

BRISBANE DISABILITY EXPO

Exhibitor Manual



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WELCOME TO THE EXPO

The Brisbane 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 30th October 2026 > 9am – 3pm

Saturday 31st October 2026 > 9am – 3pm

Venue

Brisbane Convention and Exhibition Centre (BCEC) – HALL 2
Cnr Merivale and Glenelg Streets, South Bank, Brisbane, QLD 4101

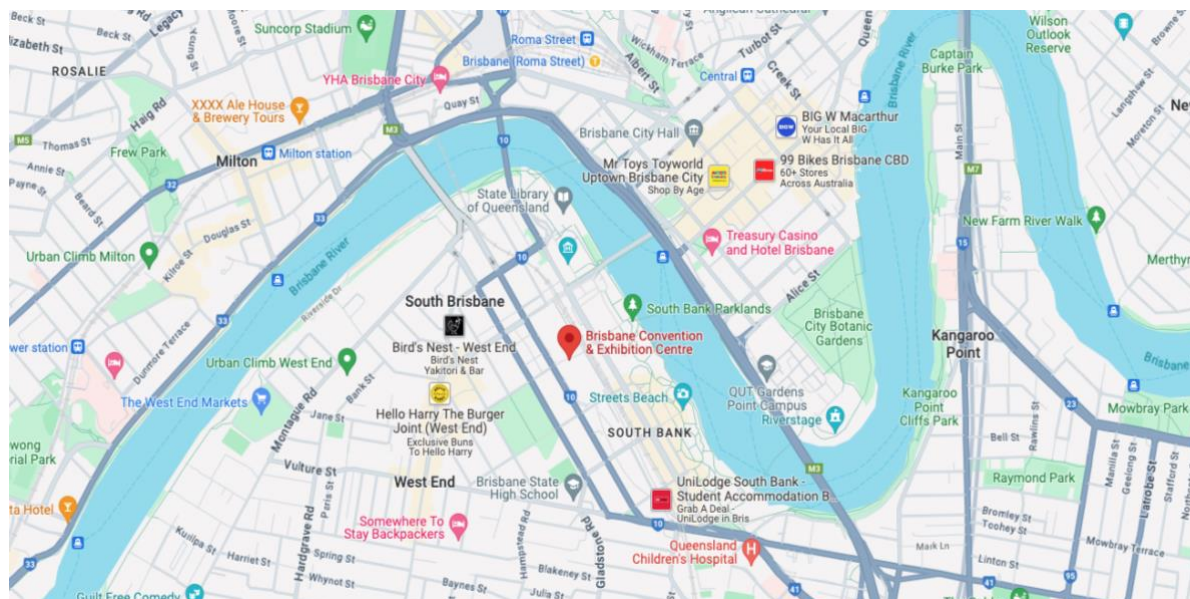


Figure 1: Brisbane Convention and Exhibition Centre

Official Opening Ceremony

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

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	bde@impactinstitute.com.au	0499 553 394
ExpoNet	Expo Builder	esd@exponet.com.au	02 9645 7070
Expo Freight	Logistics Provider	admin@expofreight.com.au	0488 703 788
BCEC	Venue Exhibitor Services	exhibitorservices@bcec.com.au	07 3308 3536

Expo Emergency Contact

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

Venue Emergency Contact

In an emergency or if first aid is required, please alert the event organiser or a BCEC staff member immediately. Contact Security on any BCEC fixed phone by dialling '8', or '07 3308 3068' on mobile. The nearest Public Hospital Casualty Department: Mater Misericordiae Hospital Annerley Road, South Brisbane Telephone: (07) 3840 8111

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

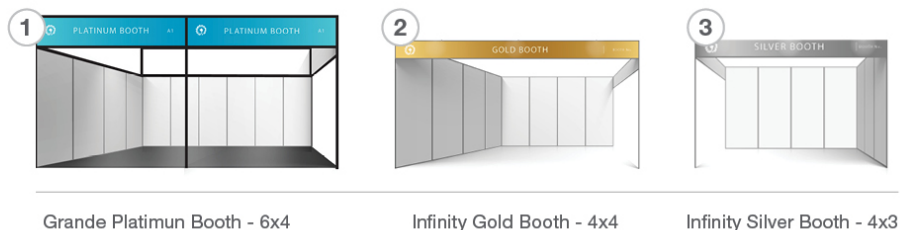
Exhibitors must read our [Terms and Conditions](#). Exhibitors are deemed to have accepted our T&C when a payment to the booking invoice is made.

