



CONTACTS

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



EXHIBITORS MANUAL 2025

Prepared for:
**SECTECH
AUSTRALIA
EXHIBITORS 2025**



IMPORTANT DATES

1	EXHIBITORS DELIVER ROAD CASES TO SYDNEY WAREHOUSE BETWEEN 8:30AM - 12:30PM	30TH APRIL - 5TH MAY 2025 CLOSE OFF 10AM MON, 5TH MAY NO DELIVERIES ON WEEKENDS
2	TRUCKS DEPART SYDNEY	TBA
3	BRISBANE EVENT	8 MAY 2025
4	SYDNEY EVENT	15 MAY 2025
5	MELBOURNE EVENT	20 MAY 2025
6	ADELAIDE	22 MAY 2025
7	PERTH EVENT	27 MAY 2025
8	SYDNEY RETURNS & FREIGHT COLLECTION	2ND - 5TH JUNE 2025

CONTENTS

1

Introduction

- | | |
|----|------------------------------|
| 01 | Cover Page & Important Dates |
| 02 | Contents Page |

2

Event Locations

- | | |
|----|---------------------|
| 03 | Event 1 - Brisbane |
| 04 | Event 2 - Sydney |
| 05 | Event 3 - Melbourne |
| 06 | Event 4 - Adelaide |
| 07 | Event 5 - Perth |

3

Information for All Exhibitors

- | | |
|----|--|
| 08 | Delivery & Pickup |
| 09 | Electrical Safety & Stand Design |
| 10 | Furniture, Wifi, Parking and Touring Crew Contacts |
| 11 | Show Day Timeline |
| 12 | Show Day Information |
| 13 | Badge Scanning & Freight Correct Weights |
| 14 | Floor Plans, Road Case Rules & Insurance |
| 15 | Workplace Health & Safety |
| 16 | Workplace Health & Safety Policy Explained |

4

Accommodation & Contacts

- | | |
|----|-----------------|
| 17 | Accommodation |
| 18 | Company Details |



EVENT 1 BRISBANE

EVENT 1 BRISBANE

THURSDAY, 8 MAY 2025
12:00 PM - 6:00 PM

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

Notes

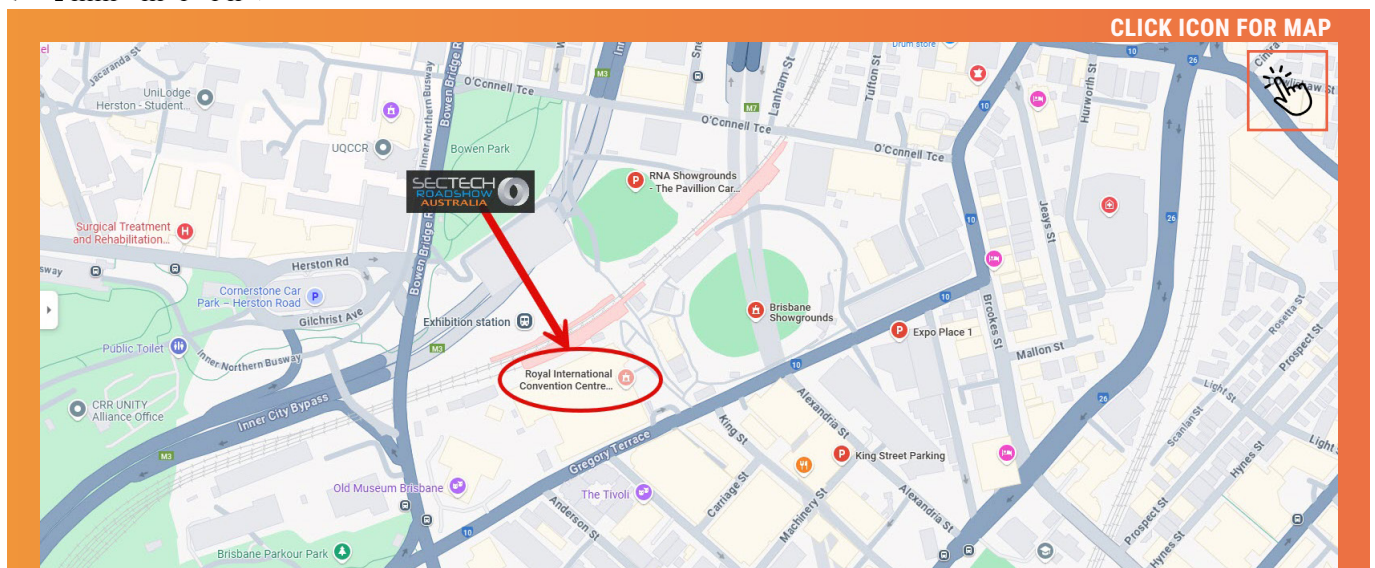
- The event is located in **HALL C**.
- Make sure your staff have high-viz vests when setting up and taking down.
- The loading bay is located off Gregory Terrace directly adjacent to the building.
- If you require public transport to or from the venue, or you have guests whom require the same, please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

Contacts

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



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





EVENT 2 SYDNEY

EVENT 2 SYDNEY

THURSDAY, 15 MAY 2025
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

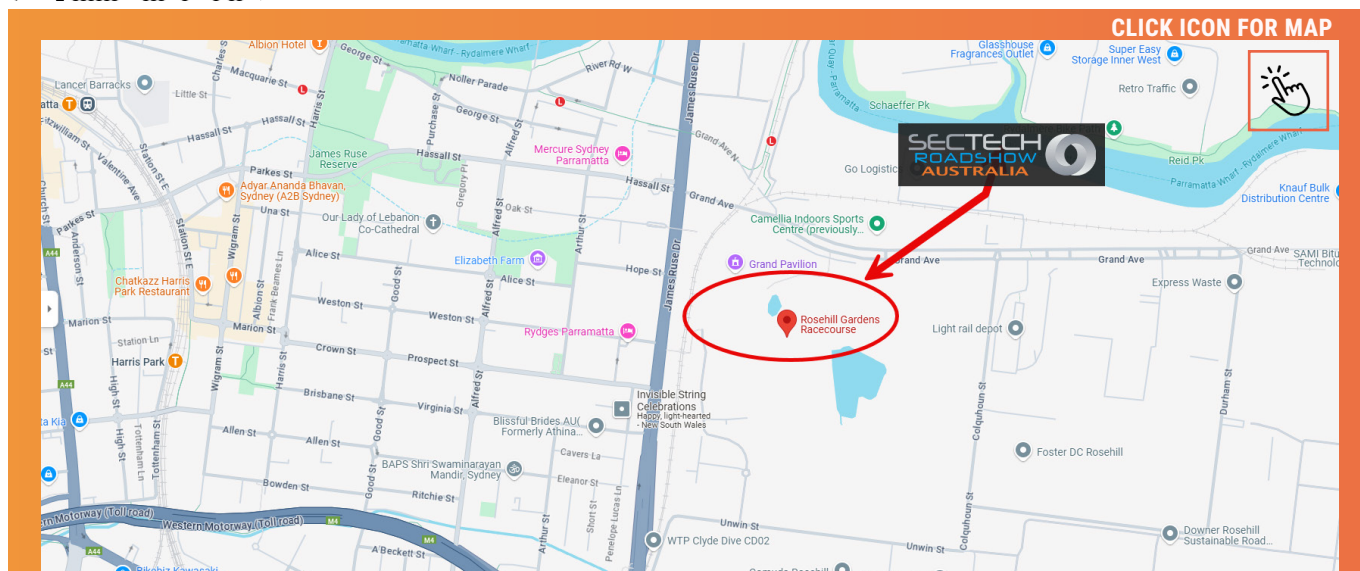
For queries, please call our Event Manager:

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Scan or Click on the
QR Code to get Direc-
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EVENT 3 MELBOURNE

EVENT 3 MELBOURNE

TUESDAY, 20 MAY 2025

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
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tions to the Venue.





EVENT 4 ADELAIDE

EVENT 4 ADELAIDE

THURSDAY, 22 MAY 2025
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 guests whom require the same, please [click here](#).

