Introduction

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

All references to ACC mean the Adelaide Convention Centre.

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

1.1 Delivery of Exhibitor Goods

The delivery of all exhibitor/contractor goods will be determined by the location of your event.

Events held within the West and Central buildings will require the delivery of goods to be via the ACC's North Terrace Loading Dock accessed from North Terrace. For events held within the East building, goods must be delivered via the Plaza Ramp which is also accessed from North Terrace.

Please refer to the delivery address on your Exhibitor Delivery label.

All deliveries must be scheduled in with the ACC Loading Dock.

Exhibition deliveries may only occur during the occupancy of the exhibition space. 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 Loading Dock Supervisor
Tel (+61) 8210 6773
Email 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.
1.2 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.

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

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

No vehicle is permitted to remain on the North Terrace Loading Dock or ramp during an event or overnight.

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

1.3 Collection of Exhibitor Goods
Exhibitors who have arranged for couriers to collect their goods must ensure all items are clearly labelled with:

- Company name
- Contact name
- Contact number
- Courier name
- Destination

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 twenty four (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.

1.4 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 freight handling services please contact;

Agility Fairs & Events
Contact Loading Dock Supervisor
Tel (+61 8) 8210 6773
Email ntld@avmc.com.au
2. Services provided by the ACC

2.1 Exhibitor Services Centre
All services available from the Adelaide Convention Centre are now available via the Exhibitor Service Centre located on the ACC website.

Stand requirements can be easily booked and paid for via the simple easy to use portal. These include:

- Incentive catering
- Internet services
- Stand cleaning
- Graphic design services
- Utilities
- Rigging Services

Also available within the portal is the facility for exhibitors to upload their stand designs and any other information that will require approval from the venue.

You are required to make payment at the time of checkout. Once payment has been made an invoice will be emailed to you for your records.

All orders should be placed no later than seven (7) prior to an event. After this time the ability to place an order via the portal will cease.

2.2 Stand Cleaning
General cleaning of an event is included in the cost of the room hire to the exhibition organiser.

The ACC offers a dedicated stand cleaning service, including mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand. Stand cleaning can be booked via the Exhibitor Services Centre on the ACC website.

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 a skip, charges will apply.

2.3 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.

All communication services are available to order via the Exhibitor Services Centre. Please refer to the ACC website to place an order.
2.3.1 Wireless Internet Services

Complimentary Wi-Fi

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 one time.

High Speed Wi-Fi

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.

Faster and more reliable services are available to order via the Exhibitor Services Centre.

Connection and Security

Wireless networks within the ACC are provided at the 5GHz frequency as a standard which can be accessed with most new wireless devices. Services can be provided at 2.4GHz if required however reliability cannot be guaranteed due to the potential of other devices overcrowding available channels within this frequency.

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.

2.3.2 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.
2.4 Car Parking

The ACC operates the Riverbank and North Terrace car parks, which are open twenty four (24) hours per day, seven (7) days per week. The Riverbank car park is accessed via Festival Drive whilst the North Terrace car park 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 twenty four (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 all card payments.

Early bird parking

$16.00 Every Day Entry between 5.30am and 9.30am and exit between 2:30pm and 6.30pm. Outside these times casual rates apply up to a maximum of $29.00 per twenty four hour period.

Car park Height Restrictions

Riverbank car park clearance 1960mm
North Terrace car park clearance 2000mm
2.5 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 standard 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.

2.5.1 Exhibitor Sampling Guidelines
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.

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.

All incentive catering must be contained within your stand area and not protrude into the surrounding aisles. Should exhibitor giveaways not meet with the ACC’s guidelines an External Supply Charge of $350.00 will apply.

2.5.2 External Supply of Single Use Coffee Cups & Lids
As a part of the Centre’s commitment to environmental and social sustainability, the ACC has used compostable coffee cups and lids within the venue since 2014 & has implemented dedicated waste streams to reduce the volume of waste going to landfill.

