

# EXHIBITION HANDBOOK



ADELAIDE  
CONVENTION  
CENTRE

# Introduction

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This Exhibition Handbook has been designed to assist you in ensuring that your exhibition experience at the Adelaide Convention Centre is enjoyable and trouble free. Please read it carefully as it contains information specific to the operating procedures in the Adelaide Convention Centre. Should you require information specific to the exhibition itself, please contact your exhibition organiser directly.

All prices are inclusive of GST and are in Australian dollars, unless otherwise specified. All quoted prices are current at the time of printing and are subject to change. Services will not be provided until full payment has been received prior to your event.

Completed order forms should be forwarded to:

## **Exhibition Services Department**

Adelaide Convention Centre

GPO Box 2669

Adelaide, South Australia, 5001

Australia

Telephone: (+61 8) 8212 4099

Facsimile: (+61 8) 8210 6750

Email: [exhibitions@avmc.com.au](mailto:exhibitions@avmc.com.au)

All references to ACC mean the Adelaide Convention Centre.

Please take time to read this handbook and familiarise yourself with its contents.

Should you have any queries please do not hesitate to contact the Exhibition Services Department.

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## Venue Information Table

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# Exhibiting at the ACC

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## 1. Delivery of Exhibitor Goods

All exhibitor/ contractor deliveries must be made to the ACC's North Terrace Loading Dock accessed from North Terrace and must be scheduled in with the loading dock supervisor.

Deliveries arriving without a booking or prior to the allocated move in period will **not be accepted**.

To book in the delivery of your freight please contact;

### Agility Fairs & Events

Contact Angus Robertson  
Tel (+61 8) 8210 6773  
Fax (+61 8) 8210 6751  
Email [ntld@avmc.com.au](mailto:ntld@avmc.com.au)

There is no onsite storage available at the ACC, please refer all enquiries to your organiser.

If you are having goods delivered by courier, please ensure someone from your company is on site to sign for the goods. The ACC, nor designated representatives will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away.

It is strongly recommended that any exhibitor transporting freight to and from the ACC use the services of a specialised exhibition focused freight forwarder. This will avoid potential problems with customs, duties, and deliveries outside designated times. The ACC will not accept any responsibility for arranging the freighting of any item or the costs associated therewith.

All airway bills/shipping notes must be clearly marked 'All charges to account consignor'. The ACC accepts no responsibility for any charges associated with the duties, taxes or clearance of exhibitor/ contractor goods.

Pallet lifters and trolleys are provided on a complimentary basis to all exhibitors. These are located in the loading bay and are available on a first in, first served basis.

## 2. Exhibitor Move In and Move Out

To ensure a trouble-free build, exhibitors and stand contractors must adhere to the access times specified by the event organiser. Access into the exhibition space prior to the scheduled time will not be permitted.

A limit of twenty (20) minutes per vehicle applies to all vehicles using the North Terrace Loading Dock.

Vehicles entering the North Terrace Loading Dock are to await direction from the loading dock staff. No vehicles are to be parked or loaded on the loading dock ramp at any time. Drivers must stay with their vehicle when on the loading dock ramp and wait until such time that they can access the loading dock.

Move out or breakdown prior to the scheduled time will only be permitted with the consent of the event organiser and ACC.

ACC Security reserves the right to inspect any vehicle before, during and/or after an event.

### 3. Collection of Exhibitor Goods

Exhibitors who have arranged for couriers to collect their goods must ensure all items are clearly labelled with

**Destination**

**Company name**

**Courier name**

And must be accompanied by a **completed** consignment note attached.

These items must be collected at time of move out. If this is not possible, the collection of goods must be arranged with the ACC. Any goods not collected within 24 hours of the event conclusion will be removed at the cost to the individual exhibitor. The ACC accepts no responsibility for goods left behind after the closure of an exhibition.

All exhibitor freight must be moved to the North Terrace Loading Dock by the exhibitor in accordance with the directions of the ACC's Exhibition Floor Manager.

### 4. Removal of Freight

Goods must be collected from the ACC during your designated move out period. Where suitable arrangements have not been made, the ACC reserves the right to remove the said items from site twenty four (24) hours from the conclusion of the event. All incurred cost will remain the responsibility of the concerned party.

### 5. Freight Forwarding/ Logistics/ Forklifting Information

Agility Fairs & Events is the preferred logistics supplier at the ACC. Agility provides a comprehensive freight handling/ logistics/ customs clearance/ forklifting service and should be contacted directly to make the necessary arrangements. Charges will apply.

To book in forklifting please contact;

#### **Agility Fairs & Events**

Contact Angus Robertson  
Tel (+61 8) 8210 6773  
Fax (+61 8) 8210 6751  
Email [ntld@avmc.com.au](mailto:ntld@avmc.com.au)

### 6. Legislative Requirements

#### ***Container Deposit Legislation (CDL)***

If you supply any beverages in a sealed container at an event, you must be aware that South Australia has a container deposit scheme.

Any beverage container covered by CDL that is sold or given away at an event, must display an approved refund marking and be compliant with EPA regulations. This includes bottled water, juice and tetra pack containers.

Failure to comply will result in enforcement action by the EPA which may include one or more of the following:

- The immediate withdrawal of the beverage/s from distribution,
- The issue of an Environment Protection Order to prevent the distribution of the container until such time as it is approved,
- Expiation Notice - \$360 or prosecution.

Relevant legislation: **South Australia Environment Protection Act, 1993 – Part 8, Division 2**

For more information on the South Australian CDL please visit [www.epa.sa.gov.au](http://www.epa.sa.gov.au)

### ***Plastic Shopping Bags***

The Plastic Shopping Bags (Waste Avoidance) Act 2008 prohibits the supply by exhibitors of single use plastic shopping bags with handles that have a manufactured thickness of less than 35 microns.

Failure to comply will result in enforcement action by the EPA which may include one or more of the following:

- The immediate withdrawal of the bags from distribution,
- Expiation Notice - \$375 or prosecution.

Relevant legislation: **South Australia Plastic Shopping Bags (Waste Avoidance) Act 2008**

## **7. Substance and Waste Disposal**

Under no circumstances will any chemicals be disposed of into the ACC's drainage system. Persons found disposing of chemicals this way may be liable for prosecution under the Environmental Protection Act 1993.

All waste chemical substances and paints must be contained, taken offsite and disposed of in an appropriate manner. For further information please visit [www.epa.sa.gov.au](http://www.epa.sa.gov.au)

# Services provided by the ACC

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## **8. Communication Services**

Communication services are readily available throughout the ACC in a variety of services and speeds. These services can be provided in a wireless or cabled form depending on your requirements.

The ACC is responsible for the provision of and maintenance of all communication services provided within the venue.

### ***Wireless Internet Services***

#### **Complimentary Wifi**

Free wireless internet is provided by the ACC and can be accessed throughout the venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at the one time.

#### ***High Speed Wifi***

Wireless Internet can be provided with a faster bandwidth for the duration of an event on individual separate networks throughout the ACC. Whether you choose to provide the network name and password to delegates or use this specifically for the devices on your stand the choice is yours.

For faster and more reliable services please refer to the various options detailed on the order form found at the rear of the Handbook.

#### ***Connection and Security***

These services are available on mobile devices with wireless internet capability. All wireless standards are supported by the ACC including IEEE 802.11ac.

The ACC can detect sources of abuse and/or network interference and reserves the right to deny access to any device without notice. No refund will be provided in this case.

ACC Internet services do not provide a firewall. The ACC accepts no responsibility for any viruses or computer security breaches. Security of the service remains the responsibility of the end-user when connected to the internet.

The ACC can provide non-internet LAN infrastructure in order to link various areas across the venue – charges are applicable.

#### **Cabled Internet Services**

A range of high-speed cabled internet services can be provided to suit your requirements.

Services are charged at a daily rate which is inclusive of a single connection per service and enables you to use one service in multiple locations. A fee will be incurred per additional location. All relevant charges are detailed at the rear of this handbook.

When booking communication services for a site, please notify the ACC of any flooring to be installed as this can impact upon floor based services.

#### ***Settings and Configurations***

The ACC's internet services are symmetric connections – their download and upload speeds are the same.



All services utilise the Dynamic Host Configuration Protocol (DHCP). This allows computers to connect to the service automatically.

Clients need to supply their own network hardware and cabling to create a custom network in a single location.

Please be aware that onsite computer support is not provided, however the ACC will provide a cable to a designated location to test the service and ensure connectivity. Cables are terminated with standard Ethernet (RJ45) Connectors.

Additional connections are charged at \$75.00 per connection.

Fixed IP addresses are available upon request for specialised applications.

## 9. Car Parking

The ACC operates the Riverbank and North Terrace car parks, which are open 24 hours per day, 7 days per week. The Riverbank car park is accessed via Festival Drive whilst the North Terrace car is accessed off North Terrace and is situated immediately below Halls I, J & K.

