



Conference 2025

UNLOCKING POTENTIAL, INSPIRING GROWTH.

22-23 AUGUST 2025

PULLMAN ON THE PARK

Exhibitor Kit

SPONSORED BY  ChildCareSuper



Welcome

Thank you for your participation at this outstanding event.

Together with our delegates, we are looking forward to meeting you!

Dear Exhibitor,

ACA Victoria welcomes you to our Unlocking Potential. Inspiring Growth conference. We are confident you will make this event a huge success.

This Exhibitor Kit provides you with an overview of the logistics and requirements for your exhibitor booth.

To amplify the event's reach, we encourage you to leverage our social media promotions. Use #ACAVicConference2025 during the event so our Marketing Team can reshare your content. Also don't forget to tag our social media accounts while making a post : Instagram [@_acavictoria_](#) Facebook : [@ACA Victoria](#)

To further promote your business through the conference, we're offering you the opportunity to insert one item into our event satchels. Please read the section on satchel inserts contained in this document and note that the deadline for inclusion is **Thursday 31 July 2025**.

Should you have any queries in preparation for this conference, please do not hesitate to contact me. Thank you for your support.

Warm regards,

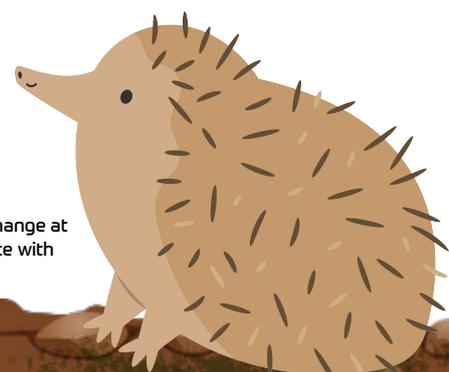
Sarah Matheson

General Manager

Ph: 0434 226 108

Email: sarah.matheson@childcarealliance.org.au

Disclaimer: Information in this Exhibitor Kit was correct at time of publication. Information in this document is subject to change at any time prior to the event. Please ensure that you read any email correspondence from ACA Victoria to keep up to date with any changes.



Getting to the Venue

**Pullman Melbourne on the Park
192 Wellington Parade East
Melbourne VIC 3002**

The hotel is 25 kilometres from Melbourne International Airport and a short walk from the Jolimont Train Station located just across the road from the hotel.

Arriving by car

Conveniently located beneath the hotel and accessible via Wellington Parade, Pullman Melbourne on the Park has onsite underground parking facilities.

Parking is limited and is subject to availability. We are pleased to offer a special conference rate of \$35.00 per vehicle flat rate per exit.

Please note parking is not permitted in our loading dock, this is only for loading and unloading.



Exhibition Information



Standard Booth Inclusions

Structure

- ← Octanorm: 3.0m x 2.0m
- ← Signage: Aluminium frame with standard [colour] fascia board with black lettering. Company names will be installed on each open aisle fascia. Each sign will be a maximum of 30 UPPERCASE characters including spaces.

Lighting:

- ← 2 x LED track-mounted spotlights per booth mounted onto the light track inside the fascia.

Power:

- ← 1x 4amp Power outlet per single stand. Located in rear corner of stand unless otherwise specified.

Flooring:

- ← Venue Carpeted Flooring
- ← Walls: 2.5mH White walls in an aluminium Octanorm frame

Furniture:

- ← Two chairs and one table are included per booth, supplied by Pullman Melbourne on the Park.