Clients wishing to supply their own external coffee or hot beverages are required to use compostable packaging only.

Should you require compostable cups, the ACC can provide these for you upon request. Please contact your Exhibition Planner for further information.

Further information regarding compostable coffee cups and lids can be found at www.detpak.com.

2.5.3 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;

Food Standards Australia New Zealand
Tel (+61 2) 6271 2222.
Web www.foodstandards.gov.au
2.5.4 Alcohol Sampling

All alcohol sampling within the ACC is covered under the Adelaide Venue Management Liquor License.

Any person providing alcohol within the venue must have a Responsible Service of Alcohol (RSA) certificate which must be presented to ACC staff upon request. Staff with the appropriate RSA certification can be provided by the ACC for $47.50 per hour (minimum 3.5 hour engagement).

Any party wanting to retail alcohol by the bottle or glass must apply for a Liquor License in conjunction the Adelaide Venue Management a minimum of 21 (twenty one) days prior to the commencement of an event.

Please be advised that the provision of alcohol from a third party provider will incur an external catering charge of $350.00.

For further details please visit: www.cbs.sa.gov.au

2.5.5 Food Handling and Food Handlers

It is a requirement that all exhibitors and or third party contractors that are distributing food goods have appropriate Food Handling training. Evidence of training must be presented to ACC staff when requested.

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.

2.5.6 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.

2.6 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.

Should you require rigging above your stand please forward your request to exhibitions@avmc.com.au ensure to include supporting documentation.

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.
2.7 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. The ACC does not allow clients or exhibitors to engage external security firms to operate within the venue.

ACC security conduct regular patrols of the complex twenty four (24) hours per day, seven (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 fourteen (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.

2.8 Forklifting
The ACC’s forklift is for venue use only and will not be loaned and or hired out to clients and or third party contractors under any circumstances.

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: Loading Dock Supervisor
Tel: (+61 8) 8210 6773
Email: ntltd@avmc.com.au

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

- 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/ scissors 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 forklift must complete and upload the Mobile Plant Approval Form to the Exhibition Services Department no later than fourteen (14) days prior to their event.
2.9 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.

It is the responsibility of the exhibitor to provide the connection and subsequent equipment from the service pit. The ACC will not be responsible for the installation of these services.

A pit connection fee applies to all services and is for access only. This does not include the installation of the service or additional equipment. It is recommended that you contract a licensed professional to install all services.

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

Application to use these services must be received by the Exhibition Services Department no later than fourteen (14) days prior to the move in. Documentation can be found at the Adelaide Convention Centre's Exhibitor Services Centre, via the ACC website.

2.9.1 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 thirty (30) litres per minute in each designated floor pit. A waste outlet with a discharge rate of forty two (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 eighteen (18)mm universal tap adaptor to connect to this service. The maximum diameter of the waste drain is fifty (50) mm (2").

2.9.2 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 ten (10)mm hose line.
3. Exhibits Requiring Approval

3.1 Animal and Livestock Displays
No animals or pets, with the exception of service 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 from the ACC 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.

3.2 Fire Regulations
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.

3.3 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. The sale of these items is not permitted for onsite consumption.

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 that has not been authorised in writing by the ACC.

3.4 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.
3.5 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.

3.6 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 ten (10) tonne must be approved by ACC management no less than fourteen (14) days prior to move in.

A written engineers report may be requested by the ACC for all heavy vehicles/ heavy equipment weighing over twenty (20) tonne. All associated costs remain the responsibility of the exhibitor/contractor.

Transport of oversized vehicles will be subject to travel restrictions within the Adelaide CBD. Consideration should be given in the planning stages to ensure all transport requirements are met. Additional information can be found in the Code of Practice for the Transport of Indivisible Items in South Australia or at www.sa.gov.au

The following information will 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.

3.7 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.

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

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 Vehicle Access Form, which can be found at the rear of this document or on the Exhibitor Services Centre via the ACC website.