Contacts

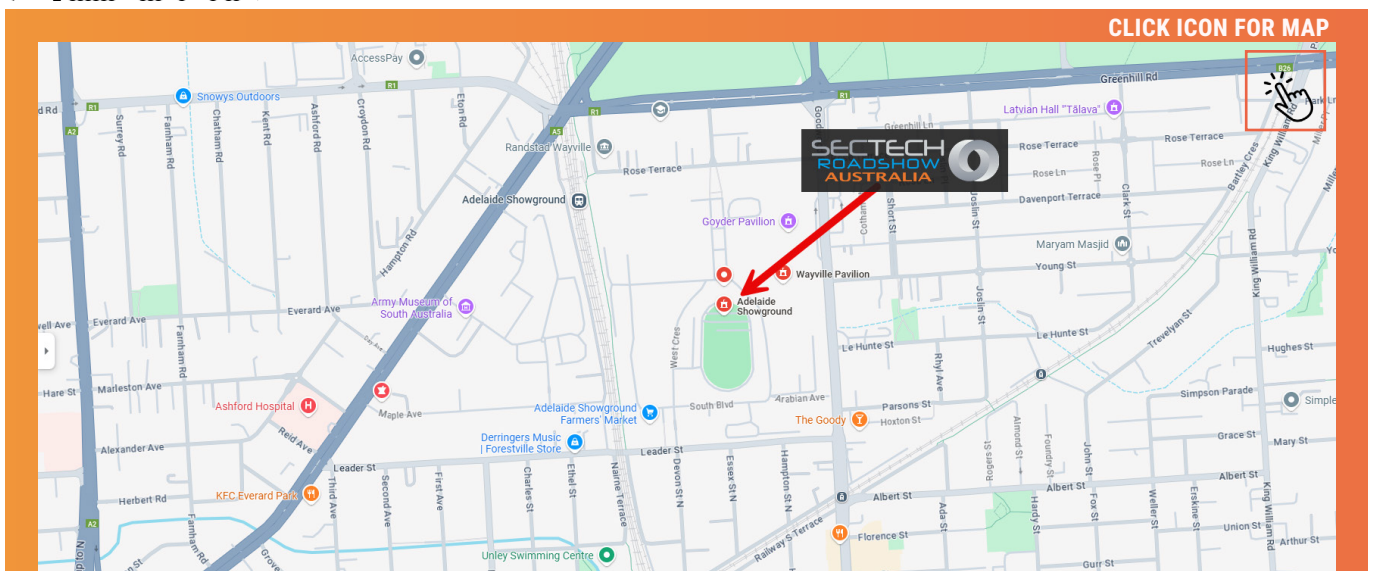
For queries, please call our Event Manager:

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

M. +61 (0)418 880 960



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tions to the Venue.





