Compulsory
Fascia and Signage Confirmation	14.03.25	CLICK HERE	Compulsory Shell Scheme Exhibitors

SPACE ONLY EXHIBITORS			
Form / Task Type	Return Date	Online Form / Order Link	Optional / Compulsory
STEP 1. ICC Stand Permit Form	ASAP	CLICK HERE	Compulsory Space Only Exhibitors
STEP 2. Submit reviewed plans to organisers (Please allow at least a week for ICC review)	14.03.25	CLICK HERE	Compulsory Space Only Exhibitors



ALL EXHIBITORS			
Form / Task Type	Return Date	Online Form / Order Link	Optional / Compulsory
Exhibitor Passes	14.03.25	CLICK HERE	Compulsory All Exhibitors
Lead Capture	14.03.25	Upper Halls CLICK HERE Lower Halls CLICK HERE	Optional All Exhibitors
Couriers / Freight / Lifting / Forklifting / Dock Booking	14.03.25	CLICK HERE	Optional All Exhibitors
Stand Activity	14.03.25	Stand Activity Form	Compulsory All Exhibitors

Venue Order Forms

ICC Exhibitor Order Forms can be found [here](#):

These include:

- Internet Services Order Form
- Stand Catering and Kiosk Account Order Form
- Utilities Order Form

Venue Permit Forms

ICC Permit forms can be found [here](#):

These include:

- Custom Stand Plans Permit Form
- Naked Flames Permit Form
- Vehicle Display Permit Form
- Hazardous Substances and LPG Permit Form
- Food And Beverage Sampling Permit Form



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>



YOUR SHELL SCHEME PACKAGE

Shell Exhibition Stand

Your shell scheme stand includes, walling on the sides of your stand not open onto the aisles, lighting power and a nameboard and carpet, there is also a furniture package which you will receive unless you opt out.

- Stand Size: Refer to the show floorplan for your specific stand size. There are a large variety of shell scheme stand sizes.

<https://sydneybuild2025.expopf.com/>

Technical Plans can be downloaded here:

Halls 1-4

<https://floorplan.live/data/api/events/3987/views/3/pdf-external>

Halls 6&7

<https://floorplan.live/data/api/events/3005/views/5/pdf-external>

- Walls: 2.5mH White high x 990mm W walls in an aluminium Octanorm frame. (The panels are not exactly 1m wide!) Please see "Shell-Scheme-Stand- Dimensions_Information.pdf " for detailed information.
- Fascia Name Board Sign: Aluminium frame with digital printed fascia board with black lettering with your Company name printed on will be installed on each open aisle fascia. Each sign will be a maximum of 30 UPPERCASE characters including spaces.

The name board supports the back and side walls of corner stands, if you choose to remove the nameboard, we will need to add support nibs to you back/side walls at the corner points and for long walls at the mid points (every 3m). This will reduce by a few mm the linear length of your walls please check with Exponet if you are ordering / displaying graphics along the wall.

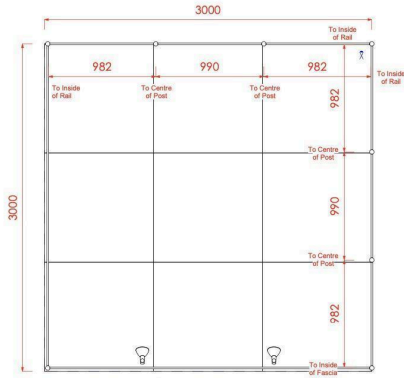
- Lighting: 2 x LED track mounted spotlights per 9 square metres mounted onto a light track inside the fascia.
- Power: 1 x 4 amp power outlet per single stand. Located in rear corner of stand unless otherwise specified.
- Flooring: Flooring will be 1m x 1m carpet tiles in charcoal.
- Furniture: 1 x trestle table 2 x chairs are included per stand.
(Please indicate in the ExpoNet Online Exhibitor Kit if you **DO NOT** require the furniture package.)
- Fuse Boards On each block of stands the electricians will need to position a fuse board. Unfortunately it is not possible to move the fuse board.



- The images below are sample images and are not necessarily indicative of the size of stand that you have booked. Shell scheme stands are built of a modular system and are built by adding panels to create the size of stand that you have booked.
- If you plan to use existing stretched fabric banners along the walls and you also plan to take out the fascia and will require support nibs please check that your banner will fit within the space between the nibs. We are not able to remove the nibs and so you may need to rethink your stand layout. Please call Exponet to discuss - 02 9645 7000.



Plan View



GENERAL STAND INFORMATION

If you are planning to modify apply graphics or clad your walls, it is important to discuss this with Exponet before making your panels.

GENERAL DIMENSIONS

INTERNAL STAND LENGTH: 2930mm
INTERNAL STAND WIDTH: 2930mm
STAND HEIGHT: 2500mm

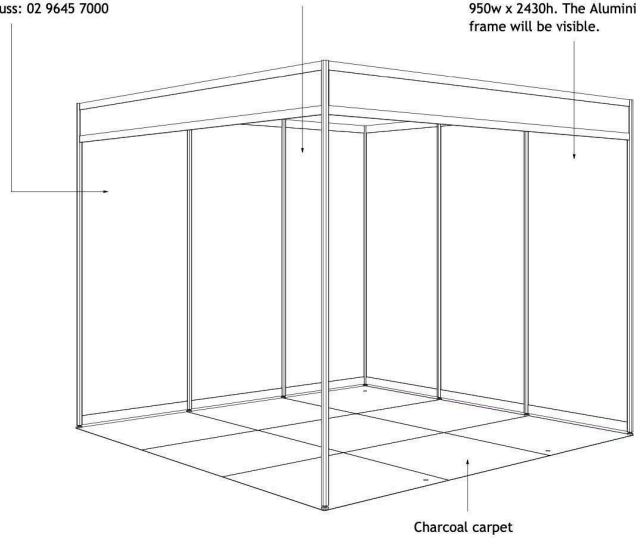
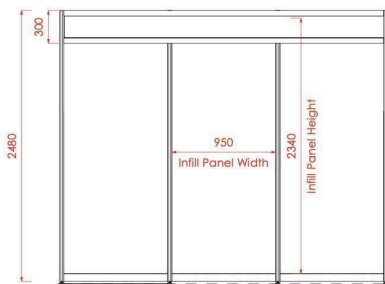
CLADDING YOUR WALLS?

Dimensions can vary depending on your stand set up. Please call Exponet to discuss: 02 9645 7000

If you require Graphic Panels inserted into your wall frame, please call Exponet to discuss. Panel Size 970w x 2360

If you are planning to apply Graphic Panels to your walls, the size of your graphic should be 950w x 2430h. The Aluminium frame will be visible.

Front Elevation





SPACE ONLY STAND REGULATIONS

A space only stand allows exhibitors to create a custom-made stand to showcase their capabilities and services. Space only exhibitors should engage the services of a stand build company to build their custom stand. Exhibitors who wish to display pop up banners only and remove their fascia will need to book a shell scheme package which includes carpet and power and walling.