Scam Alert

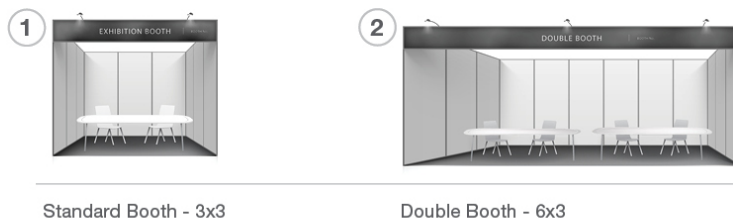
Be wary of unsolicited third-party offering you the attendee list/contact for the Expo. This is a SCAM. Do not engage in any way with these companies. We do not sell or share attendee lists to any third parties, exhibitors or sponsors.

BOOTH INFORMATION

BDE - Sponsorship Booths



BDE - Exhibitor Booths



BDE - Additional Space



BDE - Additional Booths

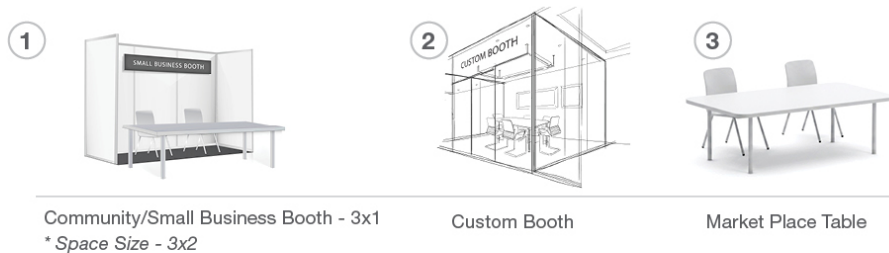


Figure 2: Selection of booth or vehicle options

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.

Expo Signage Packages - Sponsor booth



Tips & Reminder

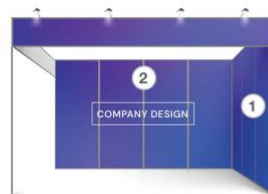
Infinity - 3x3 Option



Artwork Dimensions

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

Infinity - 4x3 Option

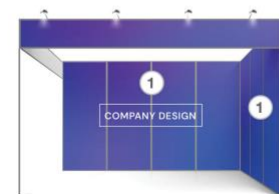


Artwork Dimensions

- 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 2480H

Tips & Reminder

Double - 6x3 Option



Artwork Dimensions

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

- ★ 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.

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 **9th October 2026**. 20% surcharge with a minimum of \$100 applies to late orders. Cartage placement and damage waiver charges also apply.



Book Freight Services by 20th October 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.

The logo for the Brisbane Convention & Exhibition Centre, featuring a red stylized roof shape above the text 'BRISBANE CONVENTION & EXHIBITION CENTRE'.

Venue services that you can book from [BCEC Exhibitor Service Portal](#) are as below:

- Internet Service
- Catering
- Food & beverage sampling requests
- Stand Cleaning

Orders must be completed by 22nd October online.

Safety Requirements & Permits

- If you are having a custom build and/or performing any of the listed events specified by the venue, for example, bringing a vehicle or animal for display, you will need to submit a safety permit and/or custom stand plan to the venue and the event organiser by **15th October 2026**.

Access full list of safety permits [HERE](#).