Both car parks are fitted with video surveillance camera systems and security patrols these areas every afternoon and night, weekdays and 24 hours per day on weekends and public holidays.

A ticket must be pulled upon entry into the car park and scanned prior to exiting at one of the numerous pay stations located on each level. Payment can be made with cash or credit/ debit card\*. EFTPOS facilities are not available. \* A surcharge is applicable to card payments.

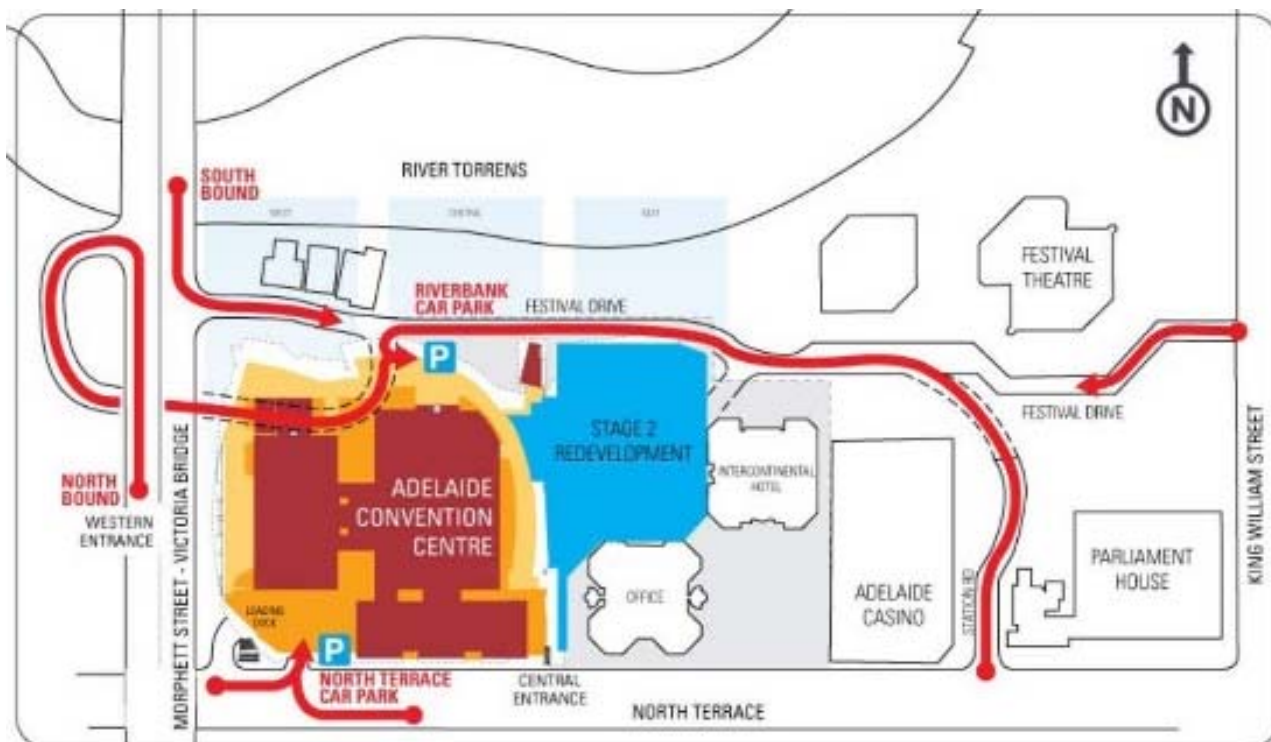
### Early bird parking

\$14.00 Every Day Entry between 5.30am and 9.30am and exit between 2:30 and 6.30pm. Outside these times casual rates apply up to a maximum of \$26.00 per twenty four hour period.

### Car park Height Restrictions

North Terrace car park clearance 2000mm

Riverbank car park clearance 1960mm



## 10. Audio Visual Services

The ACC has one of the largest stocks of audio visual and lighting in South Australia and is able to offer this service for your stand. Should you wish to utilise this service please contact the Exhibition Services Department to arrange a detailed quotation.

Should you choose to use externally sourced audio-visual equipment it is subject to electrical testing and tagging regulations. If equipment is found to be non-compliant, the equipment will be removed from the venue, at the exhibitor's expense.

## 11. Stand Cleaning

General cleaning is included in the cost of the room hire to the exhibition organiser.

While the greatest care will be taken in the cleaning of exhibitor stands, the ACC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.

The ACC does not provide dedicated waste disposal/ recycling facilities for individual custom stands. Should you wish to dispose of custom stands or any large items, please contact the Exhibition Services Department to arrange for skips, charges will apply.

## 12. Food and Beverage

The ACC has sole catering rights for the sale and distribution of any article of food or drink for consumption on-site.

Catering requirements should be confirmed no later than fourteen (14) days prior to the commencement of the event move in.

Forty eight (48) hours notice for order cancellations is required. If cancellations are received after this time, the full charge will apply.

Once onsite, ACC catering staff will liaise directly with the nominated contact to confirm all requirements for the event.

Any exhibitors wishing to distribute any food or beverage samples must seek prior approval from ACC management to meet the ACC's ISO 22000 Food Safety Standards.

### *Exhibitor Sampling Guidelines*

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to the patron;
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;
- Portions MUST be of a tasting style and size only:
- Food – bite size;
- Beverage – alcoholic and non-alcoholic liquid portions must be no larger than 50ml;
- All tasting utensils and vessels MUST be single use items and disposed of immediately after use.

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$350.00 will apply.

The ACC permits the distribution of food stuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor. Please note the sale of these items is not permitted.

### *Alcohol Sampling*

Provision of alcohol samples within the ACC sampling guidelines as detailed in this handbook are covered under the Adelaide Venue Management Liquor License.

For the distribution of alcohol within the ACC, outside of these guidelines it is mandatory to have a Responsible Service of Alcohol (RSA) certificate and appropriate limited license. For further details please visit; [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au).

Staffing with the appropriate RSA certification can be provided by the ACC for \$45 per hour (minimum 3 hour engagement). Service of client supplied stock would then be served in compliance with the ACC's Special Circumstances Licence.

Please be advised that provision of alcohol from a third party provider will incur an external catering charge of \$350.

### ***Stand Incentive Catering***

The ACC offers a large selection of incentive catering options. Incentive catering items such as cappuccino, milkshake, Juice bars and slurpee machines are provided inclusive of service staff (1 x staff member is provided per machine where required).

All incentive catering must be contained within your stand area and not protrude into the surrounding aisles.

It is the responsibility of each exhibitor to ensure all non-disposable ACC equipment is accounted for upon collection from the stand. The cost of any lost or damaged equipment will be charged to the exhibitor. A signature will be required upon delivery and collection of all ordered goods.

An "External Supply Charge" will be applicable to any sourced product or equipment brought into the ACC.

### ***Food Handling and Food Handlers***

It is the responsibility of the exhibitor to be fully self-sufficient in terms of storage and service equipment specific to their food and/or beverage sampling.

Exhibitors, when ordering beverages, must consider arranging facilities to refrigerate/chill beverages.

### ***Food Regulations***

All exhibitors supplying and displaying food as a part of their exhibit will be responsible for complying with relevant standards.

Further information is available from [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or contact Food Standards Australia New Zealand on (+61 2) 6271 2222.

### ***ISO 22000 - Food Safety Management System***

As a condition of entry for all staff and contractors of the ACC, it is important for you to be aware of the food safety system which exists within the ACC. All staff that are working near, above or in contact with food must obey the policies and procedures that form part of this system.

For all other staff working with or near food, the following must be considered;

## **13. Rigging & Lighting**

The ACC has exclusive rights to perform rigging within the venue. All items must be designed and constructed to approved regulations and may only be rigged by certified ACC staff.

All items must be rigged within the perimeter of your site.

All requests for suspended display material must be submitted to the ACC and must be received no later than fourteen (14) days prior to the commencement of your exhibition.

Upon confirmation of your booking you will be allocated a time at which your rigging is to occur. It is expected the item to be rigged will be present and ready to hang. Failure to do so may result in the rigging being rescheduled, should time permit. Any

incurred cost will remain the responsibility of the exhibitor or appointed contractor. Should ACC staff not be able to reschedule your rigging, your item will not be suspended.

ACC rigging staff will not be responsible for the assembly or construction of structures and or signage.

Any item deemed unsafe for rigging by the ACC will not be rigged. The exhibitor will remain responsible for any costs incurred.

## **14. Security**

The ACC is part of the South Australian Government Protective Security Management Framework and has sole rights to provide all security within the venue and does not allow clients or exhibitors to engage external security firms to operate within the venue.

ACC security conduct regular patrols of the complex 24 hours per day, 7 days per week and will be present for the duration of the move in and move out of your exhibition. This service is provided free of charge.