A space only stand is a marked-out area on the hall floor on which your stand must be built. Space only stands are to be built and completed by the exhibitor and their contractors. No stand fitting, walling, electrical mains lighting or floor coverings are included in a Space Only Stand package, you are responsible for providing these.

All space only stands must submit stand plans to the organisers for approval. Please follow these steps

1. Please complete the ICC Custom Stand Plan Permit form online The Custom stand plan permit form can be found here. [Custom Stand Permit form](#)
2. When you receive back your ICC reviewed Permit form and stand plans, upload both to the "Space Only Stand Plans Submission" form together with your stand plans and risk assessment. in the online exhibitor manual.
3. Please do not submit unreviewed permit forms, we will not send them to the ICC on your behalf due to the volume of plans we are expecting to receive.
4. You will also need to complete some questions with information about your stand.

PLEASE **DO NOT EMAIL** THE STAND PLANS TO US PLEASE COMPLETE THE FORM USING THE LINK BELOW

[SPACE ONLY STAND PLAN SUBMISSION FORM](#)

SPACE ONLY BUILD REGULATIONS

a) Exhibitors are not permitted to utilise the facing walls or structures of a neighbouring stand or any venue walls or fixtures as part of their stand. Where a line between stands is shown on the floorplan space only exhibitors **must** build a wall of at least 2.5m. All walls and structures must be self-supporting and not rely on support from neighbouring stands, venue walls or pillars. Any tying off to neighbouring walls or stands is expressly prohibited.

b) Exhibitors must obtain approval from the Organiser and ICC Venue Management for all Custom Stand designs where:

- Any 2-storey structure where access to the upper level is possible
- Any structure or wall 2.5m high or over
- Any raised floor or platform above 115mm high
- Any Rotating structure where access is possible
- Any wall or structure above 1.2m high facing an aisle



No Structure may exceed 5m height.

A 1:50 copy of the dimensioned detail plan including perspective, elevation and plan / cross section drawings, and the venue Custom Stand Plans Permit Form are to be submitted via the online form before the due date.

Contractor access to the venue or stand construction will not be permitted without this approval.

In line with the Work Health & Safety Act 2011 Exhibitors have a responsibility to ensure Suppliers and Contractors engaged by them to provide services during the Sydney Build event conduct their activities in a safe manner.

Exhibitors who are using Suppliers or Contractors, other than those listed in the Exhibitor Manual, should ensure their contractors are able to supply them with evidence of or with the following items.

Public Liability Insurance to the minimum value of \$10 million and Workers Compensation insurance

A Risk Assessment and or a Safe Working Method Statement (SWMS) for the build of the stands.

The organisers will request copies of these documents and you should have copies available for inspection at any time while onsite.

It is the responsibility of the exhibitor or their stand contractor to verify the allotted stand space on the floorplan, to avoid costly adjustments to stand structures from incorrect measurements, for which the organisers cannot accept responsibility. The organisers may at the expense of the exhibitor, remove or alter anything forming part of any stand, if, in their opinion, it is desirable to do so in the interest of the exhibition or public health & safety.

STAND DESIGN APPROVAL REQUIREMENTS:

GENERAL CONSTRUCTION

The design of the stand must be such that it can be erected and dismantled within the Move in / out time available. Exhibitors will be charged for any costs incurred by the organisers if they need to work outside the times stated in the event schedule. Please contact the show operations manager if you need to work beyond the working times given in the event timetable. Written permission must be sought from the operations manager to work outside the site operating hours. Additional charges will apply for supervising staff. Lone working after normal hours is strictly forbidden.

All exhibitors and contractors must ensure that all display stock and stand construction materials are removed from the venue by the times indicated in the event schedule. Any equipment not cleared from the halls or loading docks by the completion of the Move out will be considered as scrap and disposed of accordingly.

SAFETY FEATURES

All stands must be designed and constructed in accordance with all current Australian Standards

The ICC may require a structural engineer's certificate be obtained where it is ascertained that the integrity of the structure or compliance with the Building Code of Australia may need to be proved.

Where any stand/exhibit is a multiple storey construction, the design showing all features, including access/egress points and stairways, full dimensional plan, elevations and certification must be provided to the operations manager - operations@sydneybuild.com.au for assessment and written approval.



A certificate from a structural engineer identifying the integrity of the structure is required after construction on site. Artist's impressions are not acceptable.

FIRE SAFETY

Any stand that has a structure contained within it that has a roof or ceiling will be required to provide additional fire protection equipment, such as the fitting of a smoke detector, a portable CO2 extinguisher and/or an extension of the existing sprinkler system.

Exhibits with internal aisle-ways are to be clearly marked as such with a minimum aisle width of 3 metres. At no time can these aisles be blocked, partially or completely, during the event.

Where any permanent exit signs are blocked from view by a custom built stand, the ICC will require additional and supplementary signage within, or to the exterior the stand to comply with the Building Code of Australia and relevant standards

Any custom built stand with a floor area of more than 50 square metres is to be provided with at least one alternative means of egress/exit back to the walkways. Any door assembly in such a custom-built stand will comply with Building Code of Australia requirements. A sign labelled NO THOROUGHFARE is to be affixed to any door that does not provide an alternative means of egress.

WALLING

Where a line between two stands is shown on the event floorplan space only stands must build a wall of at least 2.5m.

Height limits within the event vary as follows:

All walls, structures and signage, other than perimeter walls described below, are not to exceed 3 metres in height without Organiser approval the maximum limit is 5m.

Height restrictions for walls and structures are in place to ensure high stands, structures and signage do not dwarf or obstruct adjoining stands. Perimeter walls, storage rooms and any other structures are not to exceed 2.5 metres high without approval from the Organisers. Walls or other structures over 2.5 metres high within one metre of the stand boundary may not receive approval if that construction is seen to be adversely affecting any neighbouring stand.

All walls and structures must be self supporting and not rely on support from neighbouring stands, venue walls or pillars. Any tying off to neighbouring walls or stands is expressly prohibited.

VENUE WALLS

Perimeter walls, storage rooms, offices, meeting rooms or any other structures adjoining any venue wall are permitted to a height of 4.5 metres subject to venue structural requirements.

WALLS ADJOINING AISLES "30% rule"

The total wall length along a stand's boundary with an aisle cannot exceed 30% of the length of that boundary. E.G. if your stand is an island site 6x6 you can only build 2m of walling on each perimeter. If you stand is a 6x3 half island you can only build 1m on each end and 2m on the 6m side.

Stand walling, or any other structure above 1.2m high (including plants or graphic panels) within 4 metres of a stand boundary adjoining an aisle, must not extend more than 3 metres in total length and direction in any one section. A 4-metre opening is required between 3 metre sections. E.G if you had a 15m



boundary along an aisle you can build 5m of walling in one 3m section and 1 two metre section with a 4 break between them.