- All of your staff/contractors/volunteers involved in move in/out of the expo must complete the [BCEC Site-Specific Safety Information](#).

Contact Venue Exhibitor Service via **07 3308 3536** or email exhibitorservices@bcec.com.au.

Food/Beverage Sampling Approvals

BCEC holds exclusive food and beverage rights onsite. Exhibitors wishing to sample or distribute **food, non-alcoholic beverages or confectionery items** must obtain written approval from the Event Organiser and BCEC through [BCEC Exhibitor Service Portal](#) by **22 October**. Late applications may not be considered.

- Sampling products must relate to the exhibitor's core business.
- All samples must comply with all legislative, council and BCEC food safety requirements. Exhibitors that want to give out food and/or beverages samples must be responsible to apply for appropriate permits and registrations and email these to the event organiser. For Council rules and licensing: [click here](#).
- External supply arrangements must be fully self-managed. All preparation & distribution of food and/or beverage must adhere to all current health and safety regulations. Confectionery items must be pre-packaged with a detailed ingredient list and not made readily available to children or those who require care.
- Fees may be applied by BCEC.

MOVE-IN / MOVE-OUT (MIMO) LOGISTICS

Exhibitors must fill in the MIMO form by 9th October 2026.

Move in

Plan well to have enough time!

- **All exhibitors move in: 3pm - 6pm, Thursday 29th October 2026**
- **Friday morning move in: 7am to 8:30am, no loading dock use**
- **Custom-build booth must email to seek approval ASAP**
- Park at the venue and proceed to the front entrance if you are bringing small items that can be carried by hand or a small trolley
- Loading dock use must be booked via MIMO form, if you're bringing in large and bulky items or freights, which are not permitted in guest lifts.
- 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
- BCEC loading dock is easily accessible and self-servicing **one-way** system. Entry is via Glenelg Street and exit is via Melbourne Street. A 10km per hour speed limit applies for all areas within BCEC.
- 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
- Follow staff and security instructions at the loading dock at all times

Courier

- List all items and the courier's full contact details in the MIMO form
- Deliveries must be in between 9am -5pm on Thursday 29th October
- Return freight must be collected by 5pm on Saturday 31st October
- 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 3pm-5pm on Saturday 31st October only, no early pack up
- Allow 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 16 are allowed during MIMO
- No alcohol allowed during MIMO and any time at loading dock
- Display vehicles/ custom build must follow safety requirements and be pre-approved by deadline, download permits: [HERE](#).
- All exhibitors' staff/contractor/volunteer that will be present on site during MIMO must complete the venue's online [safety induction](#).

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

Bring your own equipment to load/unload and set up your booth

Always follow safety requirements, check out the evacuation plan

Small items can be carried in by hand or small trolley through the carpark and proceed to the event space. Large trolleys and freight are not permitted in guest lifts. Bulky freight should be moved in through the Loading dock.

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

PARKING

BCEC manages 1,500 paid undercover parking on the venue grounds. Entry heights are as follows: Car Park one: 2.3m, Car Park two: 2.2m (Merivale St) or 2.1m (Russell St Ramp), Car Park three: 2m (Merivale Street) or 2.1m (Grey St). For more information and pricing on parking at the BCEC [click here](#).

BCEC uses fully automated system which accepts all debit cards, credit cards, eftpos and digital wallet systems. **Cash payments are not available, either at exits or pay stations. Pre-bookings are not available.**

Exhibitors are entitled to a discounted daily rate that's redeemable at our pay stations using an event-specific QR code. The code will be sent to exhibitors 2 weeks prior to the expo from BCEC exhibitor services.

Exhibitors are encouraged to park at P3 during Friday and Saturday opening hours to save more spots closer to Hall 2 for the attendees.

