



## CONTACTS

Event Manager: **Monique Keatinge**  
Mobile: +61 (0)418 880 960  
Office: +61 (0)2 9280 4425  
Email: events@sectechroadshow.com.au



# EXHIBITORS MANUAL 2026

Prepared for:  
**SECTECH  
AUSTRALIA  
EXHIBITORS 2026**



## IMPORTANT DATES

1	<b>Exhibitors Deliver Road Cases to Sydney Warehouse</b> <i>Between 8:30am - 12:30pm ONLY</i>	<b>4th May - 8th May 2026</b> <b>Close off 10am Fri 8th May</b> No Deliveries on Weekends
2	<b>BRISBANE EVENT</b>	<b>12 MAY 2026</b>
3	<b>SYDNEY EVENT</b>	<b>14 MAY 2026</b>
4	<b>MELBOURNE EVENT</b>	<b>19 MAY 2026</b>
5	<b>ADELAIDE EVENT</b>	<b>21 MAY 2026</b>
6	<b>PERTH EVENT</b>	<b>26 MAY 2026</b>
7	<b>SYDNEY RETURNS &amp; FREIGHT COLLECTION</b>	<b>1st June - 5th June 2026</b>

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**EVENT 1  
BRISBANE**



**BRISBANE**

**EVENT 1  
BRISBANE**

**TUESDAY, 12 MAY 2026  
12:00 PM - 6:00 PM**

**ROYAL INTERNATIONAL CONVENTION CENTRE  
BRISBANE SHOWGROUNDS HALL C  
600 GREGORY TERRACE  
BOWEN HILLS QLD 4006**

**Notes**

- The event is located in **HALL C**.
- Make sure your staff have high-viz vests when setting up and taking down.
- The loading bay is located off Gregory Terrace directly adjacent to the building.
- If you require public transport to or from the venue, or you have guests whom require the same, please [click here](#).

**Contacts**



For queries, please call our Event Manager:  
Monique on:

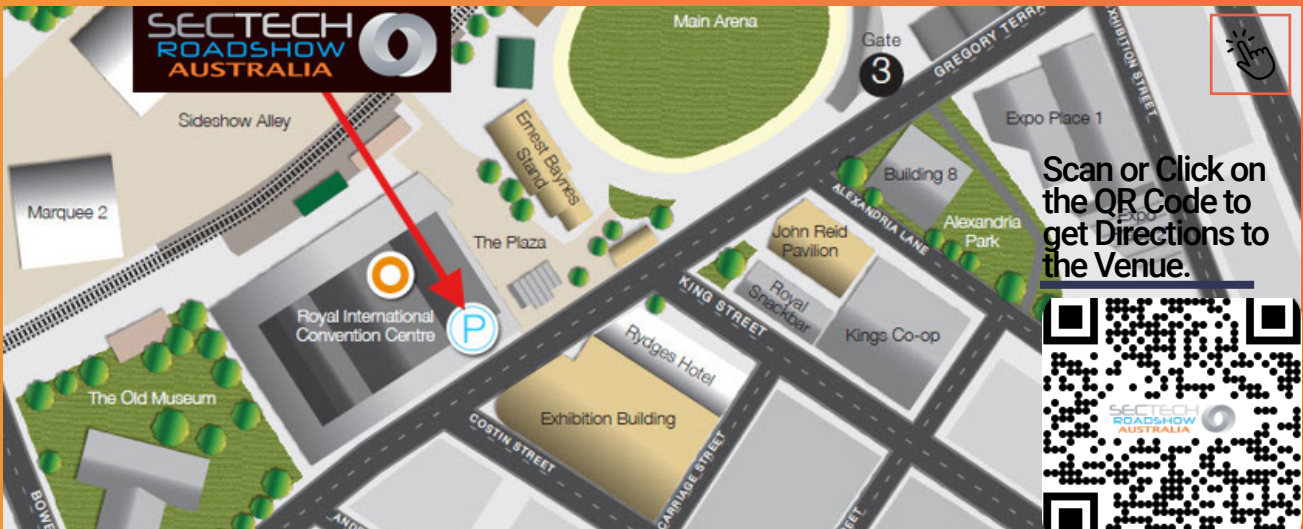
- L. +61 (0)2 92880 4425
- M. +61 (0)418 880 960

**Parking**


**The Lower Royal ICC car park** is accessed via Gregory Terrace and has 120 car parks available. The access to the convention centre and lift is at the back right hand corner (from the driveway entrance), just next to the pay station. Please note, this car park does fill quickly each day so availability of car parks is not guaranteed.

