

**LMCTH**  
PRESENTS



# MOTOREX



**EXHIBITOR INFORMATION MANUAL**  
**MAY 2-3, 2026**

MELBOURNE SHOWGROUNDS  
SHOWCARS | MUSCLE | EXOTICS | JDM | 4X4 | RACE CARS | AUTO EXPO

## KEY CONTACTS

<b>Commercial Sales</b>	<b>Matt Rice</b>	PH: 0404 672 196 E : matt@mediascrum.com.au
<b>Commercial Operations</b>	<b>Ben Smith</b>	PH: 0402 656 033 E: ben.smith@outthere.com.au
<b>Moreton Hire Stand Builder</b>	<b>Maddie Whitty</b>	PH: 07 3307 4406 E : maddie.whitty@moreton.net.au
<b>Garnet Electrical Services</b>	<b>Lincoln Wade</b>	PH: 0433 150 049 E :lincoln@garnetelectrical.com.au
<b>Melbourne Showgrounds</b>	<b>Renata Krupinska</b>	PH: 0403 653 025 E : renata@melbourneshowgrounds.com

## EVENT INFORMATION

### Event Location

Meguiar's MotorEx Presented by LMCT+ will be held at:  
Melbourne Showgrounds, Epsom Road, Ascot Vale, VIC, 3032.

**Note that Melbourne Showgrounds is a non-smoking and cashless venue.**

### Key Dates & Times

Date	Activity	Times
Friday 1st May 2025	Bump In	8.00am - 5.00pm
Saturday 2nd May 2025	*Event Day - Trading	11.00am - 6.00pm
Sunday 3rd May 2025	*Event Day - Trading	11.00am - 4.00pm
Sunday 3rd May 2025	Bump Out	4.30pm - 7.00pm

\*All Exhibitor stands must be open, operational, and staffed during these hours.

**FURTHER INFORMATION SUCH AS TICKETING, EVENT PROGRAM AND MAP ARE AVAILABLE ON THE WEBSITE HERE**

## EXHIBITOR INFORMATION

### Staff Accreditation

- No accreditation is required for bump in or bump out
- Your event accreditation (staff wristbands) can be collected on Friday 1st May between 9am - 5pm at the Event Office
- If you have staff arriving Saturday morning and would like support to handout wristbands at the Entry Gate please advise Ben Smith - Commercial Operations (this service is available from 9am – 12pm on Saturday May 2nd only).

### Parking

- Available via Gate 5 on Langs Road, for a daily fee of \$30 payable on entry.
- If the car park is full, staff will redirect you to additional available parking.

## BUMP IN

- Bump in will take place on Friday 1st May 2026 from 8am to 5pm.
- Entry Gates are located on Langs Road with visual messaging boards noting GATE 2 (Building 1) and GATE 4 (Building 7)
- After unloading, trailers are to be moved to the trailer parking area. No vehicles or trailers are to be parked inside the Pavilions.
- The Showgrounds Cafe will be open from 10am to 3pm.
- Your access time and entry Gate will vary pending your stand location, exact details will be provided prior to the event.

## BUMP OUT

- Bump out will take place on Sunday 3rd May from 4:30pm to 7:00pm.
- Vehicle movements and personnel without event accreditation will be granted access to the site once the venue is clear of all spectators.

Bump out is expected to be a busy period and Exhibitors are reminded to operate with best practice and comply with all event regulations, following instruction from MotorEx event staff.

## BUMP IN + BUMP OUT PROCEDURES

### Forklift Service

A forklift service is available to Exhibitors during bump in and out. Please request on venue via the MotorEx team. Forklift services will include a licensed operator and a machine in working order (3T LPG forklift with non-marking tyres).

### 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 throughout the event.
- Vehicles are not to leak oil, water, or petrol.
- The use of tyre shine should be limited and considerate due to the nature of the buildings.
- Public access should be restricted, fuel tanks sealed, and ignition keys removed from the vehicle.
- A spotter wearing a hi-vis vest **MUST** be used to assist the safe movement of the vehicle.
- All static vehicles must use a drip tray

## BUMP IN + BUMP OUT PROCEDURES

### Site Rules

- The site speed limit is 10km/h.
- Children under 15 years of age are not permitted access on the venue during bump in or out.
- Everyone must wear hi-vis vests and closed toe shoes (vests can be purchased from the MotorEx event office).
- Entrances, aisles, and emergency exits should always be kept clear.
- Vehicles must follow instructions given by MotorEx staff. A spotter wearing a hi-vis vest must be used to assist safe movement of vehicles.
- Electrical equipment should be tested and tagged prior to arrival and installed as per best practice.

## EXHIBITOR STANDS

Exhibitor stands and power will be built prior to bump in operations as per your commercial arrangement. Stands should not exceed the purchased size. All equipment, staff, infrastructure, etc. must be maintained inside the marked footprint. All aisles and emergency exits must be kept clear.

For space only stands and approved tailored builds, exhibitors are asked to provide install plans and structural drawings to the MotorEx team for approval. All builds and temporary structures at the event must comply with building code and event regulations.

The team at Moreton Hire will be in touch to confirm your ordered stand, and to offer you additional fixtures, furniture, and dressings if required. Such items can be purchased directly via Moreton Hire.

If you require additional power, please contact the team at Garnet Electrical Services.

MotorEx does not provide WiFi services to Exhibitors. If you would like to purchase a private network, you can do so via the Melbourne Showgrounds additional resources.