ACC security guards are trained in all facets of the venue's evacuation procedures, first aid, fire warden duties and can help with information regarding location of facilities and general day to day operations.

The care of all goods and equipment brought onsite to the ACC are the responsibility of the exhibitor. The ACC accepts no responsibility for the loss of any goods.

Should you require additional security for your exhibition stand, please contact the Exhibition Services Department. The ACC must receive this request (14) days prior to the commencement of tenancy.

Whilst ACC Security will endeavour to maintain the venue as a safe and secure place, it is the responsibility of the individual to ensure items are not left unattended and are secure at all times

## **15. Forklifting**

Agility Fairs & Events is the preferred contractor supplying forklifting services at the ACC. All forklifting requirements should be referred to Agility Fairs & Events:

### **Agility Fairs & Events**

Contact Angus Robertson  
Tel (+61 8) 8210 6773  
Fax (+61 8) 8210 6751  
Email [ntld@avmc.com.au](mailto:ntld@avmc.com.au)

Both clients and stand builders are free to engage their own supplier for fork lifting services. However, should this be the case please note that the appointed operators or contractors will be required to:

- successfully complete the ACC's Contractor Induction (and building contractor induction if site conditions necessitate);
- provide a copy of its Public Liability Insurance Certificate of Currency;
- provide proof of compliance in terms of licensing requirements;
- pre-schedule all deliveries with the ACC's nominated representative, including deliveries of forklifts; and
- agree to the removal of all equipment, including forklifts, during show hours and at the conclusion of the event.

All keys for forklifts/ scissor lifts/ boom lifts are to be given to the ACC Security while not in use.

All clients and stand builders wishing to bring in their own fork lift must complete the Forklift Approval Form and return to the exhibitions department no later than 14 (fourteen) days prior to their event.

## **16. Utilities**

Access to water, sewage and compressed air is available throughout Halls F, G, H, L, M, N & O only.

Considerations should be made in preliminary discussions with your event organiser regarding the location of your stand to ensure the services you require are available. Services will not be distributed over aisle ways.

Pit connection charges are for access only. They do not include the installation of the service or additional equipment.

It is the responsibility of the exhibitor to provide the connection and subsequent equipment from the service pit. A pit access fee applies to all services.

Equipment that is damaged or not returned post event will be charged back to the company booking the service.

### ***Water Connections***

Specific access pits are available for exhibitor use when cold water and waste systems are required.

Water is provided at a flow rate of 30 litres per minute in each designated floor pit. A waste outlet with a discharge rate of 42 litres per minute, hot or cold, is also provided with this service. If water is required at a greater flow rate, exhibitors will need to contact the ACC to discuss their requirements.

Exhibitors requiring a water connection must provide a standard 18mm universal tap adaptor to connect to this service. The maximum diameter of the waste drain is 50 mm (2").

### ***Compressed Air Connections***

The ACC can provide normal industrial quality, dry air through the pit system in halls F, G, H, L, M, N & O at 640 Kpa/ 90 Psi. Should a higher pressure be required exhibitors must contact the ACC to discuss their requirements.

It is the responsibility of the exhibitor to provide their own regulators, filters and lubricators as well as a RYCO 200 Series hose barb coupling nipple. Services will be run from the designated floor pit via a 10mm hose line

Application to use these services must be received by the Exhibition Services Department no later than fourteen (14) days prior to the move in.

# Exhibits Requiring Approval

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## **17. Animal and Livestock Displays**

No animals or pets, with the exception of seeing eye or hearing dogs, are permitted in the venue except as an approved exhibit, activity or performance requiring the use of animals.

Application to the ACC for the display of animals and/or livestock must be sought in writing no later than fourteen (14) days prior to the exhibition move in.

All animals must be kept on a leash or in a secure pen under the control of a dedicated handler at all times in compliance with the Animal Welfare Act 1985 and Prevention of Cruelty to Animals Regulations 2000.

## **18. Naked Flames**

All fire regulations and evacuation procedures must be complied with at all times.

Where the use of a naked flame or material of a highly flammable nature is intended for use within the ACC, permission to use such materials must be sought in writing from the ACC no less than fourteen (14) days prior to move in. If permission is granted, it may be deemed necessary for the ACC to provide, at the user's expense, a fire warden to be present at all times when the building is occupied.

No material or device of an explosive nature may be brought into the ACC without prior written approval from ACC management.

No equipment, fittings or materials may be placed in any aisle or in such a position where the access to any designated exit is in any way obstructed. ACC staff will remove any items should they not comply with fire regulations or be considered an obstruction.

## **19. Food and Beverage Sampling**

The ACC has sole rights for the sale and distribution of food and beverage for consumption on-site. Any exhibitors wishing to distribute any food or beverage samples must seek prior approval from the ACC.

The ACC permits the distribution of food stuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor. Please note the sale of these items is not permitted.

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$350.00 will apply.

The ACC reserves the right to remove any food or beverage not supplied or authorised in writing by the ACC.

## **20. Heavy Equipment**

All floor areas within the ACC have loading limits per square metre which can be found in the Venue Information Table at the rear of this handbook. Any piece of equipment, display, vehicle, or machinery to be displayed inside the ACC which weighs over 10 tonne (including transport vehicle) must be approved by ACC management no less than twenty one (21) days prior to move in.

- The following information should be provided to the ACC and event organiser;
- The dimensions of the base of the item;
- The gross weight of the item;
- Pictures and/or diagrams of the item;
- Indication on an approved floorplan the exact position where the item is to be located.

The ACC can request a written engineer's report on the said item at any time. All associated costs remain the responsibility of the exhibitor/contractor.

## **21. Helium Balloons**

Exhibitors planning to use helium balloons as part of their exhibit must obtain prior consent from the ACC. There is a minimum charge of \$300 to remove loose balloons from the ceiling of the venue.

## **22. LPG Cylinders**

Any exhibitor wishing to use LP gas or flammable liquids must seek prior approval from ACC management, a minimum of fourteen (14) days prior to tenancy.

LPG cylinders, its regulator and valves must not be accessible to the public and must be protected against accidental damage during its operation by being suitably tethered to prevent the cylinder from falling over. Cylinders are to be disconnected at the conclusion of the exhibition each day and are to be reconnected prior to the opening the following day.

A 2.1kg AB (E) dry powder fire extinguisher is to be provided for each appliance using LP gas or flammable liquids and positioned in a readily accessible location in accordance with the appropriate Australian Standards.

## **23. Motor Vehicle Displays**

For any vehicle to be part of an exhibition, the event organiser and the ACC must be notified of its planned delivery/arrival no later than fourteen (14) days prior to the move in, together with details of fuel type, fuel capacities, dimensions and weight.

All LPG fuel tanks must be isolated from the vehicle's engine by closing the 'service tap' on the fitted fuel tank.

The ACC is unable to provide washing facilities within the boundaries of the ACC; therefore all vehicles must be washed prior to arrival onsite.

Drip trays must be provided for all vehicles displayed within the venue, regardless of age. Charges will apply for any damages incurred to ACC floorings.

The exhibitor is responsible for driving the vehicle from the loading dock to the area of display and vice versa. A spare set of keys must be provided to ACC security on arrival.

Please complete and return the Heavy Vehicle/ Heavy Equipment Form at the rear of this document.

## **24. UAV/ Drones within the ACC**

The use of Unmanned Aerial Vehicles (UAV)/ drones within an exhibition for the purpose of aerial photography or product demonstration is strictly prohibited in accordance with recommendations by the Civil Aviation Authority (CASA).

Use as a means of product demonstration must be sought in writing from the ACC no less than fourteen (14) days prior to move in and will be subject to specific conditions.

# Stand Construction

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## 25. Stand Construction

The design and construction of exhibition stands and temporary structures must:

- Be structurally sound;
- Include a means of exit;
- Comply with the requirements of the Disability Discrimination Act 1992 (DDA).

All canopy/roof structures must be made from a permeable material to ensure the flow of water from the venue's sprinkler system is not inhibited.

All corners on aisle and walkways must be rounded (no sharp corners) and tapered down from stand floor level to the building floor level.

All aisle ways must be kept clear from obstruction and fire exits must have direct and clear access. Sight lines for exit lights must not be compromised.

## 26. Structures greater than 3.0 metres in height

These structures may require:

- Certification by an Engineer; and/or
- Scale drawings including plans, elevations and cross sectional views.

All such structures will be checked by the ACC for stability prior to the opening of the exhibition. Structures deemed to be unstable must be modified or removed at the exhibitor's expense.

## 27. Stand Flooring

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Australian National Construction Code (NCC), Disability Discrimination Act 1992 (DDA) and applicable Australian Standards (AS).

Considerations should include ramped edging for stands with a raised temporary floor, and the provision of handrails and ramps for the mobility impaired.

