



ADELAIDE
CONVENTION
CENTRE

EXHIBITION HANDBOOK

ADELAIDE CONVENTION CENTRE

Introduction

This handbook has been designed to ensure your exhibition experience at the Adelaide Convention Centre is enjoyable and trouble free. Please read this document 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.

COVID-19 (Coronavirus) Update

At the Adelaide Convention Centre, the health and wellbeing of our guests and team members remains our top priority. We are continuing to actively monitor the situation regarding COVID-19 and are following the latest advice and guidelines issued by SA Health, the Australian Department of Health and the World Health Organisation. At this time, we are currently working on events that are permitted under current Government restrictions.

To provide confidence and ensure a safe environment for visiting delegates, exhibitors, clients and staff, we have a comprehensive COVID Safe Plan in place, which has been approved by the South Australian Government. This includes the following dedicated measures:

- Extensive COVIDSafe training & education completed by all team members
- Increased frequency and intensity of cleaning and disinfecting, with emphasis on high volume areas and touch points
- Physical distancing protocols, including guest traffic management and safe venue entry
- COVID Safe food and beverage service
- Contactless payments (cashless venue)
- Contact tracing protocols; any person arriving onsite to the ACC must check in via the SA Government's COVID Safe Check-In.
- COVID related signage across the venue

As a result, a number of the products and services detailed in this handbook have been updated and altered to work within our COVID Safe Plan. For further information, please contact your Exhibition Planner and/or visit [our website](#).

Should you have any queries please do not hesitate to contact us;

Exhibition Services Department

Adelaide Convention Centre

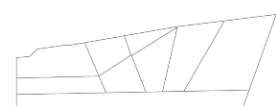
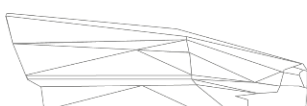
GPO Box 2669, Adelaide, South Australia, 5001

Telephone: (+61 8) 8212 4099

Facsimile: (+61 8) 8210 6750

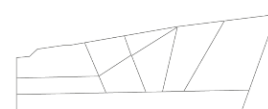
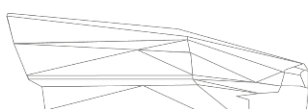
Email: exhibitions@avmc.com.au

All references to ACC mean the Adelaide Convention Centre.

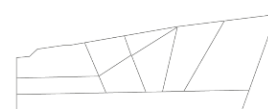
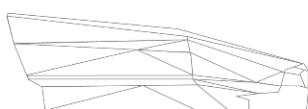


Contents

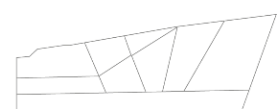
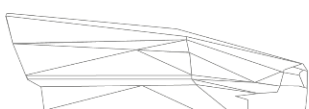
Logistics	5
Delivery of Exhibitor Goods	5
Collection of Exhibitor Goods	5
Freight Forwarding & Logistics Information	6
Loading Docks	6
Services	7
Exhibitor Services Centre	7
Cashless Venue	7
Communication Services	7
Food and Beverage	8
Forklift Services	9
Green Exhibitions	9
Rigging of Lighting, AV Equipment, and Displays	10
Security	11
Stand Cleaning & Waste Removal	11
Vending Machine	11
Utility Services	12
Facilities	13
Accessibility	13
Car Parking	13
First Aid	14
Hearing Loop	14
Parent Room Facilities	14
Toilets	14
Detailed Site Map	15
Emergency Management	16
Emergency Medical Attention	16
Fire and Emergency Plan	16
Emergency Evacuation Procedures	16
Emergency Equipment - Fire Extinguishers	16
Evacuation Plan	17



General Venue Information	20
Damages	20
Carpet	20
Legislative Requirements	20
Sampling Guidelines	21
Food Regulations	23
Trade Promotions	23
Health & Safety Basics	24
Children within an Exhibition	24
Pedestrians	24
Hazard and Incident Reporting	25
Housekeeping and Waste	25
Personal Protective Equipment (PPE)	25
Gas Cylinders	25
Noise	26
Conditions of Entry (Contractors)	27
Alcohol and Drugs	27
Attire and Conduct	27
Care of Venue	27
Contractor Shared Duties	27
Worker Sign In and Sign Out	28
Contractor Appointment	28
Proof of Identity	28
Smoking	28
Licence to Perform Specific Work	29
Health & Safety Work	30
Building with Timber	30
Building & High Risk Construction Work	30
Building Floors, Ramps and Platforms	31
Electrical Cabling	31
Electrical Test and Tag	31
Hazardous Chemicals and Substances	32
Painting	32
Plant and Equipment	33
Heavy Vehicles, Equipment & Shipping Containers	34



Safe Work Method Statements (SWMS)	35
Stand Boundary	35
Working at Height	35
Health and Safety for Events	37
Animals, Pets or Livestock	37
Demonstration of Equipment or Products	37
Drones	38
Helium Balloons	39
Fire Acts, Displays and Performances	39
Tattoo & Piercing Exhibits	40
Venue Information Tables	41
Forms	45



Logistics

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 delivery via the ACC's North Terrace Loading Dock. For events held within the East building, goods must be delivered via the Plaza Ramp. Both the North Terrace Loading Dock & the Plaza Ramp are accessed from North Terrace. The speed limit is 5km per hour.

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 Venue Logistics Manager

Tel (+61 8) 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 & ACC 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 freight forwarder. This will avoid potential problems with customs, duties, and deliveries outside designated times. The ACC will not accept responsibility for arranging the freighting of any item or the costs associated therewith.

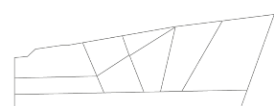
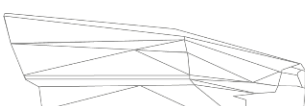
All airway bills/shipping notes must be clearly marked 'All charges to account consignor'. The ACC accepts no responsibility for any charges associated with the duties, taxes or clearance of exhibitor/contractor goods.

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
- Destination
- Courier name

All goods must be accompanied with a **completed** courier consignment note. 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. It is the responsibility of the exhibitor to move all of their goods back to the relevant Loading Dock at the conclusion of the exhibition for collection.



Freight Forwarding & Logistics 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:

Agility Fairs & Events

Contact Venue Logistics Manager

Tel (+61 8) 8210 6773

Email ntld@avmc.com.au

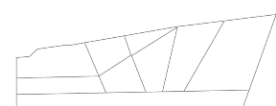
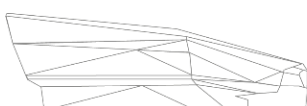
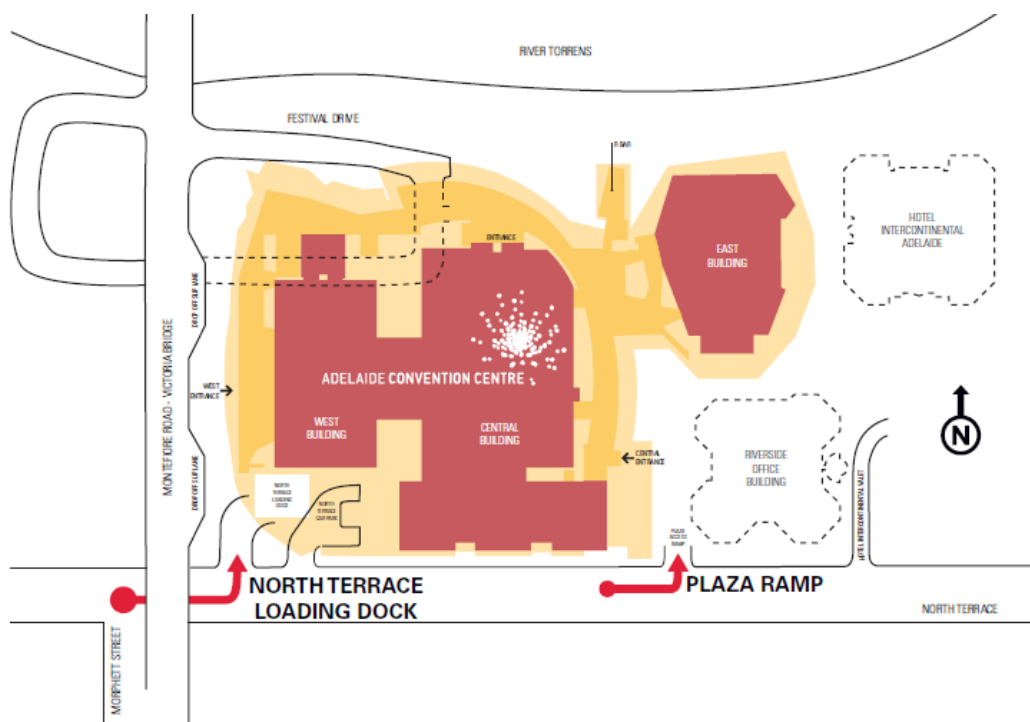
Loading Docks

The loading docks have a speed limit of 5 km per hour or walking pace only.

No person under the age of sixteen (16) years is permitted to access the loading dock or remain unaccompanied in a vehicle at the loading dock.

Vehicles may only remain on the North Terrace Loading Dock for loading and unloading only. Vehicles are not permitted to park on the loading dock at any other time. Parking for contractors, production companies and workers is available in the North Terrace carpark or the Riverbank carpark.

- Pallet lifters and trolleys are provided complimentary to all exhibitors. These are located in the loading bay and are available on a first in, first served basis.
- Packing materials and crates must not be stored in front of emergency panels or exit pathways or corridors.



Services

Exhibitor Services Centre

All services are available to order online via the ACC's [Exhibitor Services Centre](#). Stand requirements can be easily booked and paid for via this portal. Exhibitors can also upload their stand designs and any other information that will require approval from the venue – e.g. Custom Stand Design Appraisal, Mobile Plant Approval, Food & Beverage Sampling Requests, etc. Payment can be made at the time of checkout, or a purchase order can be requested. Upon processing your order, you will receive a confirmation email. Pending your selection, either a receipt of payment will be attached, or a representative from the Exhibition Services Department will be in contact with this. All orders should be placed no later than fourteen (14) days prior to an event. After this time the ability to place an order via the portal will cease.

Cashless Venue

As a part of the ACC's efforts to deliver more efficient services, the ACC is a fully cashless venue. Payment is accepted via card only for all onsite orders and requests, including car parking, food and beverage and technical services. All credit cards, debit cards, Apple Pay and Android Pay are accepted.

Communication Services

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

Complimentary Wi-Fi

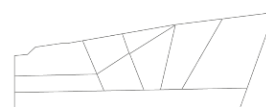
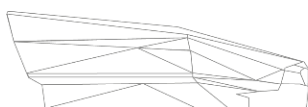
Free wireless internet is provided by the ACC and can be accessed throughout the venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at one time.

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. Wireless services are charged at a daily rate.

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 with wireless internet capability. 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. 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.

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. 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.

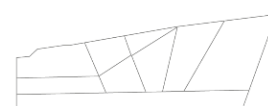
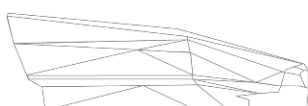
All services utilise the Dynamic Host Configuration Protocol (DHCP). This allows computers to connect to the service automatically.

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

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.



Forklift Services

The ACC forklifts are for venue use only and will not be loaned or hired out to clients or third party contractors under any circumstances. Agility Fairs & Events is the preferred contractor supplying forklift services at the ACC. All forklift requirements should be referred to Agility Fairs & Events (refer to p5 for contact details). Charges will apply.

Both clients and stand builders are free to engage their own supplier for forklift services, however the appointed operators will be required to:

- Inform the Exhibition Services Department fourteen (14) days prior to their event.
- Provide a copy of the relevant Public Liability Insurance - Certificate of Currency.
- Provide proof of compliance by having a current High Risk Work license for forklift operators.
- Pre-schedule all deliveries with the ACC nominated representative.
- Remove all forklifts during show hours and at the conclusion of the event.
- Give all keys for forklifts to the ACC Security when not in use.
- At no time is a forklift to traverse over electrical cabling.