Custom Stands

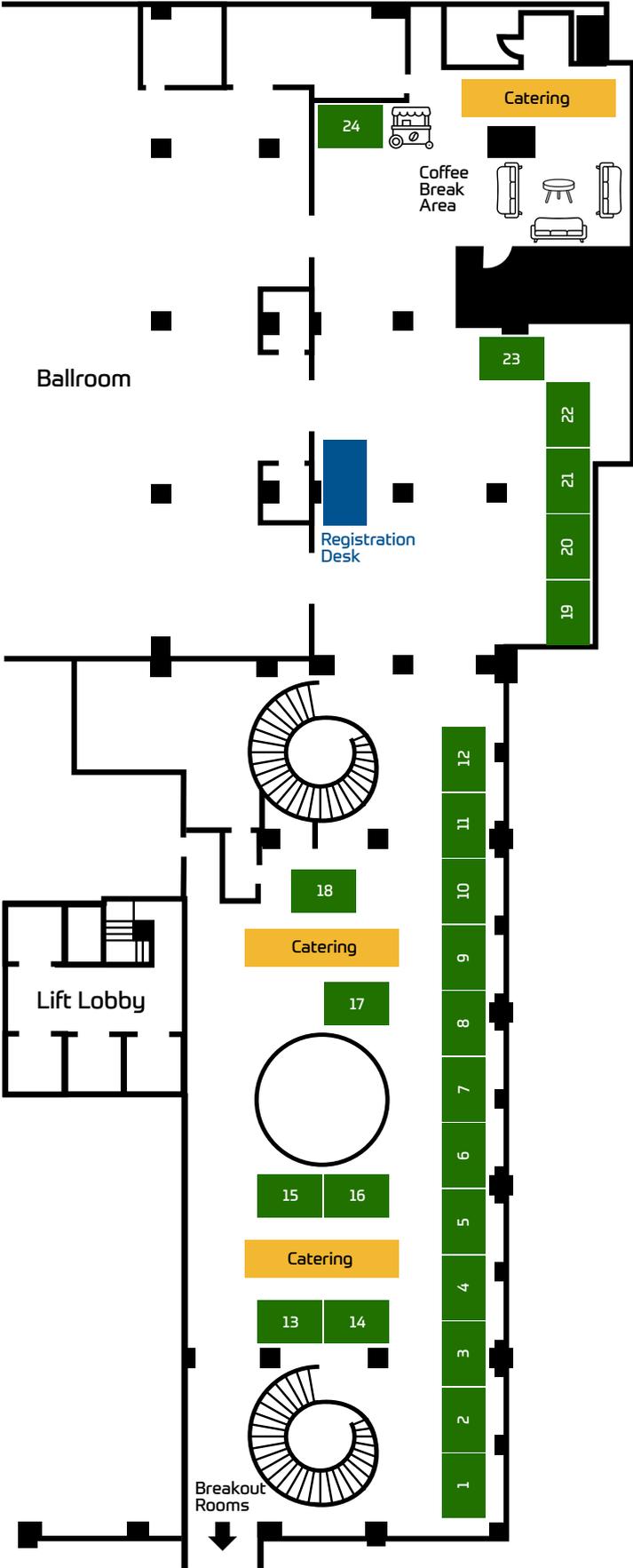
- ← Include carpeted floor space only
- ← Lighting and power not included
- ← Custom booths must liaise with the contracted exhibition builder ExpoNet prior to the event. All designs for custom stands must be submitted to Pullman Melbourne on the Park for approval

Additional Items

ExpoNet is the official Stand Builder. If you require additional lighting, power or furniture, complete the relevant section/s in the [ExpoNet Online Exhibitor Kit](#) prior to 31 July 2025. Alternatively, you can contact the Exhibitor Services Department on 03 9676 7777 or at info@exponet.com.au

Note: Please make direct contact with the official stand builder, ExpoNet, to confirm all aspects of your booth design and build.

Exhibitor Hall Floor Plan



Disclaimer: Floorplan was correct at time of publication. Information in this document is subject to change at time prior to the event. Please ensure you regularly check the [Exhibitor Information page here](#) for updates.

Schedule

To ensure a smooth exhibition build, exhibitors and stand contractors must adhere to the scheduled move-in times specified by the exhibition organiser. Please liaise with the event organiser directly if you have a query.

