



**MELBOURNE
ROYAL**
SHOW 2025

Exhibitor Supplier Manual

Melbourne Royal Show
25th September – 5th October 2025
Melbourne Showgrounds

INDOOR STAND – OCTANORM

(Information is based on standard 3x3m - 9sqm stand)



Standard (Inline Stand)

Located within a row of stands in a continuous line with other exhibitors on either side



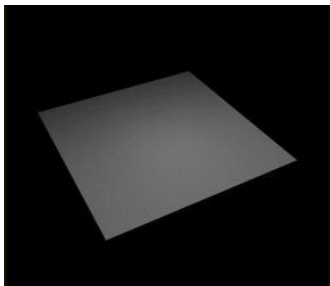
Peninsula Stand

Located at the end of a block of stands with other exhibitors behind only



Corner Stand

Located at the end of a row of stands with 2 open accessible side and has neighboring exhibitors on each wall



Space Only

Can be located anywhere on the floorplan. Usually, a custom-built stand space and does not include any structure or inclusions

Internal Dimensions Of Your Stand

To ensure your display items fit within the space of your stand, please note the internal dimensions of your space as listed below:

- ❖ 3m x 3m = 2950mm x 2950mm
- ❖ 2m x 2m = 1960mm x 1960mm
- ❖ 2m x 2.5m = 1960mm x 2450mm

Please contact me

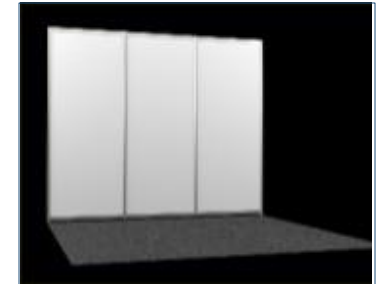
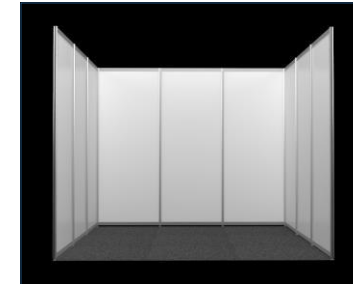
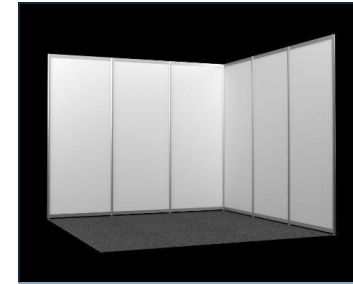
at: info@selectexhibitions.com.au

should you have any questions



Fascia

Dependent upon your site location on the floorplan, and any existing exhibitor requests prior to yours, the fascia structure may be unable to be removed to ensure the structural integrity, however we will endeavor to accommodate requests.



Important Notes

- Only blue tac & removable 3M hooks permitted for use on white Octanorm wall panels to affix any display items
- Diagrams are for illustrative purposes only, for your specific stand number, position and size, please refer to the show floorplan or contact your Event Sales Manager - sales@melbourneroyal.com.au
- Any requests to modify your stand build on-site will incur additional charges. Please ensure you have completed your stand information form and/or made any special requests regarding your stand build, including the removal of any fascia before the due date.
- Images pictured is a design renders indication only, and is subject to change

INDOOR STAND – INCLUSIONS

(Information is based on standard 3x3m - 9sqm stand)

OCTANORM STAND PACKAGE INCLUSIONS

WALLING	2.5m high white walls with aluminum Octanorm frame
LIGHTING	2 x LED arm lights mounted on rear wall
POWER	1 x 4amp connection per stand
FLOORING	Carpet Tiles or Vinyl Flooring for stands sampling food/beverage
FASCIA	White text on coloured background fascia sign will be installed, a maximum of 30 characters is permitted including spaces

IMPORTANT NOTICE REGARDING THE ADHERING OF SIGNAGE & DISPLAY MATERIALS TO OCTANORM WALL PANELS AND OCTANORM FRAME

To ensure the stand walling and frame are not damaged, please use **ONLY** the **OK TO USE** products & placement noted below:

OK TO USE ON OCTANORM WALL PANELS:

- ✔ Blu-Tac
- ✔ 3M (brand) Removeable Picture Hooks or Strips



DO NOT USE ON OCTANORM WALLS:

- ✘ Screws, Nails, Bolts, Pins or Staples
- ✘ Paint
- ✘ Double-sided Tape
- ✘ Marker, Pen or Pencil
- ✘ No Cutting
- ✘ No Drilling
- ✘ Glue



OK TO USE ON METAL FRAMEWORK ONLY:

- ✔ Velcro (brand) Removeable Hook
- ✔ No-residue Removable Double-sided Tape
- ✔ Blu-Tac