## 28. Electrical Requirements

All power requirements should be ordered through the appointed exhibition contractor. The ACC will not be responsible for the distribution of electricity within an exhibition.

All enquiries should be directed to your organiser.

## 29. Electrical Testing and Tagging

All electrical equipment entering the ACC must comply with the Australian Standards and South Australian Work Health and Safety Act 2012. This Act covers all electrical equipment used in the workplace, including equipment brought in to the building by contractors or third parties. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with relevant standards.



Contractors must not bring onto the ACC premises any electrical equipment that does not display up to date testing and tagging in accordance with the relevant Australian /New Zealand standards.

The ACC reserves the right to remove or replace, at the contractors or exhibitor's expense, any electrical equipment not complying with the Act or deemed to be unsafe power cords which are detachable, such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

To have your items tested and tagged please contact your local electrician, or arrange for an electrical contractor to visit you onsite.

### **30. Multiple Storey Stands**

All multiple storey constructions must be approved by the ACC a minimum of four weeks prior to the commencement of the exhibition. Submissions should include full dimensioned plans and elevations and detail all features, including all access/egress points and stairways and also certification from a structural engineer, detailing the maximum allowable load capacity of the structure. These submissions must be accompanied by a completed Form 9 - Custom Stand Design Appraisal.

Once construction is completed a structural engineer must certify the structures compliance with the Building Code of Australia and copies of the appropriate handover certificates forwarded to ACC management prior to the opening of the exhibition. The maximum number of persons permitted on the upper storey of the structure must be displayed at floor level and strictly monitored for the duration of the event.

Any stand with a roof or ceiling structure over 9m<sup>2</sup> may require additional fire protection equipment, such as the fitting of a smoke detector and portable A:B:(E) dry powder fire extinguisher. The size and number of each will be specified by the ACC during the appraisal process.

In some cases an extension of the existing fire sprinkler system may be required.

### **31. Exhibition Lighting**

All halogen tube light fittings used within an exhibition shall be fitted with safety glass to minimise the risk of fire.

### **32. General**

It is a requirement of the ACC that all display material is contained within the perimeter of your exhibition site. Materials that are placed outside of exhibition sites will be relocated or removed.

All aisles within an exhibition must be maintained at a minimum of a 3000mm at all times.

# Workplace Health & Safety

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## 33. Work Health Safety

All exhibitors and their appointed contractors must comply with the current Work Health Safety (WHS) Legislation including SA Work Health and Safety Act 2012 and SA Work Health and Safety Regulations 2012.

Where the ACC's WHS Strategic Advisor or their delegate brings to the attention of the exhibitor or contractor a concern in relation to safety, the party concerned shall immediately take all necessary steps to rectify such breach.

The event organiser, exhibitors and their appointed contractors must comply with the following requirements in respect to Work Health Safety:

- Ensure all staff working at the ACC have completed the site induction
- Ensure all contracting staff and sub-contractors have received all information relevant to operating safely on the ACC site.
- Ensure safe systems of work for services being provided (including but not limited to licenses, lock out procedures and safe work procedures).
- Control of all identified hazards associated with the systems of work as far as it is physically practicable.

Assistance with your obligations or any queries can be obtained from:

### SafeWork SA

Tel (+61) 1300 365 255

Web [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

## 34. First Aid, Medical and Emergency Facilities

First aid facilities are available to all users of the ACC with qualified first aid staff readily available.

First Aid Rooms are located adjacent to the Floor Ambassadors desk in the central building and also in Foyer L in the Western Building. Both are available for use twenty four (24) hours a day.

All near misses, injuries or illnesses that occur on site are to be reported to an ACC staff member immediately and an Accident/Incident Report Form completed with a copy provided to the ACC's WHS Strategic Advisor.

## 35. Risk Assessments

Risk assessments and/or safe work method statements may be requested by the ACC for specific activities conducted within an event or for high risk work performed by event contractors. Your exhibition related risk assessment should be forwarded to your organiser prior to your arrival at the ACC.

## **36. Contractor Induction**

All persons onsite at the ACC for an exhibition, including external contractors and labourers must complete the ACC's site induction via the ACC website [www.adelaidecc.com.au](http://www.adelaidecc.com.au). Any persons arriving at the ACC having not completed the induction must complete it prior to commencing work.

Upon arrival contractors are required to report to one of the induction terminals located at the main entry points to the ACC and sign in each time they arrive to perform work. Contractors will be issued an adhesive label which is to be displayed at all times. Contractors are required to sign out via the terminals when leaving.

For information and status regarding the induction process please contact: [contractors@avmc.com.au](mailto:contractors@avmc.com.au).

Protecting your privacy and personal information is important to the Adelaide Convention Centre. The collection, use and disclosure of all personal information is compliant with the requirements as detailed in the Information Privacy Act 1988.

## **37. Minors within an Exhibition**

No person under the age of 15 years is permitted to access the ACC exhibition halls and loading dock during the designated move in and move out periods.

## **38. Alcohol Consumption**

In accordance with liquor licensing requirements, the supply and consumption of alcohol is not permitted inside or outside the ACC and its loading bay during an exhibition build, breakdown, move in or move out.

## **39. High Visibility Clothing**

It is a requirement of the ACC for all persons working within the venue during the move in (build) and move out (breakdown) of an exhibition to wear a florescent high visibility safety vest or high visibility clothing compliant with AS4602.1:2011.

Exhibitors and contractors will not be permitted in the venue unless high visibility clothing is worn.

A limited number of Hi Visibility vests are available for sale from the ACC floor ambassador desk at a cost of \$6.00 each. This stock is not guaranteed, so provision should be made prior to your arrival on-site.

## **40. Footwear**

It is a requirement of the ACC that enclosed footwear at all times (ie – no bare feet, thongs, sandals or open toed shoes) be worn during the move in and move out of an event.

## 41. Evacuation Procedures

In the event of an evacuation, designated ACC staff will act as fire wardens to assist in the movement of all staff, exhibitors and visitors to the designated assembly point.

The plan on the following page details the fastest and safest path of egress for a large scale evacuation from the ACC in the event of a fire or emergency.

Two distinct alarms will sound once the fire alarm is activated or there is a pending emergency.

### First tone

Alert - **Beep Beep Beep**

Should you hear the alert tone please adhere to the following:

- Prepare to evacuate
- Secure material as necessary
- Switch off all appliances
- Await further instructions

Information regarding the situation will be announced by the senior fire warden through the PA system within the venue.

Should evacuation of the building be necessary a second tone will be heard.

### Second tone

Evacuation - **Whoop Whoop**

Should you hear the evacuation tone proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point.

Should you hear the evacuation tone:

- Do not use lifts
- Follow staff instructions at all times

Re-entry into the building will not occur until permission has been given by the senior fire warden under the direction of the South Australian Metropolitan Fire Service.

### If you discover a fire in the Adelaide Convention Centre:

- Break glass on any of the alarms located throughout the venue
- Advise a staff member of the situation or
- Call security on +61 8 8210 6770 from a mobile phone.
- Evacuate - use designated emergency exits only

### Emergency phone numbers

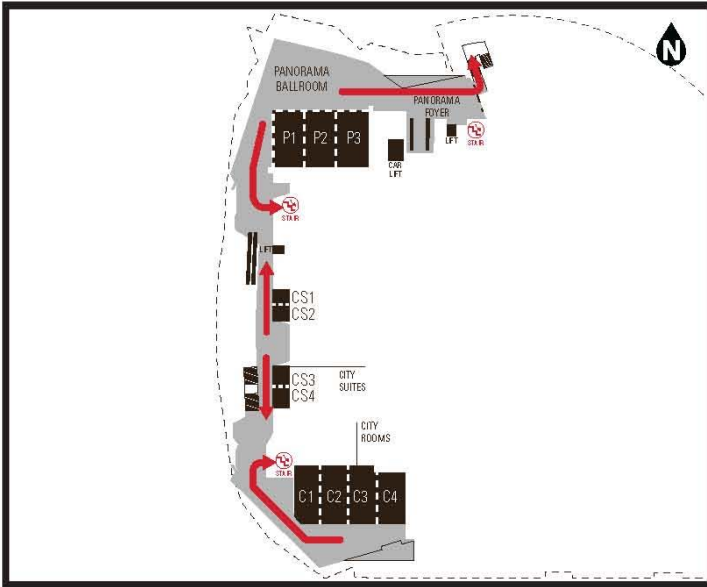
(via the internal phone system- phones located throughout the venue)

Security 6770

Metropolitan Fire Service 0000

Please ensure you are familiar with all emergency exits and assembly areas.