3.8 RPA/ Drones within the ACC
The use of RPA (Remotely Piloted Aircraft)/ drones within an exhibition or event for the purpose of aerial photography or product demonstration is strictly regulated 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.

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

Civil Aviation Authority
Tel (+61) 2 6217 1111
Web www.casa.gov.au
4. Stand Construction

4.1 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.

4.2 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.

4.3 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.

4.4 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.
4.5 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.

4.6 Multiple Storey Stands
All multiple storey constructions must be approved by the ACC a minimum of four (4) 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 Custom Stand Design Appraisal which can be found at the Adelaide Convention Centre’s Exhibitor Services Centre, via the ACC website.

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 nine (9) m2 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.

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

4.8 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.

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

5.1 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 and their appointed contractors must comply with the following requirements in respect to Work Health Safety:

- 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
Email help.safework@sa.gov.au
Web www.safework.sa.gov.au

5.2 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 main reception in the East building, next to the central entrance and also in in Foyer L of the Western Building. All 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.

5.3 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.
5.4 Contractor Induction
All event contractors who have been engaged by a client of the ACC are required to complete a site and safety induction onsite every time they commence work within the venue.

Upon arrival contractors are required to report to one of the induction terminals located around the venue. 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.

Exhibitors within an event are not required to undertake a site and safety induction and should follow event organisers’ instructions regarding entry.

Should you require further information regarding contractor inductions please email contractors@avmc.com.au

5.5 Minors within an Exhibition
No person under the age of fifteen (15) years is permitted to access the ACC exhibition halls and loading dock during the designated move in (build) and move out (breakdown) periods.

5.6 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.

5.7 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.

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

6.1 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.

6.2 Carpet
Carpet within the ACC is 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.

Foyer spaces around the ACC are furnished with plush broadloom carpets. Where heavy equipment or machinery is required to move through these areas, a protective material should be used between the carpet and equipment to avoid any damage.

It is the exhibitor/ interested parties responsibility to provide suitable protective materials to lay on all carpeted areas so as to cover the entire track that will be taken by the vehicle.

Vinyl decals may be applied to the carpet within Halls C-O.

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

6.4 E Cigarettes/ Vaping
The use of e-cigarettes and their products is prohibited within the ACC. This also extends to the sale or marketing of e-cigarettes from a stand within an exhibition or the ACC.

For further detail visit; [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)
6.5 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 2008.

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)

6.6 Insurance
All exhibitors are responsible for their own insurance, including public liability. Exhibitors must provide a copy of their insurance Certificate of Currency upon request.

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.

6.7 Legislative Requirements

6.7.1 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 - $360.00 or prosecution.

Relevant legislation: [South Australia Environment Protection Act, 1993 – Part 8, Division 2](http://www.epa.sa.gov.au)

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

6.7.2 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 thirty five (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 - $375.00 or prosecution.

Relevant legislation: [South Australia Plastic Shopping Bags (Waste Avoidance) Act 2008](http://www.epa.sa.gov.au)
6.8 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 will be removed from the venue and 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

6.9 Green Exhibitions
‘Gold Service. Green Attitude.’ has been the mantra of the ACC since 2007. “Thinking Green” has become a natural part of daily decision-making at the ACC and this commitment is a vital part of the centres corporate and social responsibility.

The ACC was the first Convention Centre in Australia to achieve EarthCheck Silver certification in 2009 and then progressed to Gold Certification in 2014. As a Gold EarthCheck certified green venue, the ACC promotes the responsible disposal and subsequent recycling/ re-using of all materials used within the venue.

