Sydney West careers & EMPLOYMENT expo

presented by KJEX – Kym Jones Exhibitions

August 28 to 29, 2026 – Sydney Showground

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 Thursday August 27 to Saturday August 29, our team will be onsite and can be contacted on **0432 221 023**.

Venue Information

Expo Location – Exhibition Hall 5, Sydney Showground, Sydney Olympic Park. – venue map on Page 4.

Access to Venue

Access to Sydney Showground for Exhibitors and Contractors during Move In and Move Out is via Hall 6 via Monaro Street, enter off Grand Parade – venue map on Page 4.

Deliveries

All product deliveries must be via Exhibition Hall 6, Sydney Showground. Large deliveries to be made on Thursday August 27 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 2.30pm and 6.30pm on August 27. Venue will not accept any deliveries on behalf of exhibitors.

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

Sydney Showground are offering Exhibitors a discounted parking rate for the Expo. For further details and to book, please click here: Please click here to place an order for the Sydney West Careers Expo prior to August 18, 2026.

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 Friday & Saturday. Passes will allow staff access into the Pavilion from 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 Thursday August 27 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

Thursday	August 27	2.30pm to 6.30pm

Custom Stand Build and Space Only Sites

Thursday	August 27	10.00am to 6.30pm*

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

All exhibitors with a booth or walling, cannot move in until 2.30pm.

Expo Open Times- Visitor entry is FREE every day

Friday	August 28	**9:00am to 3:00pm**
Saturday	August 29	**9:00am to 4:00pm**

Exhibitor Access Expo Days

Friday	August 28	from 8am
Saturday	August 29	from 8am

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

Saturday	August 29	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 July 31, 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

At all times clear access to the venue's emergency exits must be maintained.
At all times clear access must be provided to firefighting equipment. No items should be placed in front of fire cupboards and hose reels located within the venue or loading dock.
In the event of a fire alarm

- Alert alarm: "Beep! Beep! Beep!" This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions from Sydney Showground wardens.
- Evacuation alarm: "Whoop! Whoop!" This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation assembly point where they are to remain until venue staff advise that it is safe to return

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 Sydney Showground. Please note, if you do bring any into the Venue, these will be removed by Showground staff and charges may apply.

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 Sydney Showground.

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 Sydney Showground 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 8am Friday & Saturday and up to 3.30pm on the Friday and until all items have been removed on the Saturday.

Fire Awareness Safety Procedure

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to uniform building regulations.
The installation of LPG appliances for demonstrations shall comply with Australian Standards 1596, 5601 and 2030.
Containers are to be located outside the building. A CO2 extinguisher is to be provided for each appliance using LP gas.
If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting the Exhibition Organiser who will seek permission from the venue.
The storage of any flammable liquids or fuels within the Exhibition halls is not permitted.
Flammable building material used for stand walls must be fire proofed. The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw, untreated hessian, or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the express approval of the Sydney Showground.

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.
Sydney Showground 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

- No smoking inside buildings or any substantially enclosed areas - Smoking is prohibited in all buildings and all areas that are 'substantially enclosed' such as the Amphitheatre and the Pavilions. Substantially enclosed is approx. 25% of the area being covered.
- No smoking within 4 metres of a pedestrian entrance to or exit from a public building.
- No smoking in other public areas, or ticketing lines - Smoking is prohibited at any bus stop, taxi rank, railway platform or any are where members of the public are likely to queue for tickets to use these services.

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 August 27, 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 is made of 3mm white PVC. Hook & Loop Velcro can be used to attach lightweight 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

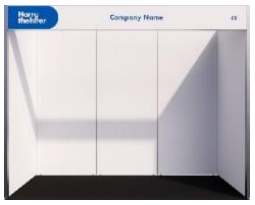
Walling Weight Limit

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, and rubbish bins emptied daily. Individual nightly stand cleaning can be ordered, please click here to place an order for the Expo

Electrical Hire
Harry the Hirer will be able to arrange any additional electrical requirements for your site. Please contact James McDonald at Harry the Hirer to discuss your options further and to get a quote;
E: jamesmcd@harrythehirer.com.au P: 03 9429 6666

Furniture Hire
Harry the Hirer will be able to assist you with furniture hire for your site. Please contact James McDonald at Harry the Hirer to discuss your options further and to get a quote;
E: jamesmcd@harrythehirer.com.au P: 03 9429 6666