## INSURANCE & DANGEROUS SUBSTANCES

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

Please provide your current Public Liability Insurance Certificate of Currency with listed interested parties as per the below, inclusive of the period May 1st to 4th, 2026.

Out There Productions Major Events Pty Ltd T/as MotorEx  
The Royal Agricultural Society of Victoria Ltd  
PPP Solutions Nominees Pty Ltd  
Showgrounds Nominees Pty Ltd

### Dangerous Substances & Material Safety Data Sheets (MSDS)

Exhibitors intending on displaying, selling, or using dangerous substances at MotorEx, must register these items and provide the MSDS for each substance. Such goods include fuel, LP Gas, paint, tyre shine, oil, etc. Please register your dangerous substances via the link provided.

[CLICK HERE TO UPLOAD DOCUMENTS](#)

## SITE INDUCTION - MELBOURNE SHOWGROUNDS

MotorEx and the Melbourne Showgrounds are committed to providing a safe work environment for all employees, contractors, and service providers. Exhibitors are reminded of their obligations under the Occupational Health & Safety Act 2004 to ensure the safety of all persons.

Employees, staff and hired contractors that are working at MotorEx 2026 must complete the relevant site inductions before arriving.

### MotorEx Event Site Induction (All exhibitor staff)

- [CLICK HERE](#) to complete the MotorEx Event site induction.
- **All** event organiser, event staff, exhibitors (including all personnel working/setting up/exhibiting), and contractors (anyone completing works at MotorEx 2026) are required to complete an induction prior to arriving onsite.
- Please save proof of induction and bring to the event for access to event accreditation.

### Melbourne Showgrounds Venue Site Induction (Outdoor Exhibitor staff ONLY)

- [CLICK HERE](#) to complete the Melbourne Showgrounds venue site induction.
- **Outdoor only** event organiser, event staff, exhibitors (including all personnel working/setting up/exhibiting), and contractors (anyone completing works at Melbourne Showgrounds) are required to complete an induction prior to arriving onsite.
- Please save proof of induction and bring to the event for entry to the Melbourne Showgrounds.

## VENUE SERVICES & SAFETY

### Employer Responsibility

Exhibitors are required to follow the below guidelines in consideration of workplace health and safety.

- A safe environment for staff and visitors, so far as reasonably practicable
- The safe use, handling, storage or transport of equipment and substances
- Provision of sufficient information, training, supervision, and certification
- Reporting any hazards or incidents to the MotorEx Team

### 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.

### Medical Services

First Aid services are available on event days. 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 who will report the incident to medical and event management personnel. In the case of an emergency, please dial 000.

## VENUE SERVICES & SAFETY

### Prohibited Items

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

Alcohol, Animals, Illicit Substances, Glass bottles, Canisters of nitrous oxide or CO2, Drones, Fireworks, motorized scooters, skateboards, or the use of spray paint.

### Cleaning & Waste

**Exhibitors are responsible for the removal of their own rubbish and waste materials.**

Recycling and general waste bins will be provided. Cleaning of exhibitor stands is also the responsibility of exhibitors. Event cleaners are not responsible to fulfil this task. Liquid waste must be disposed of correctly.

### Security

MotorEx will provide security personnel to oversee asset protection. Exhibitors can assist to minimise risk by following these guidelines:

- **DON'T** leave valuable items unattended, leave your stand unprotected while open, or leave valuables in your car while parked in the car park.
- **DO** challenge suspicious behaviour and report it to security, ensure adequate insurances, and report damages/theft to security.

## PRE-EVENT DELIVERY INFORMATION

If you have items that need to be delivered prior to the event, please organise delivery to the Melbourne Showgrounds as per the instructions provided below:

- All deliveries must use the delivery label provided below
- We can only accept and store deliveries from Mon 27th April to Fri 1st May 2026.
- Please make sure your delivery is clearly marked with your COMPANY NAME and MOTOREX26.
- All pallets and or boxes will be delivered to your stand on Friday the 1st of May.
- Pallets and or boxes must be packed ready for return shipping and left on your stand on Sunday evening.
- All return deliveries must be collected by 11am on Monday the 4th of May, no exceptions.
- Pallets/cases/boxes will be stored during event and brought to your stand after the gates have closed on Sunday.

### IMPORTANT NOTE:

If your delivery falls outside of the above window it will be returned to the sender

[CLICK HERE TO DOWNLOAD PRE-DELIVERY LABEL](#)

## ADDITIONAL RESOURCES & INFORMATION

Refer to Melbourne Showgrounds for further exhibitor resources and information such as:

- Safety induction guides.
- Catering menu if you wish to order food to your stand.
- Required forms if you intend to sell or sample food and/or beverages.
- Technology services if you wish to order any additional services such as wifi.

[CLICK HERE FOR EXHIBITOR RESOURCES](#)

## CHECKLIST & IMPORTANT INFORMATION

- Note the trading times, and accreditation/parking information – Page 2 & 3
- You must complete the public liability insurance and dangerous goods form – Page 6
- You must complete the WHS induction for your company and all staff – Page 7
- Bump in gates and times will be shared directly to each exhibitor via email on April 13th, 2026
- We will host an online information session for all exhibitors on April 17th, 2026
- You must share details of tailored stand builds (stands not provided by MotorEx and Moreton Hire) with MotorEx for approval
- Note the event delivery information and additional resources available to you located on Page 10 & 11

### Important site rules:

- Spotters required for all vehicles movements
- Hi-vis vests during bump in/out
- Drip trays for all static vehicles
- No children (U15 years) on site for bump in/out
- No glass or alcohol permitted at the event