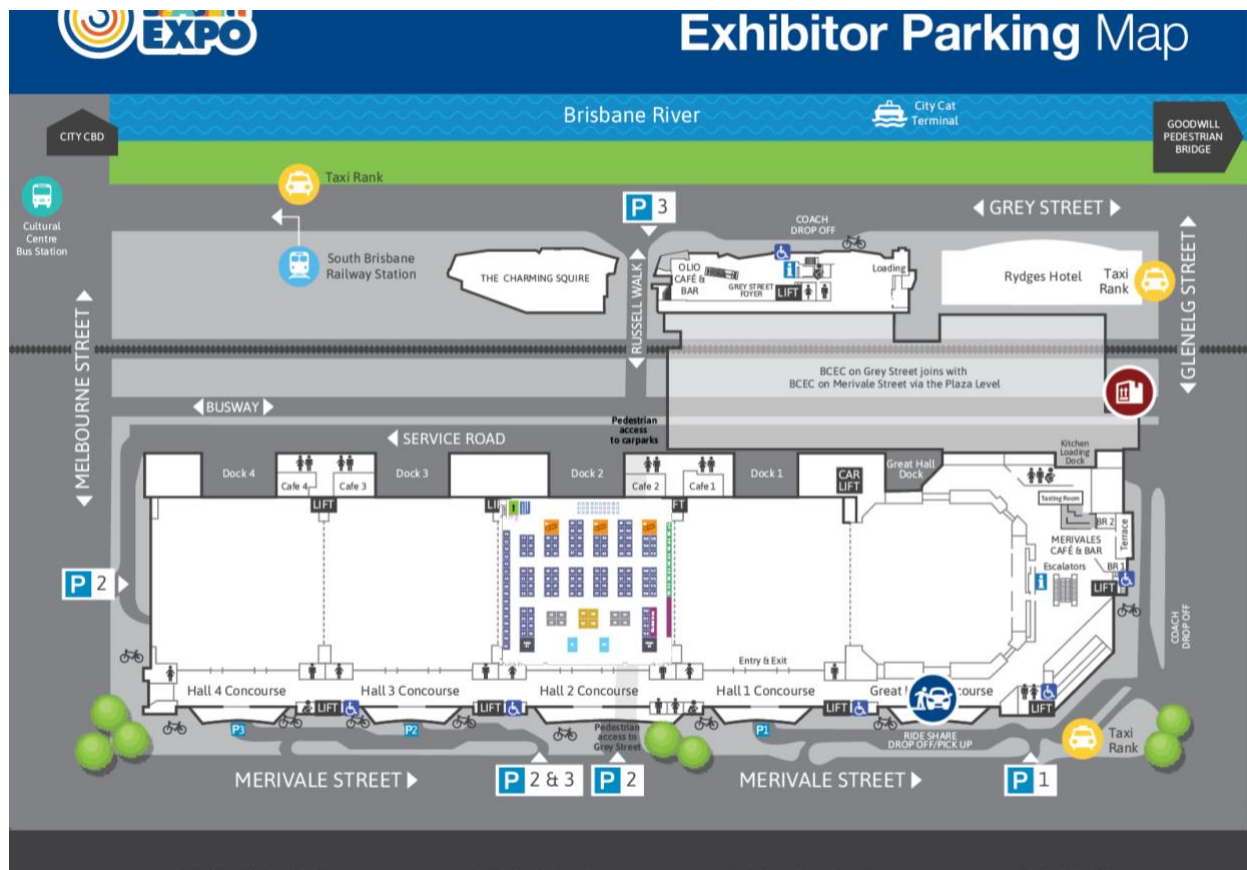


Figure 3: Brisbane event parking map

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**

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 9th October 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 9th October 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 20th October, or
- Use your own and provide details in the MIMO

Seek approval of the following by email ASAP

- Vehicles / Animals 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 exhibitor manual with all staff who will be attending the expo
- Download and install marketing assets

Promote your attendance before and at the expo

- Like [Brisbane Disability Expo Facebook](#)
- Tag us in your posts [@BDE26](#) [@BrisbaneDisabilityExpo](#)
- 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 always 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](#).