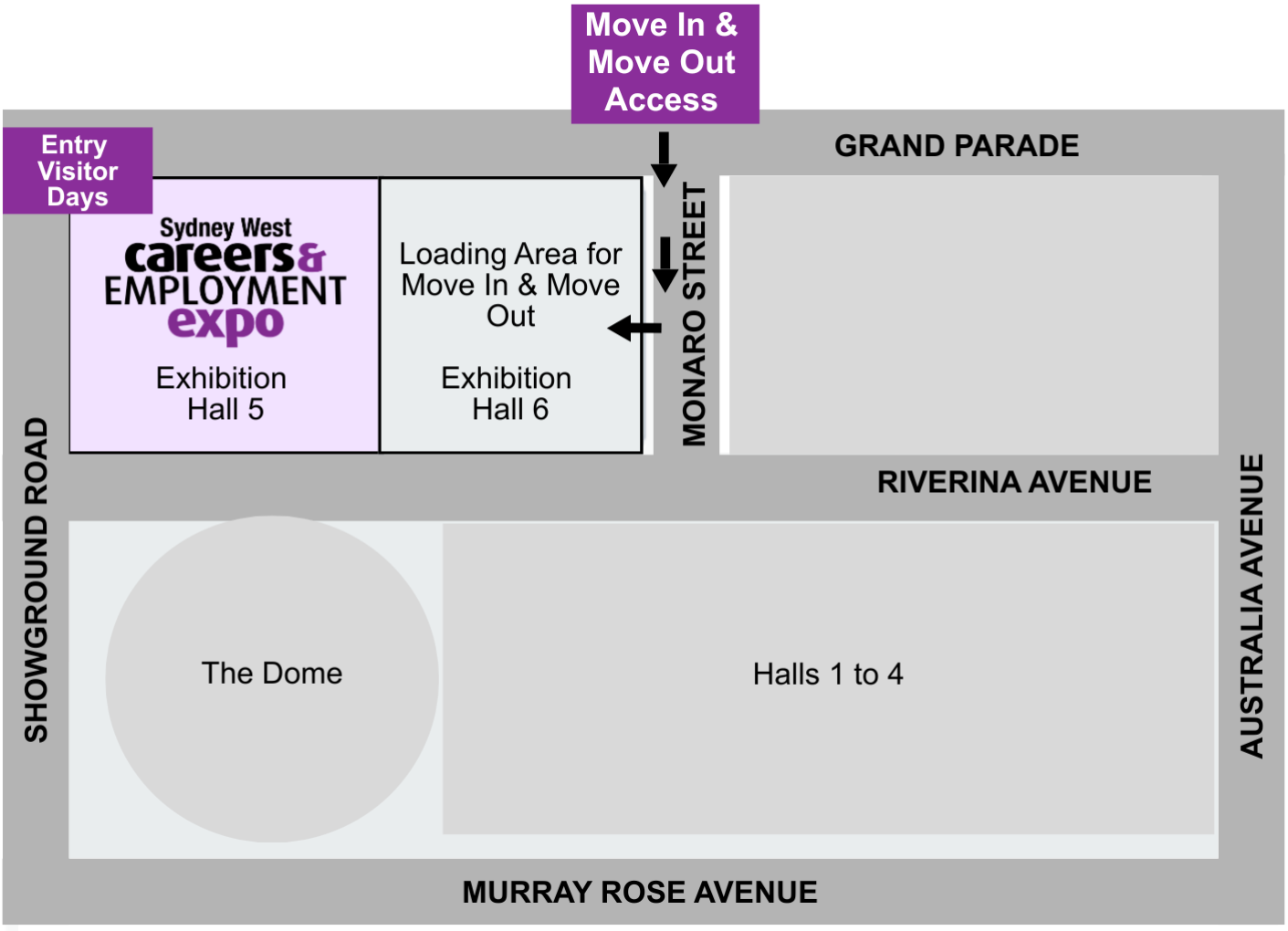
Internet Access
Free Wi-Fi is available throughout the Hall, to access the free Wi-Fi please scan nearby Wi-Fi locations on your device and select Sydney Showground. A webpage should appear shortly after where you will have to either create an account or enter account information, if previously created. The Wi-Fi speed is uncapped. Designated internet connections can be arranged via the link, please click here to place an order for the Expo

On stand Catering
On stand catering can be ordered through the Sydney Showground, please click here to place an order for the Expo

