



EXHIBITOR INFORMATION MANUAL

Motorvation 39

xxth January 2025

1. KEY CONTACTS

Company	Title / Product	Contact Information
Motorvation	Commercial Manager	Tegan Smith M: 0420 307 168
Motorvation	Commercial Operations Manager	Sofi Sutton M: 0474 430 881

2. EVENT INFORMATION

Event Site	Address
Perth Motorplex	Cnr Anketell Road &, Rockingham Rd, Kwinana Beach WA

3. EXHIBITOR INFORMATION

3.1 Accreditation

Commercial Participants will receive an allocated number of Motorvation 39 accreditation wristbands as tabled below. These accreditation wristbands provide daily entry to the Event and are for use of Commercial Participants and their staff only.

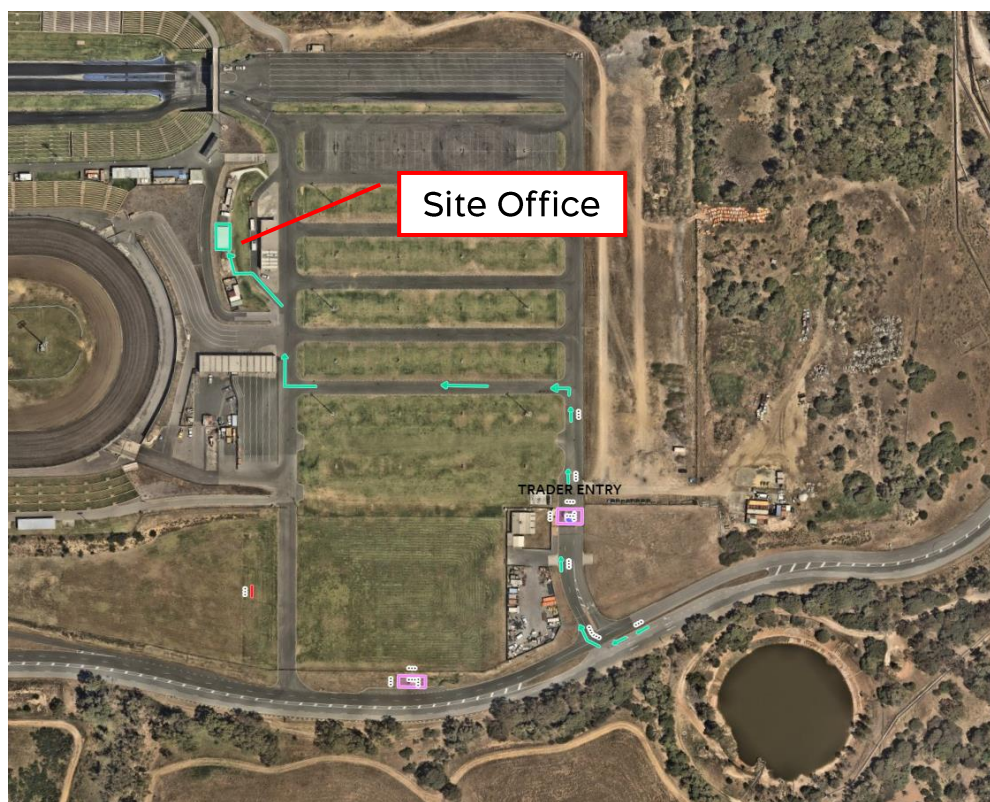
If additional wristbands are required, please contact Sofi Sutton.

Trade Space Size	Quantity of Wristbands
3m x 3m	3
6m x 6m	7
9m x 6m	10
10m x 6m	12
12m x 5m	16

Supply of Motorvation 39 accreditation to anyone other than those engaged in the commercial Event activities is an offence. Fraudulent use (including copying, or manufacturing of replica wristbands, tickets, or windscreen stickers) of these passes is prohibited.

3.2 Accreditation Collection

Accreditation can be collected on arrival from Sofi Sutton at the Site Office, see below for times and location.



Date	Accreditation Open Times
Wednesday 29 th January, 2025	10:00am – 4:00pm
Thursday 30 th January, 2025	9:00am – 12:00pm

3.3 Venue Access

The following accreditation types and entry locations are to be used gain access to the Motorvation site during bump in and event days.