WALLS MORE THAN 4 METRES FROM THE STAND PERIMETER

Walling 4 metres or more in from the stand perimeter, adjoining any stand facing aisle, are not to exceed 30% of the length of the stand perimeter facing that aisle.

WALLS ADJOINING ANOTHER STAND

Walls adjoining another stand are not to exceed 3 metres high. Graphic panels facing into the stand are permitted 500mm above the wall height provided they are no wider than 800mm each and do not exceed a total of 25% of the length of each wall.

WALL COLOUR

Walls, over 3m in length within 4 metres of aisles adjoining other exhibitors, are not to be finished in dark colours, black, brown, dark blue etc.

FLOORING

It is the exhibitor's responsibility to provide carpet, flooring or another floor covering for their stand.

Any raised floor, step or ramp must be clearly defined from surrounding areas of aisle or floor and must be constructed to comply with any applicable section of the Building Code of Australia. Exhibitors with raised floor on their stands must ensure that adequate wheelchair access is provided.

Ramps and raised floors must be constructed to ensure trip hazards and protruding or sharp edges are prevented.

Floors less than 115mm high require a ramped edge from the floor level to the top level of the raised floor. The ramped edge must be no less than 1 in 3 gradient, clearly defined from the surrounding areas of flooring, and **must not** protrude into the surrounding aisle ways.

Floors 115mm high but less than 190mm high do not require ramping but require a stair nosing and must comply with the requirements of steps in public places.

Under no circumstances are exhibitors permitted to bolt or screw into the venue's floor walls or pillars. Punitive damage charges will apply.

RIGGING

Structural support rigging, lighting and banner rigging must only be carried out by an ICC approved rigger.

Exhibitors must obtain approval from the Organisers and Venue Management for all rigging. Two dimensional detailed plans or perspective drawings including elevation and cross section and weight are to be submitted on the Organisers stand plans form by the due date.. Rigging will not be permitted without this approval. An application fee may be applied by the organiser for rigging. Please indicate if you intend to rig on the Space Only Stand Plans Form

Rigging is limited to Space Only exhibitors with stands over 36m². Space Only stands under 36m² and shell scheme stands will not be permitted to rig.

Rigging, if approved, is to be conducted only by a company certified by ICC Sydney to rig within the building. All groundwork rigging and trussing may only be conducted by a venue certified rigging



company. All rigging is at exhibitor's cost.

Banners, suspended signage or curtains, other than stand rigging, may only be hung from venue approved rigging points and may only be conducted by a venue certified rigging company.

The spirit of the rigging regulations for structural rigging, the hanging of banners, signage or curtains is to ensure a level of fairness of presentation for all exhibitors:

All banners, signage or curtains must have adequate suspension points or eyelets to allow safe rigging. All banners, signage or curtains must be presented for rigging in a clean and serviceable condition. Cost of additional cleaning is to be borne by the exhibitor.

No banners, signage or curtains may be hung within one metre of the perimeter of the exhibitors stand, or over any other exhibitor's space, any aisleway, public area or café area.

No banners, signage or curtains may overpower, reduce the visibility of, or intrude upon neighbouring stands or signage. Double sided banners are not to overlook an adjoining exhibitor's stand. Single sided banners are to be constructed of block out fabric or similar so that signage is not visible from the rear of the banner.

Banners, signage or curtains are not permitted to hang below (trim height) 4.5 metres to the underside of any rigged object, above exhibition floor level without prior approval from the organiser.

The Organiser reserves the right to direct the riggers to alter the positioning of banners or signage to maintain the spirit of these regulations, at the Organiser's discretion.

Please note that the use of boom lifts in the halls once the halls have been carpeted will be restricted and further works should be carried out on scissor lifts only. There should be no use of boom lifts in the halls once shell scheme exhibitors have access to the halls for move in.

LIGHTING AND ELECTRICS

The certified company for all connections to the ICC Sydney electrical system is Exponet. Display contractors and stand builders are required to use switchboards provided by Exponet and are not permitted to make direct connection to the venue electrical system. Distribution of electrical supplies on the stand may only be made by suitably qualified electricians.

All electrical equipment brought into the venue must be tagged and tested. A testing and tagging company called AGE testing and tagging services will be onsite to perform these tests at a cost to the exhibitor if required. If you choose not to use their services then you must make your own arrangements for testing and tagging prior to arrival onsite. Any electrical items that are not tested and tagged are not permitted to be used and the organisers reserve the right to cut power to stands that are not compliant.

Lighting and Power circuits are to be separate, and clearly marked, to allow lighting, particularly overhead truss lighting, to be turned off during event non-operational hours.

Machines or substances considered by the Exhibition Organiser to be likely to jeopardise the health or safety of any person, are prohibited.

All electrical equipment brought into the venue must be tagged and tested. A testing and tagging company called AGE testing and tagging services will be onsite to perform these tests at a cost to the exhibitor if required. If you choose not to use their services then you must make your own arrangements



for testing and tagging prior to arrival onsite. Any electrical items that are not tested and tagged are not permitted to be used and the organisers reserve the right to cut power to stands that are not compliant.

All operating machines and equipment, reception desks and interactive displays must be positioned at least one metre from the stand boundary edge, with guards and locks fitted (if applicable) to ensure the safety of patrons and staff and to ensure patron activity is on the stand not in the aisle.

24 HOUR POWER

If 24-hour power is required, e.g. for refrigeration it must be ordered specifically with the Exponet. All stand electrics will be switched off after the specified exhibitor access times.

ELECTRICAL STANDARDS

All electrical work must comply with NSW Work Health and Safety Regulations and Australian Standards.

Please note the use of TPS wiring under raised floors is not permitted. TPS cabling under floors requires mechanical protection such as ducting / conduit protection.

PLUMBING

There are no wash facilities for exhibitors providing food and beverage samples for visitors provided. Exhibitors should supply their own specialised cleaning materials if required.

Stands requiring plumbing must ensure their stand is on a water and waste pit, these are shown on the technical versions of the show floorplan. Exhibitors and their stand builders must engage an ICC Sydney certified licensed plumber to make and water and waste connections. The organisers recommend Zoom Plumbing. Please contact the organisers for contact details at operations@sydneybuild.com.au

POWER TOOLS / CUTTING

The following conditions apply when using power tools:

Power tools may not be used on ICC Sydney permanently carpeted areas

When cutting or sanding wood within the venue, ensure appropriate dust extraction equipment and measures are in place, large amounts of cutting should be carried out pre-event offsite.

The organisers reserve the right to forbid further cutting of wood / mdf etc if in their view it is excessive and causes cleaning and safety issues. Contractors are expected to work clean and to clean their own sawdust please bring appropriate equipment.

Protect building surfaces and carpet from dust generated by use of power tools

When angle grinders are used, have measures in place to control sparks and minimise the risk of fire. Complete and return the Welding and Hot Work Permit Form to obtain prior ICC Sydney approval.