BUMP IN

Thursday 21 August

6.00pm – 8.30pm

Note: Timings are subject to change. Any updates will be shared in advance.

BUMP OUT

Saturday 23 August

3.30pm – 5.30pm

Note: all goods must be removed from the venue by Bump Out time

TRADE EXHIBITOR OPENING TIMES

Friday 22 August

8.30am – 4.00pm

Saturday 23 August

8.00am – 4.00pm



Satchel Inserts



Exhibitors or sponsors who have selected to provide an insert to the conference satchel should forward inserts to:

**ACA Victoria Conference
Satchel Inserts
Level 1, 1535 Dandenong
Road Oakleigh VIC 3166**

Deadline for delivery of Satchel Inserts

All satchel inserts must be received by close of business on **Thursday 31 July 2025**. Any inserts received after this date cannot be guaranteed inclusion in delegate satchels.

Insert Requirements

Size

No larger than A4 flyer/booklet

Promotional inserts may include:

- ← Flyer
- ← Booklet/note pad
- ← Key Ring
- ← Pen/pencil
- ← Stress ball
- ← Wrist band
- ← Air freshener
- ← Bookmark
- ← Ruler
- ← Eraser
- ← Cap
- ← Highlighters

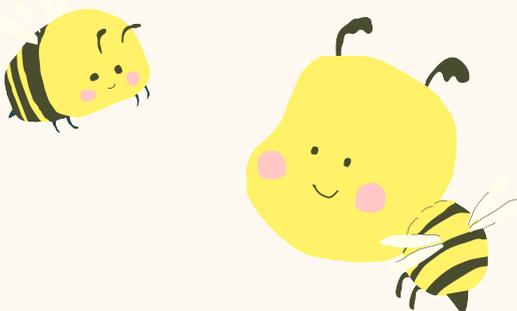
Quantity to supply

500 inserts

Conditions

Must be non-breakable and non-hazardous

ACA Victoria is not responsible for breakage



Accessibility

Loading Bay Information

The loading bay is situated on B1, accessible via Wellington Parade entry. An intercom is located at the roller door for access.

Hours of Operation

Monday to Friday — 7:30 am – 3:00 pm

Conference deliveries to be made between the hours of 10:00 am – 3:00 pm

Should you require access to the loading dock outside of these times, please liaise directly with your conference and events planner to coordinate. All requests must be made in writing and with a minimum 7 days' notice.

Prior to the conference, you may be advised of a time to bump in and bump out your equipment. When a time has been allocated, please adhere to this as it will assist in the smooth set up and pack down of your event.

Loading Bay Measurements

- ← Height – 3 m (clearance) Please note, trucks and/or vehicles higher than 3 metres, will be turned away and additional delivery must be arranged by the courier.
- ← Length – 6.4 m
- ← Width – 3.4 m (including mirrors)

As there is no 'dock' vehicles need to unload to ground level. Therefore, vehicles should have a tailgate lifter fitted, or be able to unload directly to the ground.

Please note the loading dock is only for loading and unloading. Parking is strictly prohibited in the loading dock.

An elevator is available to move your product from our loading bay to the 1st floor. The elevator measures 1.8 m wide x 4.9 m deep x 2.5 m high. Weight restrictions apply – maximum weight allowed is 2 Tonne.

Delivery Details

Pullman Melbourne on the Park requests that exhibitors forwarding deliveries to the hotel follow the following procedures:

- Deliveries to the hotel must be made no earlier than 4 working days before the start of your event, between the hours of 10.00am and 3.30pm Monday to Friday. Deliveries outside these hours must be arranged and approved by your Event Executive.
- Ensure all items are labelled with the hotel's delivery label as provided by your Event Executive ([please refer to page 12 for a sample delivery label](#)).



