Perth SkillsWest careers & EMPLOYMENT expo

presented by KJEX – Kym Jones Exhibitions

July 23 to 25 – Perth Convention & Exhibition Centre

Expo Planning Kit

Expo Contacts

Any enquiries leading into the Expo should be directed to the below at KJEX Pty Ltd – Kym Jones Exhibitions:

- Co-Ordination/Logistics Nicole Zoanetti nicole@kjex.com.au 08 8297 1688
- Marketing Sean Tiboldo sean@kjex.com.au 08 8297 1688

From Wednesday July 22 to Saturday July 25, our team will be onsite and can be contacted on **0432 221 023**.

Venue Information

Expo Location - Pavilions 3 to 6, Perth Convention & Exhibition Centre, 21 Mounts Bay Rd, Perth WA 6000 – venue map on Page 4. Visitor entry is via Pavilion 4.

Access to Venue

Access to the PCEC for Exhibitors and Contractors during Move In and Move Out is via Loading Dock 4, Mounts Bay Road at the Spring Street intersection. The Service Road is a one-way road and is a tow-away zone to ensure a continuous and clear flow of traffic.

Deliveries

All product deliveries must be via Loading Dock 4, Perth Convention & Exhibition Centre. Large deliveries to be made on Wednesday July 22 between 9am and 5pm, and must have the Delivery Docket attached page 5. If your site has Walling or a Booth, you can set your stand up between 1.30pm and 5.30pm on July 22. Venue will not accept any deliveries on behalf of exhibitors prior to July 22.

Please note: If you are having items delivered, please advise them there is NO forklift onsite. We suggest you order a tailgate truck with pallet jack.

Car Parking

There is paid parking available at PCEC – for location and daily prices please click here: www.cityofperthparking.com.au/convention-centre. Alternatively, there are other car parks close to the venue, search at: www.cityofperthparking.com.au

Exhibitor Access Passes

All staff working at the Expo are required to wear an Exhibitor's Pass at all times. Passes are FREE and are only required for staff working Thursday, Friday & Saturday. Passes will allow staff access into the Pavilion from 7.30am Thursday and 8am Friday & Saturday.

Ordering Passes

To order your exhibitor access passes, please go to the Expo Order Form Link in your Expo Planning email.

Collection of Passes

Exhibitor access passes will be available for collection from the Exhibitor Info Desk on Wednesday July 22 or during the visitor days. Free lanyards for the passes will be available.

Public Liability Insurance

Exhibitors must have a public liability policy with a minimum coverage of $10,000,000 for any one occurrence for the entire period of the Expo. A copy of the policy must be supplied to KJEX Pty Ltd prior to your company moving into the Expo. **If you do not have your own cover, a temporary policy can be arranged through KJEX Pty Ltd.** To order, please go to the Expo Order Form Link in your Expo Planning email.

Exhibitors are also advised to take out a temporary policy to cover all goods on display. The policy should cover all items from the time they leave your premises until they are returned. The policy should cover damage, fire, water and theft.

Expo Access Times

Move In - Safety Vests & Enclosed Shoes Must Be Worn to Access Pavilions

Sites with a Booth or Walling

Wednesday	July 22	1.30pm to 5.30pm

Custom Stand Build and Space Only Sites

Wednesday	July 22	10.00am to 5.30pm*

*This timing is only for stand build and space only sites.

All exhibitors with a booth or walling, cannot move in until 1.30pm.

Expo Open Times - Visitor entry is FREE every day

Thursday	July 23	**9:00am to 3:00pm**
Friday	July 24	**9:00am to 3:00pm**
Saturday	July 25	**9:00am to 4:00pm**

Exhibitor Access Expo Days

Thursday	July 23	from 7:30am
Friday	July 24	from 8am
Saturday	July 25	from 8am

Move Out - Safety Vests & Enclosed Shoes Must Be Worn to Access Pavilions

Saturday July 25 4:00pm to 6:00pm

Please note, due to Venue regulations move out prior to 4pm is strictly prohibited.

All materials need to be removed by 6pm on Saturday.

Additional Hire Items

The items included as part of your booking are shown on the email sent with this Expo Planning Kit. You will only need to contact our suppliers if you require additional Electrical, Furniture, AV or other items. For contact information, please click on this link: Additional Services & Hire Items page 4. If 'none ordered' was listed within your email, your site does not include the particular item.