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



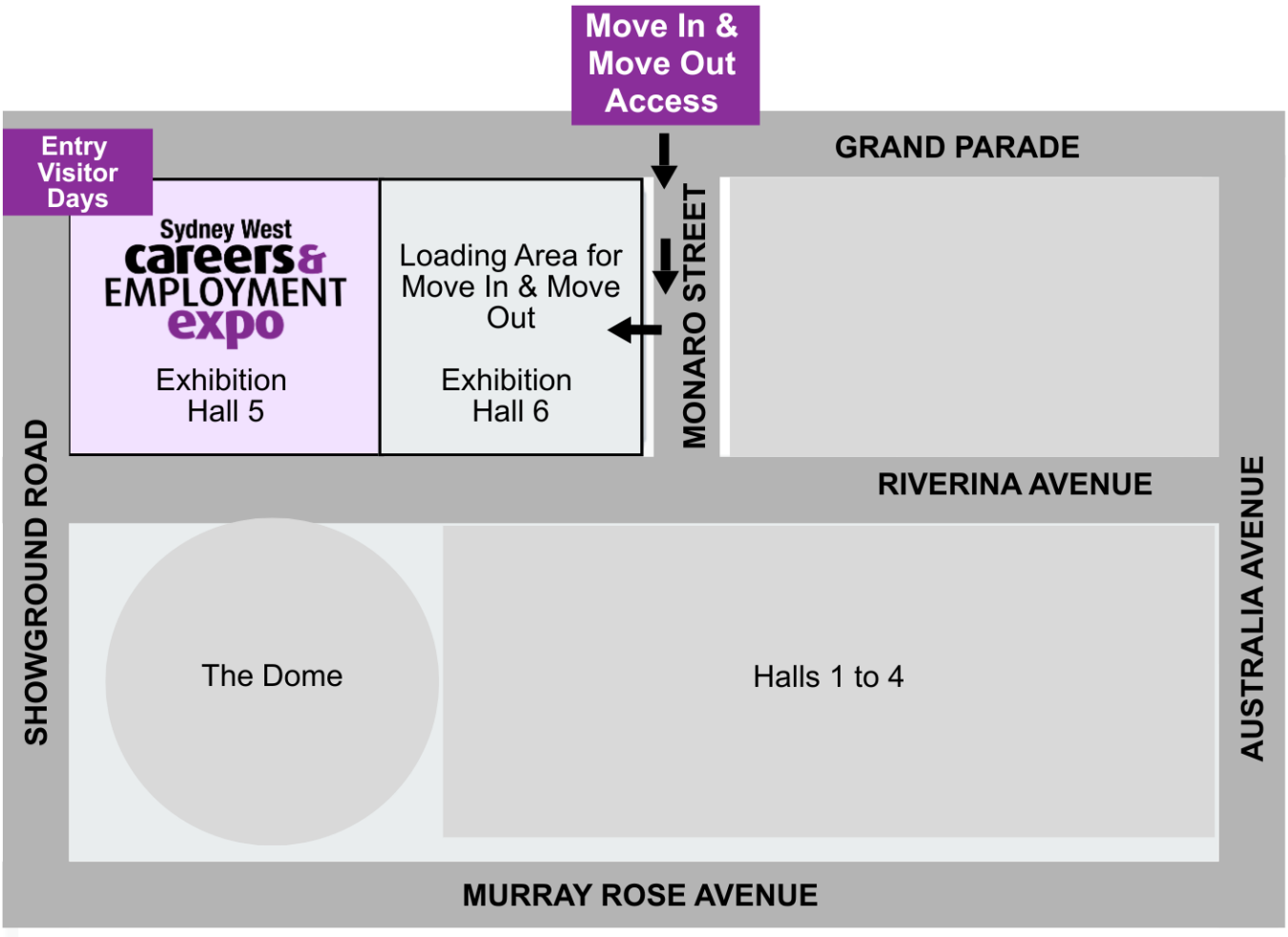
- **Move In Thursday, August 27 (2.30pm to 6.30pm) & Move Out Saturday, August 29 (4pm – 6pm).**
- **Visitor Entry is FREE:** Friday August 28 **- 9am to 3pm & Saturday August 29 - 9am to 4pm.** Exhibitor Access is from 8am Friday & Saturday.

Delivery Docket

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

Hall 5 – access via Hall 6 via Monaro Street, enter off Grand Parade
All product deliveries must be via Hall 6 (Monaro Street)
Sydney Showground will reject items and will not accept responsibility for items left at the loading dock outside of the Move In times.

Deliver to:	Sydney West Careers & Employment Expo
Delivery Address:	**Sydney Showground - Hall 5 (Monaro Street)**
Delivery Date/Times:	Thursday August 27 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 Thursday August 27 between 9am and 5pm