**LEVEL ONE**



# EVACUATION MAPS

**First tone - 'ALERT'**

- Beep Beep Beep Beep

- Prepare to evacuate
- Secure material as necessary
- Switch off all appliances
- Await further instructions

**Second tone - "EVACUATION"**

- Whoop Whoop

Do NOT use lifts

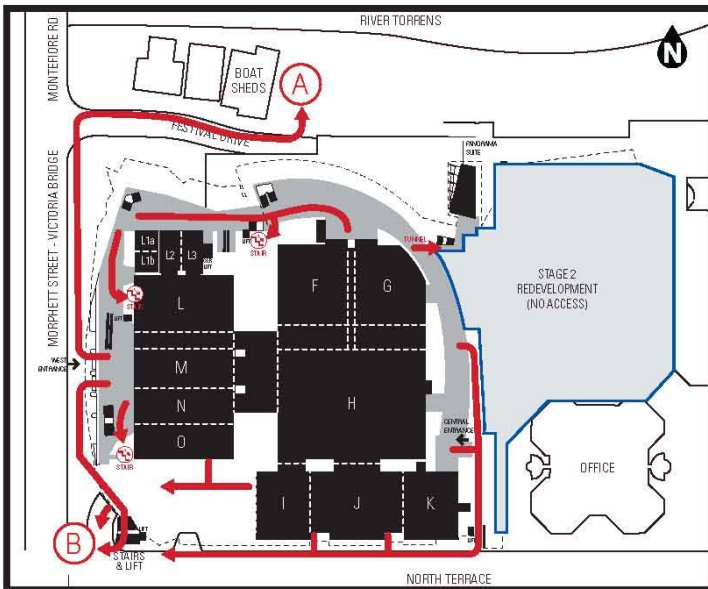
Follow staff instructions at all times

Proceed to nearest emergency exit and then to assembly area:

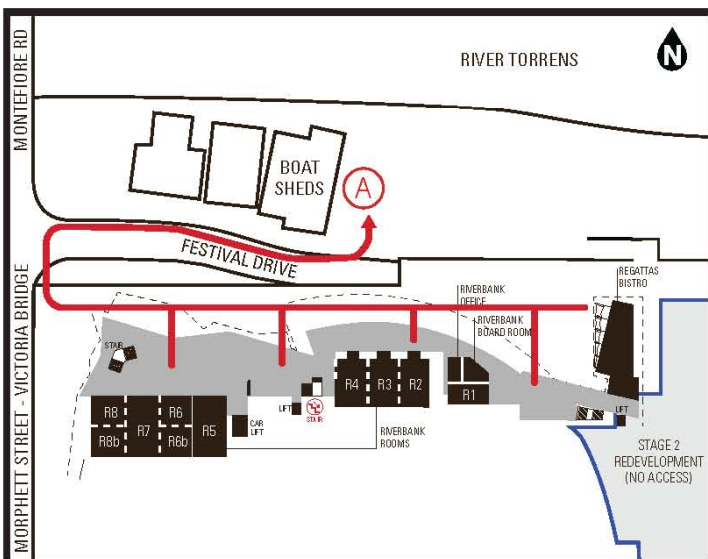
A - Riverbank adjacent to the Boat Sheds

B - North Terrace under Morphett St Bridge

**GROUND LEVEL**



**LOWER LEVEL ONE**



# General Information

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## **42. Care of Venue**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent of the ACC. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building or its equipment. Suitable protection sheets must be used when painting anything within the venue.

Other display material (i.e. - loose materials, such as hay, straw, wood chips, bark, etc) must be positioned on suitable protection sheets. It is the responsibility of the exhibitor/contractor to provide protection sheets and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges apply and will be at the discretion of the ACC.

## **43. Carpet**

All halls within the ACC are covered with 1000mm x 1000mm charcoal grey carpet tiles. These are not to be lifted or removed without the written approval of ACC management. This includes for the purpose of running cabling and or laying of raised flooring.

Where power is distributed from a floor pit a cable tray should be used. Companies responsible for the distribution of electrical services within an exhibition shall be responsible for the provision of their own cable trays.

No vehicles or load shift machinery is permitted on any carpeted floor without approval from ACC management due to their potential to damage the carpet

When large vehicles or heavy machinery is positioned in the halls or foyers, the exhibitor shall be responsible for providing protective materials to lay on all carpeted areas so as to cover the entire track that will be taken by the vehicle.

## **44. Smoking Policies**

The ACC is a non-smoking venue. Smoking is permitted at designated areas outside the venue.

## **45. Trade Promotions**

Any competition/trade promotion lottery in which the winners of the lottery are determined by an element of chance (i.e. random draw, instant win) must be conducted in accordance with the trade promotion lottery rules set in the South Australian Lottery and Gaming Act 1936 and Regulations 1993.

If the total value of all prizes in the lottery is \$5000 or less, a trade promotion lottery licence is not required however the lottery must be conducted in accordance with the trade promotion lottery rules.

For further detail visit; [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

## **46. Insurance**

All exhibitors are responsible for their own insurance, including public liability. Exhibitors must provide a copy of their insurance policy and certified currency upon request.

It is also recommended that all exhibitors liaise with their exhibition organiser to determine the minimum public liability policy required to exhibit at the event.

Companies responsible for bringing any item into the venue which causes any damage to the ACC or injury or damage to any property or person, either directly or indirectly will be held responsible for the damage or injury.

Exhibitors/contractors shall indemnify the ACC against all claims and all losses, costs, liabilities and expenses incurred by the ACC, arising wholly or in part from an act or omission of themselves or their employees, agents, contractors and guests

# VENUE INFORMATION TABLE



ADELAIDE CONVENTION CENTRE

|                        | Hall F                                   | Hall G | Hall H | Hall J                          | Hall K | Hall L                          | Hall M | Hall N | Hall O | Foyer F                                    | Foyer G     | Foyer H | Foyer L                                  | Foyer M                       | Panorama Ballroom       |
|------------------------|--|--------|--------|---------------------------------|--------|---------------------------------|--------|--------|--------|--|-------------|---------|--|-------------------------------|-------------------------|
| Maximum Ceiling Height | 10.4m                                    | 10.4m  | 10.4m  | 9.9m                            | 9.9m   | 9.5m                            | 9.5m   | 9.5m   | 11.3m  | 16.1m                                      | 11.2m       | 6.1m    | 4.5m                                     | 10.5m                         | 7.5m                    |
| Minimum Ceiling Height | 10.4m                                    | 10.4m  | 10.4m  | 7.8m                            | 7.1m   | 9.5m                            | 9.5m   | 9.5m   | 5.2m   | 4.4m                                       | 5.8m        | 5.3m    | 4.5m                                     | 4.5m                          | 4.8m                    |
| Maximum Entry          | 5.0 H x 11.6 W                           |        |        | 5.4H x 9.9W                     |        | 5.1H x 7.4W                     |        |        |        | 4.4H x 3.0W                                | 4.4H x 3.1W |         | 2.8H x 2.5W                              | 4.4H x 4.1W                   | 3.0H x 2.8W             |
| Live Load Allowance    | 20kPa (2000kg/ m <sup>2</sup> )          |        |        | 15kPa (1500kg/ m <sup>2</sup> ) |        | 20kPa (2000kg/ m <sup>2</sup> ) |        |        |        | 10kPa (1000kg/ m <sup>2</sup> )            |             |         |  | 5kPa (500kg/ m <sup>2</sup> ) |                         |
| Rigging                | Yes                                      | Yes    | Yes    | *Yes                            | *Yes   | Yes                             | Yes    | Yes    | Yes    | Yes  | Yes         | Yes     | Yes                                      | Yes                           | *Yes                    |
| Water/ Drainage        | Yes                                      | Yes    | Yes    | No                              | No     | Yes                             | Yes    | Yes    | Yes    | Yes  | No          | No      | Yes                                      | Yes                           | No                      |
| Compressed Air         | Yes                                      | Yes    | Yes    | No                              | No     | Yes                             | Yes    | Yes    | Yes    | Yes  | No          | No      | Yes                                      | Yes                           | No                      |
| Power                  | Yes                                      | Yes    | Yes    | Yes                             | Yes    | Yes                             | Yes    | Yes    | Yes    | Yes  | Yes         | Yes     | Yes                                      | Yes                           | Yes                     |
| Carpet                 | Charcoal Grey Carpet Tiles (1.0m x 1.0m) |        |        |                                 |        |                                 |        |        |        | Black and Brown Carpet Tiles (0.5m x 0.5m) |             |         | Black and Brown Striped Broadloom Carpet |                               |                         |
| Access to Halls Via    | North Terrace Loading Dock               |        |        |                                 |        |                                 |        |        |        |  |             |         |  |                               | Lift via Festival Drive |

\* Some prescribed activities/services may not be suitable within certain areas of the venue.

Please confirm your requirements with the ACC management before proceeding.