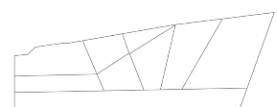
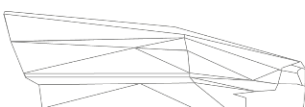
All clients and stand builders wishing to bring in their own forklift must complete and return the **Mobile Plant Approval Form** via the Exhibition Services Centre, or forward directly to your Exhibition Planner no later than fourteen (14) days prior to their event.

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 ACC's corporate and social responsibility.

The ACC was the first Convention Centre in Australia to achieve EarthCheck Silver certification in 2009 and then progressed to Platinum Certification in 2018. As a Platinum EarthCheck certified green venue, the ACC has implemented a number of initiatives to reduce its environmental impact, including;

- An onsite composting system & worm farm to manage organic/food waste.
- Welfare initiatives delivering leftover food to disadvantaged members of the community via Foodbank SA and OzHarvest.
- Numerous water conservation initiatives, such as sensor and low-volume taps, bathroom water savers, portable tanks to capture and reuse water from fire system testing and drought-tolerant native plants in the gardens.
- Energy saving through the use of efficient LED lighting, turn-off policy in rooms not in use, a benchmarking system to monitor power usage, and a policy of using at least 25% certified green energy.



- Reducing waste to landfill - The ACC has achieved great success in reducing waste sent to landfill by implementing numerous waste streams to ensure the reuse, recycling and responsible disposal of all materials generated both in house and by its clients.

There are a number of ways exhibitors can support the ACC's efforts to ensure your event is as environmentally friendly as possible. These include;

- Limit or cease the provision of giveaways from your stand. If this is not possible, give consideration to making giveaways as environmentally friendly as possible - i.e., flyers to be printed on recycled paper.
- Making use of the numerous bins throughout the exhibition space & separating waste into its various categories.
- Packaging materials to be of a compostable nature - i.e. coffee cups, food packaging and all utensils.
- Embrace and develop digital content where possible.
- Consider the design of your exhibition stand – and select an option that that can be reused or installed multiple times
- Get buy in from all from all of your team, managers, sales reps, stand builders and suppliers.
- Hire equipment for your stand as opposed to buying it, to ensure its reuse – i.e., screens, chairs, tables, etc.
- Switch off all the equipment and lighting on your stand overnight.

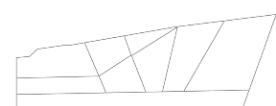
The active involvement of all users of the venue in this initiative will ensure the sustainability of all current and future events.

Rigging of Lighting, AV Equipment, and Displays

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 each designated exhibitor site.

Should you require rigging above your stand please submit your request via the [Exhibitor Services Centre](#), or forward to exhibitions@avmc.com.au. Please 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.

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 without our consultation and expressed consent.

ACC security conducts regular patrols of the complex twenty four (24) hours per day, seven (7) days per week. 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.

ACC Security maintains a presence at the North Terrace Loading Dock to oversee traffic management and to control workers who enter and exit the building.

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.

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

Stand Cleaning & Waste Removal

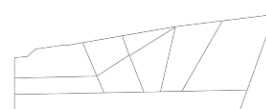
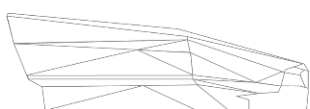
General cleaning of an event is included in the cost of the room hire to the exhibition organiser. The ACC offers a dedicated stand cleaning service, including mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand. Stand cleaning can be booked via the [Exhibitor Services Centre](#).

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.

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.

Vending Machine

Automated retail outlets are located in both the North Terrace Loading Dock and Foyer H for all of your last minute onsite requirements. Consumables such as gaffer tape, batteries, high visibility vests and international power adaptors are readily available via these vending machines. Both units receive credit card payments only.



Utility Services

The ACC can provide access to a system of separate in-floor utility services for exhibitions and events as might be required. A service pit connection fee applies to all services and is for access only. This does not include the installation of the service or additional equipment. You must contract a licensed professional to install all services. There are some variations to the services available within each building.

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 twelve (12) mm hose line.

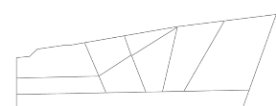
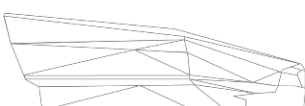
Water

Cold 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. 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.

Requirements for use

- All connections in service pits must only be done by ACC staff, licensed authorities and/or authorised contractors.
- Ensure that pit covers are in-place at all times and that water hoses and leads are placed through the appropriate access holes in the pit cover plate.
- Equipment within the service pits that is damaged or not returned post event will be charged back to the company booking the service.
- Services will not be run over aisles within an exhibition. To confirm the location of the nearest utility pit to your exhibition site, please contact the Exhibition Services Department.

Application to use these services, and payment of any relevant charges must be received by the Exhibition Services Department no later than fourteen (14) days prior to the move in.



Facilities

Accessibility

The Adelaide Convention Centre (ACC) provides a range of accessibility options and facilities. The Centre is spread across three floors and is completely accessible with lift and escalator access to all levels. A range of accessibility options and facilities are also in place including hearing loops, unisex accessible toilets, wheelchair lifts to stages, and accessible car parking spaces. For more information, please download our [Access and Inclusion Plan](#), or [visit our website](#) for more information.

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.

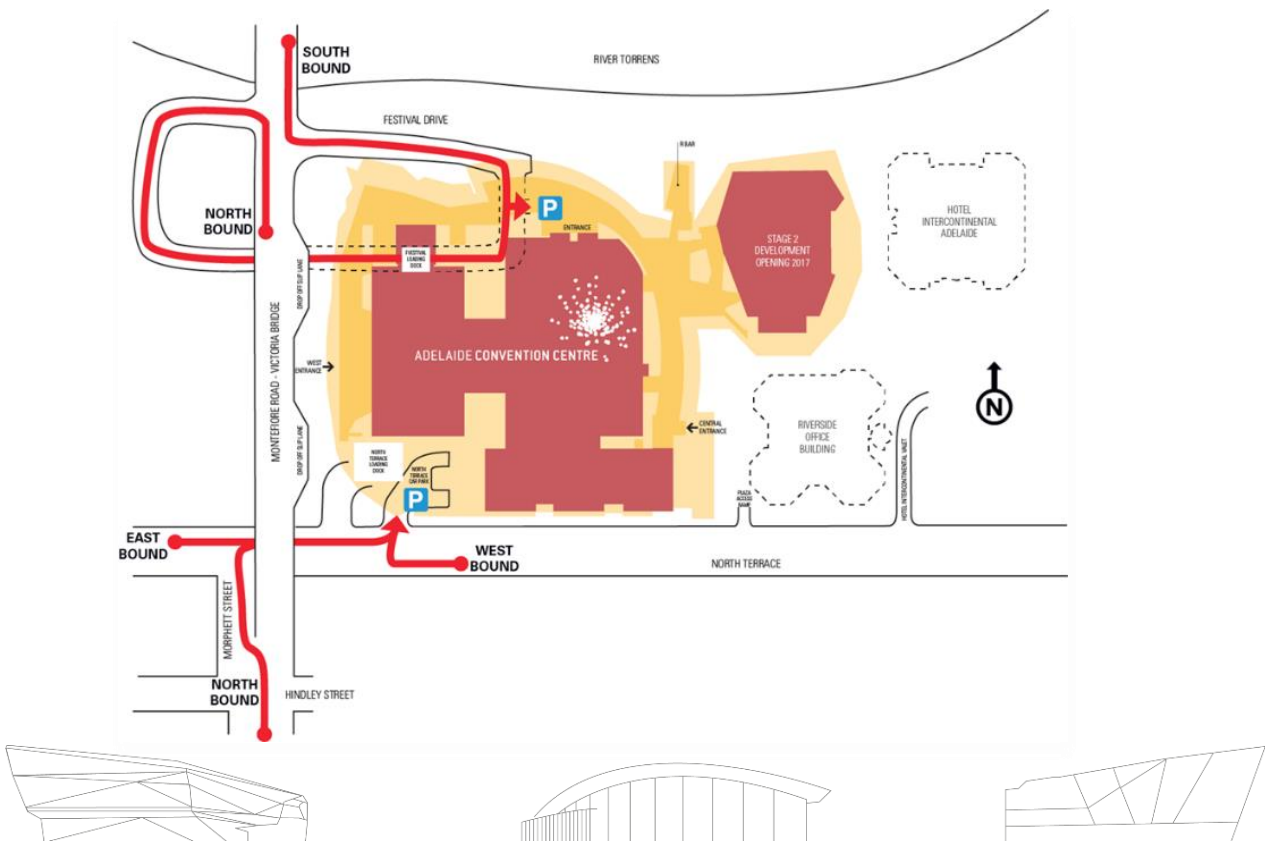
Both car parks are fitted with video surveillance camera systems and security patrols these areas every afternoon and night, weekdays and twenty four (24) hours per day on weekends and public holidays.

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 must be made by credit/ debit card. EFTPOS facilities are not available.

Early bird parking

\$18.00 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.

Riverbank car park height clearance 1960mm
North Terrace car park height clearance 2000mm



First Aid

The safety and welfare of visitors attending events held at the ACC must be the event organiser's highest priority. The level of first aid coverage required for an event may depend on the age and expected number of visitors and type of event.

The ACC ensure that trained and qualified first aid staff are readily available if required. First aid kits, defibrillators and wheelchairs are readily available.

All first aid rooms are available for use 24/7. The ACC floor ambassadors can provide access to the First Aid rooms that are located around the venue.

Food Outlets – Home Ground

Home Ground offers a casual dining experience for delegates visiting the ACC, conveniently located immediately below the East Building.

The venue offers indoor and outdoor dining, overlooking the River Torrens and the famous Adelaide Oval.

For further information regarding Home Ground, please visit the [HomeGround website](#).

Hearing Loop

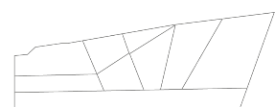
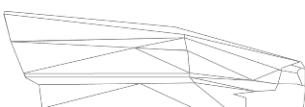
A hearing augmentation system (hearing loop) is available upon request from your event organiser. Please notify the ACC in advance should your event require use of this service.