- All equipment following an exhibition or trade show must be collected within 48 hours of the exhibition concluding unless prior arrangements have been made with your Event Executive. Exhibitors must arrange their own couriers/personal to collect these items, ensuring all items left behind must be appropriately packed and labelled prior to leaving the hotel.
- All exhibitors are to be advised that limited storage facilities are available at the hotel. Any equipment left on premises 7 days following the function will be disposed of.
- Exhibitors should ensure airways/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced. The hotel does not accept responsibility for the safety of any items on or delivered to the site in the absence of the Exhibitor, his Agent or Contractor.

Staffing Requirements

Organisers, exhibitors and production crews are ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the day-to-day operation of the venue. This also includes the delivery of goods by transport companies. The hotel does not employ any staff for this purpose.

Trolleys

Exhibitors and production crews must provide their own trolleys for the transportation of heavy and bulky items. Access via the hotel first floor loading bay — located in B1 of the hotel car park Pullman Melbourne Exhibitor Manual 2023

Disposal of Goods

All goods must be removed by the agreed time. Any goods remaining after such time will be disposed of immediately.

Care of Exhibition Space

Exhibitors are responsible for keeping their own stands clean and tidy for the duration of the event. The venue will not clean within the stands.

Storage

There is no storage available at the Hotel during this event, may be made available at a nominal charge.

Extension Leads

Exhibitors and production crews should ensure that they have adequate extension leads, power boards etc. and any item supplied by the Hotel will be charged for and is subject to availability only. No advance bookings will be accepted.

Power Requirements

Where extensive electrical power supply is required for exhibition stands, other than normal main power, (e.g. 3 phase power), the exact requirements must be sent to the Conferencing & Events department for approval at least one (1) month prior to move in.

Marketing Material & Signage

The hotel will provide electronic conference signage in the hotel lobby, conferencing floor and outside each room. Any further signage/branding must be contained within your designated exhibition space.

Signage and banners are not to be placed in the hotel lobby unless otherwise agreed with your Event Executive.

No nails, screws, staples or pins are to be driven into walls, nor are holes to be bored into any wall, door or other part of the building. No gaffer, double sided tape, blue tack or other adhesives are to be used unless approved by your Event Executive. Any damage caused will be charges to the offender

Furniture / Pot Plants

All furniture, pot plants etc should be ordered through the contracted exhibition company. The Hotel will not provide any of these items.

Catering – Provision of Food and Beverage

Under no circumstances are exhibitors or delegates are permitted to provide food and beverage in their stands unless it is provided or approved by the Hotel. Failure to follow this will result in confiscation of the produce until the conclusion of the exhibition.

If you wish to provide food or beverage at your booth, please contact Michelle Schembri at michelle.schembri@accor.com to arrange signing of a waiver form prior to the event.

All catering requirements for booths can be arranged with the Conference and Events Department prior to the exhibition. Catering requirements must be fully pre-paid 7 working days prior to the date of arrival via credit card or bank transfer. Please liaise with the Conference and events department for further information.

Please Note – any such requirements must be requested no later than 14 working days prior to arrival. Please speak to the events team in relation to organising food at your stand.

Vehicle Parking

Conveniently located beneath the hotel and accessible via Wellington Parade, Pullman Melbourne on the Parks has onsite underground parking facilities. Parking is limited and is subject to availability. We are pleased to offer a special conference rate is \$35.00 per vehicle flat rate per exit.

Please note parking is not permitted in our loading dock, this is only for loading and unloading.

Safety

Security and Portable Equipment

The upper foyer is not lockable. Although all due care will be taken, the Hotel and the conference organiser do not accept responsibility for the loss of portable items such as laptop computers, mobile phones or cameras which are left unsecured. Please advise your Catering Supervisor immediately if you have valuable items which should be stored under secure conditions. Alternatively, the front office will be pleased to store valuable items in the Hotel safe or arrange a complimentary safe deposit box for you.