# Incentive Catering Order Form



ADELAIDE CONVENTION CENTRE

|                                    |                  |
|------------------------------------|------------------|
| <b>Event Name</b>                  |                  |
| <b>Stand Name</b>                  | <b>Stand No</b>  |
| <b>Company Name</b>                | <b>ABN</b>       |
| <b>Address</b>                     |                  |
|                                    | <b>Post Code</b> |
| <b>Contact Name</b>                | <b>Phone</b>     |
| <b>Prof/ Dr/ Mr/ Mrs/ Ms/ Miss</b> | <b>Position</b>  |
| <b>Email</b>                       |                  |
| <b>Onsite Contact</b>              | <b>Mobile</b>    |

The ACC has sole catering rights to all food and beverage products consumed and distributed within the venue and do not allow clients or exhibitors to bring any item of food or beverage into the venue without prior written approval.

In addition to the full range of incentive catering items, the ACC is able to provide an extensive range of food and beverage. To view various menu selections, please tick the following box and return this form to the ACC no later than fourteen (14) days prior to the move in of your event.

Please forward full exhibitor catering menu

| Item         | Quantity | Delivery Date | Delivery Time | Total (\$) |
|--------------|----------|---------------|---------------|------------|
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
|              |          |               |               |            |
| <b>TOTAL</b> |          |               |               | <b>\$</b>  |

## SERVICE INFORMATION

All items are listed as minimum quantities and should be ordered in multiples of these numbers.

- 48 hours' notice for order cancellations is required. If cancellations are received after this time, the full charges will apply.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive

**Order deadline:** Fourteen (14) days prior to your event.

# Exhibitor Catering Menu Selection



## Package 1 - Nespresso Coffee Machine

Semi-automatic Nespresso Coffee Machine free standing or counter top  
Self-serve ideal for stand catering, accompanied with a box of 60 coffee capsules (3 varieties) inclusive of milk, sugar, paper cups and stirrers.

|                       |             |
|-----------------------|-------------|
| Flat hire for machine | \$100.00    |
| Coffee capsules       | \$4.00 each |

### **\*Build requirements\***

1 x 10 amp power for coffee machine

## Package 2 - Cappuccino machine with barista

Two group head automatic cappuccino machine  
Stylised paper cups, wooden stirrers, milk & sugar  
Inclusive of 1 barista to prepare and serve the coffee live on stand

|   |                    |
|---|--------------------|
| Flat hire for machine and trolley       | \$400.00           |
| Minimum requirement of 100 cups per day | \$4.00 per 8oz cup |

All cups in addition to the minimum daily quantities will be charged for at the standard rate.

### **\*Build requirements\***

1 x 15 amp power for coffee machine

1 x 10 amp power supply for refrigerator

1 x 60mm hole at the rear left hand corner of the bench for provision of water, waste and power.

Adequate storage under bench to accommodate refrigerator, water bottles, waste container and consumables.

## Branding opportunities

|   |          |
|---|----------|
| Custom designed corflute panels for front and sides of the cabinet and a matching panel to go on the back of the machine (facing customer) from | \$225.00 |
|---|----------|

## Package 3 – Chilled Beverage Dispenser

Chilled beverage dispenser 7 litres capacity (serves 20-25 people)

|   |                      |
|---|----------------------|
| Selection of fresh juices                           | \$80.00 per 7 litres |
| Iced Tea /Iced Coffee /Iced Chocolate               | \$75.00 per 7 litres |
| Optional: staff member to serve, minimum of 3 hours | \$45.00 per hour     |

## Package 4 - Water Cooler

|                               |                    |
|-------------------------------|--------------------|
| Ceramic water well (cooler)   | \$25.00 flat fee   |
| Refrigerated unit             | \$90.00 flat fee   |
| 11 litres spring water bottle | \$12.00 per bottle |

## Package 5 - Daiquiri Machine

A variety of pre mixed alcoholic and non-alcoholic cocktails. Choice of flavours available on request.

|  |                     |
|--|---------------------|
| Flat hire for machine  | \$200.00            |
| Non-alcoholic cocktails: Minimum requirement of 100 cups per day | \$5.00 per 8oz cup  |
| Minimum requirement of 100 cups per day                          | \$87.50 per 8oz cup |
| Alcoholic cocktails (includes 1 ACC staff member)                |                     |

All cups in addition to the minimum daily quantities will be charged for at the standard rate.

## Package 6 - Ice Creams

Selection available Cornettos and Magnums

Alternative ice creams can be arranged upon request

P.O.A.

|   |                  |
|---|------------------|
| Flat hire for freezer                               | \$150.00         |
| Minimum requirement of 100 units per day            | \$5.50 each      |
| Optional: staff member to serve, minimum of 3 hours | \$45.00 per hour |

## Package 7 – Gelati

Selection available 5 litre tubs of gelati (flavours available on request)

|   |                  |
|---|------------------|
| Flat hire for freezer                               | \$150.00         |
| 5 litre tub (range of flavours)                     | \$90.00 each     |
| Optional: staff member to serve, minimum of 3 hours | \$45.00 per hour |

## Package 8 – Juice Bar

Selection of 2 fruits

|   |                    |
|---|--------------------|
| Flat hire for juicer  | \$150.00           |
| Minimum requirement of 100 per day  | \$7.50 per 8oz cup |
| Inclusive of 1 staff member to prepare and serve the juices live on stand |                    |

All glasses in addition to the minimum daily quantities will be charged for at the standard rate.

## Package 9 – Yoghurt Smoothie Bar

Selection of 2 fruits

|  |                    |
|--|--------------------|
| Flat hire for blender  | \$150.00           |
| Minimum requirement of 100 per day                                       | \$6.00 per 8oz cup |
| Inclusive of 1 staff member to prepare and serve smoothies live on stand |                    |

All glasses in addition to the minimum daily quantities will be charged for at the standard rate.

### **Package 10 – Lolly Bar**

Inclusive of jars and American boxes for service

Cost: Select from Fantales, Jaffas, Jelly Beans, Party mix, Smarties and Snakes. \$22.00 per kilo  
Health mix nuts \$38.00 per kilo

### **Package 11 – Fruit Cups**

Chef's selection of mixed fruit pieces. Served in clear 300ml cup with lid

Minimum requirement of 100 cups per day \$6.00 each

### **Package 12 – Churros Stand**

Fresh churros prepared on stand and served with chocolate dipping sauce

Flat hire for deep fryer \$150.00  
Minimum requirement of 100 serves per day \$4.50 each  
Inclusive of 1 staff member to prepare and serve churros on the stand

### **Package 13 – Donut Wall**

120 fresh iced donuts

Flat hire of donut wall and initial stock of donuts \$400.00  
Additional donuts \$4.00 each

Minimum quantities per day must be guaranteed. Remaining stock will remain the property of the person/ company booking the package.

### **Package 14 – Haigh's Chocolate Block**

3Kg Haigh's chocolate block in either milk or dark chocolate.

Have delegates chisel off a piece or premium chocolate from South Australia's own premier chocolatier.

Initial 3kg chocolate block provided with chopping board, chisel and plinth \$270.00  
Additional 3kg chocolate block (Milk or Dark chocolate) \$135.00 each

Remaining stock will remain the property of the person/ company booking the package.

# Beverage List



ADELAIDE CONVENTION CENTRE

## Non-alcoholic

|  |                       |
|--|-----------------------|
| Spring water 600ml                     | \$5.00 / 600ml bottle |
| Selection of bottled soft drinks 600ml | \$5.50 / 600ml bottle |
| Selection of PC juices 250ml           | \$4.00 / 250ml bottle |
| Sparkling Water 500ml                  | \$5.00 / 500ml bottle |

## Sparkling

|   |                        |
|---|------------------------|
| Jacobs Creek Reserve Sparkling Pinot Noir Chardonnay (Blend of Regions) | \$36.00 / 750ml bottle |
| Grant Burge Moscato Fizzante (Blend of Regions)                         | \$36.00 / 750ml bottle |
| Bridgewater Mill Pinot Noir Chardonnay (Adelaide Hills)                 | \$36.00 / 750ml bottle |

## White

|  |                        |
|--|------------------------|
| Riposte 'The Stiletto' Pinot Gris (Adelaide Hills) | \$36.00 / 750ml bottle |
| Coriole Chenin Blanc (McLaren Vale)                | \$36.00 / 750ml bottle |
| Pewsey Vale Riesling (Eden Valley)                 | \$36.00 / 750ml bottle |
| Deviation Road Sauvignon Blanc (Adelaide Hills)    | \$36.00 / 750ml bottle |
| Hollick 'The Bard' Chardonnay (Coonawarra)         | \$36.00 / 750ml bottle |

## Red

|   |                        |
|---|------------------------|
| Woodstock Shiraz Cabernet Sauvignon (McLaren Vale)                      | \$37.00 / 750ml bottle |
| Scarpantoni School Block Shiraz Cabernet Merlot (McLaren Vale)          | \$37.00 / 750ml bottle |
| Chaffey Brothers BATTLE FOR BAROSSA: LA RÉSISTANCE GSM (Barossa Valley) | \$37.00 / 750ml bottle |
| Yalumba Patchwork Shiraz (Barossa Valley)                               | \$38.00 / 750ml bottle |
| Rymill 'The Dark Horse' Cabernet Sauvignon (Coonawarra)                 | \$38.00 / 750ml bottle |

## Beer & Cider

|                           |                       |
|---------------------------|-----------------------|
| Coopers Premium Light     | \$7.50 / 375ml bottle |
| Coopers Original Pale Ale | \$8.50 / 375ml bottle |
| Coopers Premium Lager     | \$8.50 / 375ml bottle |
| Coopers Clear             | \$8.50 / 355ml bottle |
| Coopers Sparkling Ale     | \$9.50 / 375ml bottle |
| Hahn Super Dry            | \$8.50 / 330ml bottle |
| Hahn Premium Light        | \$7.50 / 375ml bottle |
| James Boags               | \$9.00 / 375ml bottle |
| Crown Lager               | \$9.00 / 375ml bottle |
| Heinekin                  | \$9.50 / 330ml bottle |
| Corona                    | \$9.50 / 330ml bottle |
| Stella Artois             | \$9.50 / 330ml bottle |
| The Hills Cider Company   | \$8.50 / 330ml bottle |
| Thatchers Cider           | \$8.50 / 330ml bottle |

**Minimum order of half dozen for all beer and ciders.**

A full beverage list can be provided on request.

# Stand Cleaning Order Form



ADELAIDE CONVENTION CENTRE

|  |          |           |                 |
|--|----------|-----------|-----------------|
| Event Name                                     |          |           |                 |
| Stand Name                                     |          | Stand No  |                 |
| Company Name                                   |          | ABN       |                 |
| Address  |          |           |                 |
|  |          | Post Code |                 |
| Contact Name                                   |          | Phone     |                 |
| Prof/ Dr/ Mr/ Mrs/ Ms/ Miss                    | Position |           |                 |
| Email  |          |           |                 |
| Onsite Contact                                 |          | Mobile    |                 |
| Stand Details                                  |          |           |                 |
| Size of stand                                  | metres   | x         | metres          |
| Total in square meters                         |          | sqm       |                 |
| Type of floor surface in stand (please circle) | Carpet   | Melamine  | Other (Specify) |
| Special requirements                           |          |           |                 |

Stand cleaning is available to all exhibitors for a cost of \$3.00 per square metre for stands under 81m<sup>2</sup>. Exhibitors with stands greater than 81m<sup>2</sup> will be contacted by a representative from the ACC to discuss costs. Additional charges may be applicable should your cleaning requirements be deemed in excess of the quoted service.

| Day Cleaning Required | Date | Time (Optional) |
|-----------------------|------|-----------------|
| Sunday                |      |                 |
| Monday                |      |                 |
| Tuesday               |      |                 |
| Wednesday             |      |                 |
| Thursday              |      |                 |
| Friday                |      |                 |
| Saturday              |      |                 |

## SERVICE INFORMATION

- Standard exhibitor stand cleaning will include mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.
- Care will be taken in the cleaning of exhibitor stands; however the ACC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

**Order deadline:** Fourteen (14) days prior to your event.

# Utilities Order Form



ADELAIDE CONVENTION CENTRE

| Event Name                      |                |                              |
|---------------------------------|----------------|------------------------------|
| Stand Name                      |                | Stand No                     |
| Company Name                    |                | ABN                          |
| Address                         |                |                              |
|                                 |                | Post Code                    |
| Contact Name                    |                | Phone                        |
| Prof/ Dr/ Mr/ Mrs/ Ms/ Miss     | Position       |                              |
| Email                           |                |                              |
| Onsite Contact                  |                | Mobile                       |
| Raised temporary floor in stand |                | Yes No (please circle)       |
| Installation Date               |                | Removal Date                 |
| Installation Time               |                | Removal Time                 |
| Water & Drainage                | Compressed Air | Purpose of use/ requirements |
|                                 |                |                              |
|                                 |                |                              |
|                                 |                |                              |
|                                 |                |                              |

**Water & Drainage: Pit access only - \$250.00**

**Compressed Air Services: Pit access only - \$250.00**

Required pressure \_\_\_\_\_ Kpa

Required flow rate \_\_\_\_\_ Litres per second

## SERVICE INFORMATION

- Should you require any services within your stand during the exhibition, you will need to notify the nominated exhibition contractor and ensure a service pit is located within your site. Services will not be run over aisle ways.
- Exhibitors requiring a water connection must provide a standard 18mm universal tap adaptor to connect to this service. The maximum diameter of the waste drain is 50 mm (2").
- It is the responsibility of the exhibitor to provide their own regulators, filters and lubricators as well as a RYCO 200 Series hose barb coupling nipple. Services will be run from the designated floor pit via a 10mm hose line
- Prices are GST inclusive.

**Order deadline:** Fourteen (14) days prior to your event.

# Standard Banner Rigging Order Form



ADELAIDE CONVENTION CENTRE

|                                    |                 |                  |
|------------------------------------|-----------------|------------------|
| <b>Event Name</b>                  |                 | <b>Stand No</b>  |
| <b>Stand Name</b>                  |                 |                  |
| <b>Company Name</b>                |                 | <b>ABN</b>       |
| <b>Address</b>                     |                 |                  |
|                                    |                 | <b>Post Code</b> |
| <b>Contact Name</b>                |                 | <b>Phone</b>     |
| <b>Prof/ Dr/ Mr/ Mrs/ Ms/ Miss</b> | <b>Position</b> |                  |
| <b>Email</b>                       |                 |                  |
| <b>Onsite Contact</b>              |                 | <b>Mobile</b>    |

| Item to be rigged<br>(banner/ sign/ other) | Width (mm) | Drop (mm) | Weight (kg) | Double Sided<br>(Y/N) | Type of material<br>(vinyl/ fabric/ etc) |
|--|------------|-----------|-------------|-----------------------|--|
|  |            |           |             |                       |  |
|  |            |           |             |                       |  |
|  |            |           |             |                       |  |

The ACC has exclusive rights to perform rigging within the venue. All items must be designed and constructed to approved regulations and may only be rigged by certified ACC staff.

- Please attach any additional designs, photographs, images and information which may assist us.
- All items must be rigged within the perimeter of your site.
- Banners and suspended signage should be provided with their own poles and or rated eye bolt from which to rig. Failure to do so may result in the inability to rig your banner or suspended signage.
- ACC rigging staff will not be responsible for the assembly or construction of any structures and or signage.
- While the ACC will endeavour to rig your goods as accurately as possible, some locations within the venue are not able to accommodate any rigging. Should this be the case a representative from the ACC will contact you to discuss alternative options.
- Any item deemed unsafe for rigging by the ACC will not be rigged. The exhibitor will remain responsible for any costs incurred.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.

**Order deadline:** Fourteen (14) days prior to your event.



# Internet Order Form



ADELAIDE CONVENTION CENTRE

|  |                 |                  |                        |
|--|-----------------|------------------|------------------------|
| <b>Event Name</b>                      |                 |                  |                        |
| <b>Stand Name</b>                      |                 | <b>Stand No</b>  |                        |
| <b>Company Name</b>                    |                 | <b>ABN</b>       |                        |
| <b>Address</b>                         |                 |                  |                        |
|  |                 | <b>Post Code</b> |                        |
| <b>Contact Name</b>                    |                 | <b>Phone</b>     |                        |
| <b>Prof/ Dr/ Mr/ Mrs/ Ms/ Miss</b>     | <b>Position</b> |                  |                        |
| <b>Email</b>                           |                 |                  |                        |
| <b>Onsite Contact</b>                  |                 | <b>Mobile</b>    |                        |
| <b>Raised temporary floor in stand</b> | <b>Yes</b>      | <b>No</b>        | <b>(please circle)</b> |

Please select the type of service you require.

|                          |                                  |                        |                        |
|--------------------------|----------------------------------|------------------------|------------------------|
| <input type="checkbox"/> | <b>Cabled Internet Service</b>   |                        |                        |
| <input type="checkbox"/> | <b>Wireless Internet Service</b> | <b>Username:</b> _____ | <b>Password:</b> _____ |

\*\*A username and password for Wireless Internet Services must be alphanumeric and between 8 and 12 characters in length

| Bandwidth   | Daily Data Allowance | Daily Rate | # of Services |
|---|----------------------|------------|---------------|
| 5 Mbps  | 3 GB                 | \$100.00   |               |
| 10 Mbps   | 5GB                  | \$150.00   |               |
| 20 Mbps   | 10GB                 | \$250.00   |               |
| 30 Mbps   | 20GB                 | \$450.00   |               |
| Once-off charges  |                      | Rate       | Quantity      |
| <b>Additional Connections</b><br>One connection per service is included within each service hire charge |                      | \$75.00    |               |

## SERVICE INFORMATION

- All services utilise the Dynamic Host Configuration Protocol (DHCP) which allows most computers to connect to the service automatically.
- Excess data usage is charged at \$0.05 (Inc. GST) per MB. Wireless speeds vary on concurrent connections.
- The ACC does not provide onsite computer support. The ACC assumes clients booking this type of service are able to configure their own computer if required. These services are not provided with any type of firewall. The ACC accepts no responsibility for any viruses or computer security breaches a client may encounter while connected to the internet.
- Prices are GST inclusive.

**Order deadline:** Fourteen (14) days prior to your event.

# Food and Beverage Sampling Request



ADELAIDE CONVENTION CENTRE

|                                      |          |
|--------------------------------------|----------|
| Event Name                           |          |
| Stand Name                           | Stand No |
| Company Name                         | ABN      |
| Contact Name                         | Phone    |
| Prof/ Dr/ Mr/ Mrs/ Ms/ Miss          | Position |
| Email                                |          |
| Onsite Contact                       | Mobile   |
| Description of handling and sampling |          |
|                                      |          |
|                                      |          |
|                                      |          |
|                                      |          |

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$350.00 will apply.

Please refer to the Exhibition Handbook for specific details regarding food handling and alcohol sampling guidelines.

## FOOD UNDERTAKING AND RELEASE

- 1.1 Warrants to ACC that all food brought onto ACC's premises by or on behalf of the exhibitor (including by any of the Exhibitor's contractors) is safe for human consumption and complies with all applicable food safety standards and laws;
- 1.2 Warrants to ACC that all Food will be manufactured, stored, transported and prepared in accordance with all applicable food safety standards and laws;
- 1.3 Undertakes to ACC that it has in place adequate product liability insurance for any claims arising from death or injury from the consumption of the Food;
- 1.4 Releases ACC from any claim in respect of the consumption of the Food; and
- 1.5 Indemnifies ACC for all costs, expenses, damage and loss (including arising from any third party claims against ACC) in respect of the consumption of the Food at ACC's premises or arising from a breach of the above warranties.

The Exhibitor agrees that the above terms will form part of the contract between ACC and the Exhibitor and will apply regardless of whether the Food was brought on to ACC's premises with ACC's agreement or otherwise.

**SIGNED** for and on behalf of the Exhibitor by:

.....  
Signature

.....  
Date: / /

**Order deadline:** Fourteen (14) days prior to your event

# Custom Stand Design Appraisal



ADELAIDE CONVENTION CENTRE

|  |                 |                          |           |
|--|-----------------|--------------------------|-----------|
| <b>Event Name</b>  |                 |                          |           |
| <b>Stand Name</b>  |                 | <b>Stand No</b>          |           |
| <b>Company Name</b>  |                 | <b>ABN</b>               |           |
| <b>Address</b>   |                 |                          |           |
|  |                 | <b>Post Code</b>         |           |
| <b>Contact Name</b>  |                 | <b>Phone</b>             |           |
| <b>Prof/ Dr/ Mr/ Mrs/ Ms/ Miss</b>   | <b>Position</b> |                          |           |
| <b>Email</b>   |                 |                          |           |
| <b>Onsite Contact</b>  |                 | <b>Mobile</b>            |           |
| <b>STRUCTURAL</b>  |                 |                          |           |
| Dimensions of stand?   |                 |                          |           |
| Maximum height of stand?   |                 |                          |           |
| Does this stand have a ceiling?  | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| What are the dimensions of the ceiling?  |                 |                          |           |
| <b>FLOORING</b>  |                 |                          |           |
| Does your stand have a raised floor?   | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| What is the height of the floor?   |                 |                          |           |
| Is the floor edge ramped?  | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| Is there ramped access for persons with disabilities?                          | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| <b>ELECTRICAL</b>  |                 |                          |           |
| All electrical equipment is tested and tagged in accordance with AS3760: 2010? | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| <b>DOCUMENTATION</b>   |                 |                          |           |
| Dimensioned floorplan and elevations provided                                  | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |
| Graphical representation/ photographs provided                                 | <b>Yes</b>      | <input type="checkbox"/> | <b>No</b> |

## SUB CONTRACTOR INFORMATION

Please provide details of all sub-contractors who will be working onsite for your event.

| Company Name | Contact Name | Contact Number |
|--------------|--------------|----------------|
|              |              |                |
|              |              |                |
|              |              |                |
|              |              |                |

- Appraisal by the ACC will not include the assessment of the stands structural integrity and or design.
- Should it be deemed necessary the ACC may request the assessment by an engineer or qualified professional.
- All associated costs shall remain the responsibility of the stand builder/exhibitor.
- All documentation must be provided to the Event Organiser.

**Order deadline:** Fourteen (14) days prior to your event.

# Mobile Plant Approval Form



ADELAIDE CONVENTION CENTRE

|                             |                                   |
|-----------------------------|-----------------------------------|
| Event Name                  |                                   |
| Stand Name                  | Stand No:<br><i>If Applicable</i> |
| Company Name                | ABN                               |
| Address                     |                                   |
| Post Code                   |                                   |
| Contact Name                | Phone                             |
| Prof/ Dr/ Mr/ Mrs/ Ms/ Miss | Position                          |
| Email                       |                                   |

| Type of mobile plant         | Forklift     | Scissor Lift | Boom Lift |
|------------------------------|--------------|--------------|-----------|
| Quantity                     |              |              |           |
| Hire Company                 |              |              |           |
| Delivery Date                | Removal Date |              |           |
| Delivery Time                | Removal Time |              |           |
| Onsite Contact               | Mobile       |              |           |
| Delivery booked with Agility | Yes          | No           |           |

Clients, exhibitors and stand builders are free to engage their own supplier for fork lifting services. However, should this be the case please note that the appointed operators or contractors will be required to provide proof of the following documents with this completed form.

- Copy of successfully completed ACC Online Contractor Induction (and building contractor induction if site conditions necessitate);
- Copy of Public Liability Insurance Certificate of Currency;
- Proof of appropriate of license;

It is a requirement that all deliveries and collections of forklifts are scheduled with the ACC's nominated representative.

## North Terrace Loading Dock

P: +61 8 8210 6773

E: [northteracedock@avmc.com.au](mailto:northteracedock@avmc.com.au)

All keys for forklifts/ scissor lifts/ boom lifts are to be given to the ACC Loading Dock Supervisor while not in use.

**Order deadline:** Fourteen (14) days prior to your event.

## Office use only

|             |             |
|-------------|-------------|
| Approved:   | Date:       |
| Delivery:   | Date: Time: |
| Collection: | Date: Time: |

# Heavy Vehicle/ Heavy Equipment Access Form



ADELAIDE CONVENTION CENTRE

|  |                                   |            |
|--|-----------------------------------|------------|
| Event Name:                                  |                                   |            |
| Stand Name:                                  | Stand No:<br><i>If Applicable</i> |            |
| Company Name:                                |                                   |            |
| Address:                                     |                                   |            |
|  |                                   | Post Code: |
| Contact Name:                                | Mobile:                           |            |
| Email:                                       |                                   |            |
| Vehicle/ Equipment Description:              |                                   |            |
| Registration/ Model:<br><i>If Applicable</i> | Weight:                           |            |
| Length:                                      | Width:                            | Height:    |
| Driver Name:                                 | Mobile:                           |            |
| Preferred Delivery Date/ Time                | Preferred Collection Date/ Time   |            |

This form must be completed for all heavy vehicles/ heavy equipment being displayed that weights over 10 tonne (including transport vehicle) and must be approved by the ACC no less than fourteen (14) days prior to move in.

A written engineers report must be provided to the ACC for all heavy vehicles/ heavy equipment weighing over 20 tonne. All associated costs remain the responsibility of the exhibitor/contractor.

Consideration should be given in the planning stages to ensure all transport requirements are met. Additional information can be found at [www.sa.gov.au](http://www.sa.gov.au)

Oversized/ heavy equipment and or vehicles must be positioned as determined prior to the event and is not to be altered once onsite without consultation with senior management or the appointed specialist (engineer).

The ACC will notify the abovementioned contact and venue hirer once approval has been granted and allocate a delivery and collection time for the vehicle/ equipment. Preferred times will be accommodated where possible, however, cannot be guaranteed.

All keys for vehicles are to be surrendered to the ACC once positioned. These will be stored with ACC Security for the duration of the event and returned at the time of move out.

Any damage, to the ACC as a result of a vehicle/ equipment or associated plant will remain the responsibility of the vehicle owner/ venue hirer.

## **Office use only**

|             |             |
|-------------|-------------|
| Approved:   | Date:       |
| Delivery:   | Date: Time: |
| Collection: | Date: Time: |