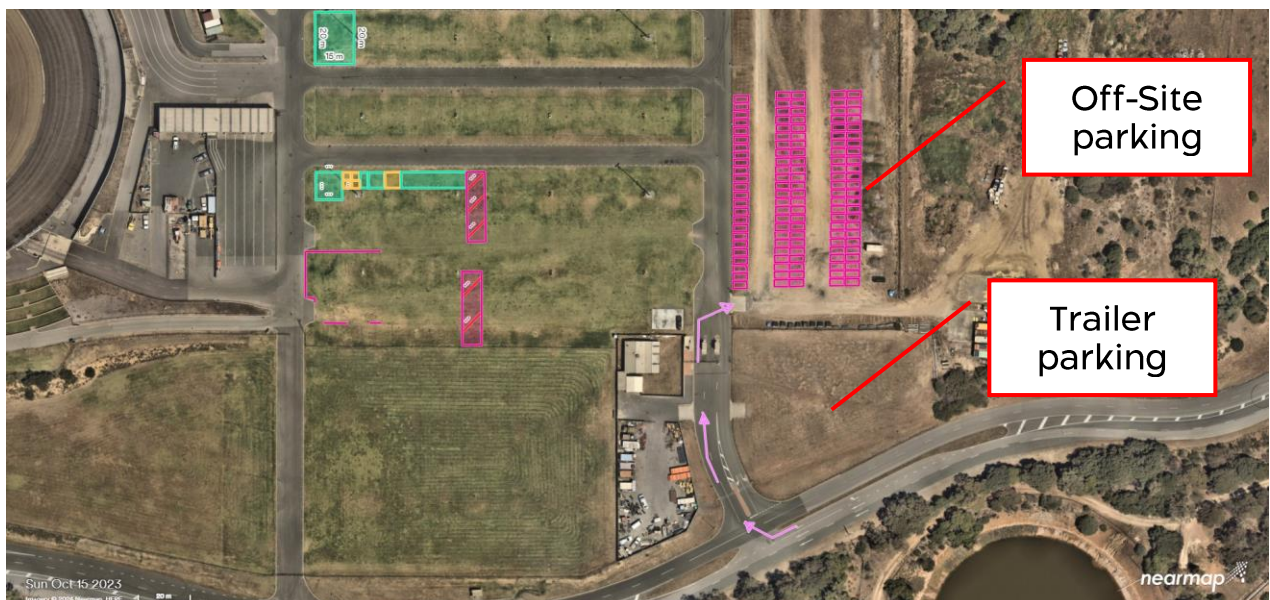
Phase	Accreditation Required	Access Gate
Bump In and Out	Not required	Gate 2
Event Days	Event Wristband	Gate 2

Site Access



3.4 Vehicle Access and Parking

Trade Stalls and their staff vehicles will not be permitted onsite during the event. All exhibitors and their staff are to park in the OFFSITE PARKING location, displayed in the image below. Vehicle stickers for off-site parking will be available at the Site Office. If you require access to your trade space during the event, please contact Sofi Sutton and request a service vehicle sticker.



3.4.1 Trailer Parking

Trailer parking is available in the designated Trailer Parking located between outside Gate 2 and next to offsite parking. Trailers must NOT be parked anywhere else onsite.

3.4.2 Static Display Vehicle

A 'Static Display Vehicle' is a vehicle parked on a trade site for display purposes only and is not to be moved at any stage throughout the event. All display vehicles MUST have their fuel tanks well sealed and ignition keys removed from the vehicle.

3.5 Key Dates

3.5.1 Bump In & Bump Out Dates & Times

	Date	Time	Site Access
Bump In	Thursday 30 th January, 2025	9:00am – 12:00pm	Gate 2
Bump Out	Sunday 4 th February, 2024	3:00pm – 6:00pm	Gate 2

***Note that bump in must be completed and all bump in vehicles off site by 12pm Friday 31st of January 2025 (light activities can continue within the footprint until 2pm if needed)*

3.5.2 Event/Trading Dates & Times

During the below trading times, all sites must be open, operational, and staffed. Traders are welcome to remain open outside these times but within the event open times.

Date	Event Open	Trading Times
Friday 31 st January 2025	2:00pm – 8:00pm	2:00pm – 8:00pm
Saturday 1 st February 2025	9:00am – 10:00pm	9:00am – 8:00pm
Sunday 2 nd February 2025	9:00am – 3:00pm	9:00am – 2:00pm

3.6 Event Program

The event program will be available on the [Motorvation Website](#).

3.7 Trade Site Location

Refer to the provided site plan. Your stand location is marked with your company name.

3.8 Bump In/Out Rules

During Bump In, Commercial Participants are required to comply with the following site rules.

- All persons onsite must complete the site induction at the Site Office and wear appropriate PPE including hi-vis vest and closed toe shoes.

- All entrances, aisles, and emergency exits must be kept clear at all times.

3.9 Cleaning & Waste

All Commercial Participants are responsible for the removal of their own rubbish and waste materials during the bump in, event days and bump out periods. Recycling and general waste bins will be provided.

Liquid waste must be disposed of correctly. Each Commercial Participant is responsible for the correct storage and disposal of liquid waste.

3.10 Workplace Health & Safety

3.10.1 General Health & safety

Motorvation is committed to providing a safe work environment for all employees, contractors and service providers. Commercial Patrons must ensure the safety of all employees and contracts and report any hazardous conditions to the event management team.

Employers are required to ensure the health and safety of everyone at the workplace. This means:

- Making the workplace safe for its staff so far as reasonably practicable
- Ensuring the safe use, handling, storage or transport of equipment and substances
- Providing sufficient information, instruction, training, and supervision
- Ensuring non-employees (visitors and members of the public) are not exposed to health and safety risks of workplace activities or processes

3.10.2 Emergency Evacuation

In the event of an emergency evacuation, all Commercial Participants will follow directions of Motorvation Security/Venue wardens. Motorvation accepts no responsibility for loss claims, financial or otherwise following an event marred or ruined by an emergency evacuation.

3.10.3 First Aid

First Aid is located next to the bathrooms in front of the Site Office.

3.10.4 Power and Electrical

All portable electrical equipment must be tested and tagged. Any electrical equipment found to be untagged will be removed from the site.

When using any electrical equipment always follow safe work practices, keep all electrical leads off the floor/ground, and cover electrical leads with cable covers where possible.

3.10.5 Prohibited Items

Prohibited items into the venue is in accordance with Perth Motorplex venue regulations. Vehicle inspections will occur at all entry gates.

3.10.6 Sound Levels

Sound levels from microphones, car audio, television, any type of spruiking is to be kept at a comfortable level. Failure to limit your audio volume to a comfortable level may result in the closure of your trade stand.

3.11 Forklift

Forklift service will be available onsite, please contact Sofi Sutton for assistance. Motorvation will not store stock for any Commercial Participant over the event days. However, storage of empty pallets or crates can be provided.

3.12 Promotional Opportunities

3.12.1 Entrant Goodie Bag Inclusion

Motorvation offers all Commercial Participants the opportunity to provide an item for inclusion the official 'Entrant Goodie Bag'. This bag will be given to all vehicle entrants and must be an item of value or special offer. Inclusions are not to be a promotional leaflet.

If this interests you, you will need to provide 600 in quantity of your item. You must notify the Motorvation Commercial Manager and arrange for all goods to be received at the below address no later than **28th January 2025**.

Attn: Motorvation Entrant Goodie Bag
Cnr Anketell Road &, Rockingham Rd
Kwinana Beach WA 6167
Ref: (Your Company Name and Mobile Number)

3.13 Security

Motorvation will provide security throughout the event site during bump in, event days, and bump out. Commercial participants are responsible for their own valuables and commodities and should not leave the trade site unattended during open hours. Please report any suspicious behaviour to the event management team.

4. SUPPORTING DOCUMENTS

4.1.1 Insurance

Motorvation will not cover the legal liability of any Commercial Participant and, shall not be liable, nor deemed to be liable for any loss, damage, theft or injury sustained by an Commercial Participant, or any employee of any Commercial Participant.

As a Commercial Participant at Motorvation, it is a condition that you must have and maintain the following insurance:

- Public Liability Insurances as aforesaid to an amount of not less than \$10m
- Worker's compensation in respect of all persons employed or sub-contracted
- Comprehensive cover including cover in relation to goods on display

Your current Public Liability Insurance Certificate of Currency must be provided with Summernats Pty Ltd and Perth Motorplex listed as interested parties. It must cover all event dates including bump in/bump out.