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PLANNING INFORMATION

Vehicles On Display

If you are planning to display a vehicle on your stand, please contact Nicole nicole@kjex.com.au P: 08 8297 1688 by **Friday June 26, 2026.**

Rules & Regulations

Please read carefully the Conditions, Rules & Regulations which were sent with your Booking Agreement.
http://www.kjex.com.au/PDF/KJEX%20Exhibitors%20Terms%20&%20Conditions.pdf

Canvassing Regulations - No canvassing outside of your Display

Exhibitors, promotional staff or mascots are not permitted to canvass visitors by standing in the walkways in front of your display or by roving through the event areas (inside or outside), unless approved by KJEX - Kym Jones Exhibitions.

Emergency Procedure

In the event of a decision to evacuate, the following announcement will be made via the EWIS:

"Ladies and Gentlemen, a situation has arisen which necessitates our interrupting your event. There is no cause for alarm, but we request you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building."

Following this announcement, the Evacuation Tone (loud whooping alarm) will sound. Staff, Exhibitors and Patrons will immediately make their way to the nearest emergency exit and report to Assembly Points No.3 and/or No.4 at the front of the building. There are 4 assembly areas in case of an emergency. These are located at:

- Level 1 in front of the Adina Hotel.
- Level 1 in between PCEC and the Train Station
- Level 2 on the grassed area in front of the PCEC Café
- Level 2 on the grassed area to the East of the Busport entrance

Care of the Building

The venue has advised that any exhibitor and/or any display contractors causing damage to the building will be charged for the repair of such damage. Items are not to be attached or glued to the floors, walls, or pillars of the venue.

Balloons on Display

Helium balloons are prohibited at the Perth Convention & Exhibition Centre. Please note, if you do bring any into the Venue, these will be removed by Perth Convention & Exhibition Centre staff.

Occupational Health & Safety Information

It is the responsibility of all exhibitors to ensure that their employees, suppliers & sub-contractors comply with all relevant health and safety regulations and have a current Occupational Health & Safety Policy and Safe Work Procedures for all work to be undertaken at Perth Convention & Exhibition Centre.

For safety reasons;

During Move In & Move Out

- High visibility safety clothing/vests & Enclosed Footwear must be worn during Move In and Move Out to access the Pavilion.
- No Children U15 are permitted inside the Pavilions during Move In and Move Out.
- Consumption of alcohol is not allowed within the Event area during Move In or Move Out. Intoxicated persons will not be allowed access to any Event areas.
- Action must be taken to avoid excess waste throughout Move In and Move Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- Move Out cannot commence until the expo has closed at 4pm (Sat), all visitors have left the Event area and all exhibitors are wearing safety vests. Please remind your team to have a safety vest with them for Move Out.

For duration of the Expo

Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display. Displays with raised floors must have ramps at edges to avoid visitors from tripping.

- The PCEC has a "No Smoking" policy within all areas of the venue. Exhibitors, contractors and their staff are therefore requested not to smoke within the exhibition area or loading docks.
- Animals and pets are not permitted within Event areas, excluding hearing and seeing guide dogs and animals that are approved as part of the Event.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.

Security

Security will be in attendance during the event. Due to the large expanse of the Pavilions, it is not possible for security to keep a constant watch over individual displays. Therefore, exhibitors should pay strict attention to having at least one staff member in attendance from 7.30am Thursday and 8am Friday & Saturday and up to 3.30pm on the Thursday & Friday and until all items have been removed on the Saturday.

Fire Awareness Safety Procedure

Please be aware that it is illegal to:

- block or congest emergency exits
- block the access route to an emergency exit
- obscure or cover emergency exit signs
- store equipment or any other item in the fire exits.

Perth Convention & Exhibition Centre will not accept these practices and adherence to safety laws will be strictly enforced.

Safety Induction

All exhibitors and contactors conducting work on site are required to complete the online induction, prior to being granted access to PCEC. We recommend completing this prior to attending site to avoid any delay on the day, as you will not be able to check-in on site until the induction has been completed.

Food & Beverage, Giveaways or Sampling

For hygiene reasons, NO confectionary is to be given out loose (unwrapped). Any confectionary given to visitors must be wrapped or in a sample sized package.
PCEC have exclusive catering rights to the sale and distribution of all food and beverages. Exhibitors are not permitted to bring food and beverages into the venue from outside sources to distribute, sell or giveaway. However, exemptions may be granted, please contact Nicole E: nicole@kjex.com.au or P: 08 8297 1688

Smoking Policy

Smoking is not permitted anywhere within the venue or within 5 metres of any entry or exit. PCEC's pavilion dock bays and the balcony on Level 3 are considered 'substantially enclosed' and the Regulations also prohibit smoking in these areas. Designated Smoking Areas exist at either end of the loading dock.