Brick and tile cutting saws are to be used in an appropriate location on the loading dock, not inside the venue. Ensure brick and tile slurry are contained and removed from the site. Contractors must eliminate any risk of slurry flowing into storm water drains



STAND MATERIALS

Materials used in stand construction must not cause dampness stain, be readily ignitable or emit toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) are forbidden without the approval of the organisers. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid and chips are kept slightly moist at all times. Exhibitors may be asked to cover cleaning costs.

Any fabric used in the construction or decoration of a stand, must be treated with a fire retardant. Contact details for these services can be provided on request.

STANDS REQUIRING ADDITIONAL SAFETY PRECAUTIONS

Should your exhibit feature any of the items listed below please contact us for further information on the safety steps you may need to take or written approvals that you may need to gain:

ICC Custom Stand Permit form is required for all stands meeting the following criteria.

A second storey

A solid ceiling or roof area

A structure more than 2.5 metres high

A motor vehicle / Electric Vehicle

Dangerous Goods

A discharge of noxious waste

LPG gas and other gas bottles e.g. helium or compressed gas and overnight storage requirements

Naked flames (e.g. a candle)

WORKING AT HEIGHT / HOT WORK

Please notify the Operations Director Keir Duncan in advance if you intend to undertake major working at height or hot works.

LATE WORKING

Contractors needing to work substantially beyond 10pm each night should contact the organisers in advance or present at the organisers office to ask permission for late working. Please also refer to late working in the A-Z section of the manual.



A – Z: GENERAL INFORMATION

Access

Access to the ICC loading dock is via a slip-lane from the south bound lane on Darling Drive. A vehicle inspection check point with a boom gate is located at the bottom of the ramp. All vehicles must be given permission to proceed to the upper or lower docks. There is also a lane for unauthorised vehicles including those outside the approved access window. Each exhibition hall can be accessed via a 5.6 metres wide x 4.5 metres high loading dock door. Loading Dock Level one, servicing halls 1-4, is located on the eastern side of the venue. This fully covered dock is 14.85 metres wide with a clearance of 5 metres. The dock can accommodate 17 semi-trailers concurrently. The dock operates on a one way circulation system to maximise efficiency. An unload limit of 20 minutes per vehicle applies.

Accidents

If you are involved in or witness an accident or near miss while on site, please report it to the Organiser's Office immediately.

Trained first aiders are present at the show - if you require first aid assistance, please contact a member of security or the organising team via the organisers office.

Accommodation

Accommodation can be booked [here](#).

Aisle Management

No exhibits, furniture or stand build may encroach on the aisles, which are the minimum required to comply with fire safety legislation. All exhibits, displays and other objects must be contained within the boundaries of each exhibition stand. The Organisers may remove, without notice any items placed outside the confines of an exhibition stand. Any costs incurred in removing items will be charged to the Exhibitor.

Any exhibitor who has too much stock to fit onto their stand should make adequate arrangements to store excess stock with GEL Events.

Alcohol

Exhibitors are not permitted to give alcohol away in any form from their stand and exhibitors are not permitted to sell alcohol for onsite consumption.



The consumption of alcohol within the halls during bump in and bump out is not permitted and anyone working under the influence of alcohol may be escorted from the venue.

Animals

Assistance dogs are the only animals permitted entry to the show without written permission from the organisers.

If you plan to have any other animal(s) or livestock on your stand, you must apply for the relevant permissions via the organisers – please contact Keir Duncan with more details.

Audio-Visual

Exponet can supply AV equipment, please order with the Exponet Exhibitor Service Desk, or through the [Exponet exhibitor kit](#)

Exponet Exhibitor Service Desk
+61 2 9645 7000
info@exponet.com.au

Badges & Passes

Exhibitor Passes

Exhibitor passes will be available to print after 3 pm on Monday 5 May 2025 at the Hall 2 registration desk. Please register yourself and your colleagues by clicking [HERE](#)

Exhibitor Passes are valid for the entire show and are primarily for staff not inducted in the ICC Rapid Global System on bump in and bump out and the open days of the show. If exhibitors are building space only stands in addition to supervising work they should be ICC inducted.

Contractor Passes

Contractors wishing to access the halls from Monday 5 May must be inducted with the ICC and wear their induction stickers issued from the ICC terminals. They are not valid for the open days of the show – of entry is required over the show they must also register for exhibitor passes.



Balloons

The use of helium filled balloons on your stand is not permitted. If you wish to use air filled balloons they must be fixed to your stand.

Bump in and Bump Out

Please refer to the 'Show Timetable' section of this manual for access times depending on your stand type.

Canvassing / Aisle Congestion – off stand promotions

Exhibitors may only conduct business and distribute literature from their own stands – please plan your space accordingly. Activities may not spill into aisles; this includes the use of roaming costume comic-style characters. If unwelcome visitors trying to sell their products approach you on your stand, please take a business card from them and inform the organisers.

On stand promotions ARE permitted provided they do NOT in ANY WAY interfere with other exhibiting companies. Presentations which lead to crowding of the aisles, walkways and entrances, or in the view of the Organisers present a safety hazard, are not permitted.

Catering

ICC Sydney provides a wide variety of food and beverage services, from refreshment breaks to on-stand catering. All catering must be organised through the ICC Sydney the provision of any food from an outside supplier without the permission of the ICC is not permitted.

A full range of food and beverages will be available from the exhibition cafe during bump in and during the show open period. There are cafes open outside the Halls during the bump in and bump out both in the building and on the exterior in Harbourside and Tumbalong Park. ICC Sydney offers a full range of hospitality and on stand catering if required please download menus [here](#)

Exhibitors must ensure that all equipment required for stand entertainment is held within their stand space. Crowds or guests resulting from catering activities must not block the aisles at any time.

To arrange food and beverage hospitality services, please complete and return the Stand Catering and Kiosk Account Order Form found [here](#)



Cafés and food and beverage outlets inside the venue can be found at the following locations:

ICC Sydney Convention Centre – at ground level and level two.

ICC Sydney Exhibition Centre – within each exhibition hall. ICC Sydney Theatre – at levels two, three, four and six.

Exhibitors are not permitted to bring in catering from any outside suppliers, the ICC has sole rights to the catering within the venue.

Car Parking – See Parking

Carpet

The aisles and shell scheme stands will be carpeted in charcoal carpet tiles. It is the responsibility of space only exhibitors to provide flooring or carpet for their custom stands. Any exhibitor laying carpet should ensure they or their contractor pulls up any carpet tape used on their stand, if you leave carpet tape behind you will be charged for the cleaning of it. This can be significant depending on the type of tape used.

Chemicals

If you intend to use any chemicals, you must notify Keir Duncan. You will be required to submit a risk assessment and MSDS, in order to comply with the venue's regulations.

Children

In accordance with Health & Safety regulations, children under 16 years of age are not permitted in the Exhibition Halls during the bump in and bump out periods. There are no exceptions to this rule. With regard to the show open periods, please if you intend for a person under 16 years of age to be working on your stand you must notify the organisers in advance of the show.

