



TERMS AND CONDITIONS

1. Our payment and security policy for conferences

Bookings placed at the Adelaide Convention Centre more than two years in advance require an initial security deposit of \$1000 within 30 days of the issue of the deposit requisition. A further security deposit of \$1000 is to be paid two years prior to the event.

Bookings placed within two years require an initial security deposit of \$2000 within 14 days of the issue of the deposit requisition.

After the initial security deposit, additional security deposits of

- 35 percent of total room hire charges only are required nine months before the event
- 25 percent of total anticipated charges - room hire, food and beverage, technical services - are required six months before the event
- 25 percent of total anticipated charges are required one month before the event.

If the security deposits are not paid within the specified period, the space will be released and any security deposit monies paid will be applied as a cancellation fee.

As the total charge is not known until the end of the event, all money outstanding is payable within fourteen (14) days of the tax invoice, as in clause 6 of the Credit Application and Terms of Trading Agreement.

- A room allocation schedule with associated hire costs issued at least ten months before the event must be signed and returned nine months before the event as confirmation of space.
- On receipt of the signed room allocation schedule any unused space will be released.
- The additional request for security deposits reflects the additional financial risk to the Centre as the event draws nearer. Refer to Clause 5 - Cancellation/Postponement.

For events / bookings of only one day's duration, such as banquets, please refer to Clause 4 for the schedule of payments.

Payment of final accounts by credit card will incur an administration fee.

2. Our payment and security deposit policy for technical services

The hirer is responsible for all costs and associated taxes, including GST, incurred by agents and/or contractors. Where it is requested that the Centre invoices an agent or contractor, the Hirer must guarantee payment in writing.

The Centre agrees to provide equipment and services as detailed in the Technical Services Agreement, which must be signed by the hirer and returned to the Centre no later than three working days before the event.

Changes and additions to equipment or services within three working days of the event will attract a 10 percent surcharge on the GST exclusive price.

3. Our payment and security deposit policy for stand-alone exhibitions

Initial security deposit payments are according to the general payment policy.

Exhibitions booked for consecutive years will need to pay an initial deposit on each event at the time of booking.

After the initial security deposit, a request for a further security deposit of 25 percent of total anticipated charges will be forwarded six months before the event.

An additional 25 percent security deposit is due three (3) months before the exhibition. A tax invoice will be raised for the balance, which is due seven days before the event.

A tax invoice raised for any additional charges will be due fourteen (14) days after the event.

If the event is cancelled, please refer to our cancellation/postponement policy.

4. Our payment and security deposit policy for banquets/one day events

Bookings placed more than two years in advance require an initial security deposit of \$1000 within 30 days of the issue of the deposit requisition.

A further security deposit of \$1000 is to be paid two years before the event.

Bookings within two years of the event require an initial security deposit of \$2000 within 14 days of the issue of the deposit requisition, after the initial security deposit, additional security deposits of

- 25 percent of total anticipated charges - food and beverage, technical services - will be required three months before the event
- 25 percent of total anticipated charges will be required one month before the event.

If the security deposits are not paid within the specified period, the space will be released and any security deposit monies paid will be applied as a cancellation fee. Final payment is due within 14 days of the tax invoice.

These policies are also applicable to outside catering functions for more than 50 people.

5. Cancellations, postponements, reduction of space for conferences/banquets/stand-alone exhibitions and technical services

If an event is cancelled, the initial security deposit and any additional security deposits will be applied as a cancellation fee unless the space booked is completely resold.

If the booking is postponed and the same event is to be held within six months of the original booking, all the security deposits paid may be transferred. Should suitable dates not be available for the postponed event all security deposit money will be applied as a cancellation fee.

Once the booking has been transferred an additional 25 percent security deposit of total anticipated charges will be requested within 14 days.

Should cancellation occur later, all money paid will be taken as a cancellation fee.

If the booking is reduced in room space or number of venues, the security deposits relating to the portion of the booking change will be applied as a cancellation fee.

Any areas cancelled two to three months before the original date of the event will incur one day's room hire on each area. Cancellation one to two months before the original date of the event will incur two day's room hire on each area, and cancellation within the month will incur three day's room hire.

A cancellation fee will apply to any dates released within twelve months of the event.

6. Security deposits refundable- Conferences/Banquets/Stand alone exhibitions and technical services

The Centre will hold all security deposits in trust on behalf of the client/hirer. It will not treat this money as consideration until the deposits are applied towards payment at the end of the event/hiring period or are forfeited and applied towards a cancellation fee. Refer to Clause 5 -Cancellation/Postponement.

7. Goods and Services Tax and Wine Equalisation Tax

Where applicable, the Adelaide Convention Centre reserves the right to increase the price by the amount of any GST or any other taxes such as WET.

8. Venue allocation

When necessary, The Centre reserves the right to reallocate any event to another venue within the Centre.