Parent Room Facilities

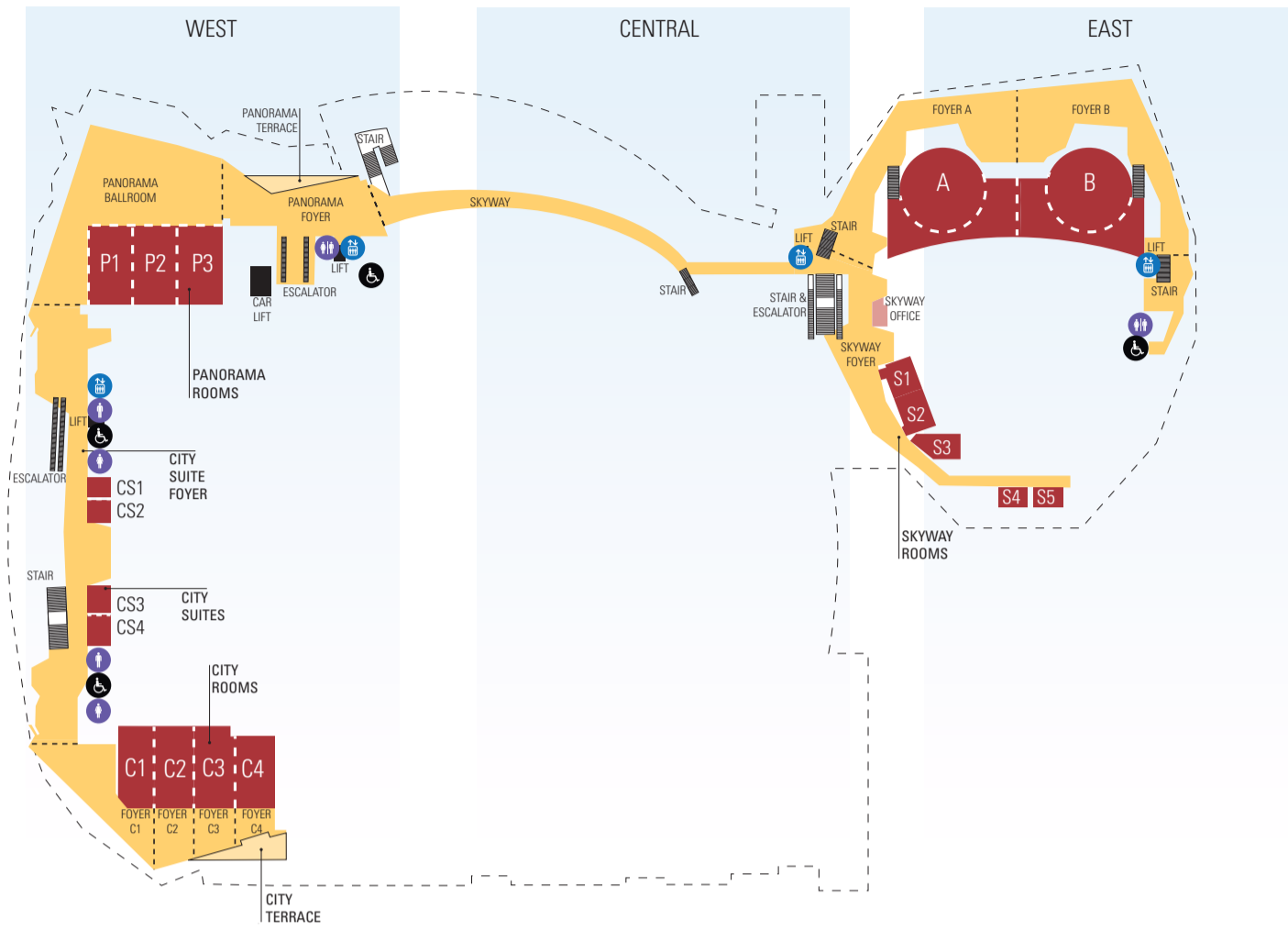
The ACC has two purpose-built parent rooms with private and secure facilities for feeding, changing and other baby care needs.

Toilets

The venue provides access to toilets and washroom facilities.













UPPER LEVEL

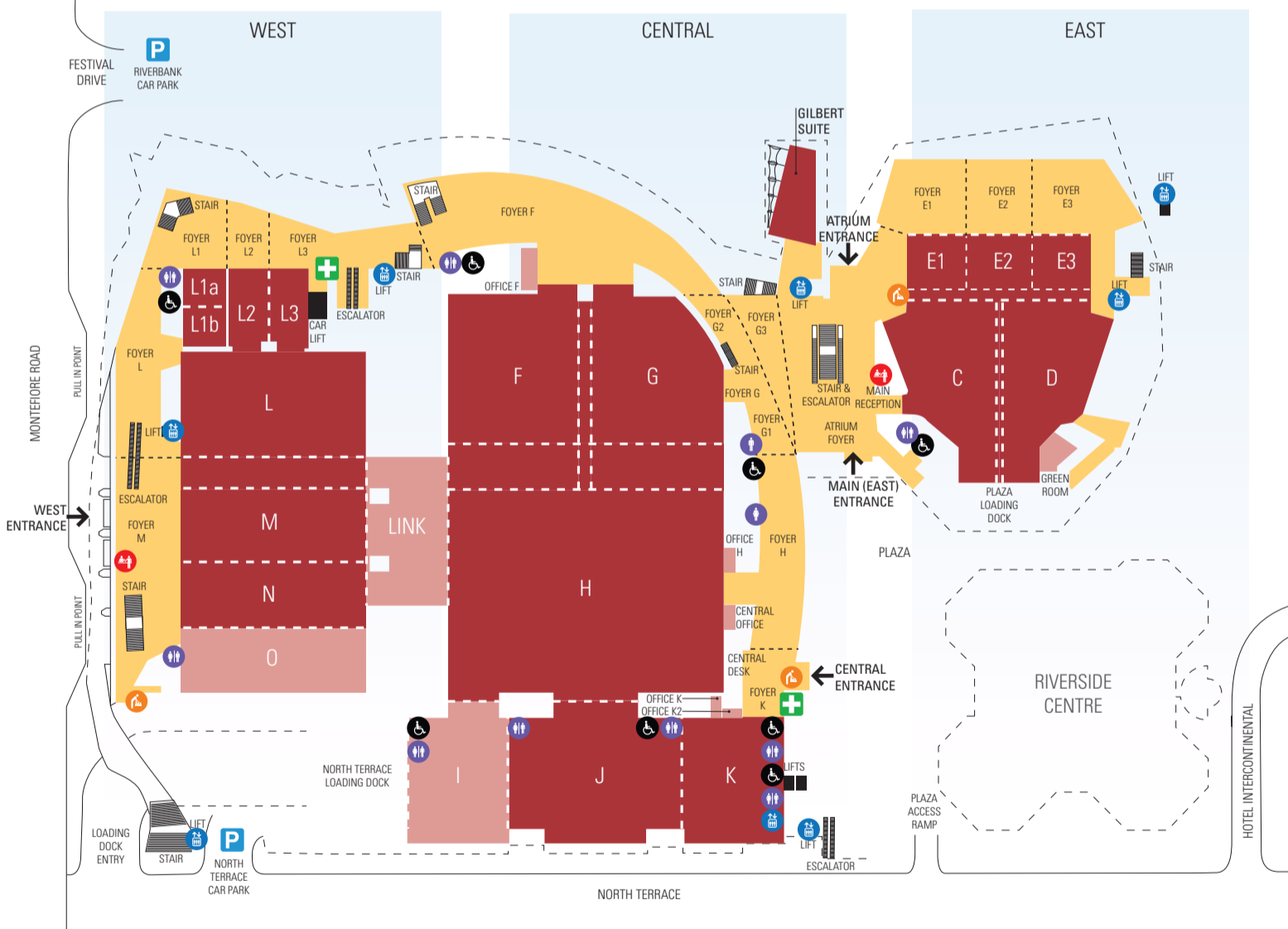


ADELAIDE
CONVENTION
CENTRE

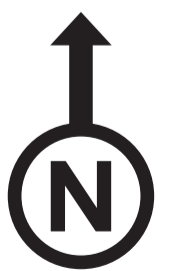
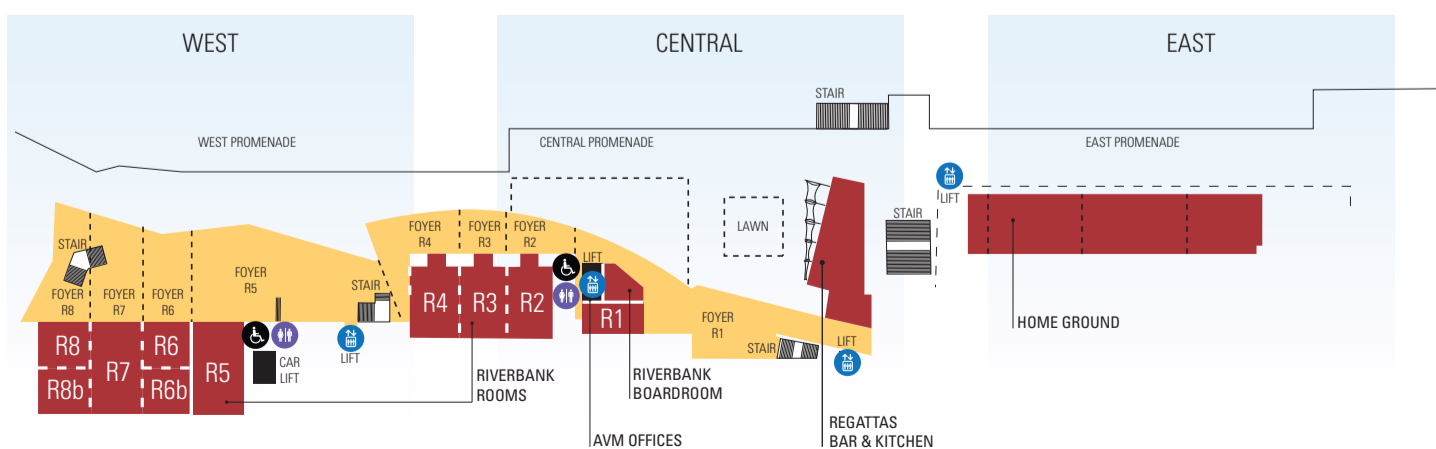
For more information visit
www.adelaidecc.com.au

-  RECEPTION
-  LIFT
-  TOILET
-  ACCESS TOILET
-  PARKING
-  FIRST AID ROOM
-  PARENT ROOM
-  STAIRS & ESCALATORS
-  FOYER
-  FUNCTION AREA

GROUND LEVEL



LOWER LEVEL



0 5 10 20 30 40 50
SCALE

Emergency Management

Emergency Medical Attention

For emergency medical treatment that requires ambulance attendance – contact ACC Security (08 8210 6770 or 6666 if dialling from an internal venue phone) who will arrange immediately. Life saving devices such as heart start defibrillators are readily available when needed.

Fire and Emergency Plan

If you discover a fire in the Adelaide Convention Centre:

- a. If safe to do so, extinguish the fire using the nearest appropriate fire extinguisher
- b. Raise the alarm by contacting the nearest staff member, or by activating a 'Manual Call Point'
- c. Evacuate from the building using the nearest emergency exit.

The ACC ensures that there is always Security Officers, and trained emergency wardens nearby to provide assistance should an emergency occur.

Emergency Evacuation Procedures

In the event of an emergency evacuation, designated ACC staff will act as Wardens to assist in the movement of all staff, exhibitors and visitors to the designated outdoor assembly points.

Two distinct alarms will sound once the fire alarm is activated or if there is a pending emergency. Information will be announced by the Chief Fire Warden through the PA system within the venue.

Alert - First alarm tone (*Beep Beep*)

- Stop work and prepare to evacuate
- Switch off plant and equipment in your control
- Secure plant & materials from movement
- Await further instructions

If evacuation of the building is necessary a second alarm tone will be heard.

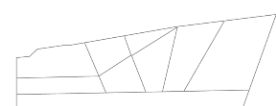
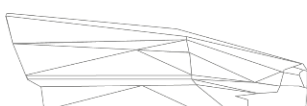
Evacuation - Second alarm tone (*Whoop Whoop Whoop – Evacuate now*)

- Evacuate using the nearest emergency exit. Do NOT use building lifts.
- Assembly outside of the building and wait for instruction before re-entering.

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

Emergency Equipment - Fire Extinguishers

Fire hose reels are located throughout the building and contain fire hose reels and fire extinguishers for use in the event of a fire only. Access to these cupboards cannot be obstructed in any way. Additional fire extinguishers are required at cooking installations, gas fires, pyrotechnics, fire acts, or anywhere there is an increased fire risk.



