



PRESENTED BY  **Repco**

EXHIBITOR INFORMATION MANUAL

MotorEx 22
May 4th and 5th 2024



1. KEY CONTACTS

Company	Contact Information
MotorEx – Commercial Management	Tegan Smith M: 0420 307 168 E: exhibitors@motorex.com.au
Harry the Hirer – Exhibition Stand Build	Sophie Swinton M: 0450 704 975 E: sophies@harrythehirer.com.au
Garnet Electrical – Electrical Services	Lincoln Wade M: 0433 150 049 E: lincoln@garnetelectrical.com.au
Melbourne Showgrounds – Event Planner	Eloise Tropea M: 0447 718 774 E: eloise@melbourneshowgrounds.com

2. EVENT INFORMATION

Event Location

Meguiar's MotorEx Presented by Repco will be held at [Melbourne Showgrounds](#), Epsom Road, Ascot Vale, VIC, 3032. **Note that Melbourne Showgrounds is a non-smoking and cashless venue.**

Exhibitors are reminded to treat all event and venue staff with kindness and respect as you are welcomed to the event.

Key Dates & Times

Date	Activity	Times
Friday 3 rd May 2024	Bump in	9:00am – 5:00pm
Saturday 4 th May 2024	Event Day	9:00am – 4:00pm
Sunday 5 th May 2024	Event Day / Bump Out	9:00am – 4:00pm / 4:30pm – 7:00pm

Event Program

The event program will be available on the [MotorEx Website](#).

Exhibitor Trading

All Exhibitor stands must be open, operational, and staffed during the below hours.

Date	Time
Saturday 4 th May & Sunday 5 th May, 2024	09:00am – 4:00pm

3. EXHIBITOR INFORMATION

Accreditation

Exhibitors will receive an allocated number of accreditation wristbands to complement all stands. Wristbands must be worn to gain access into the venue during event days only. There is no accreditation required for bump in / out.

Accreditation can be collected from the MotorEx Organisers Office, located at Rustlers Room in the Royal Block at Melbourne Showgrounds. All passes must be collected on Friday 3rd May between 9:00am and 5:00pm. [ROYAL BLOCK - MELBOURNE SHOWGROUNDS](#)

Access & Parking

Exhibitors can access the venue as per the below:

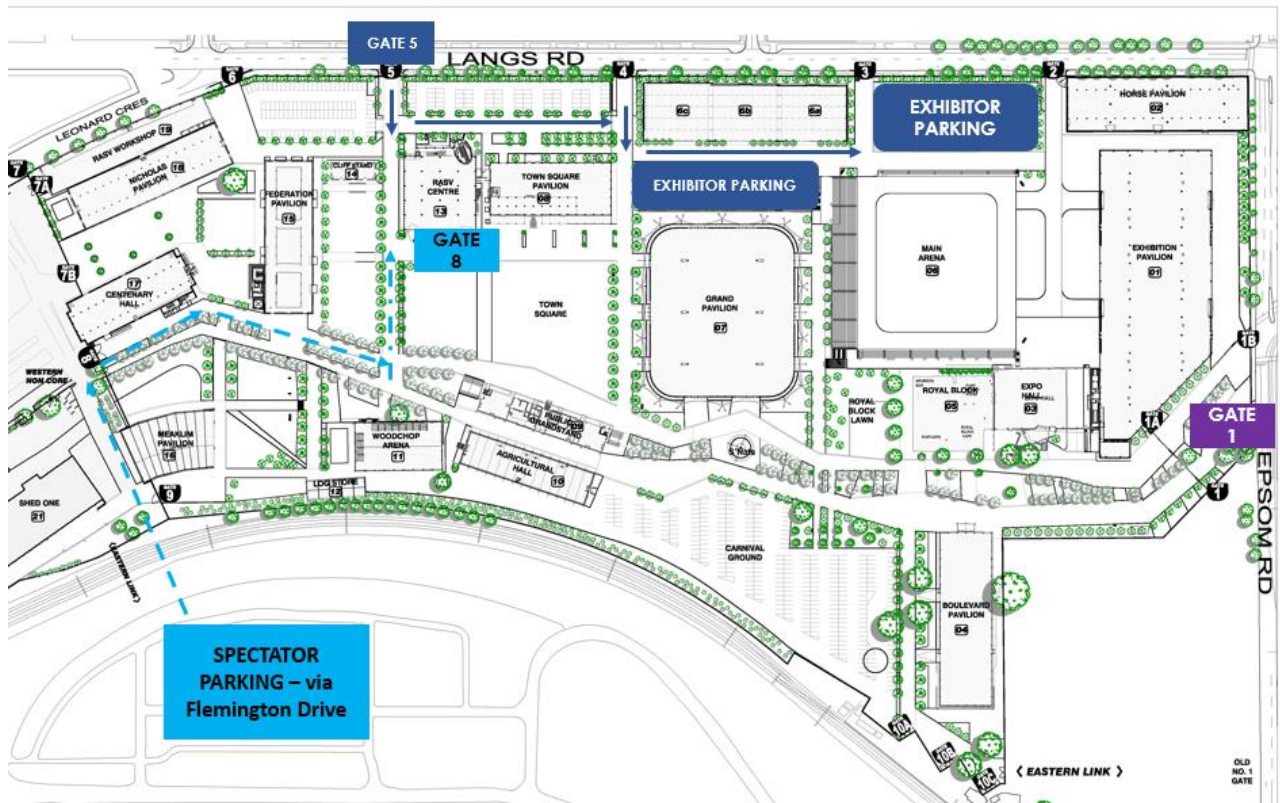
Gate 1 – Pedestrian access only 8am – 5pm.

Gate 5 – Exhibitor parking for a daily fee of \$20, wristbands will be checked on entry 8am – 5pm.

Flemington Racecourse – Spectator parking for a daily fee of \$25, wristbands will be checked on entry 8am – 5pm. Access via Flemington Drive off Epsom Road.

**Bump in access is via Gate 5 & 2, and there is no parking fee or wristbands required.*

*** Trailer parking is available, please let your Commercial Manager know if you require access.*



Bump In and Out Procedures

There is no requirement for a vehicle pass or personnel accreditation during bump in/out. Exhibitors are required to comply with the below site rules during these times:

- The site speed limit is 10km/h
- Children under 15 years of age are not permitted access.
- Persons **MUST** wear appropriate PPE including hi-vis vests and closed toe shoes. Hi-vis vest can be purchased from the MotorEx organiser's office for \$10.00 each.
- Plant must be operated by licensed operators, and forklifts must have non-marking white tyres.
- Riding unrestrained in the back of utilities, running boards of vehicles, and moving of forklifts whilst persons are on the tines (whether in a cage or not) is not permitted.
- Entrances, aisles, and emergency exits must always be kept clear.
- Vehicles must follow instructions given by MotorEx staff and security officers.
- Portable electrical equipment must be tested and tagged prior to arrival.
- A spotter wearing a hi-vis vest must be used to assist safe movement of vehicles.

Bump In

Bump in will occur on Friday 3rd May 2024 from 9am to 5pm.

Once vehicles and trailers have finished being unloaded, they are to be moved to the parking area immediately. No vehicles or trailers are to be parked in the Pavilions.

All bump in vehicles and large movements are to be completed within 3 hours.

You will be provided with a bump in start time and access gate / door, pending the location of your stand.

There is no food or beverage available at the venue for bump in. Gate 1 will be open from 10am to 3pm for pedestrian access to the local shopping precinct.

Bump in activities must be completed and cease by 1800.

Show Pavilion & Performance Garage bump in in:



Bump Out

Bump out will commence at 4:30pm on Sunday 5th May, 30 minutes after the event concludes and once the site is clear of all spectators.

Vehicles and personnel without event accreditation will be granted access to the site after 4:30pm. Access and egress gates for bump out remain as per your bump in gate.

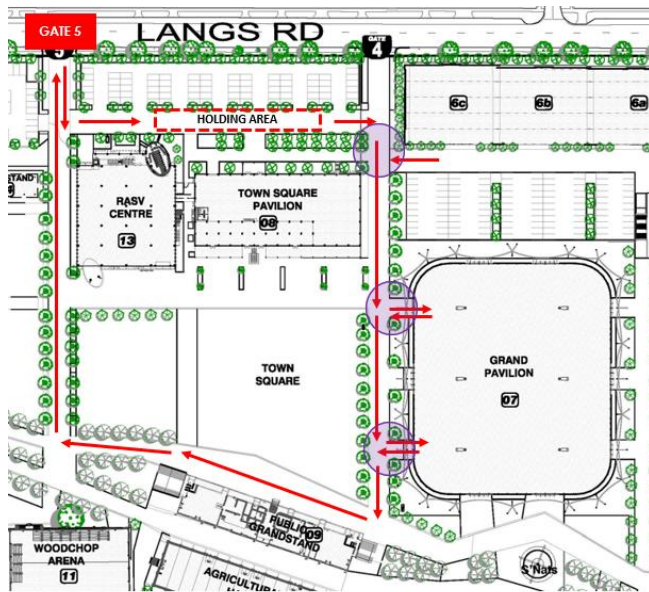
Drivable vehicles will egress the Pavilions as a priority from 4:30pm. During this time Exhibitors are expected to pack up stands in preparation for bump out.

From 5:00pm onwards vehicles are permitted to access the Exhibitor Pavilions for bump out.

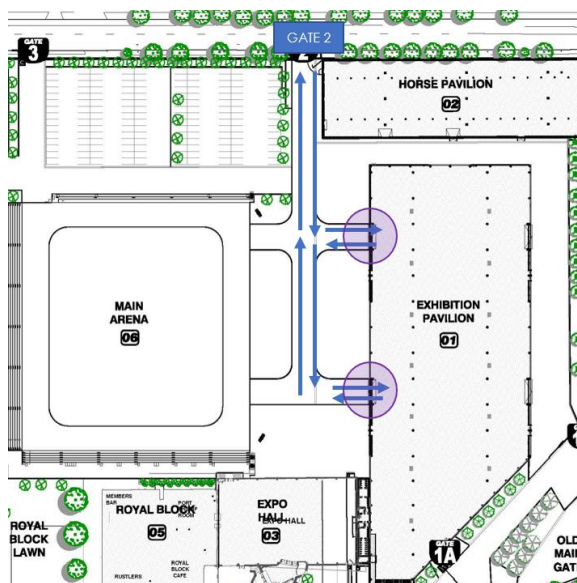
Bump out is expected to be a busy period and Exhibitors are reminded to operate with best practise and comply with all event regulations.

Bump out activities must be completed and cease by 1900.

Performance Garage bump out:



Show Pavilion Bump out:





Forklift Service

A forklift service is available to Exhibitors during bump in and out. Please request on venue via the Event staff.

Forklift services will include a licenced operator and a machine in working order (**3T LPG forklift with non-marking tyres**). It is the responsibility of the exhibitor to ensure all loads are secure and suitable.

Static Display Vehicles

A 'Static Display Vehicle' is a vehicle parked on an exhibitors stand for display purposes only and is not to be moved at any stage throughout the event. If judging is required on this vehicle a separate entrant registration must be completed, ensuring to advise where the vehicle is located.

Static Display Vehicles are not to leak oil, water, or petrol. Furthermore, all vehicles **MUST** always use drip trays. Any leakage is expected to be absorbed and cleaned so as not to stain the floor surface. The use of tire shine should be limited and considerate due to the nature of the buildings (i.e. using a drop sheet to protect the flooring).

All vehicles displayed on a gradient must be blocked off to public access. If the display has the vehicle totally off the floor level, the vehicle must be secured to ensure no movement can occur.

All display vehicles **MUST** have their fuel tanks sealed and ignition keys removed from the vehicle.

All indoor static vehicles must be in place by 5:00pm Friday 3rd May and are **NOT** to be moved or started until bump out commences at 4:30pm Sunday 6th May.