DO NOT USE ON OCTANORM FRAMEWORK:

- ✘ Stickers
- ✘ Non-removeable Double-sided Tape
- ✘ Non-removeable Velcro Hook & Loop



NB: Image pictured is a design renders indication only, and is subject to change

PLEASE REMEMBER that you are responsible for any damage caused to the Exhibition booth structure, hired equipment or furniture, by you, your agents, staff or contractors. In your own time, satisfy yourselves as to the condition of your stand site before occupancy and before leaving the building after its clearance. It is essential you use recognised products for affixing items to walls of your booth (as above). Anything stuck to the walls or framework **MUST** be removed post event, an additional cleaning fee per panel will be charged to the exhibitor to remove this from the stock. If damage is caused to the wall panels of framework, exhibitors will be charged for the replacement of each damaged panel or component. The damage waiver does not cover misuse of stock.

****If you need assistance understanding how best to hang products within your stand, please call us on 1300 397 634**

OUTDOOR MARQUEE – INCLUSIONS

(Information is based on standard 3x3m - 9sqm marquee)

PINNACLE MARQUEE PACKAGE INCLUSIONS

STRUCTURE	3x3m (9sqm) Marquee with white walling & white pinnacle roof
LIGHTING	1 x Fluorescent Light
POWER	1 x 10amp connection per stand
FLOORING	Appropriate flooring will be provided depending on the surface that your marquee is placed on (asphalt, garden bed or sand). Appropriate flooring will also be provided for marquees requiring public access. If you would like to upgrade your flooring, please let us know and we can provide quotes for: Event flooring/Timber flooring (dependent on marquee location and Work, Health & Safety requirements and if the site surface permits)
FASCIA	Fascia signage is <u>not</u> included with outdoor marquee sites, you are able to arrange to have a Fascia sign by contacting your Event Sales Manger – sales@melbourneroyal.com.au which is available at an additional cost.

IMPORTANT NOTICE REGARDING ADHERING OF SIGNAGE & DISPLAY MATERIALS TO VINYL WALLING

To ensure the structure is not damaged – please DO NOT adhere stickers or tape to vinyl walls.

DO NOT USE:

- X Velcro tape
- X Double-sided tape

Note: If you do have any thing that you would like to attach anything to the marquee, please contact us to discuss and assist you to prevent any damage to the structure.

Under no circumstances should exhibitors nail or screw any article or display items to the structure walls, frame or other components. The walls are not solid and therefore not weight bearing, doing so will cause damage.

PLEASE NOTE: Any damage is caused to the structure exhibitors will be charged for replacement/repair cost, misuse of structure is not covered.



NB: Image is indicative only and is subject to change



NB: Outdoor fascia signage example, available to added upon request.

Fascia Sign:

(Included with Indoor stands, available at additional cost for outdoor marquees contact sales@melbourneroyal.com.au for more information)



COMPANY NAME

Please Note: If you require no fascia and associated framework, however not informed Select Exhibitions or your Event Sales Manager prior to bump-in, there will be an additional labor fee of \$125 (+GST) to have this removed on-site.

SIGNAGE UPGRADES | CUSTOM ELEMENTS | INDOOR SITES

Printed Wall Panels

Custom printed wall panels from \$369.20ea ex GST



Seamless Fabric Banner – POA

Please contact us to discuss your requirements:

info@selectexhibitions.com.au



Hybrid – Printed Wall Panels & Fabric Banner



Custom Branded Counters

Rectangular Counter – sign only: \$175.00 ex GST

Glass Cabinet – sign only: \$95.00 ex GST

Printed side panels - POA



AV | FURNITURE

To view our furniture and AV ranges, please visit our [website](#) to make your selection. To order, please email your requirements to: info@selectexhibitions.com.au and we will provide an itemised quote for your consideration.



Additional Power & lighting
Please contact your sales manager to arrange additional power and lighting for your stand.

TV SCREENS	
32"	\$399.00
40"	\$545.00
48"	\$675.00
55"	\$775.00
65"	\$990.00
75"	PO ²
TV INSTALLATION	
FLOOR STAND	\$190.00
WALL MOUNT	\$190.00



Thomas Bar Table
Item code: 2014



Square/Round Café Table
Item code: 4110



Round Bar Table
Item code: 4204



Bernie Velvet Bar Stool
Oatmeal - Item code: 2709



Euro Gas Lift Bar Stool
Item code: 2711



Octanorm
Rectangular
Counter
Item code: 2212



Juno Sled Chair
Item code: 3041



Breeze Chair
Item code: 3041



Finline Chair
Item code: 3023/3022

**Price does not include GST, damage waiver or freight fees

**All diagrams contained within this manual are for illustrative purposes only

FURNITURE PACKAGES



Package includes: Octanorm rectangular counter, two gas lift swivel stools and one zig-zag brochure stand