**The Pavilion car park** is accessed via O’Connell Terrace (Gate 5) and has over 600 car parks available. Guests will walk across Showring 2, under the railway bridge and up to the Plaza where they will enter the Royal ICC via the front doors. [Click Here for More Info](#).


CLICK ICON FOR MAP




Scan or Click on the QR Code to get Directions to the Venue.





## EVENT 2 SYDNEY

# EVENT 2 SYDNEY

**THURSDAY, 14 MAY 2026**

**12:00 AM - 6:00 PM**

**ROSEHILL GARDENS RACECOURSE**

**ROSEHILL GARDENS**

**JAMES RUSE DRIVE**

**ROSEHILL NSW 2142**

## Notes

- The event is located in the **EXHIBITION HALL**.
- Make sure your staff have high-viz vests when setting up and taking down.
- If you require public transport to or from the venue, or you have guests whom require the same, please [click here](#).

## Contacts

For queries, please call our Event Manager:

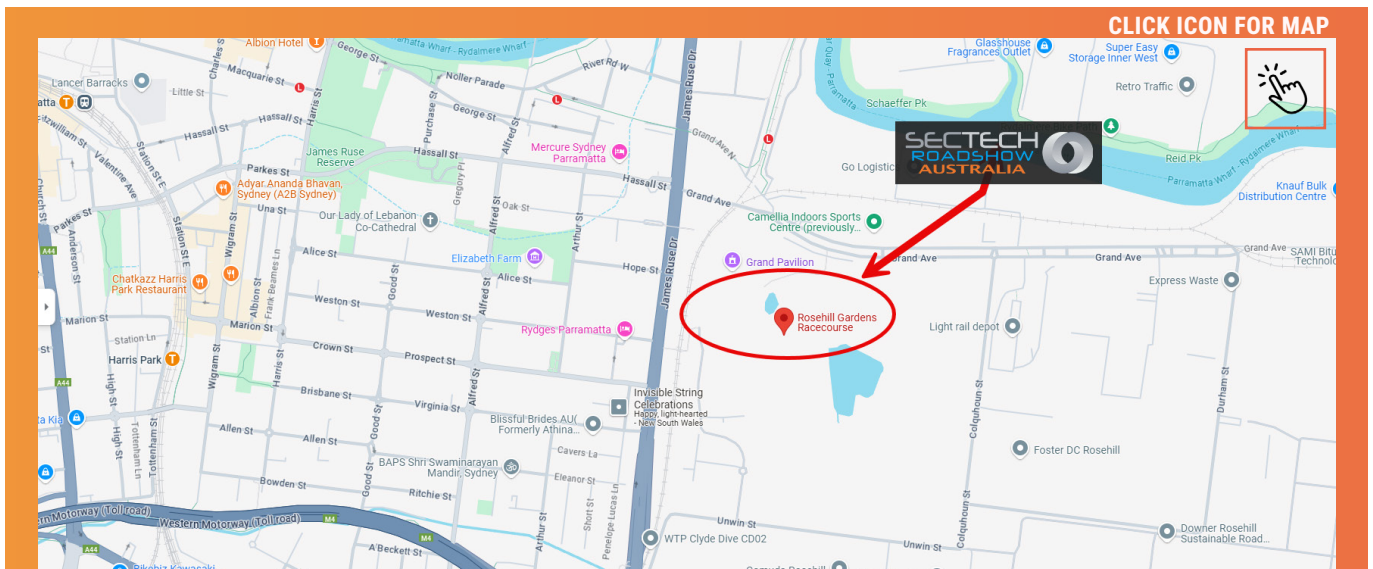
Monique on: L. +61 (0)2 92880 4425

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# SYDNEY



Scan or Click on the  
QR Code to get Direc-  
tions to the Venue.