Electrical Safety

Electrical equipment must be in accordance with Australian Standard 3760. All portable electrical equipment brought onto Pullman Melbourne on the Park premises must have been tagged and tested by a licensed electrician, and the tag must be valid with no exception. For example, laptops, plasma screens, etc

Insurance

Clients should consult with their own insurance companies for adequate cover on their merchandise and displays. Public liability insurance cover should also be provided for each exhibitor to the value of \$10 million for any one occurrence.

Flammable Materials

Blow torches, naked flames or any flammable substances are not to be used in any part of the Hotel.

Smoke Detection Devices

Smoke machines cannot be operated without prior authority from Pullman Melbourne on the Park. Failure to advise the conferencing office of the proposed use of smoke machines and/or pyrotechnics in writing, in advance, will lead to any fire brigade charges incurred by the Hotel being on-charged to the client account.

Fire Awareness

It's 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 stairs
- ← Block open fire or smoke doors or any doors leading to fire stairs

Dangerous Fuels and Liquids

No vehicle or machine containing petrol or other flammable oil fuel can be displayed in the Hotel. Vehicles or machinery to be displayed should only contain enough fuel to move in and out of the venue. No vehicle can be used or operated in the display area. Organisers are advised that they are liable for any damage to Hotel property sustained by leakage or such from the vehicle. Drip trays must be provided by the exhibitor and placed under such machinery.

Carpets

To protect the Hotel's carpet, all stand walls must have a footing, and Vinyl or plastic strip should be laid on the carpet where the footing comes into contact with the carpet.

This should ensure that deep impressions are not left in the carpet or that more serious damage does not occur. Carpeted areas must be protected with overlays when stands are being erected.

Pallet Jacks / Scissor lifts / Forklifts

The Hotel does not offer its own equipment for use during exhibitions. We recommend that pallet jacks, scissor lifts and forklifts are hired in specifically for the event to avoid delays.

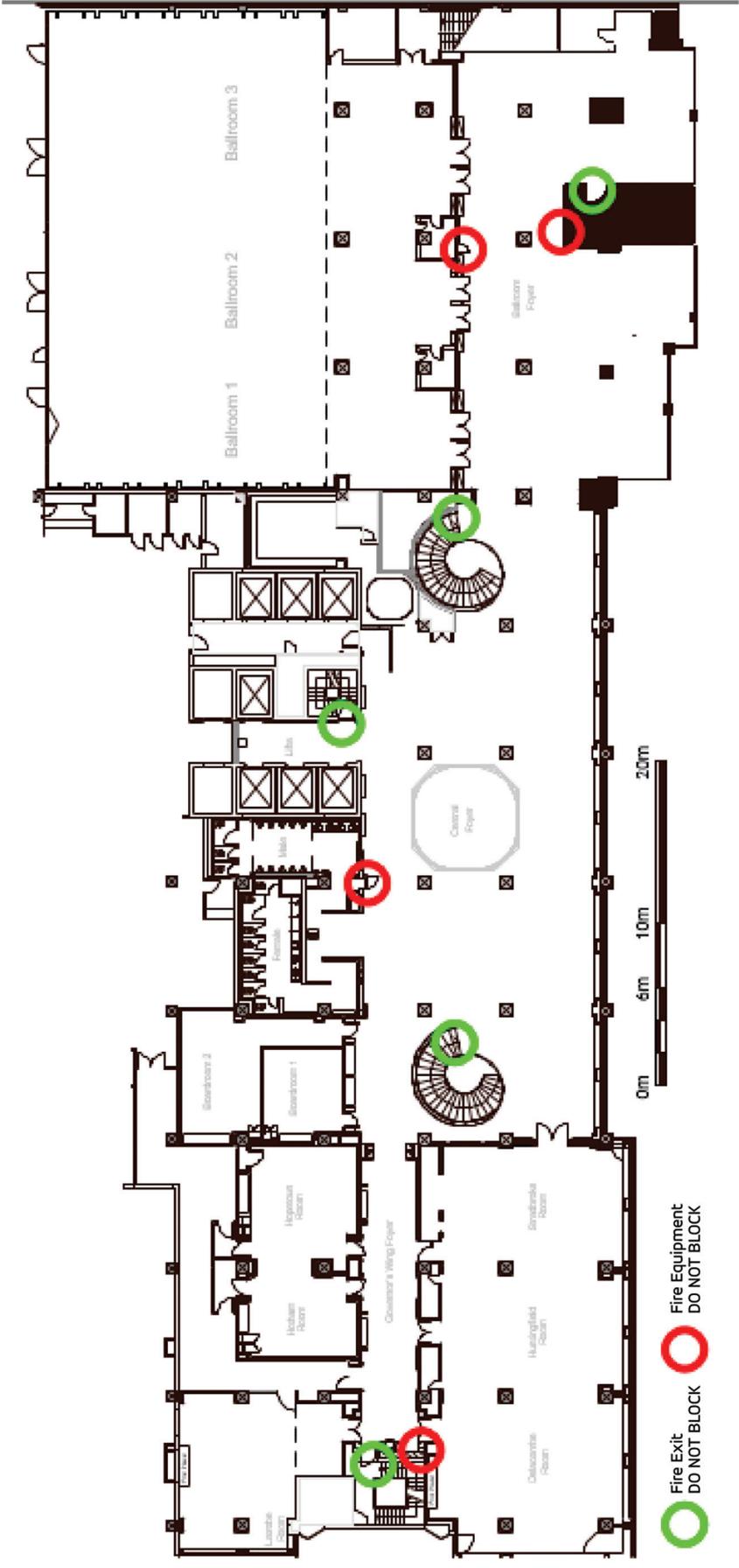
Audio Visual Dynamics can be contacted directly to hire scissor lifts on +61 3 9412 3088. This must be prearranged minimum 7 working days in advance.