EVENT 5 PERTH



PERTH



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

EVENT 5 PERTH

TUESDAY, 27 MAY 2025
12:00 PM - 6:00 PM

CROWN PERTH

**GREAT EASTERN HWY,
BURSWOOD WA 6100**

GRAND BALLROOM: ALL ENTRY

Notes

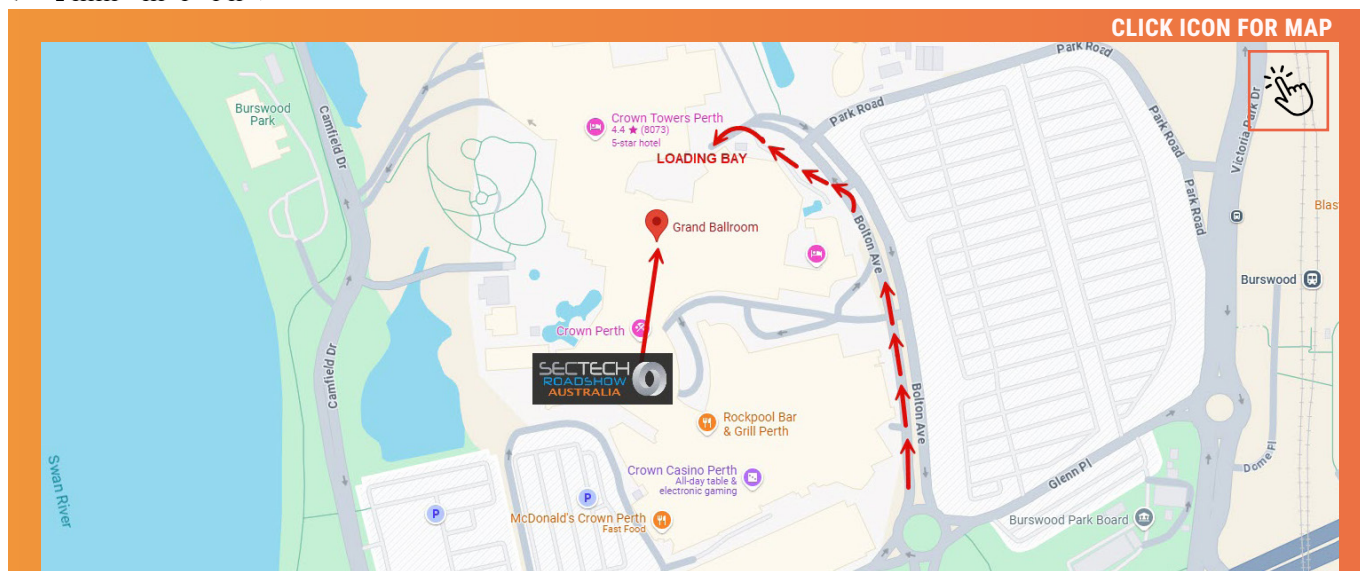
- The event is located in the **GRAND BALLROOM**.
- Exhibitors should consider flying into Perth the night before the event.
- Time zones in Perth are **3 hours behind EST** (Sydney, Brisbane).
- Make sure your staff have high-viz vests when setting up and taking down.
- If you require public transport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

Contacts

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DELIVERY & PICKUP FROM WAREHOUSE



Road Case Delivery

DELIVERY WINDOW FROM

Time: 8:30AM - 12:30PM

Date: Wed. 30th APRIL 25

to

Date: Mon. 5th MAY 25

ONLY 4 DAYS to DELIVER

Close Off 10AM Mon, 5th May

NOTE: No DELIVERIES WEEKENDS

I.E. 3RD AND 4TH MAY 25 CLOSED

DELIVERY

Road cases are to be delivered between:

TIMES: 8.30 AM - 12.30 PM

DATES: Wed, 30th April 2025 - Mon, 5th May 2025

TOTAL: CLOSE OFF 10AM Mon, 5th May - 4 DAYS to Deliver

Storage Warehouse Details

APOLLO LOGISTICS

4 Kaleski Street, Moorebank, NSW 2170.

Email: tpt@apollog.com.au

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



All freight details need to be emailed to:
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

PH: 02 9755 7777 OR 02 9602 7689

PICKUP

ROAD CASES WILL BE READY FOR PICKUP FROM:
MONDAY 2ND JUNE 25 - THURSDAY 5TH JUNE 25

M&S TRANSPORT

4 Kaleski Street, Moorebank, NSW 2170.

Email: tpt@apollog.com.au

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



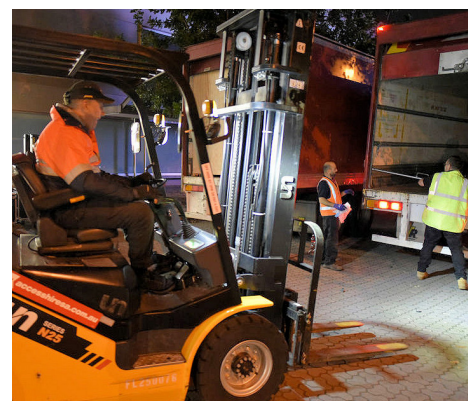
DEPOT - PICKUP

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

PH: 02 9755 7777 OR 02 9602 7689



ROAD CASE PICKUP

PICKUP DATES

Date: 2nd JUNE 25
to

Date: 5th JUNE 25



INFORMATION FOR ALL EXHIBITORS

PLEASE READ THESE NOTES CAREFULLY

STAND DESIGN

Exhibitors have four (4) hours to build their displays for events, starting from 8:30 AM; except for Perth which allows three (3.5) hours starting at 9 a.m. 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

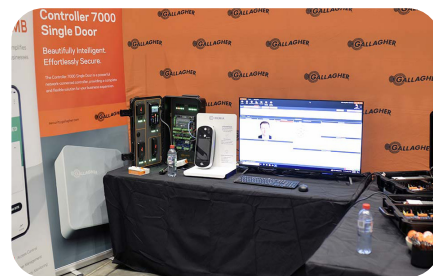
This includes 'New to service'. You can buy and attach a 'New to service' tag yourself. Existing equipment must be tested and tagged. Most venues now DO random inspections and things CAN become very difficult if they find non-compliance.

