

# EXHIBITION HANDBOOK



ADELAIDE CONVENTION CENTRE

# Contents Page

Introduction	3
--------------	---

## Section One

<b>1.0 Exhibiting at the ACC</b>	<b>4</b>
1.1 Contractors/ Workers	4
1.2 Deliveries	4
1.3 Evacuation Procedures	4
Evacuation Plan	6
1.4 Exhibitor Move In and Move Out	7
1.4.1 Exhibitor Move In	7
1.4.2 Exhibitor Move Out	7
1.4.3 Courier Collection of Goods	7
1.5 High Visibility Clothing	7
1.6 Recycling and Waste Disposal	7
1.7 Removal of Goods	8
<b>2.0 Exhibits Requiring Approval</b>	<b>9</b>
2.1 Animal and Livestock Displays	9
2.2 Fire Regulations	9
2.3 Floor Loadings	9
2.4 Food & Beverage Sampling	9
2.4.1 Exhibitor Sampling Guidelines	10
2.5 Helium Balloons	10
2.6 LPG Cylinders	10
2.7 Motor Vehicle Displays	10
2.8 Multiple Storey Structures	10
2.9 Stand Construction	11
2.9.1 Structures greater than 2.4 metres in height	11
2.9.2 Multi Storey Constructions	11
2.10 Stand Flooring	12
<b>3.0 Services provided by the ACC</b>	<b>13</b>
3.1 Audio Visual Services	13
3.2 Communication Services	13
3.2.1 Telephone, Facsimile & Data Services	13
3.2.2 ISDN Services	14
3.2.3 Broadband Internet Services	14
3.2.4 Wireless Internet Services	14
3.3 Exhibitor Parking	15
3.4 Food & Beverage	15
3.4.1 Stand Incentive Catering	16
3.4.1.1 ACC supplied Coffee Machines	16
3.4.2 Food Handling and Food Handlers	16
3.4.3 Food Regulations	16
3.5 Rigging & Lighting	17
3.5.1 Standard Banner Criteria	17
3.5.2 Important Conditions	17

3.6 Security	17
3.7 Stand Cleaning	18
3.8 Utilities	18
3.8.1 Water Connections	18
3.8.2 Compressed Air Connections	18
<b>4.0 General Information</b>	<b>19</b>
4.1 Care of Venue	19
4.2 Electrical Testing & Tagging	19
4.3 Exhibition Lighting	19
4.4 First Aid, Medical & Emergency Facilities	19
4.5 Forklifting	19
4.6 Insurance	20
4.7 Occupational Health, Safety & Welfare	20
4.8 OHS Management	20
4.8.1 Risk Assessments	20
4.9 Power Requirements	21
4.10 Smoking Policies	21
4.11 Substance & Waste Disposal	21
4.12 Trade Promotions	21
<b>5.0 Venue Information Table</b>	<b>22</b>

## Section Two

<b>Order Forms</b>	<b>23</b>
Form 1- Order Summary Form	24
Form 2- Car Park Order Form	25
Form 3- Exhibitor Catering Order Form	26
Exhibitor Catering Menu Selection	27
Form 4- Stand Cleaning Order Form	31
Form 5- Utilities Order Form	32
Form 6- Standard Banner Rigging Order Form	33
Form 7- Phone Line Order Form	34
Form 8- Broadband Internet Order Form	35
Form 9- Food & Beverage Sampling Request	36
Form 10- Custom Stand Design Appraisal	37

# 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.

## Part One- Venue Information

Part one contains venue-specific information which should be read carefully prior to your arrival on site. Information contained within this Handbook will impact upon the way you operate within the centre. Included are the Adelaide Convention Centre's Evacuation Procedures, Exhibition Regulations, Move In / Out information as well as a list of services available to exhibitors at the ACC.

## Part Two- Order Forms

Part Two contains Order Forms for products and services offered by the ACC. These forms must be completed and returned to the ACC within the prescribed timeframes to avoid late surcharges.

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:

Exhibitions Department  
Adelaide Convention Centre  
GPO Box 2669  
Adelaide, South Australia, 5001  
Australia

Telephone: (+61 8) 8212 4099  
Facsimile: (+61 8) 8212 5101  
Email: [exhibitions@adelaidecc.com.au](mailto:exhibitions@adelaidecc.com.au)

All references to ACC mean the Adelaide Convention Centre.

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

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

### Note:

Prior to commencing the organisation of your event, you must ensure you are familiar with all relevant Occupational Health Safety & Welfare documentation, including the South Australian Occupational Health Safety & Welfare Act 1986, the South Australian Occupational Health Safety & Welfare Regulations 1995, prescribed activities and licensing requirements as well as relevant Standards, Codes of Practice and Guidelines.

# 1.0 Exhibiting at the ACC

## 1.1 Contractors/ Workers

All persons onsite at the ACC for an exhibition (including external contractors/ labourers/ hired help) must sign in at the Security Office located on the Morphett Loading Dock prior to the commencement of any work. It is the responsibility of these contractors/ labourers/ hired help to ensure they have been inducted and are qualified to undertake work at the ACC.

For information and status regarding this induction please contact: exhibitions@adelaidecc.com.au.

## 1.2 Deliveries

All exhibitor/ contractor deliveries must be sent to the ACC's Morphett Loading Dock with the correct Exhibitor Delivery Label attached. This Exhibitor Delivery Label will be sent to you by your Event Organiser.

Exhibitor and contractor goods may **only** be delivered to the ACC during designated times at the Morphett Loading Dock. Check with your organiser for correct times and dates.