**EVENT 3  
MELBOURNE**

# EVENT 3 MELBOURNE

**TUESDAY, 19 MAY 2026  
12:00 PM - 6:00 PM**

**MELBOURNE CONVENTION & EXHIBITION CENTRE  
1 CONVENTION CENTRE PLACE  
SOUTH WHARF VIC 3006**

**GOLDFIELDS THEATRE: DOOR 11 & 12**

## Notes

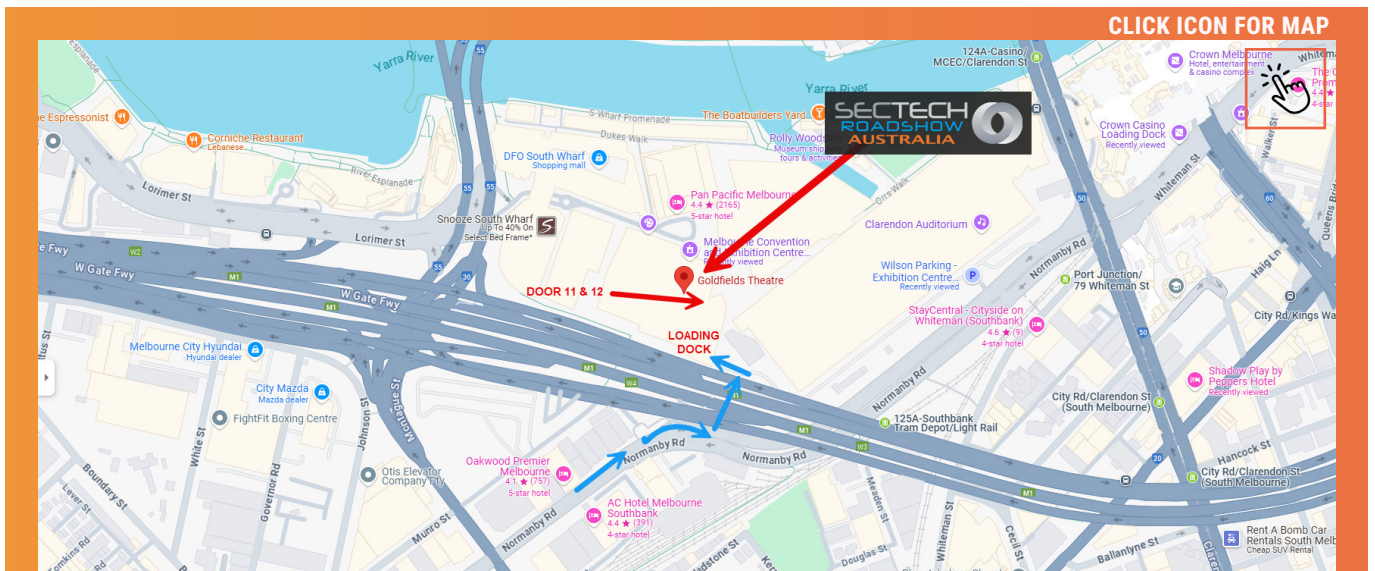
- Event located in **Goldfields Theatre - Door 11 & 12**.
- Make sure your staff have high-viz vests when setting up and taking down.
- If you require public transport to or from the venue, or you have quests whom require the same, please [click here](#).

## Contacts

For queries, please call our Event Manager:  
Monique on: **L. +61 (0)2 92880 4425**  
**M. +61 (0)418 880 960**



Scan or Click on the QR Code to get Directions to the Venue.





## EVENT 4 ADELAIDE

# EVENT 4 ADELAIDE

**THURSDAY, 21 MAY 2026**  
**12:00 PM - 6:00 PM**

**ROYAL ADELAIDE SHOWGROUNDS**

**GOODWOOD Rd**

**WAYVILLE SA 5034**

**RIDLEY CENTRE: GATE 2**

## Notes

- The event is located in the **Ridley Centre - Gate 2**.
- Make sure your staff have high-viz vests when setting up and taking down.
- Adelaide is 1/2 hour behind EST (Sydney).
- If you require public transport to or from the venue, or you have quests whom require the same, please [click here](#).

## Contacts

For queries, please call our Event Manager:

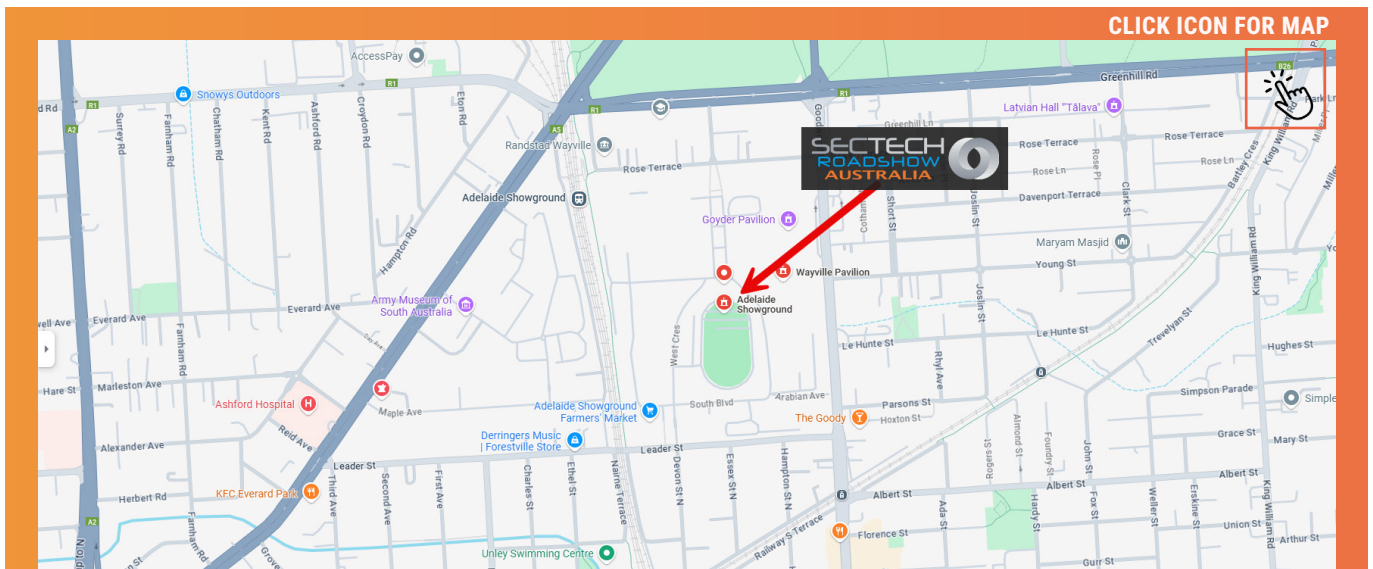
Monique on: L. +61 (0)2 92880 4425

M. +61 (0)418 880 960

# ADELAIDE



Scan or Click on the  
QR Code to get Direc-  
tions to the Venue.





**EVENT 5  
PERTH**

**EVENT 5  
PERTH**

**TUESDAY, 26 MAY 2026  
12:00 PM - 6:00 PM**

**CROWN PERTH**

**GREAT EASTERN HWY,  
BURSWOOD WA 6100**

**GRAND BALLROOM: ALL ENTRY**

**Notes**

- The event is located in the **GRAND BALLROOM**.
- Exhibitors should consider flying into Perth the night before the event.
- Time zones in Perth are **3 hours behind EST** (Sydney, Brisbane).
- Make sure your staff have high-viz vests when setting up and taking down.
- If you require public transport to or from the venue, or you have quests whom require the same, please [click here](#).

**Contacts**

For queries, please call our Event Manager:

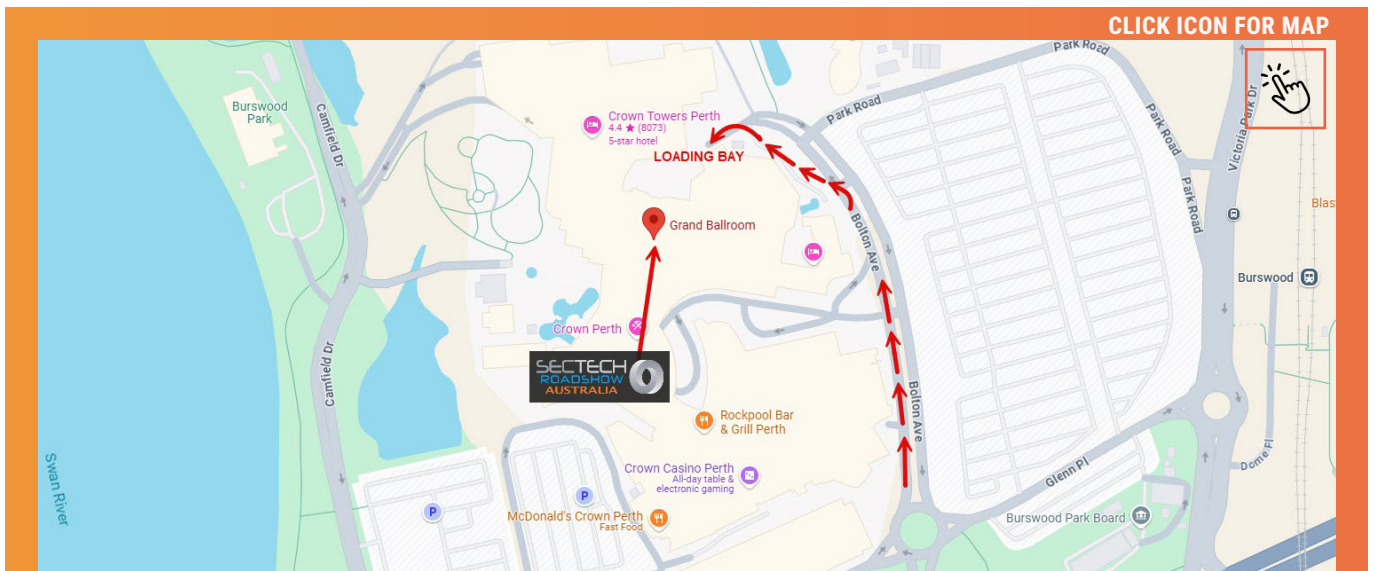
Monique on: **L. +61 (0)2 92880 4425**

**M. +61 (0)418 880 960**



Scan or Click on the QR Code to get Directions to the

CLICK ICON FOR MAP



# DELIVERY & PICKUP FROM WAREHOUSE



## Road Case Delivery

**DELIVERY WINDOW FROM**

**Time: 8:30AM - 12:30PM**

**Date: Mon, 4th May 2026**

to

**Date: Fri, 8th May 2026**

**ONLY 4 DAYS to DELIVER**

**Close Off 10AM Fri, 8th May 26**

**NOTE: NO DELIVERIES WEEKENDS  
I.E. SATURDAY & SUNDAY CLOSED**

## DELIVERY

Road cases are to be delivered between:

**TIMES: 8:30AM - 12:30PM**

**DATES: Mon, 4th May 2026 - Fri, 8th May 2026**

**TOTAL: CLOSE OFF 10AM Fri, 8th May 26 - 4 DAYS to Deliver**

## Storage Warehouse Details

### APOLLO LOGISTICS

4 Kaleski Street, Moorebank, NSW 2170.

Email: [tpt@apollog.com.au](mailto:tpt@apollog.com.au)

Ph: (02) 9755 7777



All freight details need to be emailed to: [events@sectechroadshow.com.au](mailto:events@sectechroadshow.com.au) i.e. number of cases, weight, and size so we can maintain inventory control.



## DEPOT - DELIVERY APOLLO LOGISTICS

4 KALESKI STREET, MOOREBANK, NSW 2170.

ALL INCOMING FREIGHT MUST BE BOOKED  
EMAIL: [TPT@APOLLOLOG.COM.AU](mailto:TPT@APOLLOLOG.COM.AU)

PH: 02 9755 7777 OR 02 9602 7689

## PICKUP

ROAD CASES WILL BE READY FOR PICKUP FROM:  
**1ST JUNE - 5TH JUNE 2026**

M&S TRANSPORT

4 Kaleski Street, Moorebank, NSW 2170.

Email: [tpt@apollog.com.au](mailto:tpt@apollog.com.au)

Ph: (02) 9755 7777 or (02) 9602 7689

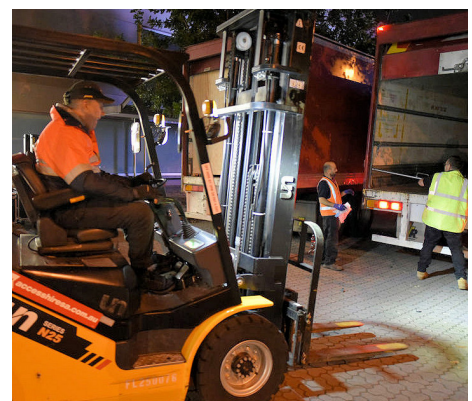


## DEPOT - PICKUP M&S TRANSPORT PTY LTD

4 KALESKI STREET, MOOREBANK, NSW 2170.

ALL INCOMING FREIGHT MUST BE BOOKED IN WITH BROOKE- EMAIL: [TPT@APOLLOLOG.COM.AU](mailto:TPT@APOLLOLOG.COM.AU)

PH: 02 9755 7777 OR 02 9602 7689



## ROAD CASE PICKUP

**PICKUP DATES**

**8:30AM - 12:30PM ONLY**

**Date: 1st June 26**

to

**Date: 5th June 26**



## INFORMATION FOR ALL EXHIBITORS

**PLEASE READ THESE NOTES CAREFULLY**

## STAND DESIGN

Exhibitors have four (4) hours to build their displays for events, starting from **8:00AM**; except for Perth which allows three (3.5) hours starting at **8:30AM**. The show opens at 12 midday.

**Please do not use a stand building company!**

This can be very costly, and often results in complex constructions that cannot be assembled in the time allowed and are also very difficult to pack for the tour.