Rubbish Removal

It is the responsibility of the display contractors and/or your own staff to remove rubbish including boxes and packing materials etc during the Move In period. The rubbish must be placed in the bins that will be outside of the main loading doors.

Test & Tagging – Free Service

KJEX - Kym Jones Exhibitions is supplying a free test & tag service during Move In on Wednesday July 22, from 3pm to 6pm. Please see one of our team members at the Exhibitor Info Desk during Move In to book the service.

Scam Emails

Visitor / Exhibitor Data / Contact Information

If you receive an email from anyone offering an Expo contact list for purchase, this is a scam email. KJEX does not offer Exhibitor or Visitor data for purchase. Please delete the email and inform Nicole of what you have received. E: nicole@kjex.com.au or P: 08 8297 1688

Walling

Attaching to the Walling

The walling is 2.4m high and made of front runner fabric (carpet like texture), so you can use hook Velcro to attach posters.

Do not use:

- Staples, Pins
- Commercial Screws
- Paint, Nails or Bolts
- Blu-tac, Double-sided tape (will not adhere)
- Marker, Pen or Pencil liquids
- No cutting, No Drilling

Walling Weight Limit

Walling has a weight load capacity, so if you plan to attach anything heavier than posters to the walls, please contact Nicole on E: nicole@kjex.com.au or P: 08 8297 1688 to discuss weight restrictions.

Site Configurations

Please refer to the email you received with this Expo Planning Kit for your site number, site size, site configuration & site inclusions. If you are unsure about your current site inclusions, please contact Nicole at KJEX - Kym Jones Exhibitions on E: nicole@kjex.com.au or P: 08 8297 1688

Walling & Carpet Only
Side Wall & Back Wall
(no fascia signs)

Booth
1 Fascia Sign & 3 Walls

Booth
2 Fascia Signs & 2 Walls

Booth
3 Fascia Signs & 1 Wall

Additional Services & Hire Items

Please refer to your Expo Planning email, which lists the current inclusions for your site. You will only need to contact the below if you require additional items. If 'none ordered' was listed within the email, your site doesn't include the below items.

Audio Visual / Television Hire

If you wish to hire a TV for the Event, please contact Nicole at KJEX - Kym Jones Exhibitions E: nicole@kjex.com.au
P: 08 8297 1688 for further information.

Cleaning

Public areas and exhibition aisles are cleaned overnight, and rubbish bins emptied daily. Individual nightly stand cleaning can be ordered, please contact Nicole at KJEX - Kym Jones Exhibitions E: nicole@kjex.com.au P: 08 8297 1688 for further information.

Electrical Hire

Perth Expo hire will be able to arrange any additional electrical requirements for your site. Please contact Tricia Borlongan at Perth Expo Hire to discuss any additional items and to arrange a quote; P: 08 9475 2043 E: TriciaBorlongan@perthexpo.com.au

Furniture Hire

Perth Expo hire will be able to assist you with furniture hire for your site. Please contact Tricia Borlongan at Perth Expo Hire to discuss any additional items and to arrange a quote;
P: 08 9475 2043 E: TriciaBorlongan@perthexpo.com.au

Internet Access

Access to the free wireless internet service is available throughout the venue via the main PCEC internet portal page. This service is limited to a 512Kb speed for 60 minutes of access time upon agreeing with the terms and conditions. Once this 60 minute session has expired you will be redirected back to the portal page, where you are welcome to access the free wireless internet service again. Please note that the actual speed of the connection will be influenced by the number and density of concurrent users within the centre; and is intended for general web browsing and checking web-based email only. Designated internet connections can be arranged with the venue through the portal: https://www.pcec.com.au/exhibitors/#exhibitor1

