

HUNTER DISABILITY EXPO

Exhibitor Manual



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WELCOME TO THE EXPO

The Hunter 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 Hours

Friday 8th May 2026 > 9am – 3pm

Saturday 9th May 2026 > 9am – 3pm

Venue

Newcastle Entertainment Centre
Showground, Brown Rd, Broadmeadow NSW

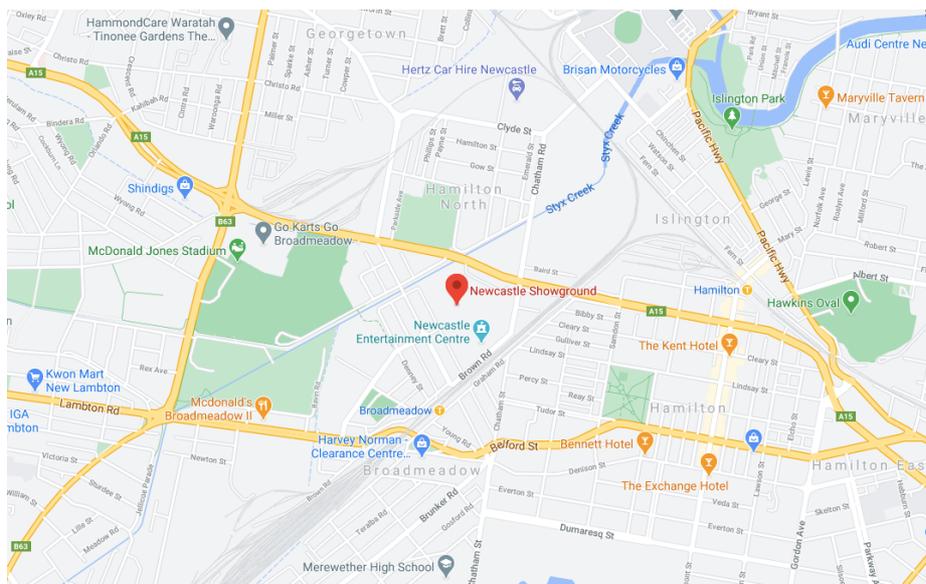


Figure 1: Newcastle Entertainment Centre

Official Opening Ceremony

The official opening ceremony will commence at **11am Friday 8th May**.

The official opening ceremony will include speeches and performances. We appreciate that there may be some noise throughout the venue during the ceremony and would appreciate your support and patience during this time.

Please also note that there will be several disability groups performing throughout the Expo. We again appreciate your support of our fantastic performers, and we will endeavour to monitor noise levels and keep them to a minimum.

Key Contacts

Hunter Disability Expo	Enquiries	hde@impactinstitute.com.au	0499 553 394
ExpoNet	Booth Build Provider	esd@exponet.com.au	02 9645 7070
Expo Freight	Logistics Provider	admin@expofreight.com.au	0488 703 788

Emergency Contact On-site

Call [0455 038 737](tel:0455038737) or get to an expo staff at 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 18 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.

STANDARD BOOTH SET-UP

HDE - Sponsorship Booths



Grande Platinum Booth - 6x4



Infinity Gold Booth - 4x4



Infinity Silver Booth - 3x3

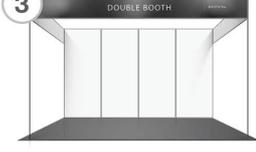
HDE - Standard Booths



Standard Booth - 3x2



Double Booth - 6x2

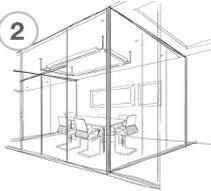


Double Booth - 4x3

HDE - Additional Booths



Product Space - 6x4



Custom Booth

HDE - Additional Space



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



Community Space
* Space Size - 2x2



Vehicle Space 6x4

Figure 2: Selection of booth or vehicle options

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.

Standard - 3x2 Option



Artwork Dimensions

- ① Side wall: 1910W x 2480H
- ② Back wall: 2880W x 2480H

Double - 4x2 Option



Artwork Dimensions

- ① Side wall: 1910W x 2480H
- ② Back wall: 3880W x 2480H

Double - 6x2 Option



Artwork Dimensions

- ① Side wall: 1910W x 2480H
- ② Back wall: 5855W x 2480H

Tips & Reminder

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

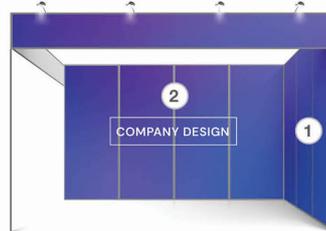
Standard - 3x3 Option



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

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

IMPORTANT: All orders must be placed by 16th April 2026. 20% surcharge with a minimum of \$100 applies to late orders. Cartage placement and damage waiver charges also apply.