Numerous bins will be placed throughout the exhibition space providing the facility to separate wastes into its various categories. The active involvement of all users of the venue in this initiative is actively encouraged and will ensure the sustainability of all current and future events.
**VENUE INFORMATION TABLE - WEST**

<table>
<thead>
<tr>
<th></th>
<th>Hall L</th>
<th>Hall M</th>
<th>Hall N</th>
<th>Hall O</th>
<th>Foyer L</th>
<th>Foyer M</th>
<th>Panorama Ballroom</th>
<th>Riverbank Foyer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area (m²)</strong></td>
<td>1035m²</td>
<td>650m²</td>
<td>645m²</td>
<td>560m²</td>
<td>480m²</td>
<td>345m²</td>
<td>1115m²</td>
<td>943m²</td>
</tr>
<tr>
<td><strong>Maximum Ceiling Height (m)</strong></td>
<td>9.5m</td>
<td>9.5m</td>
<td>9.5m</td>
<td>11.3m</td>
<td>4.5m</td>
<td>10.5m</td>
<td>7.5m</td>
<td>3.8m</td>
</tr>
<tr>
<td><strong>Minimum Ceiling Height (m)</strong></td>
<td>9.5m</td>
<td>9.5m</td>
<td>9.5m</td>
<td>5.2m</td>
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<td></td>
<td></td>
<td>4.4H x 4.1W</td>
<td>3.0H x 2.8W</td>
</tr>
<tr>
<td><strong>Live Load Allowance (kPa)</strong></td>
<td>20kPa (2000kg/m²)</td>
<td>10kPa (1000kg/m²)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Rigging Available</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes*</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>Water/ Drainage Available</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td><strong>Compressed Air Available</strong></td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td><strong>Power Available</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Floor Surface</strong></td>
<td>Charcoal Grey Carpet Tiles (1.0m x 1.0m)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Black and Brown Striped Broadloom Carpet</td>
<td></td>
</tr>
<tr>
<td><strong>Access to Halls Via</strong></td>
<td>North Terrace Loading Dock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Festival Dock</td>
<td></td>
</tr>
</tbody>
</table>

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

Please confirm your requirements with ACC management before proceeding.
**VENUE INFORMATION TABLE – CENTRAL**

<table>
<thead>
<tr>
<th></th>
<th>Hall F</th>
<th>Hall G</th>
<th>Hall H</th>
<th>Hall I*</th>
<th>Hall J</th>
<th>Hall K</th>
<th>Foyer F</th>
<th>Foyer G</th>
<th>Foyer H</th>
<th>Riverbank Foyer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area (m²)</strong></td>
<td>1060m²</td>
<td>990m²</td>
<td>2980m²</td>
<td>910m²</td>
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<td>650m²</td>
<td>1065m²</td>
<td>810m²</td>
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<tr>
<td><strong>Maximum Ceiling Height (m)</strong></td>
<td>10.4m</td>
<td>10.4m</td>
<td>10.4m</td>
<td>10.0m</td>
<td>10.0m</td>
<td>16.1m</td>
<td>11.2m</td>
<td>6.1m</td>
<td>2.9m</td>
<td></td>
</tr>
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<td><strong>Minimum Ceiling Height (m)</strong></td>
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<td>10.4m</td>
<td>10.4m</td>
<td>5.4m</td>
<td>7.8m</td>
<td>7.1m</td>
<td>4.4m</td>
<td>5.8m</td>
<td>5.3m</td>
<td>2.7m</td>
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<td></td>
<td></td>
<td>4.4H x 3.0W</td>
</tr>
<tr>
<td><strong>Live Load Allowance (kPa)</strong></td>
<td>20kPa (2000kg/ m²)</td>
<td>15kPa (1500kg/ m²)</td>
<td>10kPa (1500kg/ m²)</td>
<td>5kPa (500kg/ m²)</td>
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<tr>
<td><strong>Rigging Available</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Water/ Drainage Available</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No*</td>
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<td>No</td>
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<tr>
<td><strong>Compressed Air Available</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No*</td>
<td>No</td>
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<tr>
<td><strong>Power Available</strong></td>
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<td>Yes*</td>
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<td></td>
<td>Black and Brown Striped Broadloom Carpet</td>
<td></td>
</tr>
<tr>
<td><strong>Access to Halls Via</strong></td>
<td>North Terrace Loading Dock/ Plaza Ramp</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Festival Dock</td>
<td></td>
</tr>
</tbody>
</table>

