

SYDNEY  
**Showground**

Sydney Olympic Park

Operational Regulations

# VENUE EXHIBITOR INFORMATION

# VENUE EXHIBITOR INFORMATION

## Contents

---

Amusement Devices & Rides	3
Animals	3
Balloons	3
Banks	4
ATM Facilities	4
Car Parking	5
Care of Building	5
Clear Aisles	5
Contractors	6
Cooking On Stand	6
Dangerous & Hazardous substances	6
Delivery of Goods	6
Demonstrations or Activities on Stand	6
Electrical Tagging	6
Emergency Evacuation & Fire Protection	7
Fire Regulations	7
First Aid	7
Food & Beverage	7
Food & Beverage Sampling & Selling	7
Goods Removal Authority	8
High Visibility Vests and Closed Toed Shoes	8
Insurance	8
Loading Dock Traffic Management	8
Naked Flames	9
Non-Smoking Policy	9
Public Address (PA) System	9
Public Transport	9
Rigging	10
Stand Building and Design Regulations	10
Toilets	10
Vehicles Displays	10
Venue Services	11
Work Permit:	11

# VENUE EXHIBITOR INFORMATION

## Amusement Devices & Rides

Amusement Rides and Devices are allowed at the discretion of Sydney Showground (“the organiser”). To ensure the safe location of each amusement ride and device please contact the Organiser directly for further information and they will seek approval from the venue.

## Animals

Animals are only permitted within the venue with consent from Sydney Showground. Sydney Showground requires health certificates to be provided and evidence of appropriate vaccinations before the animals are allowed onsite.

Any animals that enter the venue must be supervised at all times and are not to be left onsite overnight. Owners must keep the public well clear of animals & animal waste. All those who come into contact with animals must wash their hands after coming in contact with either animals or animal waste.

The owners of the animals allowed on site must adhere to the RAS' Animal Welfare Policy. If a breach of animal welfare is reported, Sydney Showground reserves the right to contact RSCPA or any other relevant authority directly for further investigation. Owners must be aware of any diseases and injuries associated with animals onsite and ensure that staff, visitors & contractors are adequately educated, and Sydney Showground are notified of any incident immediately.

## Balloons

Exhibitors planning to use helium balloons as part of their stand display are required to inform the venue in writing. Exhibitors will be charged for the removal of any balloons remaining in the venue or for any false Fire Brigade call out costs caused by balloons activating the smoke alarm beams.

# VENUE EXHIBITOR INFORMATION

## Banks:

Westpac Bank	Shop 7 Newington Market Place Avenue of Europe, NSW, 2127 +61 02 8748 4444
ANZ Bank	Sydney Markets Shop 2, Parramatta Rd Flemington, NSW, 2000

## ATM Facilities:

Multicard ATM	Mini Mart Dawn Fraser Ave, Sydney Olympic Park
Multicard ATM	The Brewery Dawn Fraser Ave, Sydney Olympic Park
Multicard ATM	The Locker Room Olympic Blvd, Sydney Olympic Park
Cardtronics ATM - Giants Stadium	Concourse level of Giants Stadium
Grand Pde Bunker	Grand Pde - Located outside Halls 5&6* *Only open upon request
Post Office	37-39 Egerton St, Silverwater NSW 2128

# VENUE EXHIBITOR INFORMATION

## Car Parking

Car parking is available within the Olympic Park precinct at the following locations:

- P1
- P5
- P6

Parking is generally run on a first-come-first-serve basis however it is possible to pre-book parking by visiting the following website [www.sydneyolympicpark.com.au](http://www.sydneyolympicpark.com.au).

For a pre purchased discounted Exhibitor rate please contact the Sydney Showground venue Services team or you can order online at [www.sydneyshowground.com.au/onlineexhibitorservice](http://www.sydneyshowground.com.au/onlineexhibitorservice)

Automatic and Pay & Display machines accept:

- Coins: 10c, 20c, 50c, \$1 and \$2 coins only (note: machines will not accept 5c coins, more than 30 coins per transaction and do not give change)
- Credit card (i.e. MasterCard and VISA)
- Mobile phone (note: Transaction fees may apply)

Change machines are located on Dawn Fraser Ave (west). Change machines only accept \$5, \$10 and \$20 notes and do not accept credit cards.

Cashier Pay Stations located at P1, P5 & P6 car parks are generally staffed during major events.

Pay & Display ticket machines are available at P6 series car parks as well as on-street parking on Showground Road, Dawn Fraser Avenue (west) and Herb Elliot Avenue.

Automatic Pay Stations are located at all boom gated, car parks. They operate 24 hours a day, 7 days a week.

Free Parking is available in the following locations:

- |  |              |
|--|--------------|
| - Grand Parade<br>(Between Showground Rd & Olympic Blvd)     | 2-hour limit |
| - Olympic Boulevard<br>(Between Grand Pde & Murray Rose Ave) | 2-hour limit |
| - Dawn Fraser (outside Novotel)                              | 2-hour limit |

## Care of Building

You are not permitted to paint, nail, gaffer tape, staple, screw or glue to any floor, ceiling, or wall within Sydney Showground. Material used in stand construction must not cause dampness, staining, be readily ignitable or be capable of emitting toxic fumes should ignition occur.

## Clear Aisles

To ensure ease of access, especially in an emergency, all aisles must be free of obstacles, i.e. furniture, accessories; displays are not permitted in the aisles.

# VENUE EXHIBITOR INFORMATION

## Contractors

All contractors and sub-contractors working at Sydney Showground must adhere to the venue's standard procedures and requirements at all times. Contractors must have all appropriate permits and licenses to conduct the services and they must adhere to all other relevant legislation that is in force in New South Wales and Australia.

## Cooking On Stand

Exhibitors wishing to cook on their stands will need to be pre-approved by Sydney Showground. Please contact the Sydney Showground Venue Services team for more information.

All cooking equipment must be certified for **indoor use** and meet Australian Safety regulations.

Food safety and hygiene standards must be met and in accordance with NSW food Authority.

All gas cooking appliances must be marked with the type of gas to be used and marked with and Australian recognised certification panel. Gas appliances to be used indoors must be certified for indoor use.

## Dangerous & Hazardous substances

No dangerous or hazardous substances, including chemicals, paint products, sharps, biological matter, fuel, acids, cleaning agents, LPG, gases, ETC are to be brought on the premises without written approval from the venue. For further information please contact the Organiser.

## Delivery of Goods

The venue will not accept delivery of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the venue. The delivery of goods is not permitted outside of the licence dates of the event.

## Demonstrations or Activities on Stand

If an Exhibitor wishes to hold an activity or display on their stand, please contact the Organiser for approval and special preparation may be needed. These activities/ displays include but are not limited to:

- Welding & cutting equipment
- Moving displays
- Spray booths
- Aerial acts
- Inflatable structures
- Physical activity or performance

Exhibitors are required to complete a Work Permit form if activities / displays are applicable. Please contact Venue Services for more information.

## Electrical Tagging

It is a legal requirement in all temporary Exhibition Work Sites that all electrical equipment be tested & tagged in accordance with AS/NZS 3000 Electrical Installations, AS/NZS 3760 In Service Safety Inspection and Testing and Managing Electrical Risks at the Workplace Code of Practice. Checks will be carried out to ensure all equipment onsite within the venue meets with Australian Standards. Non-compliance will result in the Exhibitor being required to remove the equipment.

# VENUE EXHIBITOR INFORMATION

## Emergency Evacuation & Fire Protection

At all times clear access to the venue's emergency exits must be maintained. For information on Sydney Showground emergency evacuation procedures please contact the Organiser.

At all times clear access must be provided to firefighting equipment. No items should be placed in front of fire cupboards and hose reels located within the venue or loading dock.

## Fire Regulations

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to uniform building regulations.