Book Freight Services by 26th April 2026:

1. New Users
 - a. Will get a **welcome email** with login details and a temporary password.
2. Already Registered?
 - a. Log in to the **Expo Freight Portal**
 - b. Create New Booking Request for "Hunter Disability Expo 2026"
3. 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.

IMPORTANT: No early deliveries – freights are not accepted before the scheduled move-in time. **All freight must be removed by 5pm Saturday with no exceptions.**

FOOD AND SAMPLING

Food/ Beverage

- 1) Exhibitors that want to serve food and/or beverages must be responsible to apply for appropriate permits and registrations and email the confirmation of approval made by the Council to hde@impactinstitute.com.au by 16th April. For Council registration [click here](#).
- 2) Confirmation of approval by the event organiser and the venue will be confirmed and any charges applied by the venue must be paid before the expo dates.
- 3) All preparation & distribution of food and/or beverage must adhere to all current health and safety regulations.

Sampling/ Confectionery

1. 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.
2. Email hde@ImpactInstitute.com.au by 16th April for approval.

Reminder: all unauthorised items will be disposed and the exhibitor will bear all costs related.

Example of a EDM banner, downloadable from Expo Exhibitor Downloads Page:



MOVE-IN / MOVE-OUT (MIMO) LOGISTICS

Exhibitors must fill in the MIMO form by 16th April 2026.

Move in

Plan well to have enough time!

Move in is strictly between **3pm - 6pm** on Thursday, 7th May

Additional move in time is given from 7am to 8:30am on Friday before expo opens

Custom-built booth must email to seek approval ASAP

Loading dock use must be booked via MIMO form

Vehicles and loading dock use confirmation will be emailed 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 will have access to loading dock

Follow the time on loading dock confirmation email for smooth access

A 15-minute unloading limit applies to all vehicles on the loading dock.

No parking at the loading dock

Courier

All items being delivered and courier details must be listed on the MIMO form

Deliveries are only accepted 9am -5pm on Thursday 7th May

All items must be collected from the venue by 5pm on Saturday 9th May

Couriers must have their own equipment to unload/load their vehicles

All items being delivered or collected must have clear labels

It is the exhibitors' own responsibility to make sure all items are delivered correctly, event organiser or the venue will take no responsibility or sign possession of goods.

3rd Party Supplier

Must provide 3rd party supplier's details and details of the works they'll carry in the MIMO form (suppliers other than official partners Expo Freight or ExpoNet)

Must submit all required documents for approval ASAP

It is the exhibitor's 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 9th May only, no early pack up

Give attendees 5-10 mins to leave before you proceed to the door

Loading dock won't open until all 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 door

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 and disposal fees apply

Safety Information

- Safety vests and enclosed shoes must be worn during move-in / move-out
- No children under 15 are allowed in the venue during move-in / move-out
- No alcohol allowed during move-in / move-out 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 you 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
- No unauthorised food or beverage, including sampling and confectionery are allowed, cost of disposal will be charged if found
- Competitions or raffles run by exhibitors must have clear, fair and accessible terms and conditions and the appropriate permit. [CLICK HERE](#)

NO helium Balloons are allowed in the venue at any time

EXHIBITOR PARKING

1. Newcastle Entertainment Centre has open-air parking accessed via Griffiths Rd at the Traffic Lights.
2. **Thursday:** Please use any of the allocated parking areas. Parking will be FREE of CHARGE for Thursday ONLY
3. **Friday/Saturday:** During event days there will be an ALL DAY Parking fee of \$7. Venue Parking Attendants will direct you where to park. Bays 7 & 8 are the nominated Exhibitor parking bays. Please **ONLY** park in these Bays unless directed otherwise or you require Accessible Parking



Figure 4: Hunter Disability Expo Event 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-out (MIMO) Form by 16th April 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 16th April 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 26th April, 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 Hunter Disability Expo Facebook
- Tag us in your posts @HDE26
- Share and Like Hunter Disability 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

Haven't found an answer to your question? Check out the [A-Z additional Information](#).