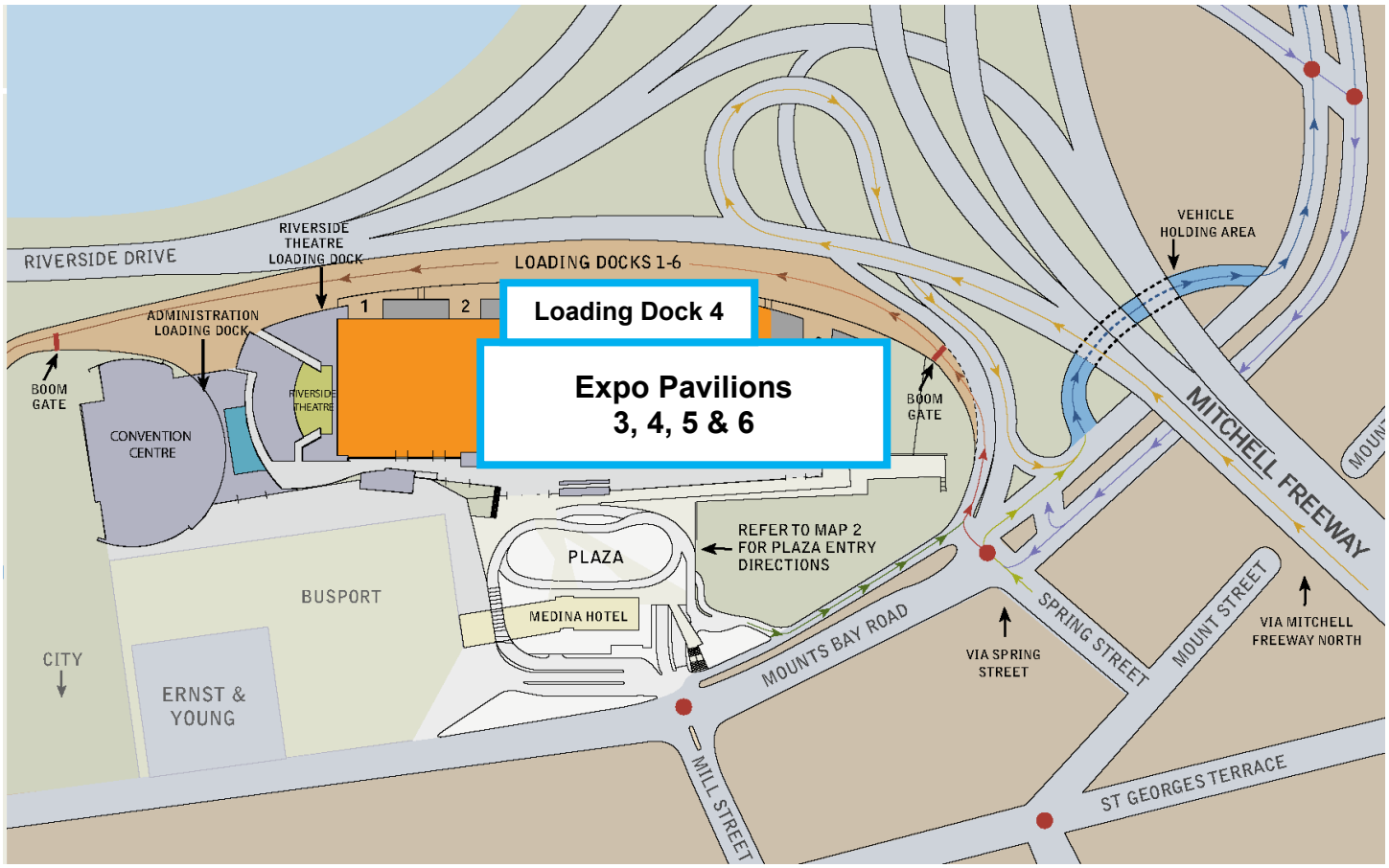
Rigging

For safety reasons, all rigging of overhead banners and signage will be completed by our contractor. Please contact Nicole at KJEX - Kym Jones Exhibitions E: nicole@kjex.com.au
P: 08 8297 1688 for further information.

Storage

There is limited onsite storage available to exhibitors. If you require storage, please contact Nicole at KJEX - Kym Jones Exhibitions E: nicole@kjex.com.au P: 08 8297 1688

Venue Map



- **Move In Wednesday, July 22 (1.30pm to 5.30pm) & Move Out Saturday, July 25 (4pm – 6pm).**
- **Visitor Entry is FREE:** Thursday July 23 & Friday July 24 **- 9am to 3pm & Saturday July 25 - 9am to 4pm.** Exhibitor Access is from 7.30am Thursday and 8am Friday & Saturday.

Delivery Docket

This docket must be attached to every item delivered via courier or a third party.

Loading Dock 4, Perth Convention & Exhibition Centre – Mounts Bay Road, Perth, WA, 6000.
All product deliveries must be via Loading Dock 4 (Mounts Bay Road).
Perth Convention & Exhibition Centre will reject items and will not accept responsibility for items left at the loading dock outside of the Move In times.

Deliver to:	Perth Careers & Employment Expo
Delivery Address:	**Loading Dock 4** (Mounts Bay Road at the Spring Street intersection).
Delivery Date/Times:	Wednesday July 22, 2026 between 9am and 5pm
Company Name:	
Contact Name:	
Contact Number:	
Stand Name:	
Stand Number:	
Number of Boxes/Items:	

The Venue will not accept any deliveries on behalf of any exhibitors.
Items cannot be delivered prior to Wednesday July 22, 2026 (9am to 5pm)