SecTech does not provide shell scheme (walls). You build your own free-standing display. Use signs as your walls.

**The Rules Are:** Nothing Can be Hung or Flown. Please be mindful we are a touring road-show, so your equipment will be loaded in and out of our trucks (by our team) for each show, and will travel over 10,500kms.

Some wear and tear on road cases and your freight is inevitable. You will need robust road cases (see image) – **STRICTLY NO PALLETS**. The trucks we use are heavy duty touring trucks.



## ELECTRICAL TEST & TAG

**EVERY ELECTRICAL ITEM MUST CARRY A CURRENT TEST TAG**

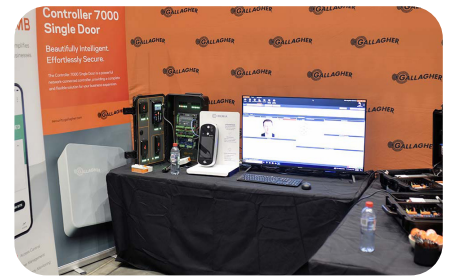
This includes 'New to service'. You can buy and attach a 'New to service' tag yourself. Existing equipment must be tested and tagged. Most venues now DO random inspections and things CAN become very difficult if they find non-compliance.

**MOST VENUES NOW DO RANDOM INSPECTIONS AND THINGS CAN BECOME VERY DIFFICULT IF THEY FIND NON-COMPLIANCE.**



## FURNITURE

We can provide complimentary trestle tables, cloths and chairs if required. Please note these items cost us to provide so if you do not need them, please don't ask especially with regards the number of chairs.



### ALLOWANCE (FOR EACH 3 X 3 SPACE BOOKED):

- A.** 1 x Trestle Table with Dimensions: L. 1.828 mm x H. 733 mm x W. 762 mm
- B.** 1 x Black Cloth
- C.** 2 x Chairs

Please submit your order by:

**TUESDAY 2 APRIL** via [events@sectechroadshow.com.au](mailto:events@sectechroadshow.com.au)



## WI-FI

Exhibitors use their own 5G mobiles. Bring wireless hotspots with you. Venues do not have enough Wi Fi for commercial expo.

If you want to have wired internet, contact **Monique** at: [events@sectechroadshow.com.au](mailto:events@sectechroadshow.com.au) for venue forms to complete.



## PARKING

Please see the relevant parking information for each venue in the above Event Pages that relate to each event. Parking for all visitors is at your own expense.



## TOUR CREW DIRECT CONTACTS

MONIQUE KEATINGE: 0418 880 960

JOHN ADAMS: 0419 956 661

# SHOW DAY TIMELINE

## PHASES & SUPERVISORS

12 May BNE —▶ 14 May SYD —▶ 19 May MEL —▶ 21 May ADL —▶ 26 May PER

<p><b>6:00 AM</b> LOAD IN - PHASE 1</p>	<p><b>LOAD IN (No Exhibitors Involved)</b> <b>Loaders and SecTech Staff MUST Wear Hi-Viz</b></p>	
<p>↓</p>	<p>Trucks on site: 6.00 A.M. Load in complete: 8.30 A.M. – 9.00 A.M. Supervisor: Monique Mobile: 0418 880 960 Email: <a href="mailto:events@sectechroadshow.com.au">events@sectechroadshow.com.au</a></p>	
<p><b>8:00 AM</b> <b>8:30 AM</b> STAND BUILD - PHASE 2</p>	<p><b>STAND BUILD (With Exhibitors) FOR ALL</b> <b>STAND BUILD FOR PERTH ONLY</b></p>	
<p>↓</p>	<p><b>Bring a Hi-Viz Vest – Required in all Venues.</b> Times: From 12 pm until 6 pm Supervisor: Monique Mobile: 0418 880 960 Email: <a href="mailto:events@sectechroadshow.com.au">events@sectechroadshow.com.au</a></p>	
<p><b>12:00 PM - 6:00</b> SHOW - PHASE 3</p>	<p><b>TRADE SHOW PUBLIC HOURS ALL</b> <b>Main Event</b></p>	
<p>↓</p>	<p>Times: From 12 pm until 6 pm Supervisor: Monique Mobile: 0418 880 960 Email: <a href="mailto:events@sectechroadshow.com.au">events@sectechroadshow.com.au</a></p>	
<p><b>6:00 PM</b></p>	<p><b>PACK UP (with Exhibitors)</b> <b>Hi-Viz Vest Must Be Worn</b></p>	<p><b>PACK-UP</b> <b>Hi-Viz Vest Must Be Worn</b></p>
<p>↓</p>	<p><b>PHASE 4</b> Exhibitors pack stands &amp; equipment into road cases. Usually by or before 7pm.</p>	<p><b>PHASE 5</b> Full Load Out</p>
<p><b>9:00 PM</b></p>	<p>↓</p> <p><b>COMPLETE</b></p>	