A spotter wearing a hi-vis vest **MUST** be used to assist the safe movement of the vehicle.

Exhibitor Stands

Exhibitor stands will be built by Harry the Hirer prior to bump in operations as per your commercial arrangement.

All infrastructure and commodities installed by Exhibitors must not exceed the size of the stand, unless approved as a "tailored" build by the MotorEx team. All equipment, staff, infrastructure, etc. must be maintained inside the allocated and marked footprint. All aisles and emergency exits must be kept clear.

For space only stands and approved tailored builds, exhibitors are asked provide install plans and structural drawings to the MotorEx team by 5pm on Friday April 19th, 2024. Pending review, Exhibitors may be asked to provide an engineering certificate once build is complete, at a cost to the exhibitor.

All builds and temporary structures at the event must comply with City of Melbourne regulations.

Exhibitors have the option to purchase directly through Harry the Hirer for additional trade stand requirements. Items such as signage, furniture, lighting, accessories, additional power, etc. are available. The team from Harry the Hirer will make direct contact with all Exhibitors, generate a unique link for your trade stand and coordinate all requirements with you directly.

Sound levels from microphones, car audio, television, and any type of spruiking is to be kept at a comfortable level on the perimeter of your stand.

Stickers are not permitted, and cleaning charges will apply for any stickers found on the premises after the event that require removal.



Insurance

MotorEx and Melbourne Showgrounds will not cover the legal liability of any exhibitor and shall not be liable, nor deemed to be liable for any loss, damage, theft, or injury sustained by an exhibitor, or any associated employee/contractor.

As an exhibitor at MotorEx, it is a condition that you must have and maintain the following insurance:

- Public Liability Insurances as aforesaid to an amount of not less than \$10m
- Worker's compensation in respect of all persons employed or sub-contracted.

Your current Public Liability Insurance Certificate of Currency must be provided with Out There Productions Major Events Pty Ltd T/as MotorEx, and The Royal Agricultural Society of Victoria Limited listed as interested parties. It must cover all event dates including bump in and bump out.

Please send insurance documents to the Commercial Manager by 5pm on Friday April 19th, 2024.

Workplace Health & Safety

MotorEx is committed to providing a safe work environment for all employees, contractors, and service providers. Exhibitors are reminded of their obligations under the Workplace Health and Safety Act to ensure the safety of all persons. The reporting of hazardous conditions is essential, and all employees and service providers must ensure that they are not exposed to dangers which could result in injury. Please report any hazards or incidents to the MotorEx Commercial Manager.

WHS MONITOR - Site Induction

It is a requirement for all exhibitors to complete the Melbourne Showgrounds induction process **before** arriving on site for bump in.

- A representative must first register a business account and upload/input all relevant information. Please refer to the "Site Induction Guide for Event Organiser, Contractors, and Exhibitors" for a step-by-step process. See here for the [REGISTRATION PAGE](#).
- Following submission and within 3-5 business days the Melbourne Showgrounds OHS Manager will review and approve your application, providing a unique link for your business.
- Once available, please distribute this link to **ALL** staff with the accompanying "Site Induction Guide for Employees", requesting completion prior to arriving on site. Each staff member will be linked to your business in the WHS Monitor system. Please keep your QR code accessible for on-site checks and inspections.

For any questions regarding the induction, please contact the OH &S team at Melbourne Showgrounds, details below:

Mark Rippingale OH&S Manager

E Mark.Rippingale@melbourneroyal.com.au

M 0419 475 882

Melissa Amato OH&S Assistant

E melissa.amato@melbourneroyal.com.au

M 0401 920 410



Employer Responsibility

Exhibitors are required to ensure the health and safety of all associated staff. This means:

- Making the workplace safe for its staff and visitors so far as reasonably practicable
- Ensuring the safe use, handling, storage or transport of equipment and substances
- Providing sufficient information, instruction, training, supervision, and certification
- Any damage to the venue or installations by a Commercial Participant must be made good to the satisfaction of the venue at the Commercial Participant's cost.