Cleaning

The aisles and your stand will be vacuumed each evening. Bulk waste should be left in the aisles during the bump in or at the end of the day on operational days for the cleaners to take away.

ICC Sydney is committed to best practices in resource recovery and recycling. ICC Sydney will provide facilities to enable segregation of waste materials generated during event move in,



operational and move out (such as mixed recyclables, cardboard and paper, food organics, glass, plastic wrap and untreated timber). Please assist ICC Sydney by using the waste facilities provided.

Any exhibits or other items left on site on Thursday 2nd May after 20.00 for shell stand exhibitors, and 12.00 on Friday 3rd May for space only exhibitors will be disposed of without any prior notice. The Organiser reserves the right to invoice exhibitors for the removal of waste or other such items. Should Exhibitors wish to have additional waste removed or their stands cleaned (in addition to being vacuum) please contact operations@sydneybuildexpo.com.au

Please also see the ICC Stand Disposal Guide in the downloads section.

Code of Practice

Please ensure that your stand is staffed at all times during the show open period and that all exhibits remain displayed during the show open hours. Staff are dressed appropriately for the show, business casual is advised. In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of displays or exhibits commence until all visitors have left the halls on the final day of the exhibition. You will be notified of when it is safe to begin bump out by public announcement. Products of companies not exhibiting at the show cannot be used on stands for display purposes without permission from the Organisers.

Compressed Air

Compressed air reticulation infrastructure is available in the upper and lower exhibition halls.

The system consists of:

The reticulation system is sized for approximately 12,500 L/Min per Hall.

80-diameter compressed air ring main reticulated in trenches within lower halls 1-4

50mm diameter compressed air pipework reticulated through trenches within halls 2, 3 & 6 running from foyer to loading dock.

80mm isolation valves in ring main to enable each hall to be independently supplied with compressed air if required.

80mm Ball Valve Female Thread available at ends for mobile air compressors.

ICC Sydney do not have dedicated compressors onsite to feed air to the system. Compressors will need to be hired and bumped in for your event.



If you are thinking of using compressed air, please contact operations@sydneybuildexpo.com.au for more information.

Customs & Excise

Customer clearance of goods takes place at the port of entry. The freight forwarding contractor can arrange this for you (GEL Events). Please refer to the contacts page.

Delivering & Vehicle access to the venue

GEL Events are the official logistics contractor, and their details can be found in the Organisers and Suppliers section of this manual. Please also refer to the Directions and Delivery Instructions for delivery and access details. You can book your own transport to the event but please make sure you plan for taking those goods from the loading dock to your stand. Exhibitors with cars and smaller vehicles are asked to park in the venue car park and bring their goods by hand to the halls via Lift 6 and 12. Parking charges will apply.

Demonstrations

Demonstrations should be highlighted on your health & safety form and a risk assessment completed for your activities.

Crowding of the aisles, walkways and entrances by visitors watching presentations are not permitted. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities, the organiser will act as an arbiter. The Organisers decision is final and non-negotiable.

The organisers reserve the right to curtail practice, which they consider dangerous or detrimental to the show. Noise levels must be kept below 50 decibels and not cause annoyance to neighbouring exhibitors and/or visitors. In the case of a dispute, the organiser's decision is always final. We reserve the right to disconnect the stand power.

Dilapidations & Damages

You are not permitted to fix to any part of the fabric of the building and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape (please ensure your space only contractor is aware of this, etc. Bolting into the venue floor is not permitted under any circumstances and punitive damage charges will apply. Please ensure this information is relayed to your stand builder or crew working on your stand.



Stands are not permitted to be left for disposal without prior permission and quotes from the ICC Presentation services team. If you wish to get a quote for bulk waste, then please contact Keir Duncan prior to your bump in or come to the organisers office at the back of Hall 4. Shell scheme exhibitors are also reminded they are responsible for all damage to shell scheme panels and will be charged for any damages through inappropriate fixings, painted panels etc.

Space only exhibitors are reminded that ALL stand fitting materials, exhibits and flooring must be removed from the halls during bump out

It is a requirement that a representative of every space only exhibitor reports to the Organisers Office for a site check before departing. A site clearance form will be issued indicating clearance /charges as relevant.

A stand not obtaining a form will accept any dilapidation charges invoiced to the stand holder after the show. It is therefore essential that you brief your contractors of this system.

The ICC will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore, exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site.

Notices must not be affixed to the fabric of the building. Sticky fixers, Blue tack, Sticky tape must not be used on painted surfaces. Under no circumstances must cables, wires etc be attached or affixed directly to the walls or ceilings in the main exhibition areas. All Exhibitors need to be self-sufficient with regards to use and provision of equipment and the rigging/de-rigging of display material.

Draping, Decorations, Artificial Flowers, Candles

All decorations, draping and artificial flowers used for stand dressing must be flameproof and comply with all Fire & Safety Regulations as detailed at the rear of this manual. Copies of all appropriate certificates should be available for inspection on site.

Please note that under no circumstances are display candles to be lit on any stand at any time. Please note that the use of projectors, gobos, and balloons is not permitted without the prior approval of the organisers – please highlight any such items on your health & safety declaration form and submit together with a risk assessment for your activities to operations@



Dress Code

Business or smart casual

Drones

Flying of drones for photography or other promotional purposes is not permitted during the show open hours. If you want to take drone footage of your stand you will need to apply for permission from the organisers and the venue. Please contact: operations@sydneybuildexpo.com.au for more information.

Electrical Services

Exponet are the official electrical contractor for the exhibition and will carry out all electrical work in the hall. For your convenience, a service desk will be set up on site adjacent during bump In. Exponet are the exclusive electrical contractor for the show. For all your electrical requirements please place your order online through the Exponet Exhibitor Kit which.

Space Only Stands do not include any electrical supply.

Exponet provides standard 2-pin Australian 4 A socket-outlets with every shell scheme stand.

For space only stands requiring power please see the Exponet Exhibitor Kit or the Exponet Exhibitor Services Desk

Connection of Power to Stands - During bump In, initial connections to stands are made as early as possible; however, space only exhibitors / contractors are advised that stand power will not be available for actual stand construction at the start of the bump out.

If a supply is needed at the start of bump out, then a temporary supply must be ordered for use during bump out-up and bump out. Use of the venue's electrical sockets is not permitted, and cables must not cross aisles. Once power has been energised during bump out-up, it will be switched off each night, including the pre-open night. If you need power overnight, you will need to order a 24-hour supply.

During open, power to your stand will be switched off 30 minutes after the show closes each day and will not be switched back on until the following morning. If you require 24-hour power, please arrange this with the electrical contractor. On the last open day, power will not be



switched back on under any circumstances, due to the hazards presented during the bump out of stands. If you need a supply beyond this time, please arrange this with the electrical contractor.

Testing and Tagging

All electrical equipment must display a current test label. AGE Testing and Tagging will be onsite to inspect stands equipment and can test items not compliant for a nominal fee.