9. Catering

The Centre has facilities to provide catering for up to 6,300 people.

A minimum number of guests for all catered functions is required three months in advance. Should the final number be lower, a minimum charge of 80 percent of the guaranteed number will be levied. Wherever possible, all food and beverage requirements must be confirmed three months before the event.

The Centre must be advised in writing of all final guaranteed minimum numbers for each catered event by 12 Noon three (3) working days before the first day. This total will be regarded as the minimum guaranteed number and will be invoiced accordingly unless it is later increased.

For final invoicing, Centre staff will require a signature on a statement at the end of each day.

A surcharge will apply on the total amount of food and beverage for stand alone events on public holidays.

Functions for less than 50 people may incur a room hire charge.

After 12 Midnight, a surcharge of \$2.00 per person an hour or part thereof is applicable.

The Centre retains the right to provide all catering. No food or beverage may be brought onto the premises.

Should an exhibitor wish to distribute samples only of their manufactured product, prior approval must be sought in writing.

Minimum number for outside catering is 10 people or a delivery charge may apply.

10. Registration service

Reception staff can be provided for registration of delegates.

Charges are:

Functions for 50 people and under - \$40.00 per hour for each staff member with a minimum of 3 hours.

Functions over 50 people on application.

11. Sound levels

For the comfort of all guests in all venues, the Centre has determined that the maximum sound pressure level permitted in any room shall not exceed:

- 92dba at any accessible location in the room, as measured by the Centre's technical staff.
- a level which may disturb any guests in that room or clients and their guests using any other room in the Centre.

12. Equipment

Technical equipment will be supplied by the Centre and operated during the event by Centre staff.

The Centre reserves the right to supply all audio visual and lighting equipment the Customer may require in the Centre. This condition is also applicable to any contractor appointed by the customer.

For further information, refer to our separate technical services terms and conditions.

13. Power usage fees

A fee is applicable for electricity usage by equipment not hired through the Centre. This fee is based on the maximum draw of current from the supplied outlet. It covers power usage from the standard available architectural outlets.

Labour charges may also apply where further distribution of electricity supply is required. All three-phase and 'hard wiring' electrical work must be carried out by the Centre's electrician.

For full details of power usage fees, contact our technical services coordinators.

14. Electrical minimum standard

Any electrical equipment entering the Centre must comply with the South Australian Occupational Health, Safety and Welfare Act, and with the Australian Standards.

The outward sign of compliance with the Act will be the equipment's electrical test tag to AS3760. Electrical equipment without a test tag cannot be used in the Centre.

Detachable power cords, such as IEC leads, extension leads and power boards, need to be tested independently.

The Centre's technical staff may inspect all equipment, fittings or materials brought into the centre. If any such equipment, fittings or materials are deemed not to be safe, they shall be removed from the Centre immediately at the expense of the person who brought them in.

All exhibition lighting is shut down overnight and during other periods of inactivity. Therefore the exhibition builder must segregate power and lighting circuits.

A final floor plan with positioning of all electrical outlets must be forwarded to the Centre for approval no later than two working days before the event.

15. Radio transmitting devices

To control radio interference between events, the Centre restricts the use of radio transmitting devices.

Permission to use radio transmitting devices must first be sought in writing from the technical services department. The radio frequencies of any radio transmitting must be submitted to the technical services co-ordinator.

The Centre reserves the right to disallow the use of any radio transmitting device that may interfere with any radio equipment anywhere in the Centre.

16. Exhibition setup

The Centre recommends that a minimum of 48 hours for set up of large exhibitions that may involve custom designed stands.

17. Stand perimeter

Strict fire regulations demand that all display material, furniture and selling aids must be kept within the perimeter of your stand.

18. Stand construction

Any materials used for stand construction, display purposes or theming should conform to the following standards:

- Non-combustible material
- Self extinguishing plastic material
- Inherently non-flammable material
- Flame proof fabric
- Plywood, hardwood, pulpboard or fibreboard rendered 'flame resistant' by an acceptable process of impregnation.

19. Floor plans

All floor plans not drawn up by the Centre are subject to approval by the Centre before publication or issue. Floor plans must indicate any obstruction to aisle ways, and must be to scale.

Any amendments to the approved plans must be re-submitted for approval. The Centre can accept plans in electronic AutoCAD, DWG or DXF format.

20. Storage

Limited storage facilities are available. Material for packaging, crates, boxes and so on should be removed from stands during exhibition open hours.

21. Insurance

The Centre maintains public liability and property damage policies.

However, hirers/organisers are financially responsible for any injury or damage to property during the event. Therefore it is necessary for hirers/organisers to arrange their own insurance cover for property damage and public liability, where it could be considered their liability.

It is the hirer/organiser's responsibility that these insurance requirements are made known to all exhibitors. It is the responsibility of people bringing equipment, fittings or materials into the Centre to insure themselves.

The person responsible for bringing any item into the Centre that causes damage to the Centre or injury or damage to any other property or person, either directly or indirectly, will be held responsible for that damage or injury.

22. Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building. No ladder or other device whatsoever is to be affixed to, or suspended from, any overhead structure without consent.

No nail, screw or other device can be driven into, nor are holes to be made, in any part of the building.

23. Disclaimer

The Centre will not accept responsibility for damage or loss of goods and chattels left in the Centre before, during or after a function or exhibition.

All clients' goods and chattels must be claimed and removed from the Centre within 14 days after the event.

The Centre reserves the right to inspect vehicles leaving the Centre during the bump in/bump out of an Exhibition .

24. Fire Regulations

Any Centre user and any person acting on their behalf or in their employ must not do or require to be done anything that is contrary to the laws and regulations with respect to the Places of Public Entertainment Act and the Liquor Licensing Act of South Australia.

All equipment, fittings or materials that any user of the Centre brings into the Centre shall be fire proof or made of fire resistant materials.

Users of the facilities may not bring anything of an explosive nature into the Centre.

No equipment, fittings or materials may be placed in any aisle way or in such a position that obstructs the access to any designated exit.

All equipment, fittings or materials to be brought into the Centre must be free of any defects that might cause damage to the Centre.

Where it is necessary for highly flammable material such as petroleum products and cooking oil to be used in the Centre, permission to use such material must be sought by written application to the chief executive officer. The application must be made not less than 30 days before the first day of occupation of the Centre.

If permission is granted the Centre will provide, at the user's expense, a fireman when the building is occupied either by the general public, invited guests or conference delegates.

25. No smoking

The entire Centre are non smoking facilities. Areas outside are specifically designated for smoking.

26. Cleaning

General cleaning is included in the room hire. Additional cleaning charges may be incurred where an event has created cleaning requirements to be over and above normal general cleaning.

27. Security

The Centre provides 24 hour security.

Should additional security be required, trained guards are available for \$45.00/hour each - with a minimum three hours.

Outside security companies are not permitted.

28. Merchandising

Clients wanting to sell items of merchandise in the Centre are required to make arrangements through the Centre's merchandising contractors.

29. Occupational health, safety and welfare

The customer agrees to comply with all the South Australian Government's Occupational Health, Safety and Welfare requirements.

The Centre requires hirer's contractors and/or agents to sign and comply with conditions detailed in our OHS&W agreement.

The Centre reserves the right to refuse entry to the agent or contractor if these conditions are not fully complied with.

30. Public ticketed events

BASS (SA) is the Centre's official ticket selling agency for all events where tickets are sold to the public for allocated seating.

It is a requirement that the hirer will liaise with BASS (SA) to pre-sell tickets through its computerised booking system.

The Public Ticket Sales Conditions will be applied for these events, and are available as an addendum to these Terms and Conditions of hire.

Other events with public ticket sales may also be subject to this condition

The Centre is acting as an agent for the hirer and as a result the hirer is liable for GST on the base price of the tickets sold.

31. Medical Service

A 24 hour medical service is available through the front reception desk.

32. Aerial Activities

People performing work such as a stunts or special effects integral to the show over a crowd must have written authorisation from the Centre and the show's or act's management.

IMPORTANT: BY SIGNING THE FOLLOWING DECLARATION, I ADVISE THAT:

- ALL DETAILS ENCLOSED ON THIS BOOKING CONTRACT ARE CORRECT TO DATE.
 - ANY ALTERATIONS AND/OR ADDITIONS ARE DULY NOTED ON THE APPROPRIATE PAGE & INITIALLED.
 - ALL FINAL GUARANTEED MINIMUM NUMBERS FOR ALL CATERED EVENTS WILL BE ADVISED TO THE ADELAIDE CONVENTION CENTRE IN WRITING BY 12 NOON , 72 HOURS (3 WORKING DAYS) PRIOR TO THE FIRST DAY OF THIS EVENT.
 - THIS NUMBER WILL BE REGARDED AS YOUR MINIMUM GUARANTEED NUMBER AND YOU WILL BE INVOICED ACCORDINGLY (UNLESS SUBSEQUENTLY INCREASED).
 - YOU WILL BE PRESENTED WITH A STATEMENT AT THE CONCLUSION OF YOUR EVENT / EACH DAY WHICH ADELAIDE CONVENTION CENTRE STAFF WILL REQUIRE YOUR SIGNATURE FOR FINAL INVOICING.
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CLIENT SIGNATURE: _____

DATE: _____

CLIENT NAME (PLEASE PRINT): _____

TITLE/POSITION: _____

COMPANY/ASSOCIATION: _____

VENUE SIGNATURE: _____

DATE: _____

(for and on behalf of the Adelaide Convention Centre Corporation (trading as the Adelaide Convention Centre)