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

Please confirm your requirements with ACC management before proceeding.
<table>
<thead>
<tr>
<th></th>
<th>Hall A</th>
<th>Hall B</th>
<th>Hall C</th>
<th>Hall D</th>
<th>Hall E</th>
<th>Foyer E</th>
<th>Foyer AB</th>
<th>Skyway Foyer</th>
<th>Plaza</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area (m²)</strong></td>
<td>300m²</td>
<td>300m²</td>
<td>700m²</td>
<td>700m²</td>
<td>515m²</td>
<td>985m²</td>
<td>840m²</td>
<td>300m²</td>
<td>1700m²</td>
</tr>
<tr>
<td><strong>Maximum Ceiling Height (m)</strong></td>
<td>8.1m</td>
<td>8.1m</td>
<td>15.4m</td>
<td>15.4m</td>
<td>4.1m</td>
<td>4.5m</td>
<td>7.4m</td>
<td>3.0m</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Ceiling Height (m)</strong></td>
<td>6.3m</td>
<td>6.3m</td>
<td>4.1m</td>
<td>4.1m</td>
<td>4.1m</td>
<td>4.1m</td>
<td>5.0m</td>
<td>3.0m</td>
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</tr>
<tr>
<td><strong>Maximum Entry (m)</strong></td>
<td></td>
<td>4.2H x 6.7W</td>
<td></td>
<td>2.3H x 5.0W</td>
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<td>3.5W</td>
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<tr>
<td><strong>Live Load Allowance (kPa)</strong></td>
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<td>10kPa (1000kg/m²)</td>
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<tr>
<td><strong>Power Available</strong></td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes*</td>
<td></td>
</tr>
<tr>
<td><strong>Floor Surface</strong></td>
<td>Black and Brown Striped Broadloom Carpet</td>
<td>Grey Hexagonal Carpet Tiles</td>
<td></td>
<td>Black and Brown Striped Broadloom Carpet</td>
<td></td>
<td>Pavers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to Halls Via</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Plaza Ramp</td>
<td></td>
</tr>
</tbody>
</table>

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Please confirm your requirements with ACC management before proceeding.
Exhibitor Catering Menu Selection

Package 1 - Nespresso Coffee Machine
Semi-automatic Nespresso Coffee Machine free standing or counter top self-serve. Accompanied with coffee capsules (3 varieties) milk, sugar, paper cups and stirrers.

Flat hire for machine $100.00
Coffee capsules charged on consumption $4.50 each

Branding Opportunities
Custom designed signage panels for front and sides of the cabinet $250.00

Package 2 – Barista Coffee Machine
Two group head automatic coffee machine
Stylised paper cups, wooden stirrers, milk & sugar
Inclusive of 1 barista to prepare and serve the coffee on stand

Flat hire for machine and trolley $400.00
Minimum requirement of 100 cups per day $4.50 per 8oz cup

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

Branding Opportunities
Custom designed signage panels for front and sides of the cabinet $250.00

Package 3 – Haigh’s Chocolate Block
3Kg Haigh’s chocolate block in either milk or dark chocolate.
Have delegates chisel off a piece of premium chocolate from South Australia’s own premier chocolatier.

Initial 3kg chocolate block provided with chopping board, chisel and plinth $280.00
Additional 3kg chocolate block (Milk or Dark chocolate) $135.00 each

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

Branding opportunities
Custom designed panels for front three sides of plinth $180.00
Package 4 – Chilled Beverage Dispenser

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

Selection of juices
- Iced Tea /Iced Coffee/Iced Chocolate: $80.00 per 7 litres
- Fruit infused water: $45.00 per 7 litres
  - choice of grapefruit and rosemary, lemon and mint, strawberry and basil, lime and orange

Optional: Staff member to serve, minimum of 3.5 hours: $47.50 per hour

Package 5 - Water Cooler

Ceramic water well (cooler): $25.00 flat fee
Refrigerated Unit (pictured): $90.00 flat fee
11 litres spring water bottle: $15.00 per bottle

Package 6 – Branded Produce

Provide delegates with a unique healthy all-natural snack individually branded with your corporate logo or event messaging.

- Apples: 50 portions: $300.00
- Pears: 50 portions: $300.00
- Coconuts: 50 portions: $500.00

Other fruit can be sourced and provided on request. POA. Branding is provided on one position on fruit.

Specifications
- One off set up fee: $90.00

Artwork is to be provided as print quality PDF or a high quality PNG or JPG. All fonts must be embedded or text outlined. All images are to be provided at a minimum of 300 dpi.
Package 7 - Ice Creams

Selection of ice confectionary including Cornetto’s and Magnums

Freezer hire $150.00 flat fee
Minimum requirement of 100 units per day $5.50 each
Alternative ice confectionary can be arranged upon request P.O.A.

Optional: Staff member to serve, minimum of 3.5 hours $47.50 per hour

Package 8 – Gelati

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

Flat hire for freezer $150.00
5 litre tub $95.00 each

Optional: staff member to serve, minimum of 3.5 hours $47.50 per hour

Branding opportunities

Custom branding of freezer in corporate colours and featuring company logo $300.00

Package 9 – Juice Bar

Selection of two fruits

Flat hire for juicer $150.00
Minimum requirement of 100 per day $8.00 per 8oz cup

Inclusive of 1 staff member to prepare and serve the juices live on your 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;
Select from Fantales, Jaffas, Jelly Beans, Party mix, Smarties, Snakes and more. $22.00 per kilo

Health mix nuts $38.00 per kilo
Package 11 – Yoghurt Smoothie Bar

Selection of two fruits
Flat hire for blender $150.00
Minimum requirement of 100 per day $6.50 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 12 – Fruit Cups

Chef’s selection of mixed fruit pieces. Served in clear 300ml cup with lid and fork
Minimum requirement of 100 cups per day $6.50 each

Branding opportunities
Production of custom designed branding and application to packaging
Maximum dimension – 80mm W x 80mm H $60.00 per 150 decals

Package 13 – The Wall

Large wall, with 120 pegs – flat hire $300.00
Initial stock of 120 fresh iced donuts/bagels or pretzels and inclusive of assorted condiments.
Wall Size - 2445mm W x 1225mm H $400.00

Small wall, with 56 pegs – flat hire $200.00
Initial stock of 56 fresh iced donuts/bagels or pretzels $200.00
Wall Size - 1200mm W x 1200mm H

Additional twenty (20) donuts/pretzels/bagels $70.00

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

Branding opportunities
Custom designed branding of the wall with your company’s logo or messaging.

Large Wall - max decal size – 820mm W x 400mm H $60.00
Small Wall - max decal size – 1000mm W x 200mm H $40.00
Platter Menu

All platters serve 10

**Cold Platters**
- Platter of crudités served with dip (avocado, hummus or beetroot—choose one) $46.00
- Sundried tomato and feta frittata, rocket salad (V) (GF) $56.00
- Assorted point sandwiches $65.00
- Assorted wraps platter $73.00
- Mini soft rolls with assorted fillings $75.00
- Assorted cold canapés (36 pieces) $76.00
- Peking duck pancakes with hoisin dipping sauce $76.00
- Vegetable rice paper rolls with lime dipping sauce (V) (GF) $76.00
- Assorted sushi rolls with soy and wasabi $82.00
- Antipasto selection, semi-dried tomatoes, chargrilled eggplant, zucchini, feta cheese, olives and capsicums, dolmades (GF) $145.00
- SA artisan cheeses with accompaniments $165.00