EVACUATION PROCEDURES

1st TONE - ALERT
'BEEEEEP-BEEEEEP-BEEEEEP'

Prepare to evacuate and await further instructions from Centre staff

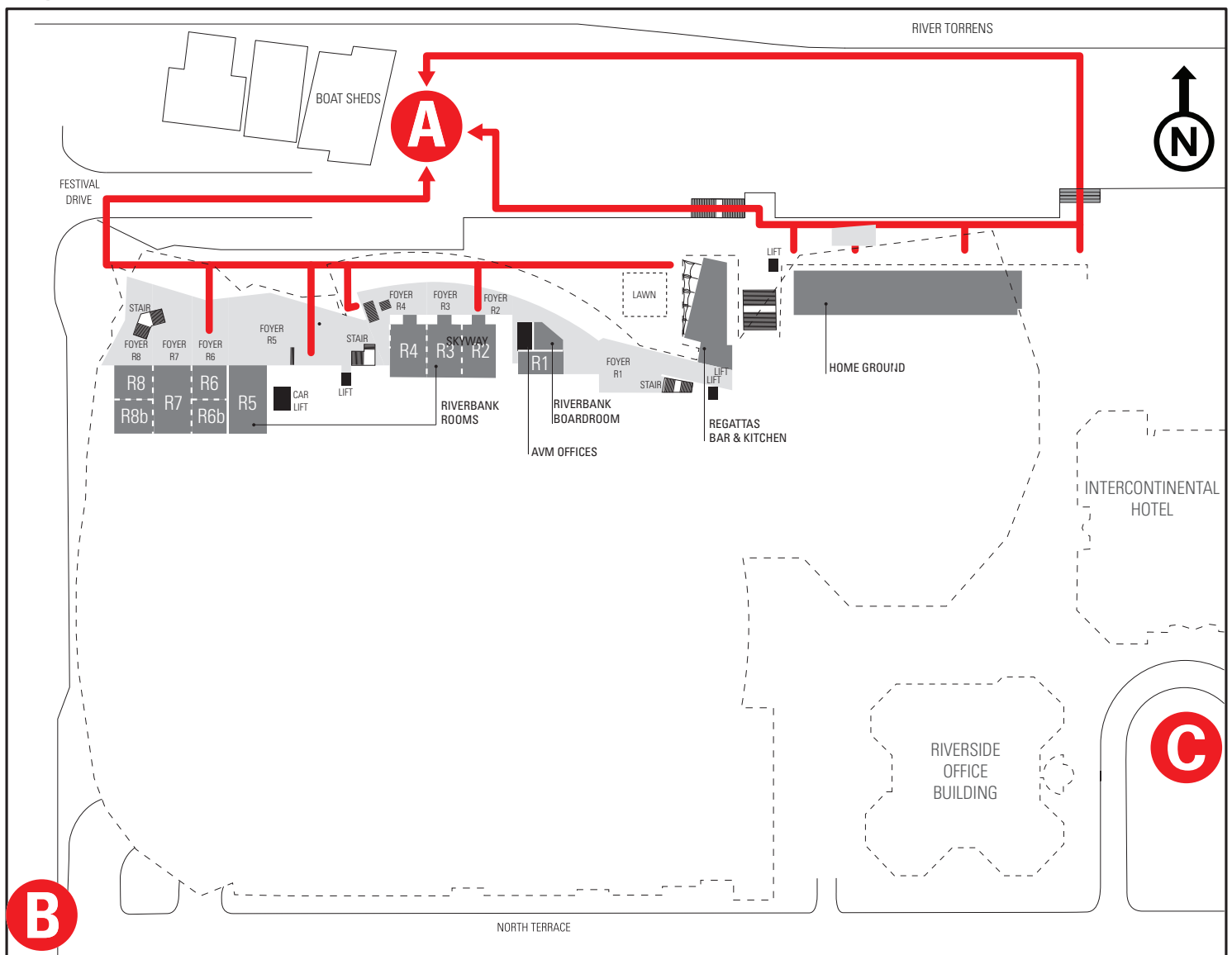
2nd TONE - EVACUATE
'WHOOOOP WHOOOOP'

Do NOT use lifts
Follow staff instructions at all times

Proceed to nearest emergency exit and then to assembly area:

- A** - Adjacent to the Boat Sheds
- B** - Under Victoria Bridge
- C** - The Intercontinental driveway courtyard

LOWER LEVEL



Aug 2018

EVACUATION PROCEDURES

1st TONE - ALERT
'BEEEEEP-BEEEEEP-BEEEEEP'

Prepare to evacuate and await further instructions from Centre staff

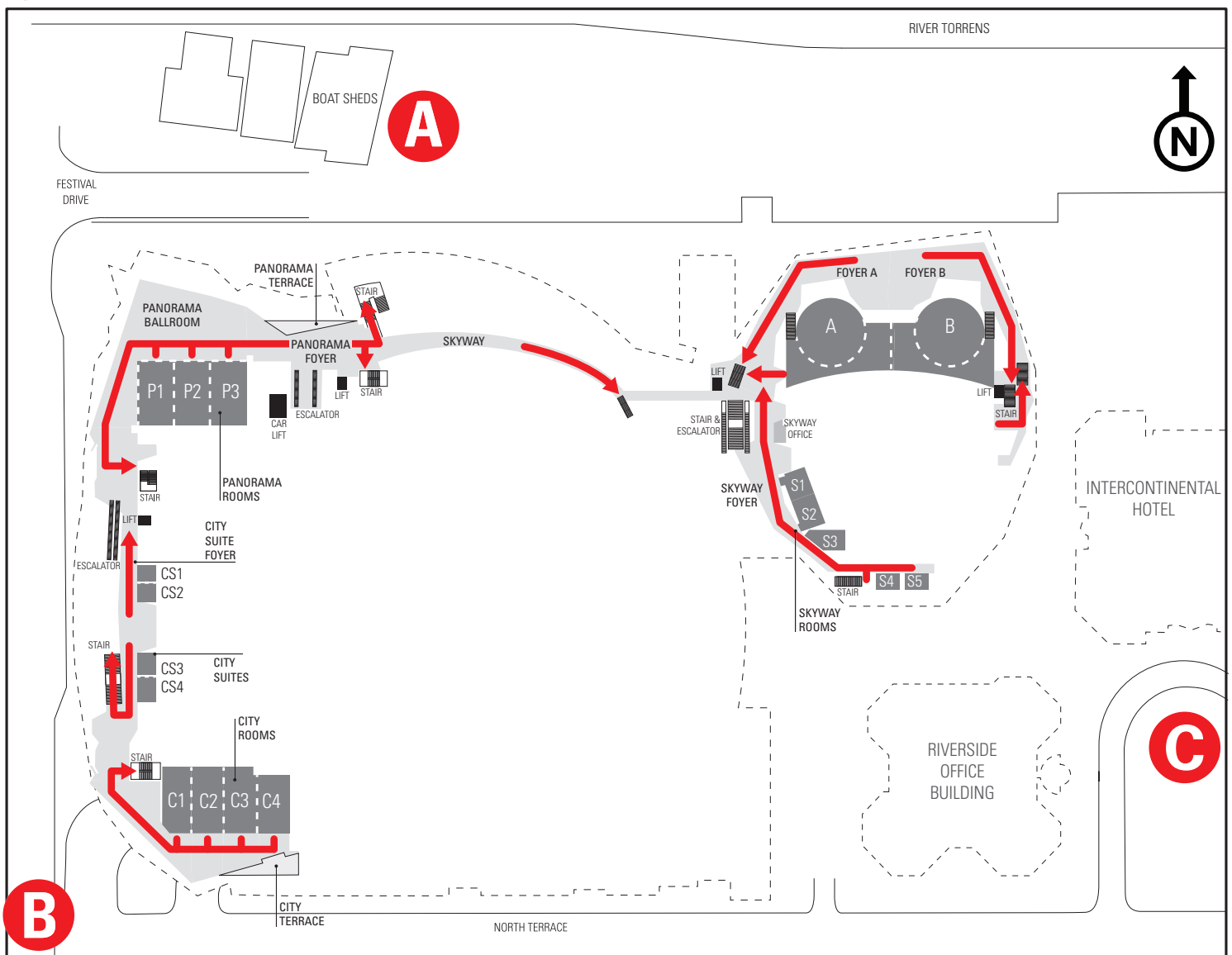
2nd TONE - EVACUATE
'WHOOOOP WHOOOOP'

Do NOT use lifts
Follow staff instructions at all times

Proceed to nearest emergency exit and then to assembly area:

- A** - Adjacent to the Boat Sheds
- B** - Under Victoria Bridge
- C** - The Intercontinental driveway courtyard

UPPER LEVEL



Aug 2018

EVACUATION PROCEDURES

1st TONE - ALERT
'BEEEEP-BEEEEP-BEEEEP'

Prepare to evacuate and await further instructions from Centre staff

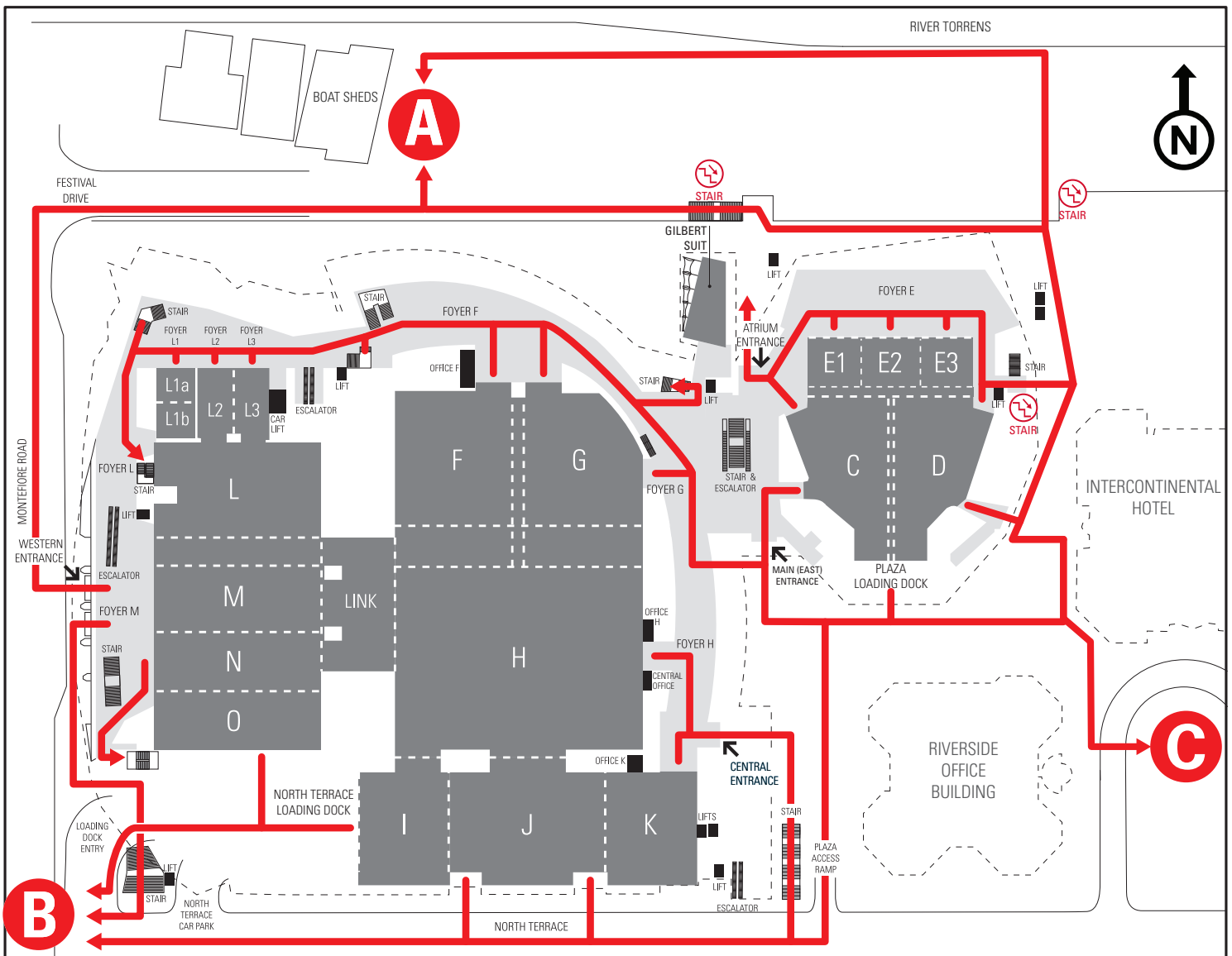
2nd TONE - EVACUATE
'WHOOOP WHOOOP'

Do NOT use lifts
Follow staff instructions at all times

Proceed to nearest emergency exit and then to assembly area:

- A** - Adjacent to the Boat Sheds
- B** - Under Victoria Bridge
- C** - The Intercontinental driveway courtyard

GROUND LEVEL



Aug 2018

General Venue Information

Damages

Any damage caused to ACC property as a result of a person carrying out works, activities, or undertakings, shall be remedied at the persons or workers expense and in a manner determined by the ACC.