Emergency Evacuation

In the event of an emergency and or evacuation, ALL event patrons will follow direction from the Melbourne Royal Chief Warden and emergency services.

MotorEx and Melbourne Showgrounds accepts no responsibility for loss claims, financial, or otherwise following an event marred by an emergency evacuation.

First Aid

First Aid services are available on Event days and located next to the café in the Royal Block. During bump in and out, a limited first aid service is also available. In the event of a medical incident please contact the nearest MotorEx staff member or security officer who will report the incident to medical and event management personnel. In the case of an emergency, please dial 000.

Power and Electrical

Power is available to all exhibitors as per the purchased package.

All portable electrical equipment must be tested and tagged in accordance with the Workplace Health and Safety Regulations and AS/NZS 3760-2010 prior to bringing it to site. All testing and tagging records on electrical equipment must be current and up to date.

Any electrical equipment found to be untagged must be tested and tagged or removed from the site immediately. The use of double- adaptors is prohibited, however the use of power boards is acceptable. If on site testing and tagging is required, please contact the MotorEx Commercial Manager.

When using any electrical equipment keep all electrical leads off the floor/ground where possible, cover leads with cable covers when it is not possible to keep leads off the floor/ground, and do not allow any motorised equipment to drive over leads.

Prohibited Items

Prohibited items as listed below are not permitted on site. Random vehicle inspections will occur at all entry gates.

Alcohol, Animals, Illicit Substances, Glass bottles, Canisters of nitrous oxide or CO2, Drones, Fireworks, Motorised scooters, skateboards, or the use of spray paint to mark out locations within the venue.

Dangerous Substances & Safety Data Sheets (SDS)

Exhibitors intending on displaying, selling, or using dangerous substances at MotorEx, must register these items and provide the SDS for each substance. Such goods include fuel, LP Gas, paint, tyre shine, oil, etc. Please register your dangerous substances via the link provided, uploading the MSDS where necessary. <https://app.smartsheet.com/b/form/ab13c8b10999482b9f23d3289025ed2e>

Refer to the following website for more information [WORKSAFE VICTORIA - DANERGOUS GOODS.](#)



Cleaning & Waste

Exhibitors are responsible for the removal of their own rubbish and waste materials during the bump in, event, and bump out periods. Recycling and general waste bins will be provided for the disposal of rubbish and waste materials.

Cleaning of exhibitor stands during the bump in, event, and bump out is also the responsibility of exhibitors. Note that event cleaners are not available nor responsible to fulfil this task.

Liquid waste must be disposed of correctly. Oil must be returned into its original container and left by the bins provided in your area. Waste oil must not be put into plastic bags or cardboard boxes.

If you would like a quote for stand cleaning services, please contact Amelia Drakos ameila.drakos@melbourneroyal.com.au.

Security

MotorEx will provide security throughout the event site during bump in, Event days, and bump out. Exhibitors can assist to minimise the risk to themselves and others by remembering the following guidelines:

- DON'T - Leave valuable items unattended, leave your stand unprotected while open, leave valuables in your car while parked in the car park.
- DO – Challenge suspicious behaviour and report it to security, ensure adequate insurances, report thefts to security.

Supporting documents

Refer to the attached supporting documents for further services and information:

- Event induction guides for both exhibitors and staff to complete your inductions.
- Delivery label (the venue cannot accept deliveries prior to Tuesday, April 30th, 2024).
- Exhibitors stand catering menu if you wish to order food to your stand.
- Sampling and selling form, if you intend to sell or sample any food or beverage at the event.
- Technology services if you wish to order any additional services.

Entrant Goodie Bag Inclusion

MotorEx offers all Exhibitors the opportunity to provide an item for inclusion in the official 'Entrant Goodie Bag'. This bag will be given to all vehicle entrants and must be an item of value or special offer. Inclusions are not to be a promotional leaflet. Please refer to the link for sustainable product tips. [CITY OF MELBOURNE - SUSTAINABLE EVENT PRODUCTS](#)

If you wish to participate in this opportunity, please contact the MotorEx Commercial Manager.