Deliveries prior to the specified move in time will **not be accepted.**

*Important note: The ACC will **not** sign for exhibitor or contractor deliveries. This is the responsibility of your company representatives or your onsite contact during the designated move in period. Couriers requiring a signature from ACC staff will be turned away.*

Due to space restrictions, there is no onsite storage available at the ACC, please refer all enquiries to your organiser.

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. Please contact your event organiser for further details. 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.

Any exhibitor/ contractor goods arriving at the ACC should have prior forklifting arrangements. Forklifting by ACC staff is available on an ad hoc basis (which is totally dependent upon availability) for a fee of \$100.00 per hour, payable immediately.

*Important note: The ACC does not provide complimentary forklifting for any exhibitor/contractor goods. Please refer to your event organiser for more information.*

Pallet lifters and trolleys are provided on a complimentary basis to all exhibitors please discuss. These are located in the Loading Bay and are available on a first in, first served basis.

## 1.3 Evacuation Procedures

In the unlikely 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 points.

The plan on the following page details the fastest and safest path of egress for a large scale evacuation from the Adelaide Convention Centre 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 6770 on an internal phone or 8210 6770 from a mobile
- Contain - close all doors and windows
- Evacuate - use designated emergency exits only
- Extinguish - only if safe to do so

### **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.



# EVACUATION PLAN



## LEVEL ONE

**1st Siren Alert Tone -**  
Stand by for information.

**2nd Siren Evacuation Tone**

**Assembly Areas:**

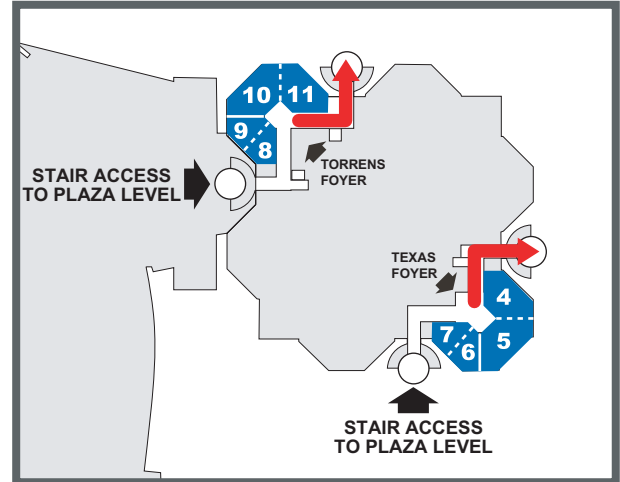
---

**(A1)** Lawn next to Morphett Dock Ramp

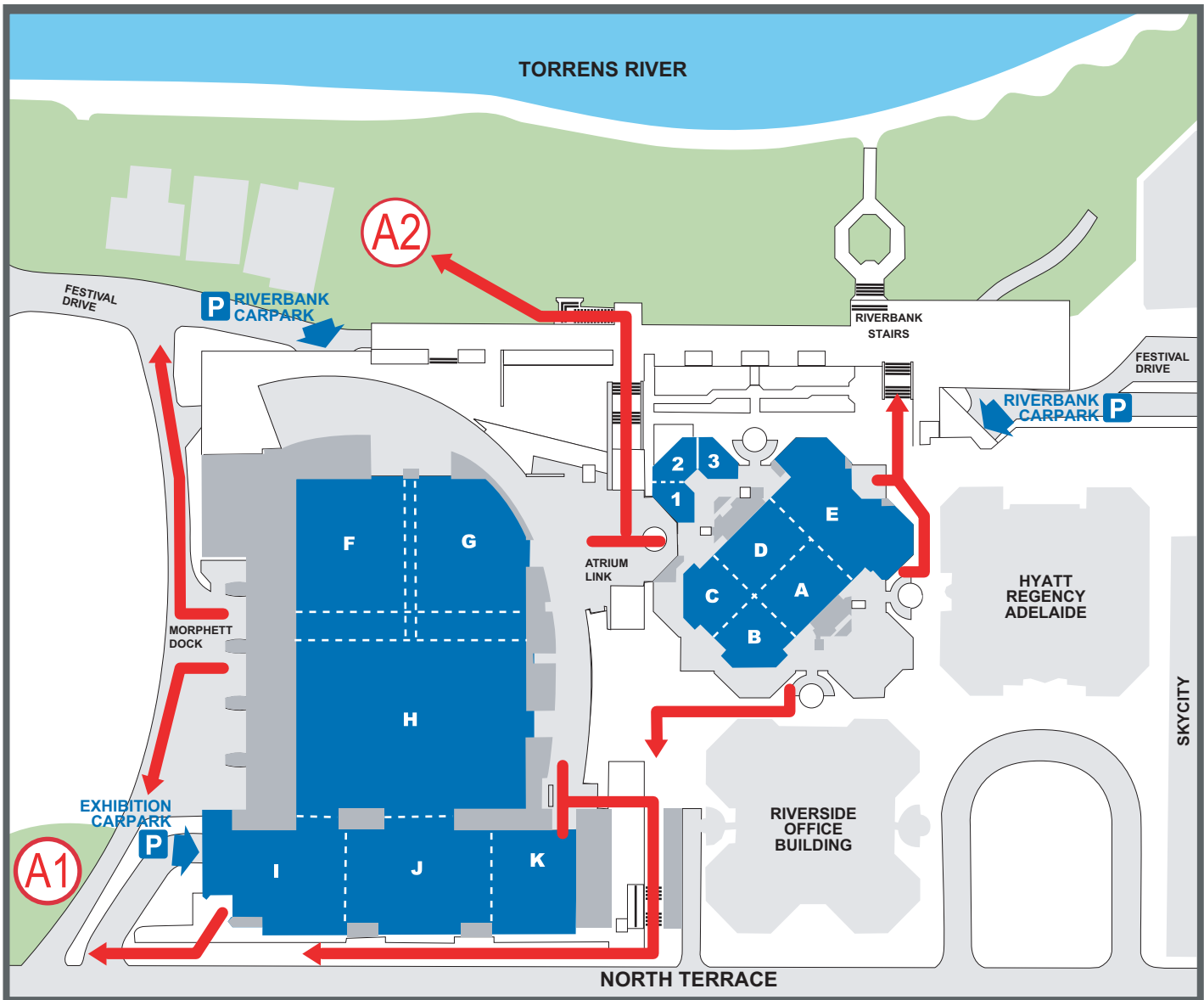
---

**(A2)** Lawn on Torrens River near boat sheds

---



## PLAZA LEVEL



## 1.4 Exhibitor Move In and Move Out

Any person under the age of 15 years is prohibited from accessing the ACC exhibition halls and loading dock during the designated move in and move out periods.

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.

### 1.4.1 Exhibitor Move In

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.

An unloading period of 20 minutes per vehicle will apply on the Morphett Loading Dock and Main Entrance Ramp. Vehicles must be removed prior to stand set-up commencing.

### 1.4.2 Exhibitor Move Out

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

No vehicle or exhibitor access to the Loading Dock will be granted prior to the scheduled time.

A limit of 20 minutes per vehicle will apply.

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

### 1.4.3 Courier Collection of 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 have a completed consignment note attached.

These items must be collected by 4.00pm the following day. Any goods not collected by this time will be disposed of at the cost to the individual exhibitor. The ACC accepts no responsibility for goods left behind at the closure of an exhibition.

## 1.5 High Visibility Safety 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 high visibility safety vest or high visibility clothing compliant with AS4602:1999.

*Important note: Exhibitors must provide their staff and contractors with Hi Visibility vests.*

A limited number of Hi Visibility Vests are available for sale from the ACC customer relations desk. This stock is not guaranteed, so provision should be made prior to you coming on-site.

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

Please contact your event organiser for further details.

## 1.6 Recycling and Waste Disposal

As a Green Globe accredited venue, the ACC promotes the responsible disposal and subsequent recycling/ re-using of all materials. It is the responsibility of the stand holder/ appointed contractor to ensure waste is sorted into the correct bins. Contaminated bins will not be collected and subsequently additional charges will apply. These bins are strictly for exhibition materials and are not to be used for the dumping of exhibition stands.

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

### **1.7 Removal of goods**

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 dispose of said items forty eight (48) hours from the conclusion of the event at the cost of individual exhibitors.

## 2.0 Exhibits Requiring ACC Approval

### 2.1 Animal & 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 Prevention of Cruelty to Animals Act 1986 and Regulations 1997.

### 2.2 Fire Regulations

All Fire Regulations (Fire and Emergency Services Act 2005, South Australian Occupational Health Safety & Welfare Act 1986, the Building Code of Australia and the Liquor Licensing Act of South Australia) and Evacuation Procedures must be complied with.

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 the Exhibition Manager.

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.

The minimum aisle width is three (3) metres.

### 2.3 Floor Loadings

All floor areas within the ACC have loading limits per square metre which can be found in the Venue Information Table at the back of this Handbook. Any piece of equipment, display, vehicle, or machinery to be displayed inside the ACC which weighs over 5 tonne (including transport vehicle) must be approved by the ACC no less than twenty one (21) days prior to move in.

The following information should be provided to the event organiser and the ACC;

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

### 2.4 Food & 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 \$250.00 will apply.

### **2.4.1 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 provided by the exhibitor MUST be single use items and disposed of immediately after use.

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

### **2.5 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 \$200 to remove loose balloons from the ceiling of the venue.

### **2.6 LPG Cylinders**

Any exhibitor wishing to use LP Gas or Flammable Liquids must seek prior approval from the ACC, a minimum of fourteen (14) days prior to tenancy. Please contact your Exhibition Manager for further information.

A LPG cylinder, 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.

Cylinders must be tested, stamped and approved for use as per relevant standards.

A 2.3kg 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.

### **2.7 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.

The fuel tanks of all vehicles displayed at the ACC must contain over 80% of their fuel capacity. Failure to comply with this will result in the vehicle being refused entry.

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.

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 the Exhibitions Manager on arrival.

### **2.8 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 Form 10- 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 relevant documentation forwarded to the Exhibition Manager prior to the opening of the exhibition.

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 approval process.

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

## **2.9 Stand Construction**

All stand designs including floorplans, elevations and Form 10 at the rear of this handbook must be submitted to the ACC for appraisal, no later than fourteen (14) days prior to the commencement of the exhibition build.

Please note that the ACC does not approve any stand plans, this is done through your event organiser.

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

Materials used for construction or display purposes must be:

- Non-combustible ;
- Made of self extinguishing plastic (if applicable);
- Flame proof fabric (if applicable);
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fibreboard.

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; and

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

### **2.9.1 Structures greater than 2.4 metres in height**

These structures require:

- Certification by an Engineer; and/or
- A submission in writing or CAD format (i.e. 'dwg' or 'dxf' files) to the ACC.

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

### **2.9.2 Multi Storey Constructions**

All structures over 2.4 metres in height which permit staff or visitor access at elevated levels must:

- Be certified by an engineer regarding suitability of construction and load capacities ;
- Ensure the design, construction and installation of stands are in accordance with relevant Building Codes of Australia;

- Be constructed or erected in accordance with the design plans;
- Be fitted with appropriate fire extinguisher(s) and smoke detection devices, installed and maintained as per the relevant Australian Standards;

A copy of the Engineers Certificate of Construction and Handover Certificates for the correct installation of the structure must be provided to your Event Organiser and the ACC prior to the opening of the exhibition.