Carpet

All ACC venues are carpeted with either broadloom carpet or carpet tiles. Should any damage or fouling of the carpet occur, the event organiser will incur the cost for the subsequent cleaning or replacement.

- If minor dust generating works are required, the carpet at the area is required to be covered with drop sheets to capture the dust, then rolled up and bagged before removal.
- Where power is distributed from a floor service 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.
- Vinyl decals may be applied to the carpet tiles within Halls C-O.

Legislative Requirements

Container Deposit Legislation (CDL)

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

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

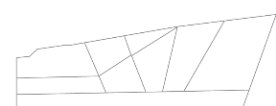
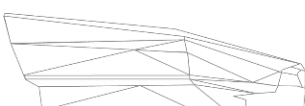
For more information on the South Australian CDL please visit www.epa.sa.gov.au

Failure to comply will result in the ACC restricting the distribution of your beverages, and 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, and/or an expiation notice or prosecution.

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



Single-Use Plastics Ban

South Australia's Single-use and Other Plastic Products (Waste Avoidance) Act 2020 is the first legislation of its kind in Australia. The legislation commences on 1st March 2021 and prohibits the sale, supply or distribution of single-use plastic straws, cutlery and stirrers. These single-use items can be replaced with reusable and compostable alternatives. Special exemptions apply for single-use plastic straws.

Compliance in South Australia will be enforced by the Environment Protection Authority (EPA).

For further details, please visit replacethewaste.sa.gov.au

External Supply of Single Use Food and Beverage Packaging

As a part of the ACC's commitment to environmental and social sustainability, the ACC has utilised compostable single use food and beverage packaging 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 single use food and beverage packaging are required to use compostable packaging only, as per the above legislation. Should you require a compostable alternative, the ACC can provide these for you upon request. Please contact your Exhibition Planner for further information.

Further information regarding compostable food and beverage service item suppliers can be found on the [Adelaide City Council's website](#).

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 result in the immediate withdrawal of the bags from distribution and/or an expiation notice or prosecution.

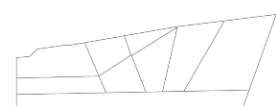
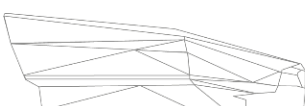
Relevant legislation: **South Australia Plastic Shopping Bags (Waste Avoidance) Act 2008**

Sampling Guidelines

The ACC permits the distribution of food and beverage used as a means of demonstrating any product, plant or equipment produced by the exhibitor within an event.

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

- Samples must be given away free of charge
- Samples must be items the exhibitor wholesales or produces by equipment in the normal conduct of their business;



- All tasting utensils and vessels are to be single use items and disposed of immediately after use.
- All service utensils and vessels are to be made from compostable materials so as to not contaminate the ACC's waste streams.
- All incentive catering must be contained within a stand area and not protrude into the surrounding aisles.
- Samples must be of tasting style and size only, not larger than 50g or 50ml.
- Alcohol samples must be no more than 10ml for spirits and 50ml for wine, beer and cider.
- 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.
- 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. Charges will apply (minimum 3.5hr charge).
- Further charges will be applicable for any cleaning deemed in excess of standard requirements.
- **All sampling must be conducted in accordance with current Government restrictions, including those relating to COVID-19.**

Any exhibitor/ supplier wishing to distribute any food or beverage samples outside of these guidelines must seek prior approval from ACC management.

Please complete and return the **Food and Beverage Sampling Request Form** via the [Exhibitor Services Centre](#), or return directly to your Exhibition Planner no later than fourteen (14) days prior to their event.

Alcohol Sampling

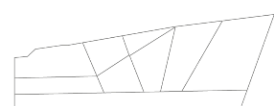
All alcohol sampling within the ACC is covered under the Adelaide Venue Management Liquor License.

Any party wanting to retail alcohol by the bottle or glass must apply for a Liquor License in conjunction with Adelaide Venue Management a minimum of twenty eight (28) 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

Please complete and return the Food and Beverage **Sampling Request Form** via the [Exhibitor Services Centre](#) no later than fourteen (14) days prior to their event.



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

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.

ISO 22000 - Food Safety Management System

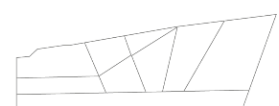
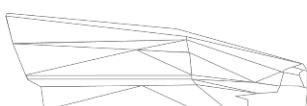
As a condition of entry for all staff and contractors of the ACC, it is important for you to be aware of the food safety system which exists within the ACC. All staff that are working near, above or in contact with food must obey the policies and procedures that form part of this system.

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



Health & Safety Basics

Children within an Exhibition

No person under the age of sixteen (16) years is permitted to access the event/ exhibition hall areas during a designated bump in (build) and bump out (breakdown) periods.

Communicable Diseases

The ACC has an obligation to provide a safe work environment and is committed to ensuring the wellbeing of our staff, patrons, contractors and clients at all times. As an exhibitor/contractor at the ACC, you must take reasonable care for the health and safety of both yourself and others.

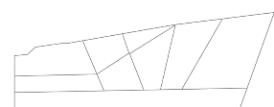
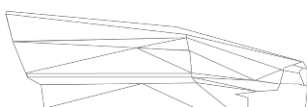
Please note the following:

- Please do not attend the venue if you are unwell or displaying cold / flu symptoms.
- Please maintain physical distancing of at least 1.5m from others at all times.
- Washrooms and alcohol-based hand sanitising stations are located throughout the venue. Please familiarise yourself with their location and utilise these facilities regularly.
- Practice good hygiene by covering your nose and mouth with a tissue or bent elbow when coughing or sneezing. Dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Please refer to the South Australian Government's [SA Health website](#) for the most up-to-date information regarding infectious diseases, isolation requirements and other related matters in South Australia.
- Please note, ACC policies and procedures are subject to change at any time without notice, to ensure compliance with Government legislation.
- Should you become unwell whilst onsite, or be diagnosed with a reportable communicable disease following your attendance at the ACC, please notify our team immediately.
- Please refer to the [ACC's Website](#) for further information regarding policies and procedures relating to COVID-19.

Pedestrians

Pedestrian crossings and walkways in the loading docks are marked on concrete floors with white stripes.

- Vehicles or loads are not permitted to park or left on the pedestrian walkways at any time.
- Pedestrians have the right of way - and vehicles should yield or stop to allow pedestrian movement across the designated walkways.
- When the installed flashing hazard lights are operational in the North Terrace Loading Dock, high visibility clothing must be worn.



Hazard and Incident Reporting

The event organiser, their contractor and workers must immediately inform an ACC Security Officer or an ACC staff member of any hazards that have the potential to cause harm, and all incidents that have caused harm to a person or damage to property.

ACC will arrange to document any hazard, unsafe work practice or incident, and ACC Management will take the appropriate actions to eliminate or reduce the hazard.

Housekeeping and Waste

Workers are required to maintain clear and uncluttered work places, and ensure that waste materials and packaging are removed from site during and after the completion of works.

- Under no circumstances are exhibitors or contractors or other persons to discharge any chemicals, paints, or oils into the facility drains, or to use those facilities for cleaning any equipment.
- Building products or waste is not to be stored in or blocking fire exits, firefighting equipment cupboards or egress.
- During events, arrangements can be made with the ACC Cleaning department for services.

Personal Protective Equipment (PPE)

During bump in and out times, all persons in the loading dock and halls are required to wear high visibility clothing without exception compliant with AS4602.1.2011.

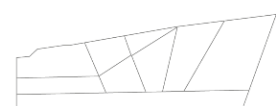
When planning to undertake safe systems of work, the employer must ensure to provide their workers with the appropriate personal protective equipment in order to safeguard their health and safety when carrying out work i.e. - protective clothing, hearing protection, headwear, hand protection, eye protection, footwear, respiratory, etc.

Gas Cylinders

Any exhibitor wishing to use LP gas or any other flammable liquefied gas must seek prior approval from ACC Management, a minimum of fourteen (14) days prior to tenancy. Where gas cylinders are used indoors for demonstration purposes, the total capacity shall not exceed one 9 kg cylinder per demonstration or display.

Gas cylinders must be secured on a mobile trolley if being delivered/received at the loading dock, which is to be organised by the intended event operator, and must also be secured on a mobile trolley when being moved within the venue.

All cylinders, their 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.



Gas cylinder storage cages are available at the North Terrace Loading Dock. The cages are to be used by contractors who require more than one gas cylinder onsite during an event.

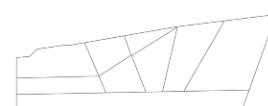
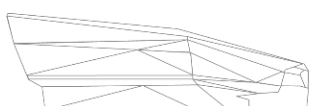
A minimum 2.1kg AB (E) dry powder fire extinguisher is to be provided and made accessible for each appliance (not vehicle) using LP gas.

Noise

The ACC has an obligation to prevent the risk of hearing loss from excessive noise (sound) exposures.

Persons in charge of sound systems have an obligation to ensure that the system does not exceed the specified sound pressure levels. This equates to a maximum of ninety one (91)dB continuously for a two (2)-hour period.

Noise level dB(A)	Exposure time limits without hearing protection
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
106	7.5 minutes
109	3.7 minutes
112	112 seconds
115	56 seconds
118	14 seconds
121	7 seconds (the threshold of discomfort)



Conditions of Entry (Contractors)

Alcohol and Drugs

In accordance with liquor licensing requirements, the supply and consumption of alcohol is not permitted inside or outside the ACC and its loading docks during an exhibition build, breakdown, move in or move out. All workers must be zero alcohol and illicit drug free when working in the venue.

Attire and Conduct

All event contractors, exhibitors and workers must be dressed in a neat and tidy manner at all times while working in the ACC. Enclosed footwear must be worn at all times whilst working on site. No thongs or sandals are to be worn.

All workers are required to conduct themselves in a professional manner, and demonstrate socially responsible, moral and ethical behaviour. Exposing a person to a risk of death or serious injury or illness, and violent acts are unacceptable behaviours at this venue. People acting without due care for others, or not following directions of Security or Safety staff may be evicted from site.

Care of Venue

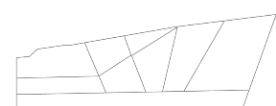
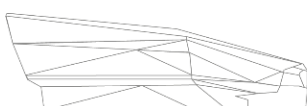
No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent of the ACC. No nail, screw or other device is to be driven 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.

Contractor Shared Duties

Contractors have a duty of care for their own workers, and a duty to consult with nearby parties or persons who might be impacted from work (hazards or risks) that are to be carried out. This duty is not limited to their own stand or build area but to those on adjacent stands. i.e. use of mobile plant or equipment such as power tools that might create hazards such as dust, noise, traffic, etc.

The duties may include: sharing of information, supervision and ensuring the competence and/or licensing of workers.



Worker Sign In and Sign Out

Hirers, contractors and their workers who are engaged to carry out work in the venue for an event are asked to sign in when they enter via the North Terrace Loading Dock or Plaza Loading Dock.

- ACC require all workers to sign-in using the iPad kiosks, to sign the site safety rules and to wear an identification lanyard at all times when onsite. It takes less than a minute for a person to sign-in. Self-serve sign-in kiosks and lanyards are located at the North Terrace & Plaza Loading Dock with basic instructions cards are attached to each kiosk.
- All workers must sign out and to return their lanyard when they are leaving.

This is not a requirement for exhibitors working within an exhibition stand.

Contractor Appointment

In the case where the exhibitor employs or contracts out the work on their stand (custom, shell or space only), making each stand its own separate workplace is subject to WHS regulations and duties.

Exhibitors are responsible for the safe use and maintenance of every element on their stand and its environs (ramping, stairs, general safety of display items, moving parts of live displays etc.) This will also include the general public and/or visitors to the stand.

Exhibitors should ensure that the persons they engage to undertake work on their stand are competent and have undertaken a suitable risk assessment for the work to be undertaken. Exhibitors must take reasonable steps to ensure their contractors and workers are operating to a safe system of work, including access and egress to and from that stand.

Complex stands or structures may require the production of documentation to verify that the structure is safe to use. (Production of engineer's certificate, load capacity, installation as per manufacturer's directions).

Proof of Identity

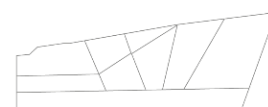
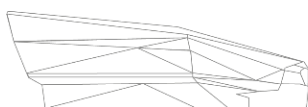
Photo identification must be carried by each worker at all times and to be produced on request i.e. - a valid driver license or identity card.

Smoking

The ACC is a non-smoking venue. Smoking is only permitted at designated areas outside the venue ensuring that an exclusion zone of at least five metres from entry and exit doors is maintained.

The use of e-cigarettes, e-cigars and vape pens and their products are prohibited within the ACC. This also extends to the sale or marketing of these items from a stand within an exhibition or the ACC.

On the spot fines apply to users of these devices within the building or within five metres of entry and exit doors.



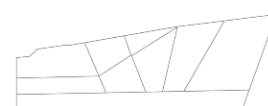
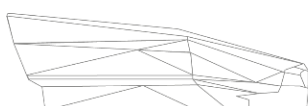
Licence to Perform Specific Work

Operators must have their license readily available and produce when requested by ACC or any regulatory authorities. Workers found to be unlicensed and operating equipment will be stopped and asked to leave the venue immediately.

- Workers who intend to carry out a class of high risk work (HRW) are required to hold a current HRW license that is specific to the work.
- Only licenced persons may perform trade specific work onsite, such as electricians, gas fitters and plumbers.

Any plant and equipment that requires an operator to be licensed can only be operated by prescribed licence holders. Prescribed high risk work licenses likely to be used at our venues, are required for:

HRW Licence code	Licence Class for High Risk Work
LF	Forklift
SB	Basic Scaffolding
SA	Advanced Scaffolding
DG	Dogging
RB	Basic Rigging
RA	Advanced Rigging
CP	Portal Boom Crane
WP	Boom-type Elevating work platforms (11m)



Health & Safety Work

The ACC provides health and safety information so that all persons or organisations who intend to carry out work at the ACC are dutifully informed of our mutual WHS shared duties, risk control measures, safety rules and guidelines.

The information provided in this document sets out the requirements for all venue hirers, responsible persons and workers. When following these rules and guidelines, it is reasonable to think that work can be carried out safely by those who are suitably licensed, trained and competent to do so.

Building with Timber

Timber used for fencing, construction and other purposes in areas accessible to the public must be finished in a manner to ensure it does not pose a danger through splinters and must not be treated with any product that could stain clothing, cause skin irritations or respiratory illness.

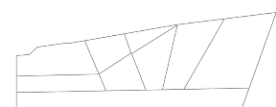
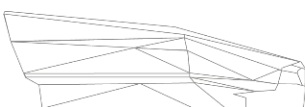
Machinery used on timber for sawing or sanding, particularly used on timber that contains formaldehyde glues such as MDF, plywood or composite particle boards, that produces sawdust - must be fitted with dust extraction & containment bags to minimise airborne dust particles.

- **Pallet timber** treated with 'methyl bromide' stamped MB - are not permitted on site.
- **Creosote** or timber treated with any product containing creosote is not permitted on site.

Building & High Risk Construction Work

The building or assembly of pre-fabricated components of an exhibition booth, stand, or similar structure is classified as construction work. If there be a risk of a person falling more than three (3) metres when carrying out construction work, the work becomes classified as high risk construction work under SA WHS legislation. Contractors are responsible to ensure:

- Before high risk construction work commences a safe work method statement (SWMS) must be prepared for the proposed work, and ensure that all construction workers are informed and comply with the SWMS, and that the SWMS is made available onsite when the work is being carried out. The ACC reserves the right to request the SWMS for the stand at any time.
- Custom build stands/two storey structures require ACC approval. Approval will only be granted for the construction of two storey stands after the contractor provides a Safe Work Method Statement and agrees to abide by any additional control measures that the ACC may request.
- The ACC can at any time request the contractor provides a written engineer's report to confirm the structural safety of any design or construction. The cost of this inspection will be borne by the contractor.



Building Floors, Ramps and Platforms

Legislative Requirements: The Commonwealth Disability Discrimination Act (DDA) 1992 makes it a federal offence to discriminate on the basis of disability. In accordance with the DDA (S23, S24) all stands within an exhibition that are intended to be occupied by members of the public must be accessible to people with a disability.

Raised Floors must be treated in such a way to reduce trip or slip hazards and be clearly identified from the surrounding floor area.

Where changing floor levels occur, every effort should be made to avoid an incident. This can be achieved by the use of markings, contrasting edge, tactile surface indicators, non-slip materials and effective lighting. Where possible all corners on aisles and walkways must be rounded (no sharp corners) and tapered down from stand floor level to existing floor level to ensure that no trip hazard exists.

Ramps and Landings with drop-offs must all have edge protection or railings that prevent people from slipping off the edge. Exhibition stand edging is the responsibility of the stand owner and must be continually monitored during the event to ensure that it remains in good condition.

Steps and stairways must comply with the requirements of the Australian Standard AS 1657- Fixed platforms, walkways, stairways and ladders - Design, construction and installation. All treads and risers in the same flight of stairs must be of uniform dimensions. Each step must have a high visibility contrasting edge and be non-slip.

It is important that each step in the same flight is the same in tread and rise, as any irregularity can disrupt foot movement leading to a fall. This is particularly important in an event environment where low, or variable lighting conditions may distract stair users.

Electrical Cabling

Electrical cables crossing walkways or public areas at floor level could cause a trip hazard. When connecting electrical cables to in-floor service pits, the lid covers must be reinstalled to prevent harm to persons who may walk over it, and not just covered over with a carpet tile.

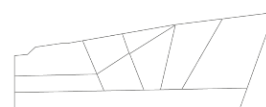
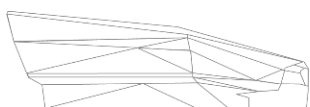
In high traffic areas, changes in floor level (such as from the use of cable trays, or from installed flooring) must be highlighted with high visibility or yellow/black hazard tape.

Electrical Test and Tag

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 ensure compliance with this legislation, the ACC offers an onsite service whereby exhibitors can have their items tested and tagged at a cost of \$5.00 per item. If items are in good working order, they will be tagged for the duration of the event only. Payment for this service is accepted via credit card only, to be paid onsite. Please note this service must be pre-booked to ensure suitably certified staff are available. Should you require this service please contact the Exhibition Services Department. The Adelaide Convention Centre is unable to guarantee the availability of this service if not arranged at least fourteen (14) days prior to the commencement of the event.

Hazardous Chemicals and Substances

Workers must implement safe work procedures for the handling, storage and use of hazardous chemicals. A Safety Data Sheet (SDS) must be made available upon request for all HAZCHEM materials brought onsite.

If a chemical spillage occurs it is to be cleaned up immediately (if safe to do so) and precautions taken in respect of the type and amount of chemical spilt. The SDS contains information on clean up instructions. The ACC has spill kits available in the case of a large quantity spillage.

Contractors are required to provide a containment and disposal system for all substances used during an event bump in, operation and bump out.

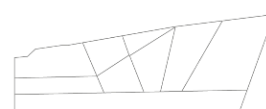
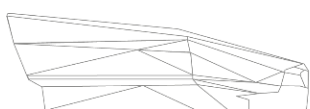
Under no circumstances are any chemicals to be disposed of via the ACC's waste or drainage systems. Persons found disposing of substances in ACC drainage systems will bear any costs incurred in the course of rectifying the situation. This includes any litigation costs incurred under the Environmental Protection Regulations.

Painting

Whenever practical, the ACC asks that exhibition surfaces are painted off site before assembly on site, and it is accepted that minor paint touch ups can be made on site. All waste chemical substances, paint brushes and paints must be contained, taken offsite and disposed of in an appropriate manner. The ACC will not provide paint waste disposal facilities.

Considerations during exhibition stand builds:

- Other persons working nearby that might be affected.
- Use mobile bunds for paint storage, handling and mixing, during onsite use.
- Use of paint spill cover sheets to protect floors and items from accidental damage.
- Isolate items to prevent persons from accidentally coming into contact with wet paint.
- Use of PPE, respirators, gloves, and coveralls accordingly.
- Spray painting within the ACC is restricted. The ACC must be consulted to ensure adequate ventilation and fresh air during and after any spray paint works, and ensure that no other nearby persons can be affected by airborne spray particles or fumes.



Plant and Equipment

All plant and equipment entering the ACC must be maintained in good condition, and used in accordance with the manufacturer's instructions, safe work practices and industry standards. All safety devices and guards that the plant and equipment has must be operable and used by the person. Any plant or equipment deemed to be unsafe by the ACC must be immediately removed from site.

Elevating Work Platforms (EWP)

All boom, knuckle, scissor lifts are types of plant known as elevating work platforms (EWP's). When EWP's are used onsite they must be operated safely and in accordance with the manufacturer's instructions. Log books are to be completed in all instances of use, and remain available within the EWP.

A spotter must be used at all times when the vehicle is in transit. When using an elevating work platform in the raised position there will be a person stationed at ground level to ensure that the space under the working area is kept clear. The spotter must wear high-visibility safety clothing.

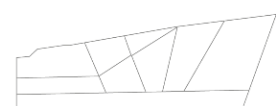
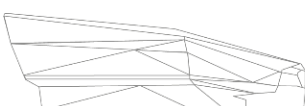
A fall restraint harness and an attached lanyard must be worn by persons who are working at height within a EWP boom lift, or articulated boom lift, and in scissor lifts that intend to reach over eleven (11) meters high. This includes riggers, scaffolders, stand builders, audio visual workers, lighting crews on trusses, etc.

When driving/moving an EWP, the operators must consider the use a competent person as a spotter whenever the line of sight is obstructed, or whenever there is a risk of harm to people or property.

Forklifts

Only ACC staff and authorised contractors are permitted to operate ACC forklifts. *(Also see item 2.4 forklift services).*

- Forklift drivers must have a Class LF high risk work license to operate a forklift.
- The maximum speed limit for forklifts is five (5)km p/hr or walking pace.
- Forklifts cannot be left unattended at any time with a key in the ignition.
- Drivers are not permitted to lift any person on forklift tynes, in cages, or carry passengers.
- Drivers must stop and switch forklift off whilst speaking on radios or mobile phones.
- Drivers must not drive over obstacles in their direction of travel.
- Contractors using forklifts should provide their own gas cylinder cage along with their forklift for each event.



Spotters for Forklifts

- During event move in & out times, when a forklift is being operated each forklift must have a trained and competent spotter to guide and escort the forklift within exhibition halls and loading dock areas, to ensure the safe transport of goods and to prevent harm or damage.
- The spotter should be visible to the driver at all times, and generally within a radius of three to five (3-5) meters at the front sides of the forklift, but not directly in front or underneath loads, so that the spotter to driver safety communications is maintained to be effective.
- If a spotter needs to leave the forklift then the driver must place the load or tyres on the floor and keep the forklift stationary until the spotter returns.
- It is the responsibility of the spotter to ensure the travel path of the forklift is clear of all obstructions. This includes but is not limited to electrical cables, raised timber flooring, aluminium edging, timber, signage or general waste.