The installation of LPG appliances for demonstrations shall comply with Australian Standards 1596, 5601 and 2030. Containers are to be located outside the building. A CO<sup>2</sup> extinguisher is to be provided for each appliance using LP gas.

If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting the Exhibition Organiser who will seek permission from the venue. The storage of any flammable liquids or fuels within the Exhibition halls is not permitted.

Flammable building material used for stand walls must be fire proofed. The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw, untreated hessian, or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the express approval of the Sydney Showground.

## First Aid

In the event of any accident or emergency, please contact the event first aid company, or your Organiser to liaise with Sydney Showground should it be required.

## Food & Beverage

Sydney Showground holds exclusive rights to all catering on site.

The Sydney Showground Food and Beverage team can assist you with any catering requirements you may have. For on-stand catering please contact the Venue Services team.

No External catering will be permitted unless prior approval is granted

Sydney Showground is a fully licensed venue. All alcohol must be purchased from Sydney Showground and consumed on premises.

## Food & Beverage Sampling & Selling

Any selling and sampling of food and beverage must have prior approval by Sydney showground.

Sampling and selling of food and beverage must relate to the exhibitor's core business

You will need to complete the Selling and Sampling form via our online portal  
Food safety and hygiene standards must be met and in accordance with NSW food Authority.

# VENUE EXHIBITOR INFORMATION

## Goods Removal Authority

The venue will not accept the collection of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items collected from the venue. The removal of all goods must happen within the licence dates of the event.

## High Visibility Vests and Closed Toed Shoes

All persons are to wear approved high visibility vests and closed toed shoes during move in and move out whilst in the venue and at all times on the loading dock. Children under the age of 15 are not permitted onsite during move in and move out. Safety Vest vending machines can be found at Gate 13, on the main loading dock, and on the corner of Showground Rd and Riverina Ave.

## Insurance

It is recommended that all Exhibitors ensure that any third parties they deal with have valid Workers Compensation and a valid Public/Product Liability insurance policy for the services they are conducting.

## Loading Dock Traffic Management

### For Halls 2 to 4 and Dome only

Access to the loading dock is via Gate 13 on Australia Avenue. The loading dock is a one-way system. Enter from Australia Avenue and exit at Murray Rose Avenue (Gate 15). Sydney Showground has a vehicle checkpoint at the dock entry to monitor access and ensure orderly unloading.

- A 30-minute unloading limit applies to all vehicles on the loading dock. Times for larger vehicles are at the loading dock attendant's discretion.
- Any person wishing to gain access to the venue outside the scheduled hours must seek approval from Sydney Showground through the Organiser at least 24hours in advance
- There is no parking available to contractors or Exhibitors on the loading dock during the move in, operation, and move out of an exhibition unless the Organiser has pre-arranged this with Sydney Showground.
- The security company contracted to the event is responsible for allowing access from the loading dock to the Exhibition Halls.
- By law the venue is required to maintain clear access for egress from all emergency exit doors leading onto the loading dock
- There is a holding lane on the eastern side of Australia Ave where vehicles can wait for the loading dock access when required. All drivers must stay within their vehicles whilst in the holding lane.

### For Halls 5 & 6

Access to the loading dock is via Grand Parade. The loading dock may operate as a one way or 2-way system. Please follow instructions provided by the organiser regarding loading access for the event.



# VENUE EXHIBITOR INFORMATION

## Naked Flames

Naked flames include: candles, burning incense, gas fires, sparklers, fuel lanterns, fire breathing/juggling, or any other flames used for display, set design or theatrical purposes.

Any Exhibitor who wishes to use a naked flame as part of their display must seek approval from Sydney Showground through the event Organiser.

## Non-Smoking Policy

All internal areas of the venue are non-smoking.

## Public Address (PA) System

The public address system is for use by the Organiser for official announcements only. It is only available to Exhibitors or Visitors in the case of genuine emergencies.

## Public Transport

Sydney Olympic Park is conveniently serviced by bus, train, taxi and ferry services

### *Transport by train*

Olympic Park train station is on Sydney Showground's doorstep. The Sprint service, operated by CityRail, travels between Lidcombe and Olympic Park Stations daily, every 10 minutes.

A limited number of direct services also operate between Central Station and Olympic Park Station

For further information visit [www.131500.com.au](http://www.131500.com.au).

### *Transport by bus*

Sydney Buses operate direct bus services to Sydney Olympic Park from a number of locations including Lidcombe, Strathfield and Parramatta.

For information regarding timetables visit [www.131500.com.au](http://www.131500.com.au).

### *Transport by ferry*

Sydney Ferries run a daily service between Circular Quay and Parramatta stopping at Sydney Olympic Park Ferry Wharf. To travel to Sydney Showground, visitors must also catch a connecting bus.

For further information regarding timetables visit [www.131500.com.au](http://www.131500.com.au).

### *Transport by plane*

Sydney Airport is approximately 20km from Sydney Olympic Park and is easily reached by all modes of transport including car, train, taxi or bus.

For more information visit [www.sydneyairport.com.au](http://www.sydneyairport.com.au).

# VENUE EXHIBITOR INFORMATION

## Rigging

All rigging at the venue must be done through venue approved Rigging companies. Please contact the Organiser directly for further information.

## Stand Building and Design Regulations

All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability ratings of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards.

Sydney Showground minimum requirements are as below:

- Any multi storey structure (>1m high where persons will be on or under it) must be structurally certified by an independent structural engineer in writing before use. Certification must be supplied to the venue. The proof of certification must be carried out onsite and provided to venue staff on request
- Where there is a roof, smoke detectors are to be fitted and a portable fire extinguisher available & visible
- The edge of a stand must comply with the BCA if it has a step of any size
- The edge of a stand must comply with AS 1428.1, plus the DDA for people with disabilities.
- Any step/edge, ramp or any other part of the display must be wholly within the stand and not extend into the aisle.
- Temporary floors used in custom stands must comply with AS 3661.1 and AS4663
- Stands with storage areas must have a fire extinguisher available
- The contractors build and staff schedule should be sent to the venue
- Space only contractors must ensure they provide the Organiser with their stand design for approval, safe method statement, professional indemnity, public & product liability cover, workers compensation and WHS policy. All third-party contractors employed for the stand build must also provide the above details.

## Toilets

Standard & accessible toilets are located in all venues.

## Vehicles Displays

If an Exhibitor intends to have a vehicle as part of their stand display approval from Sydney Showground is required. The Exhibitor follow the below guidelines:

- A fire extinguisher must be located next to the vehicle
- Vehicle keys must be left with a stand representative and contact details are to be given to the venue and Organiser
- Drip trays must be put under the body of the vehicle

# VENUE EXHIBITOR INFORMATION

## Venue Services

Sydney Showground offers a range of services for Exhibitors including:

- On Stand Catering & Catering Debit
- Accounts Telecommunication & Internet
- Services Water / Waste and Gas
- Connections Compressed Air
- Parking
- Food Sampling & Selling
- On Stand Cleaning

### *Contact:*

Venue Services

Ph: 02 9704 1265

Fax: 02 9704 1472

Email: [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)

Exhibitors can order these services through our online ordering system by clicking [here](#)

### **Work Permit:**

Any work involving Hot Works, Electrical Work, Roof Work or Trenching within Sydney Showground is required to be authorised prior to commencing. A "Permit to Work" form is to be completed detailing the work involved, the safety controls required and the details of the individual responsible for managing the work whilst on-site. Contact the Organiser who will then seek approval from Sydney Showground for further information.



1 Showground Road, Sydney Olympic Park, NSW 2127 Australia  
Phone (02) 9704 1256 Fax: (02) 9704 1173  
Email [sales@sydneyshowground.com.au](mailto:sales@sydneyshowground.com.au) • [www.sydneyshowground.com.au](http://www.sydneyshowground.com.au)