For any questions or queries please contact:

Every piece of electrical equipment that is brought on-site must be tested and tagged in accordance with AS/NZS 3760 prior to use.

All electrical installations or connections must be in accordance with both the Australian Standard 3000 (SAA wiring rules) and the code of practice for Temporary Electrical Installations on building and construction sites (Occupational Health and Safety Act 1985). All work must be carried out or under the control of a certified electrical Event Contractor as agreed and approved by ICC Sydney.

As electrical power supplies will be switched off for periods overnight, should Exhibitors require a 24-hour power supply this should be arranged through the Venues.

Electrical Mains Power Boxes

On every block of shell scheme stands there will be an electrical mains power box. This will be placed on the wall of the stand which is placed over the duct. The organisers will, where possible, try to fix this so that it does not infringe on the stand aesthetics or on a stand with bespoke walling. Please do not cover this power box if it is fixed to your stand walling, as access may be needed at any time. If you wish to know if your stand will have a fuse box on it then please contact Exponet.

To order electrics

Exponet: +61 2 9645 7000

esd@exponet.com.au

[Exponet Exhibitor Kit](#)



Lighting

Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded appropriately.

Light fitting flex must not be draped across the ceiling grid (if applicable), or left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure. Spotlights/floodlights/halogen lamps, etc must be guarded and mechanically fixed, so as to prevent risk of injury to persons.

All lighting must be kept at least 300mm away from muslin/fabric ceilings and other combustibles.

Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.

Heavy fittings (over 1 kg) require a secondary means of support.

Socket Outlets

Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2 metres.

Extension leads must not be plugged into other extension leads (commonly known as 'daisy-chaining').

Block adaptors and drum reel extension cables must not be used.

Emergencies

In the event of an emergency such as medical incident, fire, suspicious package Please notify the nearest member of security or the organisers office immediately. This is to ensure that the emergency services can be directed quickly and efficiently on arrival. Please ensure that you and everybody on your stand familiarise themselves with the emergency procedures in the WHS section WHS Section of the manual.



Exhibition Layout

Note floorplan layout is very likely to change and if required up-to-date plans should be downloaded [here](#):

[Halls 1-4](#)

[Halls 6-7](#)

Your stand location can be quickly referenced [here](#).

Fire Precautions

Fire extinguishers will be distributed around the halls and may NOT be removed. If you have activities which increase the risk of fire, you must order additional extinguishers.

Stand staff should be made aware of the location of all fire exits and alarm points within the hall and may request training on the use of fire extinguishers from the Fire Officers if required. In all cases, a) equipment provided for the sole purpose of first response firefighting must not be abused, misused, relocated or concealed; b) the operational effectiveness of sprinkler installations must not be interfered with; c) fire alarm call points must not be operated without due cause; d) fire doors must not be obstructed, nor their effectiveness otherwise reduced & e) fire hydrants must NOT be used as a source of water, except for fighting fires.

Fire exits must be kept clear at all times and no exhibits or packaging materials may be stored behind stands.

All materials used in stand construction / dressing must be fire retardant to the relevant standards – please consult the operations team for further information. No naked flames or LPG will be permitted without prior written approval.

First Aid

There is a First Aid Centre located on the Concourse level 2 at the South end of the venue and will be open at all times including bump in and bump out. Please contact the organisers or security for assistance.

Floor loading & Display

When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.



The floor loadings vary throughout the venue and therefore any unusual loads must be discussed with the organisers prior to the bump In. Failure to do this may result in items being unable to be brought into the hall.

The Exhibition Centre halls and the Event Deck slab (open-air area) have a floor loading capacity of 20kpa (2000kg/sqm). Positioning of any heavy items on the covered section of the Event Deck is prohibited. For all other areas of ICC Sydney, including the Gallery, the floor loading capacity is 5kpa (500kg/sqm).

Factors to be considered by any person working in any area of ICC Sydney include: weight of the item

- dimensions of the item
- how it will be transported within the Centre
- weight of any handling device (e.g. forklift)

If unsure about floor loading capacity for the intended use, make sure to consult ICC Sydney in advance of the event or activity.

Food and Beverage

Food and beverage service that is world class in all aspects is the focus of ICC Sydney. From on stand catering solutions, backstage and crew catering, on site eateries and bars, to hosting high profile VIP gatherings, ICC Sydney recognises the importance of outstanding cuisine and service in defining the exhibitor and attendee experience.

Forklifts, Lifting, Freight Forwarding and Customs clearance

Please contact GEL Events – See 1 ORGANISERS & SUPPLIERS SYDNEY BUILD for contact details. You can book services with the [GEL Quote Request Form](#)

Furniture

If you require any furniture for your stand, please use the [Exponet Exhibitor Kit](#) (Online Exhibitor Kit)

The aisles within the event are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand. All aisles must remain unobstructed and accessible at all times.



Gas

If you intend to bring any type of gas into the venue you **MUST** notify the organisers prior to 10th February 2025. Gas of any type requires venue and organisers permission to be brought into the building. Gas of any type must be taken out of the building overnight and stored in the loading dock gas cage. Please email [Keir Duncan](mailto:keir.duncan@sydneybuild2025.com.au) for further information and permission to have gas on your stand.

Hazardous and Excessive Waste

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred.

Excessive waste is defined as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'. Any exhibitor who leaves excessive waste at the venue will be charged for removal by the venue. Please note there is a charge for crates which are single use. Please use pallets and shrink wrap instead.

Hazardous Waste

Hazardous waste includes but is not limited to: light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags.

The cost of the appropriate disposal of any regulated waste including any toxic or bio-hazardous materials – during event move in, operation, and move out is the exhibitor's responsibility. Please note that discarding toxic chemicals or waste through the venue's drainage system or in general waste, is strictly prohibited and will incur significant remedial costs. Hazardous waste must be removed safely and securely and must not remain on the premises after move out. To make arrangements for the appropriate disposal of this type of material or for further information regarding waste management, please contact the organisers.

Hazardous Exhibits

Please consider the safety of your staff and visitors to the show when planning the layout of your stand. Hazardous items, such as knives and hot equipment must be set back from the stand and out of reach of the public. Guards will be required to shield anything emitting heat and any machinery or other equipment, which may present a hazard to visitors. The use of real flame (e.g. candles) must be agreed in advance of the event.



YOU ARE REQUIRED TO DECLARE ANY HAZARDOUS EXHIBITS ON YOUR STAND ACTIVITY AND SUBMIT A RISK ASSESSMENT FOR YOUR ACTIVITIES TO operations@sydneybuildexpo.com.au

Hot Works

A permit issued by the venue's safety team is required for any hot work, such as grinding, cutting and welding to be carried out on site. Contractors should contact the organiser's office in the first instance to request a permit.

Insurance

Induction

The ICC runs an Induction system for contractors involved in the construction of stands during the bump in or bump out period. Exhibitors are not required to complete this induction unless they are involved in significant construction on their stand. Please contact Keir Duncan for further details. If you are not registered with the ICC for inductions please email inductions@iccsydney.com to get set up in their system.

Space Only Exhibitors should check their contractors are inducted in the venue's Rapid Global Induction system.

Insurance

Exhibitors are reminded that in accordance with their contract they **MUST** take out adequate exhibition insurance cover including Workers Compensation Insurance for their staff and public liability insurance to the value of \$10,000,000 in respect of any single claim.

All exhibitors should have Workcover and Public Liability Insurance. Public Liability should be for a minimum of \$10,000,000 per incident. Exhibitors should ensure that they have adequate insurance to cover loss damage and theft of goods as this is not covered by your public liability insurance.

Exhibitors must supply copies of their certificates of currency prior to 14th March 2025.

Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We advise you to take out adequate insurance to cover your property.



Cancellation and Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example or if the show was to be cancelled or abandoned for any reason. This is a specialist form of insurance normally only found on a separate Exhibition Policy.

Intellectual Property Rights

Exhibitor affirms that, to the best of its knowledge, it has the legal authority for its use of any intellectual property associated with any product or promotional material that it will display, offer, or otherwise use in its exhibit at the trade show/event and it will not knowingly infringe the intellectual property rights of another party.

Internet Access & Telephone / ISDN lines

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested by completing the Internet Services Order Form available from the downloads section. Custom solutions can be tailored to suit the event needs by working with our event ICT services team. Exhibitors can pre-order connectivity via this form.

The venue does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

To order internet connections please use the [ICC Exhibitor Services page](#)

Lead Generation Scanners

Lead Generation scanners can be hired from our registration partner Lup. You can order a scanner [here](#) and if you have any queries you can contact exhibitor.sales@lup.events

Lifting Equipment

GEL Events can provide fork-lifting up to 7.5 tonnes, jib lifting and franna crane services for large exhibit items. To organise this, please contact GEL Events at least 4 weeks prior to the event.



No Exhibitor is to bring their own lifting equipment into the exhibition hall, only venue authorised contractors may operate lifting equipment in the exhibition hall.

Any equipment or display that requires heavy lift equipment will need to access the building on Sunday 4 May 2025 with no exceptions.

PA Announcements

It is not possible to make announcements to exhibitors or visitors during the days of the exhibition

Music, Noise levels & Performing Rights

The use of public address systems, microphones or sound amplification on any stand is not permitted. No hi-fi, radio, video, cinematograph film, etc. will be permitted without the Organisers prior written authorisation. Noise levels may not exceed 50 decibels as measured at the perimeter of your stand and must not cause annoyance to neighbouring exhibitors. In all cases the Organisers decision is final.

The organisers and you as an exhibitor have a duty of care to those visitors and exhibitors at the show. Please bear in mind your exhibiting neighbours around you and their comfort. Should you not comply with ANY of the above the organisers reserve the right to terminate the performances.

Naked Flame

If you intend to have a naked flame of any kind in the building please notify Keir Duncan. Please also see hot works.

Organisers Office

The organisers' office located at the rear of Hall 4 will be open throughout the tenancy period from 8.00am each day.

Passes

See **Badges & Passes**

For security reasons, these must be displayed at all times during bump in and bump out. It is the exhibitor's responsibility to ensure vehicle passes are required, please go to the registration at Hall 2.



Parking & Disabled Parking

More information on this can be found in the directions and delivery instructions section of the manual.

ICC Sydney operates two 24-hour car parking stations 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

Alternative car parking can be found in the adjacent Wilson Harbourside centre, accessed from Murray Street. Entry height is 2.0m

Plumbing / Water & Waste

Zoom Plumbing has been engaged by the organisers and is the exclusive provider of water and drainage services within the venue. Due to restricted access to water supply on the exhibition floor, it is crucial that all plumbing requirements are ordered well in advance of the move in date.

ICC Sydney provides required water and drainage connection points in the nearest pit or trench. It is the responsibility of the exhibitor to arrange connection from the service pit to equipment as well as any requirement for self-contained sinks.

You should check that your stand is located on a water and waste pit to access plumbing services. Please ask your sales representative for more details. Water and Waste Pits are shown in blue on the floorplan.

[Halls 1-4](#)

[Halls 6-7](#)

Please contact Zoom Plumbing at ron@zoomplumbing.com.au or 02 9817 6613



Photography

As stand holders you reserve the right to permit visitors taking pictures within your stand area or of your exhibits and products.

You, the Exhibitors, may use your own photographers to photograph ONLY your stand. Please inform the marketing team if you wish to do this. However, photographers are not to solicit business from other stand holders, take photographs of show features, general areas of other stands, and not sell their work within the exhibition. The organisers reserve the right to refuse entry or remove from the exhibition anyone contravening this rule.

Rigging

Rigging requests must be submitted to the organisers for approval before any bookings are made. Please submit a proposal to operations@sydneybuildexpo.com.au.

Only exhibitors with Space Only stands **over 36 sqm** will be considered for rigging requests. Shell Scheme stands and Space only stands under 36 sqm are not allowed to rig over their stands.

Detailed rigging plans are required no later than 21 days prior to event move in dates. All rigging must comply with the ICC Sydney Fire Engineer Report for the relevant space.

Any banner rigged from the venue ceiling must be trimmed to a **minimum of 4.5m** to the underside.

If you require rigging services please contact operations@sydneybuildexpo.com.au

Sampling & Tasting Rules

If you wish to sample food and drink it must be as it is a core function of your business e.g. catering supplier, food producer. If you wish to provide guests on your stand with food and drink for hospitality purposes, this must be provided through the ICC's catering team.

If you plan to sample food or drink please contact the organisers for further details. Please contact operations@sydneybuildexpo.com.au for further details. There is no communal wash up facility for exhibitor use on the show floor and any provision for washing up must be made on your stand.



Security

Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:

- Plan your arrival & departure from the venue during bump in and bump out. Ensure there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods.
- Book sufficient staff for your stand during the show. This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break – they may become busy and not be able to keep an eye on your stand.
- Place a lockable cabinet on your stand. Lock away briefcases, mobile phones, handbags, laptops, etc during the day even when you are on your stand
- Do not position desirable items at the front of your stand. They can be easily removed.
- Book a night security guard or hire an alarm or a night sheet. Remove high value items from your stand each evening.
- Avoid leaving your stand each evening before the show is clear of visitors. Likewise, ensure your stand is fully manned by the show opening – remember, however, the halls are open each morning, 2 hours prior to opening for maintenance.
- Report anything of a suspicious nature to the organisers or security. Leads can be followed up to avoid incidents of theft. Ensure you are adequately insured – see insurance section
If you are a victim of theft please report the matter immediately to the Organisers Office.

Shell Scheme

See Shell Scheme section of the manual for details & remember to complete your Nameboard Form via the [Exponet Exhibitor Kit](#)

2 x LED track and 1 x 4amp power outlet are provided as part of the shell scheme package. If you require anything extra, please order this through the [Exponet Exhibitor Kit](#).