Item code: MR1 | \$550.00 ex GST



Package includes: Octanorm curved counter, two gas lift swivel stools and one brochure stand

Item code: MR2 | \$550.00 ex GST



Package includes: One half glass cabinet with branding and one glass tower with branding

Item code: MR3 | \$695.00 ex GST



Package includes: Square/round meeting table and three chairs

Item code: MR4 | \$180.00 ex GST



Package includes: Branded Octanorm rectangular counter, two gas lift swivel stools and one zig-zag brochure stand

Item code: MR5 | \$660.00 ex GST



Package includes: Euro two-seater lounge, two boucle armchairs, one wire coffee table and one plant

Item code: MR6 | \$800.00 ex GST



Package includes: 55" TV screen inc. floor stand, two bar stools and one gas lift bar table

Item code: MR7 | \$1200.00 ex GST



Package includes: Two moon style armchairs & one wire coffee table

Item code: MR8 | \$350.00 ex GST

FLOORING UPGRADES | CUSTOM ELEMENTS | INDOOR SITES

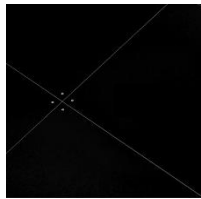
RAISED FLOORING - \$120.00sqm ex GST



Raised White flooring



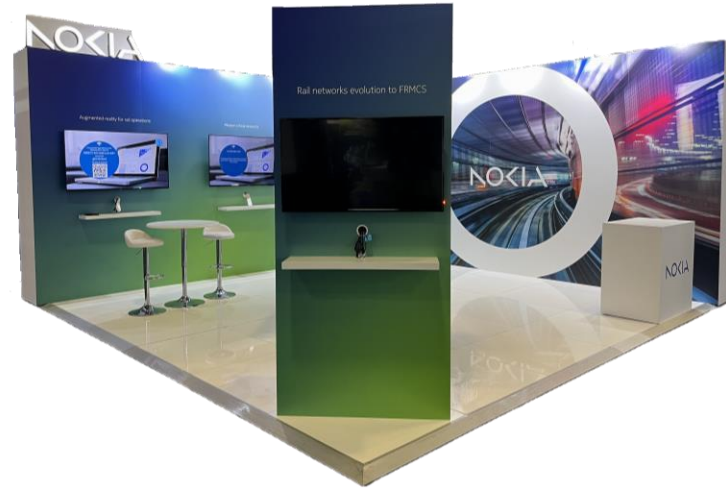
Raised beech flooring



Raised black flooring



Raised Wenge flooring



OTHER FLOORING OPTIONS - POA



Range of rugs - POA



**Price does not include GST, damage waiver or freight fees

Order Online: <https://portalmelb.selectexhibitions.com.au/melbourne/> | Select Exhibitions; selectexhibitions.com.au | 1300 397 634; info@selectexhibitions.com.au

ADDITIONAL INFORMATION | FEES & CHARGES

All prices listed in this exhibitor manual exclude GST, damage waiver and cartage. You will receive an itemised quote upon receipt of your request listing the total amount payable.

Damage Waiver: 9.5% of total order (not payable on signage orders)

Cartage: 35% of total order or a minimum of \$250.00

GRAPHICS MANAGEMENT

If you have ordered custom signage for your stand, please confirm how you would like Select Exhibitions to manage your custom signage after the event:

- ❖ Signage to be taken by the client from the stand during bump out – no charge.
- ❖ Signage to be collected from Select Exhibitions warehouse within one week after the event – additional 20% delivery and storage fee.
- ❖ Signage to be stored by Select Exhibitions - \$40.00 (ex. GST) per month per single pallet.

***If no selection above is confirmed, a 10% disposal fee will be automatically added to your order*

SPECIFIC STAND BUILD REQUESTS

Don't want to include a fascia sign? Want to remove a wall?

If you have any specific requests regarding the construction of your stand, please take the time to let your us know how you would like your stand to be presented prior to arriving on-site.

Please Note: Additional charges apply to make any changes to your stand build on-site.

ORDER DUE DATES

Order due dates below – 20% late order fees are applicable after these dates:

Furniture & AV: COB 1st September 2025

Signage (Artwork submission): COB 4th September 2025

Signage (Final Proof Approval): COB 11th September 2025

ANYTHING ELSE?

Don't see what you're looking for?

Select Exhibitions has a wide range of furniture, AV and upgrade options. Please contact us with your specific requirements and we will work with you to provide the best possible solution. Please contact us to discuss your options.



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