### **2.10 Stand Flooring**

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Building Codes of Australia, Disability Discrimination Act 1992 (DDA) and the 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.

## 3.0 Services provided by the ACC

The ACC provides many products and services for the convenience of exhibitors. All standard orders should be placed with your Exhibition Manager via an order form found at the back of this Handbook.

Please note that late orders cannot be guaranteed and will attract a late surcharge. Refer to order forms for more details.

Once your order has been received and processed, you will be sent a formalised quotation requiring confirmation that you wish to proceed.

Once a signed confirmation has been received by the ACC you will be forwarded a Pre Event Invoice and a hyper link to the ACC's payment gateway. Please click on this link and follow the prompts.

For those not wishing to pay online please contact the Accounts Receivable Officer on +61 8 8210 6714 and arrange your payment.

No services will be provided until full payment is received.

### 3.1 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 your Exhibition Manager and a detailed quotation will be forwarded for your requested equipment.

Should you choose to use externally sourced audio-visual equipment it is subject to South Australian electrical testing and tagging regulations (Refer 4.3). If equipment is found to be non-compliant, the equipment must be removed from the venue, at the exhibitor's expense.

### 3.2 Communication Services

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

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

#### 3.2.1 Telephone, Facsimile & Data Services

All communication lines provided by the ACC are via the venue's PABX system.

All lines require you to dial '0' to obtain an external line. For EFTPOS you will need to contact your bank prior to the event to inform them that there will be a '0' at the beginning of the incoming phone number.

When the primary use is indicated on the order form as 'phone', a complimentary analogue telephone handset will be provided.

In the case of facsimile, EFTPOS and data services, it is the responsibility of the exhibitor to arrange for the supply of a facsimile machine, EFTPOS terminal or modem, which complies with current ACA Regulations.

The maximum expected data rate for modems through the PABX is 28.8kbps, with the use of a 56kbps modem. The ACC does not provide internet provisioning with any of these services. It is the responsibility of individual exhibitors to provide their own modem and to ensure their Internet Service Provider dial up settings have been correctly configured on their PC/Laptop.

Notification of your allocated telephone number/s will be via email on your Exhibitor Services Agreement prior to the commencement of your event. Please complete *Form 7- Phone Line Order*.

Should you not be present when the line is installed, the line will be disabled until ACC staff are notified of your return. Please contact your Exhibition Manager for further information.

All applicable call charges will be added to the total communication charges post event.

### **3.2.2 ISDN Services**

The ACC is able to provide temporary ISDN services to most locations within the venue. All services are provided via a Telstra ISDN OnRamp 30 supply and are ETSI compatible. They comprise of two 64K 'B' channels and one 'D' channel (i.e. 128kbps per service).

Services will be distributed from a wall or floor outlet to your stand. No network termination box is visible, as these are located in the main PABX room, and are inaccessible to exhibitors/contractors. A Systems Technician will test the service after installation.

While most exhibitors will use ISDN services for videoconferencing applications, the ACC acknowledges internet access via ISDN is sometimes requested. In the case the ACC is unable to provide internet provisioning over these services, the exhibitor must provide their own ISDN Router or Terminal Adaptor.

Please refer to *Form 7- Phone Line Order Form*.

### **3.2.3 Broadband Internet Services**

A range of high-speed internet services can be provided to suit your requirements. When booking these services you will need to be aware of the following details and requirements:

All services utilise Dynamic Host Configuration Protocol (DHCP) which allows most computers to connect to the service automatically. The ACC will install a cable to the requested location terminated with a standard Ethernet (RJ45) connector. The service is tested on installation with a Fluke Ethernet tester and certified to be working.

Broadband 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 on *Form 8- Broadband Internet Order Form*.

All broadband services are symmetric connections – download and upload speeds are the same.

The ACC does not provide onsite computer support.

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.

### **3.2.4 Wireless Internet Services**

The Adelaide Convention Centre is able to provide wireless internet coverage throughout the venue. This service is ideally suited for sending and receiving emails, basic internet browsing and downloading small amounts of information.

Wireless access time is the cumulative time you are logged into the service over one or more sessions. When you have used the specified access time or download allowance (whichever comes first) for your plan, your access to the service will expire.

The wireless network within the ACC is not secure and as such download speeds will vary, depending on the number of users on the service at any one time. Wireless signal strength can vary depending on your location within the venue.

Blocks of time can only be purchased once on site, from the Customer Relations Desk or Regattas Bistro. Instructions and access details are issued at the time of purchase.

### 3.4 Exhibitor 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. In total, 1250 spaces are available and provide easy access to the ACC and Riverbank precinct.

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.

#### Pre – booked Exhibitor Parking

By purchasing an Exhibitor parking ticket you are entitled to multiple entries and exits from the **Riverbank** car park over a twenty-four hour period. This also guarantees you a parking space during busy times.

All bookings and payments are to be made no later than seven days prior to the commencement of your event. Please complete the Car Parking Order (Form 2) at the rear of this Handbook.

<b>Charge</b>	<b>Time</b>
\$18.00	Twenty four hour period.

There are no refunds for any unused parking.

#### Public parking

The following rates are applicable to each car park and all prices are GST inclusive.

<b>Time</b>	<b>Charge</b>
0 – 30 min	\$2.00
30 min – 1 hour	\$4.00
1 – 2 hours	\$8.00
2 – 3 hours	\$10.00

and \$1.00 per hour thereafter to a maximum of \$24.00 per twenty four hour period.

#### Early bird parking

\$9.00 Every Day Entry between 5.00am and 9.30am and exit by 6.30pm. Beyond 6.30pm casual rates will apply starting from the first hour as above up to a maximum of \$24.00 per twenty four hour period.

#### Car park Height Restrictions

North Terrace car park entrance height	2040mm
Riverbank car park entrance height	1960mm

### 3.5 Food & Beverage

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

In order to confirm your catering requirements please refer to Form 3 at the rear of this Handbook. Please ensure that this is returned to the Exhibition Manager 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 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. Please refer to *Form 9- Food & Beverage Sampling Request*.

### **3.5.1 Stand Incentive Catering**

The ACC offers a large selection of incentive catering options. Please complete and return the *Form 3- Exhibitor Catering Order Form* provided at the rear of this Handbook.

Incentive catering items such as cappuccino, milkshake, popcorn 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.

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

Certain Exhibitor Catering Options have requirements relating to the build of a stand. Please ensure your stand is built to include these requirements, found on the Exhibitor catering Order Form- Form 3.

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 Catering Charge" will be applicable to any sourced product or equipment brought into the venue.

#### **3.5.1.1 ACC supplied Coffee Machines**

Detailed below are the minimum requirements for all group head coffee machines provided by the ACC;

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 water bottles, waste container and consumables.

#### **Bench dimensions**

Width: 13000mm

Depth: 700mm

Height: 1000mm

#### **Refrigerator dimensions**

Width: 570mm

Depth: 600mm

Height: 810mm

Any alterations to these specifications should be confirmed with the venue prior to the commencement of the event.

### **3.5.2 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.

### **3.5.3 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 [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or contact Food Standards Australia New Zealand on (02) 6271 2222.

### 3.6 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 requests for suspended display material must be submitted via your Exhibition Manager and must be received no later than fourteen (14) days prior to the commencement of your exhibition.

*Important note: All requests for suspended display material must be received no later than fourteen (14) days prior to the exhibition build. Late order charges apply.*

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

#### 3.6.1 Standard Banner Criteria

Standard banner rigging can be ordered through Form 6. For clarification on standard banners, please contact your Exhibition Manager. If your item is not a 'Standard Banner', normal rigging charges apply. A representative from the ACC's Technical Services will contact you to discuss your options and forward a detailed quotation and plan.

Please refer to *Form 6- Standard Banner Rigging Order Form*.

#### 3.6.2 Important Conditions

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

*Important note: All banners requiring rigging must be received by the ACC no later than 3 (three) days prior to the build dates of your exhibition with the appropriate Banner Delivery Label attached.*

Late banner orders cannot be guaranteed and will be subject to access to required hanging points.

Items to be rigged must be delivered on the date specified by the ACC. Failure to do so may result in the items not being suspended. All items are to be clearly marked using an ACC Banner Delivery Label and marked to the attention of **'TECHNICAL SERVICES'**.

For precise positioning of standard banners, a detailed plan is to be provided with the Rigging Request (Form 6). If an item is not location specific, ACC staff will determine the most accessible hanging location.

Where a precise positioning is requested, this will be assessed, and depending on accessibility, may result in the item not fitting the 'standard banner' category. In this situation the ACC will contact you as additional rigging charges may apply.

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. Should ACC staff not be able to reschedule your rigging, your item will not be suspended. The exhibitor/contractor will remain responsible for any incurred costs. This relates to all rigged items.

### 3.7 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 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.

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

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.

### **3.8 Stand Cleaning**

General cleaning is included in the cost of the room hire to the exhibition organiser. Should you require specific stand cleaning please complete and return Form 4.

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.

### **3.9 Utilities**

Access to water, sewage and compressed air is available throughout Halls F, G & H only. Please indicate your requirements on *Form 5- Utilities Order Form* and you will be contacted by a representative from the Exhibitions Department.

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. A pit access fee applies to all services.

#### **3.9.1 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 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 ¾" BSP female connection to fit a threaded ball valve. The maximum diameter of the waste drain is 50 mm (2").

#### **3.9.2 Compressed Air Connection**

The ACC can provide normal industrial quality, dry air through the pit system in halls F, G & H, 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 15mm (½") male BSP fitting.

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

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

## 4.0 General Information

### 4.1 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.

### 4.2 Electrical Testing & Tagging

All electrical equipment entering the ACC must comply with the Australian Standards and South Australian Occupational Health, Safety and Welfare Act 1986. 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.

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.

### 4.3 Exhibition Lighting

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

### 4.4 First Aid, Medical & Emergency Facilities

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

A First Aid Room is located adjacent to the Customer Relations desk at the main entrance and is staffed twenty four 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 Occupational Health & Safety Manager.

### 4.5 Forklifting

All lifting enquiries must be referred to your organiser. The ACC can provide ad hoc forklifting on-site (for a fee-refer section 1.2) which cannot be guaranteed so it is important to organise any lifting requirements prior to your arrival onsite.

All externally sourced forklifts must comply with existing ACC Occupational Health Safety and Welfare policies and procedures. Any person seen to be operating a forklift in an unsafe manner will be verbally warned. Should the forklift operator continue in an unsafe manner they will be asked to cease operation.

All forklift operators are to carry their Forklifting Licence at all times and present this upon request.

All keys for Forklifts/ Scissor lifts/ Boom lifts are to be given to ACC Security while not in use.

## 4.6 Insurance

All Exhibitors are responsible for their own insurance, including public liability. Exhibitors must provide to 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.

## 4.7 Occupational Health, Safety & Welfare

All exhibitors and their appointed contractors must comply with the South Australian Occupational Health, Safety and Welfare Act 1986 and South Australian Occupational Health, Safety and Welfare Regulations 1995.

Any person intending on exhibiting at the ACC is encouraged to seek the advice of an OHS&W professional to ensure they understand their obligations under the South Australian OHS&W Act 1986.

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

### **WorkCover Corporation of South Australia**

13 18 55

[www.workcover.com](http://www.workcover.com)

### **SafeWork SA**

1300 365 255

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

[help@safework.sa.gov.au](mailto:help@safework.sa.gov.au)

## 4.8 OHS Management

The event organiser, exhibitors and their appointed contractors should be aware of all OHS&W policies and procedures adopted by the ACC and comply with all such policies and procedures.

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

- Acts, Regulations, Industry Codes, Codes of Practice, Australian Standards and the ACC Policies and Procedures
- 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.

Where the ACC's Occupational Health & Safety Manager 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.

Failure to address any identified hazard will result in rectification by the ACC at the expense of the party involved.

### **4.8.1 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.

#### **4.9 Power 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.

#### **4.10 Smoking Policies**

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

#### **4.11 Substance & 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/waste.html](http://www.epa.sa.gov.au/waste.html)

#### **4.12 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 \$500 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.olgc.sa.gov.au](http://www.olgc.sa.gov.au)

# VENUE INFORMATION TABLE



ADELAIDE CONVENTION CENTRE

## VENUES

	Hall A	Hall B	Hall C	Hall D	Hall E	Hall F	Hall G	Hall H	Hall I	Hall J	Hall K	Foyer F	Foyer G	Foyer H
Maximum Ceiling Height	12 m	9 m	9 m	12 m	9 m	10.4 m	10.4 m	10.4 m	9.9 m	9.9 m	9.9 m	16.1 m	11.2 m	6.1 m
Minimum Ceiling Height	2.4 m	2.4 m	2.4 m	2.4 m	2.4 m	10.4 m	10.4 m	10.4 m	6.1 m	7.8 m	7.1 m	4.4 m	5.8 m	5.3 m
Maximum Entry	3600 W x 4000 H					4190 W x 4280 H		3990 W x 4400 H	5090 W x 5220 H			3000 W x 4400 H	1800 W x 4400 H	3100 W x 4400 H
Live Load Allowance	10 kPa (1000kg/m <sup>2</sup> )					20 kPa (2000kg/m <sup>2</sup> )			15 kPa (1500kg/m <sup>2</sup> )			20 kPa (2000kg/m <sup>2</sup> )		
Rigging Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *	Yes *	Yes *	Yes *	Yes *	Yes *
Utilities Available	No	No	No	No	No	Yes	Yes	Yes	Yes *	Yes *	Yes *	Yes *	No	No
Power Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *	Yes *	Yes *
Access to Halls Via	Main Entrance Ramp (MER)					Morphett Loading Dock (MLD)			(MLD)			(MER) (MLD)	(MER) (MLD)	(MER) (MLD)

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

Please confirm your requirements with the ACC Exhibitions Manager before proceeding.

## Section Two- Order Forms

The Adelaide Convention Centre has many products and services available to exhibitors. Contained in this section of the *Exhibition Handbook* are the Order Forms which must be completed and returned to your Exhibition Manager.

Please note that for all orders, *Form 1- Order Summary* must be completed and returned in order for the ACC to process your order.

All forms must be returned by the specified date to:

Adelaide Convention Centre

Fax: 8212 5101

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

Please note that late orders cannot be guaranteed and will attract a late fee. You are encouraged to observe deadlines for all orders.

# Form 1 Order Summary Form



ADELAIDE CONVENTION CENTRE

Event Name	Stand No
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Phone	Fax
Email	

Please indicate your orders in the table below. Once your order has been received and processed, you will be sent an Exhibitor Services Agreement which will require confirmation that you wish to proceed with the order.

Preferred payment methods are either online via the Adelaide Convention Centres Payment Gateway or EFT.

All charges for exhibitor services must be paid in full to the Adelaide Convention Centre a minimum of three (3) days prior to the move in date of your event. No services will be provided until full payment has been received. Any incurred costs will be forwarded to you at the conclusion of the event. All prices are GST inclusive.

Form No.	Details	Cost
<b>TOTAL</b>		<b>\$</b>

If you have already completed this form, but wish to add to your orders, simply complete a new form outlining the amendments and send back to the Exhibition Services Department for processing.

# Form 2 Car Park Order Form

Event Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position:		
Phone		Fax	
Email			
Onsite Contact		Mobile	

24 hour access conference parking tickets are available at the Riverbank car park for \$18.00 per day. Please indicate the number of car park cards required per day in the relevant box below.

Dates Car Park Required		Total Days	Quantity of Passes	Total
From	To			
IE 01 / 12 / 08	03 / 12 / 08	3	3	9 x \$18.00 = \$162.00
<b>TOTAL</b>				<b>\$</b>

## **SERVICE INFORMATION**

- Parking vouchers are for use in the Riverbank Car Park only and will be available for collection from the Customer Relations Desk at the start of your event. Operating instructions and maps will be enclosed with the car park cards.
- Please collect a ticket from the ticket machine on entering the car park and present the ticket and voucher to the cashier when exiting.
- Prices are GST inclusive.

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

# Form 3 Incentive Catering Order Form



ADELAIDE CONVENTION CENTRE

Event Name		Stand No
Company Name		ABN
Address		
		Post Code
Contact Name		Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position	
Phone	Fax	
Email		
Onsite Contact		Mobile

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 7 days prior to the move in of your event.

**Please forward full exhibitor catering menu**

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.

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

- \* 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.
  - Credit card details must be provided for all exhibitor stand catering.
  - Accounts will be charged to your credit card at the conclusion of the event.
  - 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.

\*Build requirements\*

1 x 10 amp power for coffee machine

**Cost:** \$100.00 flat hire charge up to 5 days  
Coffee capsules

\$3.50 each.

## Package 2- Cappuccino machine with barista

Two group automatic Cappuccino machine including barista  
Stylised paper cups, wooden stirrers, milk & sugar

\*Build requirements\*

1 x 15 amp power for coffee machine (ACC to supply).

1 x 10 amp power supply for refrigerator (ACC to supply).

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 water bottles, waste container and consumables.

**Cost:** \$400.00 flat hire charge for machine and trolley up to 5 days  
Minimum requirement of 100 cups per day

\$3.50 per cup

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

## Package 3 – Chilled Beverage Dispenser

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

**Cost:** \$75.00 flat fee hire for dispenser, maximum up to 5 days

Additional charges for beverages:

Selection of fresh juices

\$80.00 per 7 litres

Smoothies

\$90.00 per 7 litres

Iced Tea /Iced Coffee

\$75.00 per 7 litres

## Package 4- Slurpee Machine

Choice of flavours available on request.

**Cost:** \$150.00 flat fee hire for machine up to 5 days  
Minimum requirement of 100 cups per day

\$3.50 per cup

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

**Package 5- Daiquiri Machine**

A variety of pre mixed cocktails (alcoholic) available on request. Includes 1 x ACC service staff

**Cost:** \$350.00 flat fee hire for machine for up to 5 days  
 Minimum requirement of 100 cups per day \$6.00 per glass

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

**Package 6 – Brewed Coffee**

Freshly brewed coffee with milk, sugar, cutlery, crockery and accompaniments.

**Cost:** Freshly brewed Coffee \$50.00 per 10 cup urn  
 Freshly brewed Tea \$42.00 per 10 cup urn

**Package 7 - Water Cooler**

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

**Package 8- Popcorn Machine**

Includes one (1) x service staff, paper dispensing boxes or bags.

**Cost:** \$150.00 flat fee hire for machine duration up to 5 days  
 Minimum requirement of 100 boxes/ bags per day \$3.00 each

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

**Package 9- Ice Creams**

Selection available Cornettos and Magnums

Alternative ice creams can be arranged upon request.

P.O.A.

**Cost:** \$150.00 flat fee hire for freezer maximum duration up to 5 days  
 Minimum requirement of 100 units per day \$4.00 each

**Package 10 - Chocolate Fountain**

Includes 9 kg couverture chocolate, 1kg marshmallows

**Cost:** \$600.00 flat fee hire of machine and additional requirements are as follows:  
 Additional Marshmallows \$25.00/pkt of 50pieces  
 Additional Couverture Chocolate \$32.00 / kg  
 Fruit Skewers \$2.00 each

**Package 11 –Smokin’ BBQ Package**

Chevapchichi Skewer	\$4.00 each
Country Style Sausage	\$4.00 each
Marinated Chicken Shaslick with Olive Oil and Lemon Myrtle	\$9.00 each
Mini Rump Steak roll with Black Pepper seasoning	\$10.00 each
Fresh Salmon and Scallop Shaslick with Lemon and Herb seasoning	\$12.00 each
Tom Yum Prawn Skewer	\$12.00 each

Note: Barbeque set up will be supplied with the order, however, the area must be planned within the stand set up otherwise additional charges may be applicable.

Minimum order for 25 people with a minimum spend of \$26.00 per person required before service staff can be supplied FOC, otherwise staff cost is \$45 per hour minimum of 2 hours will apply.

Sauce, accompaniments and bread rolls are included in the cost.

Paper plates, napkins and plastic cutlery are supplied with the barbecue items at an additional cost of \$1.50 per person.

Please note there is limited availability for the barbeques and as such are offered on a first-come first-served basis.

## FOOD PLATTERS

All platters are served with paper plates, serviettes, sauces and accompaniments.

<b>Package 11- Biscuit Platter</b> Platter of Biscuits 30 pieces	<b>Cost:</b> \$22.00 per platter
<b>Package 12- Happy Hour Platter</b> Includes selection of nuts, olives, chips and pretzels	<b>Cost:</b> \$30.00 per platter
<b>Package 13 – Tapas Platter</b> Includes selection of seasoned and spiced queen olives, pickled feta, hummus, dolmades and meatballs with grilled Turkish bread.	<b>Cost:</b> \$70.00 per platter
<b>Package 14-Hunger Buster Platter</b> Includes selection of meat filled pies, pasties and sausage rolls.	<b>Cost:</b> \$80.00 per platter
<b>Package 15- Vegetarian Delight Platter</b> Includes selection of vegetarian spring rolls, curry puffs and samosas.	<b>Cost:</b> \$85.00 per platter
<b>Package 16- Meat Lovers Platter</b> Includes a selection of chicken tikka, beef shaslick and meatballs.	<b>Cost:</b> \$95.00 per platter
<b>Platter 17- Seafood Platter</b> Includes selection of fried prawns, fried whiting and seasoned hot chips	<b>Cost:</b> \$99.00 per platter
<b>Platter 18- International &amp; Australian Cheese Platter</b> Includes selection of International & Australian cheeses with crackers	<b>Cost:</b> \$125.00 per platter
<b>Platter 19- Sandwich Platter</b> Includes a mixed variety of chef selected fillings (32 points)	<b>Cost:</b> \$55.00 per platter
<b>Platter 20- Mini Cakes Platter</b> Includes selection of chef selected mini cakes (15pieces)	<b>Cost:</b> \$55.00 per platter
<b>Platter 21- Muffins &amp; Danish Pastries Platter</b> Includes selection muffins and Danish pastries (15pieces)	<b>Cost:</b> \$55.00 per platter

# Form 4 Stand Cleaning Order Form



ADELAIDE CONVENTION CENTRE

Event Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	

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 \$2.50 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 Cleaning Required	Time (Optional)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

## SERVICE INFORMATION

- The ACC's cleaning staff will clean all public areas within an exhibition during operational hours i.e. – aisles, foyers and amenities. This does not however include the cleaning of exhibitor stands.
- 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.
- Prices are GST inclusive.

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

# Form 5 Utilities Order Form

Event Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
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

### Compressed Air Services: Pit access only - \$100.00

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

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

### Water & Drainage: Pit access only - \$100.00

#### **SERVICE INFORMATION**

- Should you require continuous water and drainage 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.
- It is the responsibility of the exhibitor to provide the connection and subsequent equipment from the service pit.
- Please refer to the specific connection information for these services in the Exhibitor Handbook.
- Prices are GST inclusive.

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

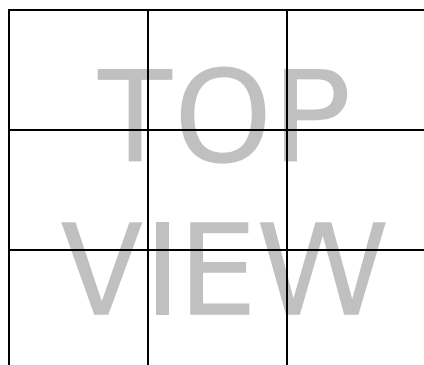
# Form 6 Banner Rigging Order Form

Event Name		Stand No
Company Name		ABN
Address		
		Post Code
Contact Name		Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position	
Phone		Fax
Email		
Onsite Contact		Mobile

Standard banner rigging is available for \$150 per banner.

Please note: All banners must be received by the ACC no later than three (3) days prior to the move in of your event with the correct banner delivery label attached.

Item to be rigged (banner/ sign/ other)	Quantity	Width (mm)	Drop (mm)	Weight (kg)	Double Sided (Y/N)	Type of material (vinyl/ timber/ etc)



Please indicate where you would like your item/ banners rigged above your stand. A banner can be indicated on the plan by drawing a single line.

I require the lowest point of the rigged structure/ item to be hung \_\_\_\_\_m above ground level.

### FRONT OF STAND

- Please attach any additional designs, photographs, images and information which may assist us.
- While the Adelaide Convention Centre 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.

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

# Form 7 Phone Line Order Form



ADELAIDE CONVENTION CENTRE

Event Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	

Purpose	Access (Please place a single tick in the appropriate box below)				Quantity
	Local	Mobile	STD	International	
Telephone Line					
Facsimile Line					
EFTPOS Line					

<b>ISDN Service</b>	ETSI Compatible - On Ramp 30 (2 x 64K)	
---------------------	--	--

## TELEPHONE SERVICES

Each communications line is subject to an installation fee of \$50.00.  
Each phone line is charged at \$15.00 per day plus metered calls.

## ISDN SERVICES

The ACC also offers a basic rate "ETSI" Compatible ISDN service.

Each ISDN service is subject to a once off installation fee of \$50.00.

Each ISDN line is charged at \$100.00 per day plus metered calls.

## SERVICE INFORMATION

- All communication lines provided by the ACC are via a PABX system.
- The ACC does not provide internet provisioning with these services.
- All call charges will be added to the total communication charges applicable at the conclusion of the event.
- Prices are GST inclusive.

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

# FORM 8

## Broadband Internet Order Form

Event Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	
Raised temporary floor in stand		Yes	No (please circle)
Connection Date		Disconnection Date	
Connection Time		Disconnection Time	

Service	Daily rate	Quantity
<b>512kbps Broadband internet</b> Includes first connection Maximum of 5 connections per service	\$150.00	
<b>2mbps Broadband internet</b> Includes first connection Maximum of 10 connections per service	\$350.00	
<b>10mbps Broadband internet</b> Includes first connection Maximum of 20 connections per service	\$850.00	

Once-off charges	Rate	Quantity
<b>Additional connections</b> One connection per service is included within each service hire charge	\$100.00	

### SERVICE INFORMATION

- All services utilise the Dynamic Host Configuration Protocol (DHCP) which allows most computers to connect to the service automatically.
- 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. The security of the service remains the responsibility of the end user at all times.
- Prices are GST inclusive.

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

# Form 9 Food & Beverage Sampling Request



ADELAIDE CONVENTION CENTRE

Event Name	Stand No
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position
Phone	Fax
Email	
Onsite Contact	Mobile

Description of handling and sampling

## 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; corkage charges may be applicable.

All tasting utensils and vessels provided by the exhibitor MUST be single use items and disposed of immediately after use. ACC permits the distribution of foodstuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor.

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$250 may be applicable.

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

# FORM 10

## Custom Stand Design Appraisal

Event Name	Stand No
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position
Phone	Fax
Email	
Onsite Contact	Mobile
Stand Name	Stand No

### STRUCTURAL

Size of stand (m <sup>2</sup> )	
Maximum height of stand?	
Does this stand have a ceiling?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
What are the dimensions of the ceiling?	

### FLOORING

Does your stand have a raised floor?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
What is the height of the floor?	
Is the floor edge ramped?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Is there ramped access for persons with disabilities?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

### ELECTRICAL

All electrical equipment is tested and tagged in accordance with AS3760: 2003?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
--	--

### DOCUMENTATION

Dimensioned floorplan and elevations provided	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Graphical representation provided	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Photographs provided	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

### SUB CONTRACTOR INFORMATION

Please provide details of any 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.