# SHOW DAY

Please arrive by 8.00 AM (except Perth which is 8:30 AM). On entry to the venue, you will pass our automated registration desk. Please collect staff badges at this point. In Perth, all exhibitors will need to get special security passes from the venue before entering. Allow at least one (1) hour before set-up as queues can be long.

On entering the exhibition space, you will find your road case with your freight on or near your allocated stand space. If you need orientation or help, ask a crew member, or find Monique [M: 0418 880 960].

**If you have previously reserved a trestle table and chairs, please request it on arrival and it will be supplied. If you need a black drape for your table(s), see Monique.**



We run 1 x 10-amp power circuit to your space (2 x for double spaces), often this is still underway when you arrive. Please be patient! We **DO NOT** provide 3 phase power. Our loaders are available to assist you move things, and help you position gear but not build your stand. See Monique for assistance.

Unpack your cases and park them all together in the authorised place. Note in some venues, this might be some distance from the floor. We try to avoid this. Check where they are, so you can get them yourself at 6:00 PM when safe to do so.

We will attempt to have venue air conditioning / heating working for your arrival, and water station(s) nearby. Exercise due care as there will be heavy cases, and crew milling around in a professional way.

Happy Hour starts at 4.30pm and runs until 6pm. We offer free beer, white, red and sparkling wine, juice, soft drinks and water. Light refreshments will be served.

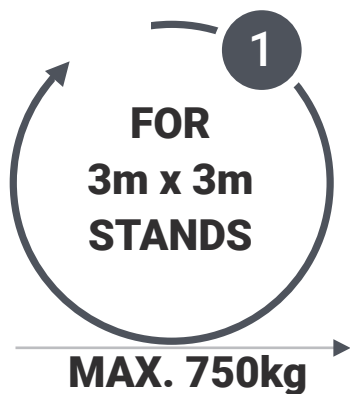
At 6:00PM, pack up and go. Most exhibitors are finished packing up by 6.30 PM, and hardly anyone is still working at 7:00 PM. We work into the night loading the trucks with your road cases, and our dedicated touring drivers then drive the trucks to the next city.

# BADGE SCANNING

INFORMATION ON REGISTEREING STAFF FOR LEAD SCANNING APP WILL BE SENT CLOSER TO THE ROADSHOW COMMENCING.

## FREIGHT: WEIGHT/DIMENSIONS

You deliver your freight to our Sydney depot by no later than the due date – **see front page schedule**. We load everything into our dedicated touring trucks, finishing in Sydney as part of the cost of the roadshow.



If you have a 3m x 3m stand then **TOTAL weight must not exceed 750kg** and **TOTAL cubic dimensions must not exceed 3 cubic metres**.

01 For 3m x 3m Stands

02 Maximum Weight **750kg**

03 Dimensions Max.

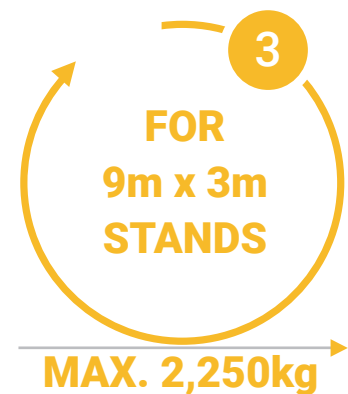


If you have a 6m x 3m space, then **TOTAL weight must not exceed 1500kg** and **TOTAL cubic must not exceed 6 cubic metres**.

01 For 6m x 3m Stands

02 Maximum Weight **1,500kg**

03 Dimensions Max.



If you have a 9m x 3m space, then **TOTAL weight must not exceed 2,250kg** and **TOTAL cubic must not exceed 9 cubic metres**.

01 For 9m x 3m Stands

02 Maximum Weight **2,250kg**

03 Dimensions Max.

Freight **INCLUDES** everything you send. Mark **EVERYTHING** clearly and noticeably with your company name.



# FLOOR PLAN

We do not publish a floor plan. The show is compact so everyone can be well located. We rotate exhibitor positions during the tour, so no one is disadvantaged.