Heavy Vehicles, Equipment & Shipping Containers

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, vehicle, or machinery to be displayed inside the ACC must be approved by ACC Management no less than fourteen (14) days prior to move in.

The ACC may request a written engineers report for all heavy vehicles or heavy equipment. All associated costs remain the responsibility of the exhibitor/contractor. 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).

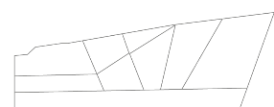
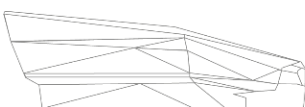
Transport of oversized vehicles will be subject to travel restrictions within the Adelaide CBD. Consideration should be given in the planning stages to ensure all transport requirements are met. Additional information can be found in the Code of Practice for the Transport of Indivisible Items in South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

The following information will need to be provided to the ACC and event organiser via the Vehicle Access form;

- 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.

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.



Safe Work Method Statements (SWMS)

SWMS may be requested by the ACC for specific work activities, and for high risk construction work that is planned to be carried out by persons engaged by the venue hirer. The ACC may request a copy of the SWMS prior to commencing.

A safe work method statement must:

- Identify the work that is high risk construction work.
- Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards.
- Describe the measures to be implemented to control the risks.
- Describe how the control measures are to be implemented, monitored and reviewed.
- Be prepared taking into account all relevant matters including the circumstances at the workplace that may affect the way in which the work is carried out.
- Be set out and expressed in a way that is readily accessible and understandable to persons who use it.

Stand Boundary

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.

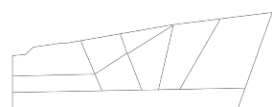
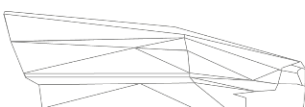
Working at Height

Ladders

The following is to be considered when using ladders at ACC:

- Ladders must only be used for light work and for short durations
- Use of platform ladders is preferable for stability when working at height
- Ladders must comply with AS/NZS 1892.5 – Portable ladders, for selection, safe use and care
- Ladders must be suitable for the type of work to be carried out
- Ladders must be used in accordance with the manufacturer's instructions

The ACC will not loan or hire ladders.



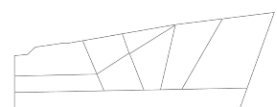
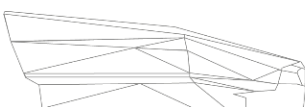
Risk of a Fall

Works to be undertaken within an exhibition or event may require work to be carried out at heights, such as rigging, building custom stands and two storey structures. If there is a risk of a person falling more than three (3) metres when carrying out construction work, the work becomes classified as high risk construction work under SA WHS legislation.

For all tasks involving working from heights, preference should be given to bringing the work to ground level, or the use of elevated work platforms, or scaffolding, and if those risk control measures are impractical use a platform ladder. Milk crates, boxes, tables, chairs, etc. are not to be used for standing on to work at height,

A fall restraint harness and an attached lanyard must be worn by persons who are working at height within a EWP boom lift, or articulated boom lift, and in scissor lifts that intend to reach over eleven (11) meters high. This includes riggers, scaffolders, stand builders, audio visual workers.

When driving an EWP, the operator must use a competent person as a spotter whenever the line of sight is obstructed, or whenever there is a risk of harm to people or property.



Health and Safety for Events

Animals, Pets or Livestock

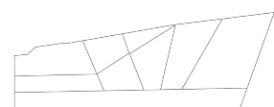
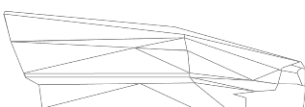
No animals or pets, with the exception of Guide or Service dogs, are permitted in the venue except as an approved exhibit, activity, or performance requiring the use of animals. Application to the ACC for the display of animals and/or livestock must be sought in writing from the ACC no later than fourteen (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, Exhibited Animals Act 2015, and Prevention of Cruelty to Animals Regulations 2000.

The following guidelines apply:

- All procedures for the handling, containment before, during and after the event shall be presented to the ACC for approval and the decision to allow such animals or display is at the discretion of the ACC.
- Where any interactions between animals, guests, public or staff members are likely, a risk assessment setting out the risk control measures to be used, must be provided to safeguard those people's safety and the well-being of the animal.
- Animals shall not be kept on the premises overnight, unless authorised by ACC Management.
- A suitably qualified handler, trainer and representative shall be on site at all times with the animal in order to ensure safety of persons and/or property whilst the animal is on site.
- All efforts will be made by the handler or person displaying the animal to comply with preventative measures to avoid fouling ACC property. The handler is responsible to promptly clean any fouling and also keeping the area clean. Additional cleaning costs will be passed-through where this is not undertaken.
- The animal organiser is to ensure a suitable environment is provided to any animal brought into an ACC venue to ensure its wellbeing. ACC management require at all times that the organiser consider the well-being of the animal and that the animal is afforded sufficient space, ventilation, food, water and provision of a stress-free environment.

Demonstration of Equipment or Products

Exhibitors requesting to demonstrate equipment or utilise products which have the potential to cause harm to people or property, must implement risk control measures to ensure the activities and/or use of products is carried out without the risk of harm.



Drones

Drones are Remotely Piloted Aircraft (RPA) or Unmanned Aerial Vehicle (UAVs) under Australian legislation and their operation and safety is regulated by the Civil Aviation Authority (CASA). The use of drones within an indoor exhibition or event space for the purpose of aerial photography or product demonstration is regulated in accordance with recommendations by the Civil Aviation Authority (CASA).

Drone use 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, but not limited to the following;

Indoor Open Space

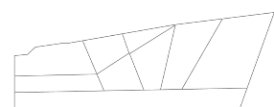
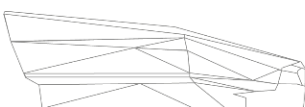
- Drone flights must be contained within a designated netted off area of any appropriately scaled size, which is to be enclosed on all sides and overhead.
- The venue hirer is responsible for obtaining and supplying the required netting materials.
- ACC riggers will be used for the installation of the netting to ACC building structures.
- A one (1) meter exclusion zone outside of the netted area should be established.
- Only drone pilots are permitted to be inside the netted area during flight operations.
- Drone pilots must be able to see the drone with their own eyes at all times (rather than through a screen).
- Drone pilots must not operate a drone to fly over or above people.
- Drone pilots must not fly a drone closer than two (2) meters to the prevailing ceiling height or rigged items.
- Drones must weigh less than one hundred (100) grams each.
- Drone pilots must not operate a drone in a way that may cause harm to a person or damage to property.

Assistance with your legal obligations can be obtained from:

Civil Aviation Safety Authority (CASA)

Tel (+61) 2 6217 1111

Web www.casa.gov.au



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.

Gas cylinders must be secured on a mobile trolley if being delivered/received at the loading dock, which is to be organised by the intended event operator, and gas cylinders must also be secured on a mobile trolley when being moved within the venue.

Helium gas 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.

Gas cylinder storage cages are available in the North Terrace Loading Dock. The cages are to be used by contractors who require more than one gas cylinder onsite during an event.

Fire Acts, Displays and Performances

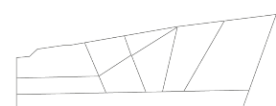
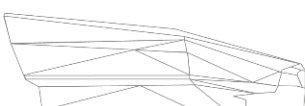
Where the use of a naked flame or material of a highly flammable nature is intended for use within the ACC, permission to use such materials must be sought in writing from the ACC no less than fourteen (14) days prior to move in.

Fire act, display or performance means: fire juggling, fire stick twirling, breathing fire, fire walking, fire demonstration or other flame used for display, set or theatrical purpose.

All ACC exhibition halls and meeting rooms are fitted with fire and smoke detection systems, and overhead fire suppression sprinkler systems. ACC Exhibition Services will inform Security so that pre-event isolation of smoke alarms for the relevant event area is completed and is monitored.

At the submission for approval, the venue hirer or Entertainment Company must provide the ACC with copies of the following documentation:

- A Public Liability Insurance Certificate of Currency.
- Safe work method statement and fire management plan that includes details of what is involved in the act.
- Detailed light-up and extinguishing process, and safe clearance distances from patrons.
- Protective equipment and covers to be used to protect ACC property (carpet, floors).
- Safety data sheet for any flammable liquids that are brought on site.
- Spill containment and clean up kit.
- At least two suitable fire extinguishers and persons trained in their use must be made available for the duration of the act, display or performance. All on-fire items must be effectively isolated or guarded to physically prevent members of the public from contact with the naked flames or hot surfaces.

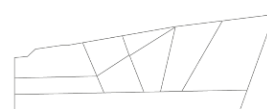
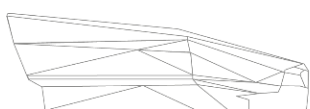


Tattoo & Piercing Exhibits

In accordance with the requirements of the SA Public Health Act it is essential that operators be fully aware of the potential dangers of their piercing and tattoo procedures, and must understand the precautions that need to be taken to minimise the likelihood of infection or spread of disease.

Exhibitors/organisers must;

- Implement and maintain safe and hygienic practices for skin penetration.
- Ensure cleaning, disinfection and sterilization of equipment is carried out, in a purpose built back of house facility.
- Used dressings and swabs must be placed into a lined waste bin.
- Used sharps must be placed into an approved sharps container that is rigid, leak proof, puncture resistant and shatter proof with a tight fitting lid (as recommended by Australian Standard AS4031). Ensure that all waste products are routinely removed from the venue for offsite disposal by the operators.



VENUE INFORMATION TABLE - EAST

	Hall A	Hall B	Hall C	Hall D	Hall E	Foyer E	Foyer AB	Skyway Foyer	Plaza
Area (m²)	300m ²	300m ²	700m ²	700m ²	515m ²	985m ²	840m ²	300m ²	1700m ²
Maximum Ceiling Height (m)	8.1m	8.1m	15.4m	15.4m	4.1m	4.5m	7.4m	3.0m	
Minimum Ceiling Height (m)	6.3m	6.3m	4.1m	4.1m	4.1m	4.1m	5.0m	3.0m	
Maximum Entry (m)			4.2H x 6.7W		2.3H x 5.0W				3.5W
Live Load Allowance (kPa)	5kPa (500kg/m ²)		10kPa (1000kg/m ²)		5kPa (500kg/m ²)				10kPa (1000kg/m ²)
Rigging Available	No	No	Yes*	Yes*	No	Yes*	No	No	No
Water/ Drainage Available	No	No	No	No	No	No	No	No	No
Compressed Air Available	No	No	No	No	No	No	No	No	No
Power Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes*
Floor Surface	Black and Brown Striped Broadloom Carpet		Grey Hexagonal Carpet Tiles				Black and Brown Striped Broadloom Carpet		Pavers
Access to Halls Via	Plaza Ramp								

* 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

	Hall F	Hall G	Hall H	Hall I*	Hall J	Hall K	Foyer F	Foyer G	Foyer H	Riverbank Foyer
Area (m²)	1060m ²	990m ²	2980m ²	910m ²	1150m ²	650m ²	1065m ²	810m ²	580m ²	315m ²
Maximum Ceiling Height (m)	10.4m	10.4m	10.4m	10.0m	10.0m	10.0m	16.1m	11.2m	6.1m	2.9m
Minimum Ceiling Height (m)	10.4m	10.4m	10.4m	5.4m	7.8m	7.1m	4.4m	5.8m	5.3m	2.7m
Maximum Entry (m)	5.0H x 9.9W						4.4H x 3.0W			
Live Load Allowance (kPa)	20kPa (2000kg/ m ²)			15kPa (1500kg/ m ²)			15kPa (1500kg/ m ²)			5kPa (500kg/ m ²)
Rigging Available	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	No
Water/ Drainage Available	Yes	Yes	Yes	No*	No	No	Yes	No	No	Yes
Compressed Air Available	Yes	Yes	Yes	No*	No	No	Yes	No	No	Yes
Power Available	Yes	Yes	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes
Floor Surface	Charcoal Grey Carpet Tiles (1.0m x 1.0m)						Black and Brown Striped Broadloom Carpet			
Access to Halls Via	North Terrace Loading Dock/ Plaza Ramp									Festival Dock

* 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 - WEST

	Hall L	Hall M	Hall N	Hall O	Foyer L	Foyer M	Panorama Ballroom	Riverbank Foyer
Area (m²)	1035m ²	650m ²	645m ²	560m ²	480m ²	345m ²	1115m ²	943m ²
Maximum Ceiling Height (m)	9.5m	9.5m	9.5m	11.3m	4.5m	10.5m	7.5m	3.8m
Minimum Ceiling Height (m)	9.5m	9.5m	9.5m	5.2m	4.5m	4.5m	6.1m	3.5m
Maximum Entry (m)	5.1H x 7.4W				4.4H x 4.1W		3.0H x 2.8W	
Live Load Allowance (kPa)	20kPa (2000kg/ m ²)				10kPa (1000kg/ m ²)		5kPa (500kg/ m ²)	
Rigging Available	Yes	Yes	Yes	Yes*	Yes*	Yes*		No
Water/ Drainage Available	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Compressed Air Available	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Power Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Floor Surface	Charcoal Grey Carpet Tiles (1.0m x 1.0m)				Black and Brown Striped Broadloom Carpet			
Access to Halls Via	North Terrace Loading Dock						Festival Dock	

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

Please confirm your requirements with ACC management before proceeding.

Exhibitor Catering & Branding 2020/21



ADELAIDE CONVENTION CENTRE

Nespresso Coffee Machine Package



Semi-automatic Nespresso Coffee Machine free standing or counter top self-serve. Accompanied with coffee capsules (3 varieties) milk, sugar, 8 oz paper cups and stirrers.

Nespresso machine & counter
Coffee capsules charged on consumption

\$100.00 flat fee
\$4.50 each

Branding Opportunities

Custom designed signage panels for front and sides of the cabinet

\$260.00

Barista Coffee Machine Package



Two group head automatic coffee machine
Stylised 8 oz paper cups, stirrers, milk & sugar.
Inclusive of a barista to prepare and serve coffee on stand.

Coffee machine and trolley
Minimum requirement of 100 cups per day

\$400.00 flat fee
\$4.50 each

Branding Opportunities

Custom designed signage panels for front and sides of the cabinet

\$260.00

Group head coffee machine branding

\$60.00

Branded Coffee Cups



Fully compostable 8oz coffee cups with lids. Branded with your company's logo or specific image in full colour.
Charges for coffee machine and coffee are additional.
Sign off on all artwork is required a minimum of twenty one (21) days prior to the event.

500 Branded cups with white lids

\$880.00

1000 Branded cups with white lids

\$1100.00

2000 Branded cups with white lids

\$1980.00

Ice Cream Package



Selection of ice confectionary including Cornetto's and Magnums

Freezer Hire **\$160.00 flat fee**

Ice Creams **\$6.50 each**

Minimum requirement of 100 units per day

Alternative ice confectionary can be arranged upon request **P.O.A.**

Optional: Staff member to serve, minimum of 3.5 hours **\$50.00 per hour**

Branding Opportunities

Custom designed signage panels for front and sides of the freezer **\$185.00**

Gelati Package



Selection of homemade gelati (flavours available on request) served in cones or cups, with compostable napkins and spoons.

Freezer Hire **\$160.00 flat fee**
5 litre tubs of Gelati **\$100.00 each**

Staff member to serve, minimum of 3.5 hours **\$50.00 per hour**

Branding Opportunities

Custom branding of freezer in corporate colours and featuring company logo **\$310.00**

Juice Bar Package



Your choice of two fruits
Inclusive of a staff member to prepare and serve the juices live on your stand

Juicer Hire **P.O.A.**

Minimum requirement of 100 juices per day

Yoghurt Smoothie Bar Package



Your choice of two fruits blended with yoghurt
Inclusive of a staff member to prepare and serve smoothies live on your stand.

Blender Hire

P.O.A.

Minimum requirement of 100 smoothies per day

Fruit Cups Package



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

Minimum requirement of 100 cups per day
Staff member to serve, minimum of 3.5 hours

\$6.50 each
\$50.00 per hour

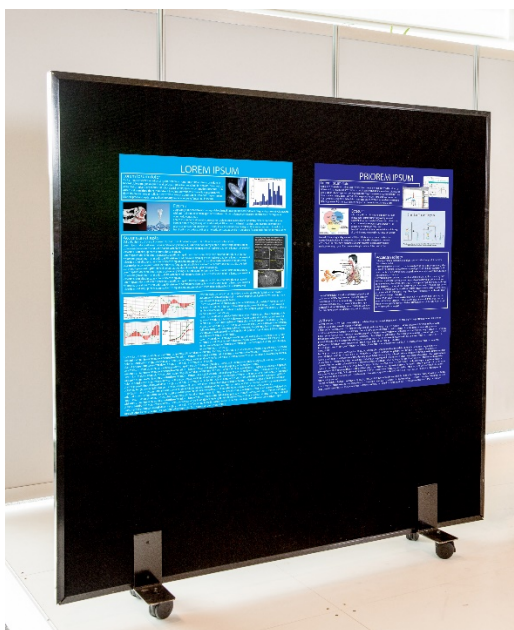
Branding Opportunities

Production of custom designed stickers and application to packaging

Maximum dimension – 80mm W x 80mm H

\$60.00 per 150 stickers

Scientific Posters



AO sized, full colour gloss posters

\$60.00 each

Graphic Size: 841mm W x 1189mm H

Laminated AO sized, full colour gloss posters

\$95.00 each

Graphic Size: 841mm W x 1189mm H

Beverage List



Non-alcoholic

Spring water	\$5.00 / 600ml bottle
Selection of bottled soft drinks	\$5.50 / 600ml bottle
Selection of Nippy's juices	\$4.00 / 350ml bottle
Sparkling Water	\$5.00 / 450ml bottle

Sparkling

Tomich M Sparkling Non-Vintage	\$32.00 / 750ml bottle
Black Chook Sparkling Shiraz (McLaren Vale/Langhorne Creek)	\$47.00 / 750ml bottle
Howard Vineyard Clover Pinot Noir Chardonnay (Adelaide Hills)	\$46.00 / 750ml bottle
The Lane 'Lois' Blanc de Blanc (Adelaide Hills)	\$49.00 / 750ml bottle

White

Aloft Pinot Gris	\$32.00 / 750ml bottle
Amadio Kangaroo Island Chardonnay (Kangaroo Island)	\$48.00 / 750ml bottle
Skillogalee Riesling (Clare Valley)	\$48.00 / 750ml bottle
Paracombe Sauvignon Blanc (Adelaide Hills)	\$49.00 / 750ml bottle

Red

Insignis Shiraz Grenache Mataro	\$32.00 / 750ml bottle
Mazi Grenache Rose	\$32.00 / 750ml bottle
Seppeltsfield Grenache (Barossa Valley)	\$46.00 / 750ml bottle
Kalleske Clarry's Grenache Shiraz Mataró (Barossa Valley)	\$48.00 / 750ml bottle
Wirra Wirra Church Block Cabernet Sauvignon, Shiraz, Merlot (McLaren Vale)	\$49.00 / 750ml bottle

Beer & Cider

Coopers Premium Light	\$8.30 / 355ml bottle
Coopers Original Pale Ale	\$8.80 / 375ml bottle
Coopers Premium Lager	\$8.80 / 355ml bottle
Coopers Dry	\$8.80 / 355ml bottle
Coopers Sparkling Ale	\$9.80 / 375ml bottle
Coopers Session Ale	\$8.80 / 375ml bottle
Hahn Super Dry	\$9.50 / 330ml bottle
Crown Lager	\$9.50 / 375ml bottle
Heineken	\$9.80 / 330ml bottle
Corona	\$9.80 / 330ml bottle
Clare Valley Brewing Company Red Ale	\$10.50 / 330ml bottle
The Hills Cider Company (Apple or Pear)	\$8.80 / 330ml bottle

- Minimum order of half dozen for all beer and cider.
- ACC Service Staff will be required to service all beverages at a cost of \$50.00 per hour (minimum of 3.5 hour engagement).

A full beverage list can be provided on request.

Custom Stand Design Appraisal



ADELAIDE CONVENTION CENTRE

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

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: 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



Event Name:	
Stand Name:	Stand No:
Company Name:	ABN:
Address:	
	Post Code:
Contact Name:	Phone:
Email:	Position:
Onsite Contact:	Mobile:
Detailed description of handling and sampling	

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$350.00 will apply. Please refer to the Exhibition Handbook for specific details regarding food handling and alcohol sampling guidelines.

FOOD & BEVERAGE UNDERTAKING AND RELEASE

- 1.1 Warrants to Adelaide Venue Management (AVM) that all food and beverage 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 and beverage sampling will be conducted in accordance with current Government regulations regarding COVID-19.
- 1.3 Warrants to AVM that all food and beverage will be manufactured, stored, transported and prepared in accordance with all applicable safety standards and laws;
- 1.4 Undertakes to AVM that it has in place adequate product liability insurance for any claims arising from death or injury from the consumption of food or beverage;
- 1.5 Undertakes to AVM that all beverage sampling will be in accordance with the appropriate liquor licencing and responsible service of alcohol (RSA) requirements;
- 1.6 Releases AVM from any claim in respect of the consumption of food and beverage; and
- 1.7 Indemnifies AVM for all costs, expenses, damage and loss (including arising from any third party claims against AVM) in respect of the consumption of the food and beverage 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.

In respect to COVID Safe Measures, AVM may request further information or documentation prior to approving the exhibitors sampling request.

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.

Mobile Plant Approval Form



ADELAIDE CONVENTION CENTRE

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

Type of mobile plant	Forklift	Scissor Lift	Boom Lift
Quantity:			
Hire Company:			
Delivery Date:	Removal Date:		
Delivery Time:	Removal Time:		
Onsite Contact:	Mobile:		
Delivery booked with Loading Dock:			

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

- Copy of Public Liability Insurance Certificate of Currency;
- Proof of appropriate license from all operators;

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

A spotter will be required for the movement of all mobile plant. This includes, but is not limited to: forklifts, boom lifts and scissor lifts.

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

Order deadline: Please upload to the Exhibitor Services Centre on the [ACC website](#) fourteen (14) days prior to your event.

Rigging Request Form

ADELAIDE CONVENTION CENTRE



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

Item to be rigged:			
Additional Information:			
Dimensions:	L	D	H
Weight:		Height of base from ground:	
Power:	Yes / No		
Visuals Attached:	Yes / No		
I would like to light my:	Banner	Stand	No thank you

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

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

Order deadline: Please upload this form along with any accompanying information to the Exhibitor Services Centre on the [ACC website](#) no later than fourteen (14) days prior to your event.

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:
Nº of Axles:	Width of Axles:	Distance Between Axles:
Driver Name:	Mobile:	
Preferred Delivery Date:	Preferred Delivery Time:	
Preferred Collection Date:	Preferred Collection Time:	

***Please provide supporting imagery of the vehicle to assist the approval process**

A written engineers report may be requested by the ACC for all heavy vehicles/ heavy equipment weighing over 10 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

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](#) fourteen (14) days prior to move in.

Office use only

Approved:	Date:
Delivery:	Date: Time:
Collection:	Date: Time: