

Vehicle Access Form



ADELAIDE CONVENTION CENTRE

Event Name:		
Stand Name:	Stand No: If Applicable	
Company Name:		
Address:		
		Post Code:
Contact Name:	Mobile:	
Email:		
Vehicle/ Equipment Description:		
Registration/ Model: If Applicable	Weight (GVM):	
Length:	Width:	Height:
Driver Name:	Mobile:	
Preferred Delivery Date	Preferred Delivery Time	
Preferred Collection Date	Preferred Collection Time	

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

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

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: