

CANBERRA DISABILITY EXPO

Exhibitor Manual



TABLE OF CONTENT

WELCOME TO THE EXPO	3
Expo Opening Hours.....	3
Venue.....	3
Official Opening Ceremony	3
Key Contacts.....	4
Emergency Contact On-site.....	4
Cancellation Policy.....	4
Terms and Conditions	4
.....	4
EXHIBITOR CHECK-LIST	5
Promote the Event.....	5
Expo Collateral	6
Important Downloads	6
ExpoNet Documents	6
Digital Asset	6
BOOTH INFORMATION.....	6
OFFICIAL SUPPLIERS.....	8
Food and Sampling Approvals.....	9
MOVE-IN / MOVE-OUT (MIMO) LOGISTICS.....	10
EXHIBITOR PARKING	13
EXHIBITOR CHECK-LIST	15

WELCOME TO THE EXPO

The Canberra Disability Expo welcomes you as our Exhibition Partner!

This event aims to bring together your organisation and services with people with disability and the wider community in an inclusive and supportive environment. In this manual, you will find important information and dates regarding your participation as an exhibitor.

Expo Opening Hours

Friday 25th September 2026 > 9am – 3pm

Saturday 26th September 2026 > 9am – 3pm

Venue

Exhibition Park in Canberra: EPIC – Budawang Pavillion

Flemington Rd, Mitchell ACT 2911, Australia

**EPIC is located at the corner of Flemington Road and Northbound Avenue in Mitchell Canberra.*

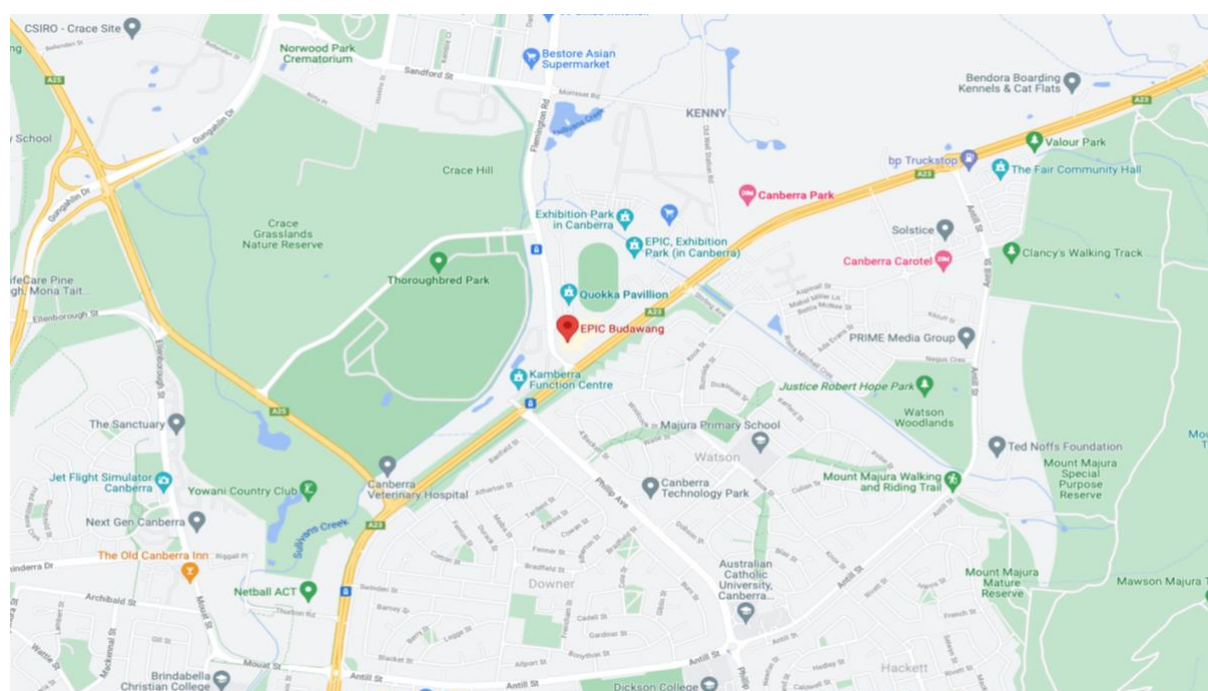


Figure 1: Exhibition Park in Canberra

Official Opening Ceremony

The stage program runs from 10am – 2:30pm both days while the official opening ceremony will commence at **11am Friday 25th September.**

There will be presentations and disability groups/artists performing throughout the Expo. We appreciate your support of our fantastic speakers and performers, and we will endeavour to monitor noise levels and keep them to a minimum.

If you're interested to be part of the stage program please reach out to discuss or fill in the **Speaker & Performer application form**.

Key Contacts

ImpactInstitute Expo Team	All Expo Enquiries	cbe@impactinstitute.com.au	0499 553 394
Expo Freight	Logistics Provider	admin@expofreight.com.au	0488 703 788
ExpoNet	Booth Build Provider	esd@exponet.com.au	02 9645 7070

Emergency Contact On-site

Call 0455 038 737 or get to an expo staff member at the information booth ASAP.

Cancellation Policy

A credit note will be issued for the full value of the booking if cancellation is made 2 months prior to the expo date. The credit note can be applied to new booking for an event run by the organiser within the next 12 months. Otherwise, no credit applies and 100% of the booking fee will be forfeited refund. All cancellations must be requested formally via email.

Terms and Conditions

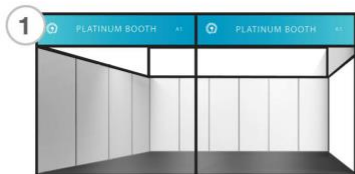
Exhibitors must read our [Terms and Conditions](#). Exhibitors are deemed to have accepted our T&C when a payment to the booking invoice is made.

Scam Alert

Be wary of unsolicited third-party offering you the attendee list/contact for the Expo. This is a SCAM. Do not engage in any way with these companies. We do not sell or share attendee lists to any third parties, exhibitors or sponsors.

BOOTH INFORMATION

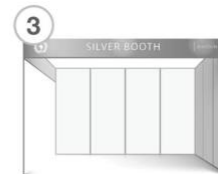
CDE - Sponsorship Booths



Grande Platinum Booth - 6x4



Infinity Gold Booth - 4x4



Infinity Silver Booth - 4x3

CDE - Exhibitor Booths



Standard Booth - 3x3

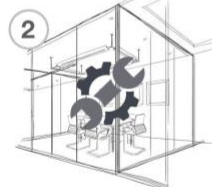


Double Booth - 6x3

CDE - Additional Booths



Product Space - 6x6



Custom Booth

CDE - Additional Space



Small Business Booth - 3x1
* Space Size - 3x2



Community Space
* Space Size - 2x2



Vehicle Space 6x6

Figure 2: Selection of booth or vehicle options (2026 specs need to be updated)

More information on
booth options & inclusions
can be found [here](#).



Signage you order and bring on your own must be within internal measurements.

E.g., to fit in a 3m x 3m booth you should only bring a signage up to the dimensions of 2880W x 2480H on either side.

Expo Signage Packages - Sponsor booth



Tips & Reminder

Infinity - 3x3 Option



Artwork Dimensions

- ① Side wall & Back wall:
2940W x 2418H

Infinity - 4x3 Option

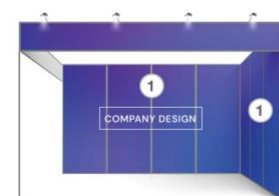


Artwork Dimensions

- ① Side wall:
2940W x 2418H
- ② Back wall:
3920W x 2418H

- ★ Use ExpoNet to order upgrades and signages if needed.
- ★ Get approval first for custom build booth before you lock in contractor.

Infinity - 4x4 Option



Artwork Dimensions

- ① Side wall & Back wall:
3920W x 2418H

Grande - 6x4 Option



Artwork Dimensions

- ① Side wall: 3920W x 2418H
- ② Back wall: 5940W x 2418H

Expo Signage Packages - Standard booth



Standard - 3x3 Option



Artwork Dimensions

- ① All wall: 2880W x 2480H

Double - 4x3 Option



Artwork Dimensions

- ① Side wall: 2880W x 2480H
- ② Back wall: 3880W x 2480HW x 2480H

Double - 6x3 Option



Artwork Dimensions

- ① Side wall: 2880W x 2480H
- ② Back wall: 5855W x 2480H

Tips & Reminder

- ★ All collaterals, furniture and signage must be placed and distributed **ONLY** within the boundary of your allocated booth/space.
- ★ Exhibitors must not promote yourself outside your designated booth/space.

Figure 3: Signage Measurement Illustrations

OFFICIAL SUPPLIERS



Exhibitors must fill in our expo builder, ExpoNet's Online Exhibitor Kit (OEK) for you to:

- **Confirm Fascia name (within 30 characters, including space)**
- Order Audio-visual
- Review booth presentation and order upgrades
- Order furniture, signage, and additional items for your booth
- **Order test and tag service** for your own electrical equipment, including power boards and extension leads

Contact **02 9645 7070** or esd@exponet.com.au for assistance and enquiries.

IMPORTANT: All orders must be placed by **3rd September 2026**. 20% surcharge with a minimum of \$100 applies to late orders. Cartage placement and damage waiver charges also apply.



Book Freight Services by 14th September 2026:

- New Users
 - Will get a **welcome email** with login details and a temporary password.
- Already Registered?
 - Log in to the **Expo Freight Portal**
 - Create New Booking Request for "Canberra Disability Expo 2026"
- After You Submit the request, staff from Expo Freight will contact you.

Click Here for detailed booking guide.

Email admin@expofreight.com.au or call **0488 703 788** for assistance.



EPIC, the official expo venue offer internet services and have compulsory safety requirements and food sampling approval forms as follows:

- **Internet Service**
- **Food & Beverage Sampling Approval Forms**
- **Exhibitors safety checklist (compulsory)**
- **Exhibitors and third party contractor induction (compulsory)**

Please remember to adhere to the deadlines set out in the Move In / Move Out (MIMO) form or specified by the venue.

Food and Sampling Approvals

EPIC is the exclusive provider of all food and beverage services. No external supplier or caterer may supply food or beverage unless prior written approval has been granted by EPIC. Sampling refers to offering small, complimentary portions of food or beverage to visitors for tasting or demonstration purposes. It is intended solely to promote or showcase a product. Exhibitors wishing to sample or sell food or beverage from their stand must submit a Selling and Sampling Application. All applications will be reviewed by EPIC, and any associated fees and charges must be paid in full prior to the commencement of the event.

- 1) Exhibitors that want to give out confectionery, give out or sell food and/or beverages samples must be responsible to apply for appropriate permits and registrations and email the confirmation of approval made by the Council to cde@impactinstitute.com.au by **3rd September**. For Council registration [click here](#).
 - After receiving confirmation of approval by the event organiser exhibitors must apply relevant permit via the **Food & Beverage Sampling Approval Forms** **before 3rd September** and any charges applied by the venue must be paid.
- 2) All preparation & distribution of food and/or beverage must adhere to all current health and safety regulations. Sampling and confectionery items must be pre-packaged with a detailed ingredient list and not made readily available to children or those who requires care.

MOVE-IN / MOVE-OUT (MIMO) LOGISTICS

Exhibitors must fill in the MIMO form by 3rd September 2026.

Move in

Plan well to have enough time!

- **All exhibitors move in: 3pm - 6pm, Thursday 24th September 2026**
- **Friday morning move in: 7am to 8:30am, no loading dock use**
- **Custom-built booth must email to seek approval ASAP**
- **Loading dock use must be booked via MIMO form**
- Vehicles/product move-in time and loading dock use confirmation are emailed separately after MIMO is closed

Information Booth

- Check in at information booth when your first arrive on Thursday
- Collect Exhibitor pack and lanyards
- Delivered items can be accessed after you check in
- Purchase safety vest - \$10ea

Loading Dock

Only exhibitors prebooked via MIMO form have access to loading dock

- Follow the time on loading dock confirmation email for smooth access
- A 15-minute unloading limit applies to exhibitor vehicles, you must unload and leave within the time limit, no parking allowed at the loading dock

Courier

- List all items and the courier's full contact details in the MIMO form
- Deliveries must be in between 9am -5pm on Thursday 24th September
- Return freight must be collected by 5pm on Saturday 26th September
- Couriers must have their own equipment to unload/load their vehicles
- Clearly label every item with the company name, booth name & number, and company contact's name and phone number
- All couriers must go to designated zone at the loading dock

It is the exhibitors' sole responsibility to make sure couriers are directed clearly and all items labelled correctly.

3rd Party Supplier

- Must provide 3rd party supplier's details and details of the works they'll carry in the MIMO form -- other than official suppliers listed
- Must submit all required documents for approval ASAP

It is the exhibitor's sole responsibility to make sure 3rd party supplier understand and follow all expo rules and requirements when operating on site

Move Out

- Move out is 3-5pm on Saturday 26th September only, no early pack up
- Give attendees 5-10 mins to leave before you proceed to the exit
- Loading dock only open after attendees and children have left the venue
- Do not bring in trolley or use trolley on expo floor before 3pm
- Return your lanyard to the volunteers at exit
- Leave items hired from ExpoNet inside the booth
- Remove all other items and large rubbish from booth
- Unauthorised items and large rubbish left after 5pm will be disposed by the venue and disposal fees apply

Safety Information

- Safety vests and enclosed shoes must be worn during MIMO
- No children under 15 are allowed during MIMO
- No alcohol allowed during MIMO and any time at loading dock
- Display vehicles must follow safety requirements and be pre-approved

FINAL Reminders

Register all staff detail via MIMO

Do not leave your booth unattended before expo closes

Contact expo staff first if you must leave early

Do not distribute or promote outside your booth

Do not block walkways or emergency exits

Always follow safety requirements, check out the evacuation plan

Make sure all electrical equipment are up to safety standard and use no piggy backing or double adapters

No smoking or vapouring in the venue

No unauthorised food or beverage, including sampling and confectionery are allowed, cost of disposal will be charged if found

NO helium Balloons are allowed in the venue at any time

NO animals other than certified assistance animals are allowed

EXHIBITOR PARKING

Exhibitor Parking

- Parking is free at the venue.
- During move-in, exhibitors may use the **P1**.
- During event hours, exhibitors are requested to park in **P2** first or follow direction given by staff onsite to save spaces for attendees.

Loading Dock

- The loading dock is available for the delivery and collection of large items and equipment requiring trolleys.
- Access is via the rear of the building.
- A drop-off zone at the **Budawang Pavilion** will operate from **9:00am to 5:00pm** for small hand-carried items only, with a maximum stay of **15 minutes**.

Accessible Parking

- Accessible parking is available within the venue's designated parking areas. Please follow venue signage on arrival.



Figure 3: Canberra Expo exhibitor parking map

EXHIBITOR CHECK-LIST

Can you tick the following?

Pay invoice and choose your booth

- Pay your invoice before due date
- Choose your booth once full payment is confirmed
- Review Exhibitor Terms and Conditions in our **Exhibitor Download Portal**

Send your Public Liability Certificate

- Email certificate to us ASAP
- Validity: must expire post expo dates, the sum of insured no less than \$10M

Complete Move-in/Move-out (MIMO) Form by 3rd September 2026

- Provide organisation details for expo guide and program
- Book in loading dock/courier/ third party contractors
- Notify us on food & beverage distribution and sampling
- Provide on-site staff information

Complete ExpoNet OEK by 3rd September 2026

- Confirm fascia name
- Order additional booth upgrades/ signage / furniture
- Test & Tag your electrical equipment

Engage with Courier to deliver your booth decors and expo collaterals

- Order from our partner Expo Freight by 14th September, or
- Use your own and provide details in the MIMO

Seek approval of the following by email ASAP

- Vehicles display
- Sell products
- Run a competition/raffle in your booth
- Give out food/beverage
- Bring in 3rd party contractor for booth decoration, or build a customised booth

Download Expo collateral via Exhibitor Downloads

- Share with all staff who will be attending the expo
- Download and install marketing assets

Promote your attendance before and at the expo

- Like **Canberra Disability Expo Facebook**
- Tag us in your posts **@CDE26 @CanberraDisabilityExpo**
- Share and like **the expo event page**
- Post reminders on social media about your attendance
- Send mailout to your clients to spread the words

Prepare flyers, collaterals, signage and lead forms for your booth

- Check measurements before ordering signage
- Prepare enough collaterals to cover the two days
- Prepare lead form, preferably both digital and printed, with easy-read version.
- DO NOT USE helium Balloons for décor, will be disposed once found

Prepare move-in plan, daily schedule, and survival kits for all your staff

- Must wear safety vest and enclosed shoes during move in and move out
- Must check in first at the information desk before you move in
- Bring essentials like trolleys, screwdrivers, scissors, Velcro tap, etc
- Bring electrical equipment with current tag, or order test and tag service from ExpoNet
- Have at least two staff in your booth at all times
- All staff and contractors must complete the **venue induction**.

Haven't found an answer to your question? Check out the A-Z additional Information.