A furniture package is included with your shell scheme package including a 1.8m w trestle and two chairs.

Fuse boards might need to be positioned on your stand to supply power to the stands in the block.

Site Survey

It is each exhibitors responsibility to examine their allocated site in order to avoid adjustments to stand structures or displays, as variations in the floor level or obstructions cannot always be indicated on the floor plan, In your own interest you should also satisfy yourself as to the condition of the site before both erection and after clearance.

Smoking

Smoking is not permitted at any time inside the exhibition halls whatsoever.

Space Only Exhibitors

Please refer to the Space Only Stand Regulations section of this manual

Special Effects

If you are planning to use any special effects on your stand, you must inform the organisers as soon as possible by emailing. operations@sydneybuildexpo.com.au

Special effects include (but are not limited to) lasers, strobe lights, and pyrotechnics and smoke machines.

The information which will be required includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required, and any costs associated with this will need to be covered by the exhibitor.

Storage

There is a limited amount of onsite storage space please contact GEL Events to arrange.

Trolleys

It may be possible to hire trolleys and porters via GEL Events . Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.



Vehicle Exhibits

Please contact the organisers with a completed copy of the [ICC Vehicle Permit Form](#) if you wish to discuss the possibility of displaying any kind of vehicle exhibit.

In the interests of public safety and security, exhibitors planning to include a vehicle on their stand are requested to comply with the following:

- Place a drip tray underneath the vehicle.
- Ensure that vehicles carry no more than 5 litres of fuel (not including fuel that may be present in the fuel line and engine). Lock/seal fuel tanks to prevent removal by third parties.
- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged.
- Please note that electric vehicles cannot be charged onsite at the venue and there are minimums distance requirements if you have multiple vehicles on your stand. Please see the Vehicle permit form for details.

Provide contact details for the person/s delivering and collecting the vehicles. When vehicles are displayed on ICC Sydney flooring, carpet is required to be placed under tyres. Do not leave keys with the vehicle; a second set is to be provided to venue security in case of emergency. The location of the vehicle shall not obstruct or block exits

A vehicle permit form will be required, please send a completed and approved form to operations@sydneybuildexpo.com.au once you have received it back from the ICC. You can find a vehicle permit form in the ICC Permit Forms page.

Water Features

Any exhibitor wishing to exhibit a Water Feature (such as Operating Showers, Spa Baths, Garden Ornaments, Fountains, Washing Equipment, Pools, etc) on their stand must inform the Organisers by completion and submission of the stand activity form. There are charges for the supply and removal of bulk amounts of water within the venue in addition to safety requirements depending on the type of use required by the exhibitor. Please ensure that your stand is located over a water and waste pit. Please contact your sales representative for more information.

Please contact exhibitionsservices@iccsydney.com for plumbing details.



EMERGENCY PROCEDURES

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other emergencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre-event.

To report an emergency or incident, call +61 2 9215 7660.

In the event of an emergency, one of two alarms may sound:

Alert alarm – “Beep! Beep! Beep!” This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions.

Evacuation alarm – “Whoop! Whoop!” This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return.



ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other exigencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre event.

In the event of an emergency, one of two alarms may sound.

ALARM ONE

Alert alarm: “Beep! Beep! Beep!”

The alert alarm is to notify occupants of a possible emergency. This is only a warning alarm – if it sounds, please standby for further instructions.

ALARM TWO

Evacuation alarm: “Whoop! Whoop!”

The evacuation alarm is to notify all occupants to evacuate. When the evacuation alarm sounds, all occupants will be directed by wardens to leave via the nearest exits quickly but calmly and assemble at the nearest and most appropriate evacuation point. Guests are requested to remain at this location until ICC Sydney staff advise that it is safe to return to the facility.





SITE RULES

- EVERYONE must consider the safety of themselves and others at ALL TIMES
- Eliminate or Control Risks where possible
- Ensure all working on your behalf have the correct information, instruction and training
- Ensure the work planned can be carried out in the time allotted
- The loading bays are designated for vehicle movement and loading / unloading only. No pedestrians will be permitted in this area who are not loading / unloading vehicles
- All exhibitors and contractors must be aware of forklift movement within the exhibition hall. Only the official contractor is permitted to operate forklifts within the Sydney Build Show.
- All doors in the hall must be kept clear and accessible at all times
- No persons under 16 years old will be permitted in the halls
- No smoking including e-cigarettes are permitted within the halls
- No work to be undertaken under the influence of alcohol or drugs
- Be aware of moving traffic – in the loading areas
- PPE – appropriate PPE must be worn - HIGH VIS & SUITABLE FOOTWEAR (HARD SOLES, NO OPEN TOES)
- NO HOT WORK permitted
- Appropriate and safe methods of working at height are required at all time
- EMERGENCY AISLES MUST BE KEPT CLEAR AT ALL TIMES – THESE WILL BE MARKED ON ADJACENT STANDS AS “CLEAR AISLES”
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site
- Contractors must remove their waste from site
- Exhibitors are not permitted to give alcohol away in any form from their stand



FILE DOWNLOADS

VENUE ORDER & PERMIT FORMS

All ICC Sydney order and permit forms can be downloaded here:

<https://iccsydney.com.au/exhibitor-toolkit/>

EVENT MARKETING INFORMATION

MARKETING COLLATERAL

Please download the event banners & marketing pack:

www.sydneybuildexpo.com/exhibitor-marketing-plan

FOLLOW OUR SOCIALS

Follow us on social media - [Twitter](#), [Facebook](#), [Instagram](#) and [LinkedIn](#). When posting, make sure you tag [#SydneyBuild](#). Our marketing team will be sure to like and share your posts.

TICKETS AND INVITATIONS

Register Exhibitor Tickets - Non-Stand Staff

<https://tickets.lup.com.au/sydney-build?cat=CAT-REGISTRATION>

ICC INFORMATION

[Please download the following important ICC Information.](#)

1. ICC Loading Dock Access Map
2. ICC Emergency Evacuation Procedures
3. Delivery label - Lower Halls
4. Delivery label - Upper Halls
5. Visitor Access Map
6. ICC Risk Assessment template

SHELL SCHEME INFORMATION

[Please download the following important Shell Scheme information](#)

1. Artwork Signage Requirements.pdf - File types required to print signage
2. Sample shell scheme stand visual
3. Shell Scheme stand Panel Dimensions for artwork
4. Shell Scheme stand Dimensions factsheet



MARKETING INFORMATION AND DOWNLOADS

Please see the Sydney Build Marketing Team as an extension of your own team. If you wish to have any of the materials and banners personalised with your logo and company info, please contact the team. We're here to support and ensure you get maximum exposure in the lead-up to and at the show.

If you have any questions or requests for marketing, please don't hesitate to contact us at: exhibitors@sydneybuildexpo.com.au

ACCESS MARKETING PLAN: www.sydneybuildexpo.com/exhibitor-marketing-plan