Evacuation Plan

In case of an emergency, clients will be advised of the status of the emergency via loudspeaker. Please only evacuate when advised to do so. Your allocated catering supervisor is on hand to advise you of any action that needs to be taken. When asked to evacuate please do so via the nearest marked exit. The Hotel Emergency assembly point is Fitzroy Gardens on Clarendon Street.



Emergency Evacuation



COURIER DELIVER TO:

**PULLMAN MELBOURNE ON THE PARK
192 WELLINGTON PARADE, EAST MELBOURNE 3002
VICTORIA, AUSTRALIA**

DELIVER TO: Hotel Loading Bay (Access via Wellington Parade)

Delivery between 10:30 am – 3:00 pm Monday to Friday

Please contact Events Department, if delivering after 3:00 pm to make alternative arrangements

Clearance height for trucks: 3 metres.

Please note any trucks over this height will be turned away and an alternate delivery must be arranged by the courier

Clearance length for trucks: 6.4 metres long.

ATTENTION: Conferences & Events Department, +61 3 9419 2000

EVENT: _____

EVENT DATE: _____

CONTACT ON THE DAY: _____

ARTICLE #

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Pullman Melbourne on the Park does not accept any responsibility for items held in transit on the premises. The sender is ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the day-to-day operation of the venue. This also includes the delivery of goods by transport companies.

The hotel does not employ any staff for this purpose. Should you require any assistance from hotel staff, please advise your event planner and note that as per our OH&S policy, our staff cannot handle any items which weigh 20 kg or more.

The hotel will not be responsible for any items that are not packed and labelled, and are left in a meeting room/exhibition space unattended.

Sender: _____ **Address:** _____

Company: _____ **Telephone:** _____



Connecting you with Victoria's early childhood education and care sector.

ACA Victoria

Level 1, 1535 Dandenong Road, Oakleigh VIC 3166
03 9532 2017
vic@childcarealliance.org.au
vic.childcarealliance.org.au