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



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 for venue forms to complete.



PARKING

At SECTECH we offer you, and any delegate who registers in advance, free parking. Some venues have integrated car parks that fill up, and some delegates want to park a van. Other venues operate 'Pay and Display'.

If the venue is 'Pay and Display', we work on a refund basis. You pay to park, bring us the receipt, and we reimburse. We give you a claim form which can be completed and emailed to us. We then remit the money.

We will email you specific parking instructions for your working staff before the event. Please follow these as parking outside the designated areas will not be refunded.



TOUR CREW DIRECT CONTACTS

MONIQUE KEATINGE: 0418 880 960

JOHN ADAMS: 0419 956 661



ONLINE
VERSION HERE

SHOW DAY TIMELINE

PHASES & SUPERVISORS

8 May
BNE

15 May
SYD

20 May
MEL

22 May
ADL

27 May
PER

6:00 AM
LOAD IN - PHASE 1

LOAD IN (No Exhibitors Involved)

Loaders and SecTech Staff MUST Wear Hi-Viz

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: events@sectechroadshow.com.au

8:00 AM
8:30 AM
STAND BUILD - PHASE 2

**STAND BUILD (With Exhibitors) FOR ALL
STAND BUILD FOR PERTH ONLY**

Bring a Hi-Viz Vest – Required in all Venues.

Times: From 12 pm until 6 pm
Supervisor: Monique
Mobile: 0418 880 960
Email: events@sectechroadshow.com.au

12:00 PM - 6:00
SHOW - PHASE 3

TRADE SHOW PUBLIC HOURS ALL

Main Event

Times: From 12 pm until 6 pm
Supervisor: Monique
Mobile: 0418 880 960
Email: events@sectechroadshow.com.au

6:00 PM

PACK UP (with Exhibitors)

Hi-Viz Vest Must Be Worn

PACK-UP

Hi-Viz Vest Must Be Worn

Approx. 7:00 PM

PHASE 4

Exhibitors pack stands & equipment into road cases. Usually by or before 7pm.

PHASE 5

Full Load Out

9:00 PM

COMPLETE

SHOW DAY

Please arrive by 8.00am (except Perth which is 8:30 a.m.). 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 one (1) hour 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.

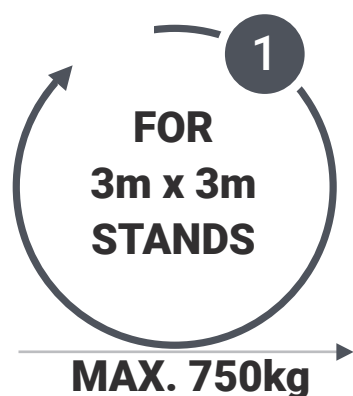
At 6:00PM, pack up and go. Most exhibitors are finished packing up by 6.30 PM, and hardly anyone is still working at 7:00 PM. We work into the night loading the trucks with your road cases, and our dedicated touring drivers then drive the trucks to the next city.

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) tradeshow shifts 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.



NOT A ROADCASE

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 **insured**. 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.
- 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.

PLEASE FIND ATTACHED AND BELOW SOME ACCOMMODATION DISCOUNT OPTIONS FOR PERTH, ADELAIDE, MELBOURNE, SYDNEY AND BRISBANE. **PLEASE ONLY USE THE LINKS ON THIS PAGE.**



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We look forward to welcoming you.



THANK YOU

—
FOR YOUR SUPPORT



JOHN ADAMS
SEC TECH

SecTech
Australia | 2025

CONTACT US

—



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Surry Hills, NSW 2010



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events@sectechroadshow.com.au



<https://sectechroadshow.com.au>