# ROADCASES

SecTech is different. Our trucks arrive, our crews unload, and we roll your road cases containing your equipment to your allocated space. Other (traditional) tradeshows shift pallets from trucks to stands with forklifts – which then means someone has to break down the pallet, dispose of the cling wrap (and the pallet). This leaves a bunch of half broken cartons also to move. *We do not tour pallets, so do not deliver them.*

**Dimensions of road cases (measured in cm.)  
To be no bigger than: 240 Length x 115 Width x 110 Height**



## ROADCASE RULES!

Please ensure your road-cases have 100mm (4") professional castors. If it is a large road case (noting weight and dimension limits above) then add more wheels.

Mark every road case with **COMPANY** name **ON TOP** and on at least **TWO SIDES**.

← THIS IS AN EXAMPLE OF A ROADCASE

## CORRECT UTILITY

Roadcases may come in various different shapes and sizes but always resemble the above.



## EXAMPLE OF A CRATE

Above is a **CRATE**. It is not strong or secure, and is almost impossible to move; your equipment will be at risk using a crate (yours).

**IT CANNOT & WILL NOT BE LOADED!**



**FREIGHT MUST BE  
INSURED**

## Freight Insurance!

Make sure your freight is **in-sured**. We take all reasonable care, but we and the trucking contractors are not common carriers. We assume no responsibility or liability for loss or damage.



# WORKPLACE HEALTH & SAFETY POLICY

SecTech Roadshow (**SECTECH ROADSHOW**) supports the objectives of the New South Wales Work Health and Safety Act and Regulation (2011), and any other state based relevant legislation when **SECTECH ROADSHOW** people are within that jurisdiction.

**SECTECH ROADSHOW** recognises its responsibility to our workers, contractors, exhibitors and members of the public and is committed to delivering safety and service.

**SECTECH ROADSHOW** will provide and maintain a safe working environment for the health, safety and welfare of all stakeholders who may be affected by our work.

Employment of proper safety systems such as risk management, hazard identification, adequate supervision, safety education and personal responsibility by all in the workplace will minimise the risk of accidents and injuries in the workplace.

## In order to achieve these objectives, **we will focus on:**

- Compliance with safety and workers compensation legislation and any relevant Standards or Codes of Practice, as far as is reasonably practicable to do so.
- WHS activities and measures are based on systematic risk assessment carried out in consultation with the workers.
- WHS measures are proactive in order to avoid health and safety risks to stakeholders, focusing on adequate planning of projects, work environment, internal audits and hazard prevention and control.
- Effective consultation between managers, supervisors, contractors, workers and exhibitors.
- Effective consultation between managers, supervisors, contractors, workers and exhibitors.
- Ensuring managers, supervisors and workers are held accountable and responsible for WHS performance.
- The provision of adequate information and instruction for workers, contractors and exhibitors.
- Monitor and evaluate the effectiveness of the WHS systems to ensure ongoing continuous improvement.
- The provision and maintenance of premises, equipment, plant and substances that are safe and without risks to health.
- Manage hazards and risks within the properties, sites or activities that are under the control of **SECTECH ROADSHOW**.

# PURPOSE & IMPORTANCE OF THIS POLICY

The purpose of this policy is to inform all employees of and contractors to **SECTECH ROADSHOW** about the requirements and responsibilities in relation to workplace health and safety and to raise awareness about these issues.

## *SECTECH Australia Employees & Contractors Shall Be Responsible for:*

- Working safely and observing all health and safety instructions, standards and practices.
- Using safety devices and wearing personal protective equipment (PPE) as directed by their supervisor.

“SECTECH ROADSHOW regards workplace accidents, diseases and unsafe work practices and methods as preventable.”



- Maintaining safety devices and PPE in an operational and hygienic conditions at all times.
- Promptly reporting to their supervisor or SECTECH ROADSHOW representative any work accident, injury or occupational health or safety problem.
- Reporting to their supervisor or SECTECH ROADSHOW representative any situation which the worker believes is a work hazard or an unsafe practice; and
- The health and safety of all fellow employees and contractors at the workplace.





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We look forward to welcoming you.



# THANK YOU

—  
FOR YOUR SUPPORT



JOHN ADAMS  
SEC TECH

2026/26-V2.3

## SecTech Australia | 2026

### CONTACT US



27 Bellevue Street,  
Surry Hills, NSW 2010



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[events@sectechroadshow.com.au](mailto:events@sectechroadshow.com.au)



<https://sectechroadshow.com.au>