**Hot Platters**
- Spring rolls with plum sauce (V) $56.00
- Homemade gourmet beef pies $62.00
- Mushroom and brie tartlet (V) $62.00
- Goujons of fish with tartare sauce $75.00
- Wild Mushroom Arancini balls with truffle mayonnaise (V) $75.00
- Salt and pepper prawns with lemon and lime aioli $78.00
- Assorted hot canapés $78.00
- Pork mini sliders with Adelaide Hills chutney $115.00
- Murraylands lean beef sliders with seeded mustard, smoked burger cheese $115.00

**Dessert Platters**
- Bowl of whole seasonal fruit $26.00
- Assorted mini muffins $66.00
- Traditional scones with jam and cream (V) $70.00
- Assorted Danish pastries $72.00
- Raspberry chocolate brownie (V) $72.00
- Assorted friands (gf) $80.00
- Sliced seasonal fresh fruit $95.00

A full cocktail menu can be provided on request.

Prices valid until 30 June 2019.
V = vegetarian GF = gluten free
Beverage List

Non-alcoholic
Selection of Nippy’s juices 350ml  $4.00 / 250ml bottle
Spring water 600ml  $4.50 / 600ml bottle
Sparkling Water 500ml  $5.00 / 500ml bottle
Selection of bottled soft drinks 600ml  $5.50 / 600ml bottle

Sparkling
Tomich M Sparkling NV  $32.00 / 750ml bottle
Primo Estate Primo Secco Sparkling  $37.00 / 750ml bottle
Bird in Hand Sparkling Pinot Noir  $48.00 / 750ml bottle

White
Aramis Pinot Grigio  $32.00 / 750ml bottle
Mountadam 550 Chardonnay  $36.00 / 750ml bottle
Pewsey Vale Riesling  $38.00 / 750ml bottle
Coriole Chenin Blanc  $38.00 / 750ml bottle
Sidewood Sauvignon Blanc  $38.00 / 750ml bottle

Red
Woodstock Shiraz Cabernet Sauvignon  $37.00 / 750ml bottle
Kilikanoon ‘Killermans Run’ Grenache Shiraz Mataro  $37.00 / 750ml bottle
Scarpantoni ‘School Block’ Shiraz Cabernet Merlot  $37.00 / 750ml bottle
Yalumba Patchwork Shiraz  $38.00 / 750ml bottle
Tomich ‘Icon of Woodside 1777’ Pinot Noir  $49.00 / 750ml bottle

Beer & Cider
Coopers Premium Light  $7.50 / 375ml bottle
Coopers Mild Ale  $7.50 / 375ml bottle
Coopers Original Pale Ale  $8.50 / 375ml bottle
Coopers Session Ale  $8.50 / 375ml bottle
Coopers Premium Lager  $8.50 / 375ml bottle
Coopers Clear  $8.50 / 355ml bottle
The Hills Cider Company (Apple or Pear)  $8.50 / 330ml bottle
Thatchers Cider  $8.50 / 330ml bottle
Hahn Super Dry  $8.50 / 330ml bottle
Crown Lager  $9.00 / 375ml bottle
Coopers Sparkling Ale  $9.50 / 375ml bottle
Sapporo  $9.50 / 355ml bottle
Heineken  $9.50 / 330ml bottle
Corona  $9.50 / 330ml bottle
Stella Artois  $9.50 / 330ml bottle
Clare Valley Brewing Company Red Ale  $10.00 / 330ml bottle

- Minimum order of half dozen for all beer and ciders.
- Please note – Service staff certified in the Responsible Service of Alcohol will be required in accordance with South Australian Liquor Licensing requirements.
- Service Staff can be provided at $47.50 per hour (minimum of 3.5 hour engagement)

A full beverage list can be provided on request.

Prices valid until 30 June 2019.
Standard Banner Rigging Order Form

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<td>Onsite Contact</td>
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<tr>
<th>Item to be rigged (banner/ sign/ other)</th>
<th>Width (mm)</th>
<th>Drop (mm)</th>
<th>Weight (kg)</th>
<th>Double Sided (Y/N)</th>
<th>Type of material (vinyl/ fabric/ etc)</th>
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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 riged 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 riged. 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:** Please upload this form along with any accompanying information to the Exhibitor Services Centre on the [ACC website](#) fourteen (14) days prior to your event.
Food and Beverage Sampling Request

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**Description of handling and sampling**

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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 Adelaide Venue Management (AVM) that all food brought onto AVM’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 AVM that all food will be manufactured, stored, transported and prepared in accordance with all applicable food safety standards and laws;

1.3 Undertakes to AVM 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 AVM 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 AVM’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 AVM and the exhibitor and will apply regardless of whether the food was brought on to AVM’s premises with AVM’s agreement or otherwise.

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

.................................................. ..................................................
Signature Date: / / 

**Order deadline:** Please upload to the Exhibitor Services Centre on the ACC website fourteen (14) days prior to your event.
# Custom Stand Design Appraisal

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## STRUCTURAL

- Dimensions of stand? [ ]
- Maximum height of stand? [ ]
- Does this stand have a ceiling? [Yes] [No]
- What are the dimensions of the ceiling? [ ]

## FLOORING

- Does your stand have a raised floor? [Yes] [No]
- What is the height of the floor? [ ]
- Is the floor edge ramped? [Yes] [No]
- Is there ramped access for persons with disabilities? [Yes] [No]

## ELECTRICAL

- All electrical equipment is tested and tagged in accordance with AS3760: 2010? [Yes] [No]

## DOCUMENTATION

- Dimensioned floorplan and elevations provided [Yes] [No]
- Graphical representation/ photographs provided [Yes] [No]

## SUB CONTRACTOR INFORMATION

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

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<th>Contact Name</th>
<th>Contact Number</th>
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- 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:** Please upload this form along with any accompanying information to the Exhibitor Services Centre on the ACC website fourteen (14) days prior to your event.
Mobile Plant Approval Form

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<thead>
<tr>
<th>Event Name</th>
<th>Stand No: If Applicable</th>
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<tbody>
<tr>
<td>Stand Name</td>
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<thead>
<tr>
<th>Type of mobile plant</th>
<th>Forklift</th>
<th>Scissor Lift</th>
<th>Boom Lift</th>
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</thead>
<tbody>
<tr>
<td>Quantity</td>
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<tr>
<td>Hire Company</td>
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<td>Delivery Date</td>
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<td>Delivery Time</td>
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<td>Onsite Contact</td>
<td>Mobile</td>
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<tr>
<td>Delivery booked with Loading Dock (please tick)</td>
<td>Yes</td>
<td>No</td>
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Clients, exhibitors and stand builders are free to engage their own supplier for forklifting 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 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: ntld@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:** Please upload to the Exhibitor Services Centre on the ACC website fourteen (14) days prior to your event.

**Office use only**

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<td>Collection:</td>
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</table>
# Vehicle Access Form

## Event Name:

## Stand Name:

## Stand No:

If Applicable

## Company Name:

## Address:

## Post Code:

## Contact Name:

## Mobile:

## Email:

## Vehicle/ Equipment Description:

## Registration/ Model:

If Applicable

## Weight (GVM):

## Length:

## Width:

## Height:

## Driver Name:

## Mobile:

## Preferred Delivery Date

## Preferred Delivery Time

## Preferred Collection Date

## Preferred Collection Time

---

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

Transport of oversized vehicles and or equipment will be subject to travel restrictions within the CBD. Consideration should be given in the planning stages to ensure all transport requirements are met. Additional information can be found in the Code of Practice for the Transport of Indivisible Items in South Australia or 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.

Please upload to the Exhibitor Services Centre on the [ACC website](http://www.sa.gov.au) fourteen (14) days prior to move in.

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### Office use only

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