

# EXHIBITION HANDBOOK





# INTRODUCTION

This handbook has been designed to ensure your exhibition experience at Adelaide Convention Centre is enjoyable and trouble free. Please read this document carefully as it contains information specific to the operating procedures in 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.

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

Phone: (+61 8) 8212 4099

All references to ACC mean Adelaide Convention Centre.

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# LOGISTICS

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## **Delivery of Exhibitor Goods**

Exhibition deliveries may only occur during the occupancy of the exhibition space.

ACC operates two Loading Docks, the North Terrace Loading Dock, and Plaza Ramp. Please refer to the delivery address on your Exhibitor Delivery label for where your goods should be directed. Both the North Terrace Loading Dock & the Plaza Ramp are accessed from North Terrace. The speed limit is 5km per hour.

All exhibitor deliveries must be scheduled with ACC's Loading Dock. Deliveries arriving without a booking or prior to the allocated move in period will not be accepted.

To book in your delivery, please contact ACC's Loading Dock:

Phone: (+61 8) 8210 6773

Email: [ntld@avmc.com.au](mailto:ntld@avmc.com.au)

ACC will not sign for exhibitor or contractor deliveries. A company representative will need to be onsite to sign for exhibitor goods.

## **Collection of Exhibitor Goods**

Exhibitor goods must be collected at the time of move. It is the responsibility of the exhibitor to move all their goods back to the relevant Loading Dock at the conclusion of the exhibition for collection. If you require next business day collection, please contact your Exhibition Planner for approval.

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 consignment note.

## **Storage**

There is no onsite storage available at ACC, please refer all enquiries to your exhibition organiser.

## **Freight Forwarding & Logistics**

It is recommended that exhibition organisers and exhibitors use the services of an integrated freight & logistics specialist to manage all freight requirements to and from ACC. Please contact your Exhibition Planner for a list of recommended suppliers.

## Loading Docks

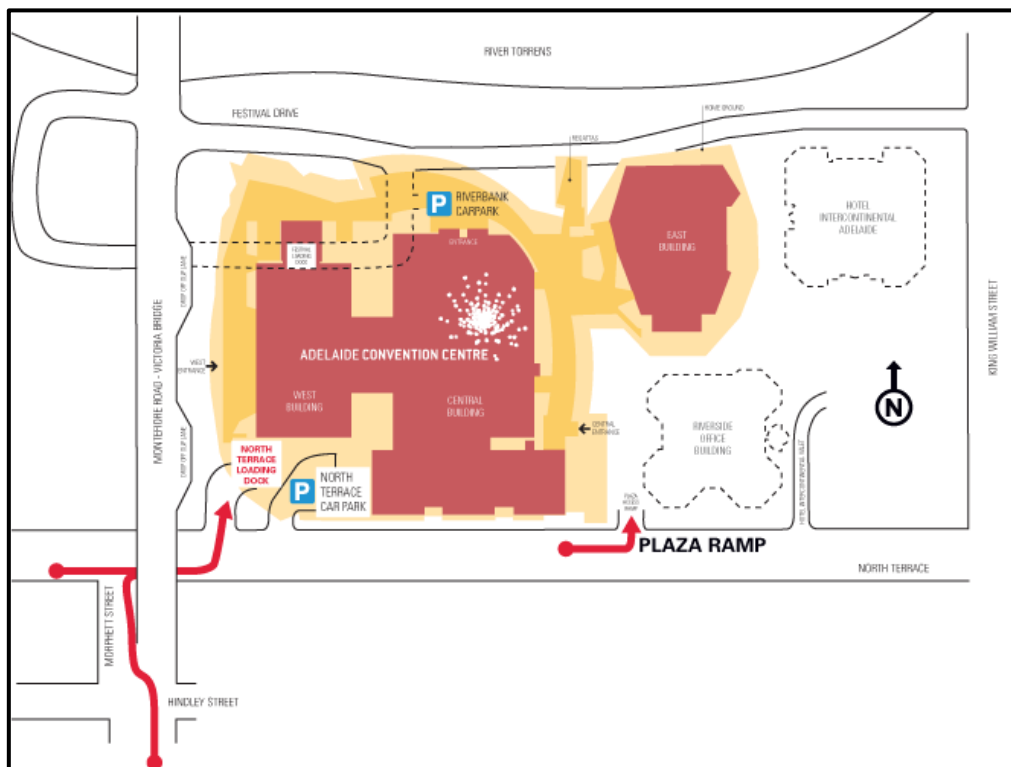
Both the North Terrace Loading Dock and Plaza Ramp have a speed limit of 5km per hour.

Vehicles may remain on the North Terrace Loading Dock and Plaza Ramp for loading and unloading only. Vehicles are not permitted to park on either loading dock at any other time. Parking is available in ACC's North Terrace or Riverbank carparks.

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

Pallet lifters and trolleys are provided complimentary to all exhibitors. These are available on a first in, first served basis.

Packing materials, crates and/or freight must not be stored in front of emergency panels, exit pathways or corridors.



## Forklifting

ACC forklifts are for venue use only and will not be loaned or hired out to clients or third-party contractors under any circumstances.

Forklifting can be arranged through your Exhibition Planner. Charges will apply.

Exhibition organisers and stand builders are free to engage their own supplier of forklift services, however the appointed operators will be required to:

- Complete and return the Mobile Plant Approval Form direct to the Exhibition Planner no later than fourteen (14) days prior to the event.
- Provide a copy of their Public Liability Insurance
- Provide copies of the forklift operators High Risk Work licenses
- Pre-schedule delivery and collection times with ACC's Loading Dock
- Give all forklift keys to ACC Security when not in use
- At no time is a forklift to traverse over electrical cabling

# SERVICES

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## Exhibitor Services Centre

A range of services are available to order online via ACC's [Exhibitor Services Centre](#). All orders should be placed no later than fourteen (14) days prior to an event. After this time, the portal for the event will close.

## Complimentary Wi-Fi

ACC offers complimentary Wi-Fi that can be accessed throughout the venue. This 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.

## Internet Packages

ACC offer a range of wireless and cabled internet packages. These are available to order online via the [Exhibitor Services Centre](#) and are charged at a daily rate.

### *Settings & Configurations*

- ACC's services are symmetric connections; download and upload speeds are the same.
- All services utilise the Dynamic Host Configuration Protocol (DHCP), which allows computers to connect to the service automatically.
- ACC will provide a cable to a designated location to test the service and ensure connectivity. Further onsite computer support is available however, charges will apply.
- Fixed IP addresses are available upon request for specialised applications.

### *Security*

- ACC can provide non-internet LAN infrastructure to link various areas across the venue, charges will apply.
- 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.

## Food & Beverage

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

ACC offers an extensive Exhibitor Catering Menu. These items are available to order online via the [Exhibitor Services Centre](#). Any custom requests can be arranged through your Exhibition Planner.

Catering must be confirmed no later than fourteen (14) days prior to the event. Forty-eight (48) hours' notice is required for any cancellations. Charges will apply for any cancellations received after this time.

Exhibitors wishing to distribute any food or beverage samples must seek prior approval from ACC to meet the ACC's ISO 22000 Food Safety Standards. An External Supply Charge of \$390.00 may also apply if samples do not meet sampling guidelines (refer to pg.15).

## Exhibition Rigging

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 unless written approval is obtained from the event organiser.

To book rigging, please submit your request along with supporting documentation to Rosa Ockleshaw, Technology Planner – Exhibitions no later than fourteen (14) days prior to the event:

Phone: (+61 8) 8210 6672

Email: [rosa.ockleshaw@avmc.com.au](mailto:rosa.ockleshaw@avmc.com.au)

Any alterations to rigging requirements within three (3) days prior to the event may incur additional charges. Any incurred cost will remain the responsibility of the exhibitor or appointed contractor.

Upon confirmation of your booking, you will be allocated an approximate time at which your rigging is to occur. It is expected that the item to be rigged will be present and ready to hang at this time, however, logistical issues may arise and your banner will be hung at a later point. Should the banner not be ready at the approximated time, there may be additional charges for it to be rigged at a later time. Should ACC staff not be able to reschedule your rigging your item will not be suspended. Any incurred cost will remain the responsibility of the exhibitor or appointed contractor.

ACC requires that all components of the rigging are rated and have a known weight capacity. Rigging materials include but are not limited to:

- **Acceptable:** Flexible Steel Wire Rope (FSWR), Gripple Wire, Collared Eye Bolts.
- **Unacceptable:** Fishing Wire, Uncollared Eye Bolts / Painting Hooks.

Any rigging which is determined to have been supplied by the exhibitor must be accompanied by certification verifying the weight capacity of the fixing, wire or attachment.

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.

## Security

ACC is part of the South Australian Government Protective Security Management Framework and has sole rights to provide all security within the venue. ACC does not allow clients or exhibitors to engage external security firms to operate within the venue without 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.

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 your Exhibition Planner no later than fourteen (14) days prior to the event. Charges will apply.

## Stand Cleaning & Waste Removal

ACC offers a dedicated stand cleaning service, including mopping, or vacuuming of your stand, spot cleaning, dusting of glass counters and removal of rubbish. Stand cleaning can be booked via the [Exhibitor Services Centre](#).

While the greatest care will be taken in the cleaning of exhibitor stands, ACC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product, or signage.

ACC provides exhibition organisers two 1100L bins per 1000sqm of Event Area booked, for the disposal of general Event generated waste such as cardboard, soft plastics, and general packaging.

Should you wish to dispose of custom stands or any large items, please contact your Exhibition Planner to arrange. Excessive waste or items left over at the conclusion of an exhibition will incur charges.

## Vending Machines

Automated retail outlets are located in both the North Terrace Loading Dock and Foyer H containing consumables such as gaffer tape, batteries, high visibility vests and international power adaptors. Both units accept credit card payments only.



## Utility Services

In-floor compressed air and water connections can be booked via the [Exhibitor Services Centre](#). The fee for these services is for access only and does not include installation or additional equipment. There are some variations to the services available within each building.

### ***Compressed Air Connections***

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, please contact your Exhibition Planner. It is the responsibility of the exhibitor to provide their own regulators, filters, lubricators, a twelve (12) mm hose line and a RYCO 200 Series hose barb coupling nipple.

### ***Water Connections***

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, water hose and leads to connect to this service. The maximum diameter of the waste drain is fifty (50) mm.

### ***Requirements for use***

- All connections must be installed by qualified personnel and a sign off must be provided to the Exhibition Floor Manager or Exhibition Planner prior to the event opening.
- Pit covers must be in place at all times and water hoses and leads must be 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 are not to be run over aisles within an exhibition. To confirm the location of the nearest utility pit to your exhibition site, please contact your Exhibition Planner.

## **GENERAL VENUE INFORMATION**

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### **Accessibility**

ACC provides a range of accessibility options and facilities. For more information, please visit our [website](#) for more information.

### **Cashless Venue**

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.

### **First Aid**

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

First aid rooms are located throughout the venue and are available for use 24/7. If you require access to a first aid room, please see an ACC Floor Ambassador onsite.

### **Car Parking**

ACC offers two undercover car parking options with our North Terrace and Riverbank car parks. The Riverbank car park is accessible from Morphett Street / Festival Drive.

Both car parks are located directly under the Centre and operate 24 hours a day, 7 days a week. Each is fitted with video surveillance camera systems and security patrols both areas.

Riverbank car park height clearance – 1960mm

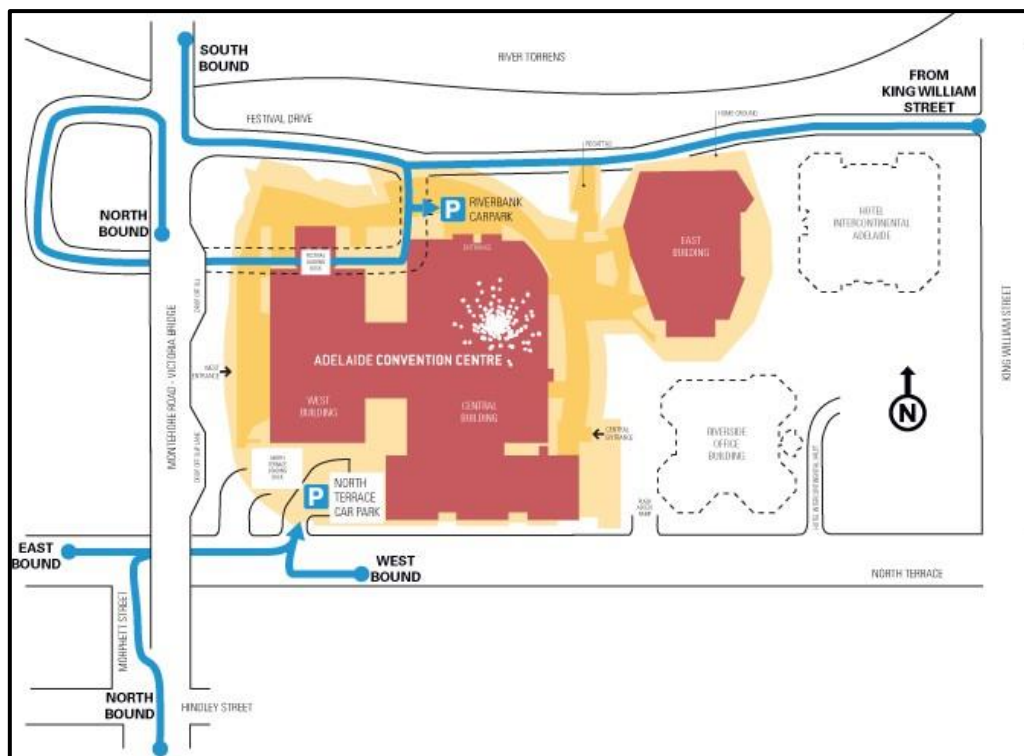
North Terrace car park height clearance – 2000mm

Automated payment stations are available in both car parks and accept payment via card only (major credit cards, debit cards and mobile pay).

1 HOUR	\$8.50
1-2 HOURS	\$13.00
2-3 HOURS	\$17.00
3-4 HOURS	\$19.00
EARLY BIRD*	\$18.00

\*Early Bird rate available 7 days for entry between 5.30am-9.30am and exit between 2.30pm-6.30pm.

An additional \$1.00 will be charged for each additional hour to a maximum of \$33.00 over a 24-hour period.



### Food Outlet – Home Ground

Home Ground offers a casual dining experience, conveniently located on the Adelaide Riverbank, below ACC's East Building. For further information and to view their menu, please visit their [website](#).

### 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**

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

- If minor dust generating works are required, the carpet in the area must 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. Some cable tray exemptions apply (refer to pg.22). 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.
- Significant damage to carpet tiles will incur a replacement fee of \$70.00 per tile.

## **EMERGENCY MANAGEMENT**

### **Emergency Medical Attention**

For emergency medical treatment that requires ambulance attendance, please contact ACC Security on 08 8210 6770, or 6666 if dialling from an internal venue phone. Defibrillators are also readily available throughout the venue.

### **Fire and Emergency Plan**

In the case of a fire in the venue:

- 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.

ACC ensures that there are always Security Officers and trained emergency wardens nearby to provide assistance in case of emergency.

### **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. The Chief Fire Warden will announce information through the PA system within the venue.

Please refer to the Emergency and Evacuation Procedures on the following page for access maps and further detail.

### **Emergency Equipment – Fire Extinguishers & Fire Hose Reels**

Fire Hose Reel cupboards 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 for cooking installations, gas fires, pyrotechnics, fire acts or anywhere there is an increased fire risk.

# EVACUATION PROCEDURES

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

Prepare to evacuate and await further instructions from Centre staff

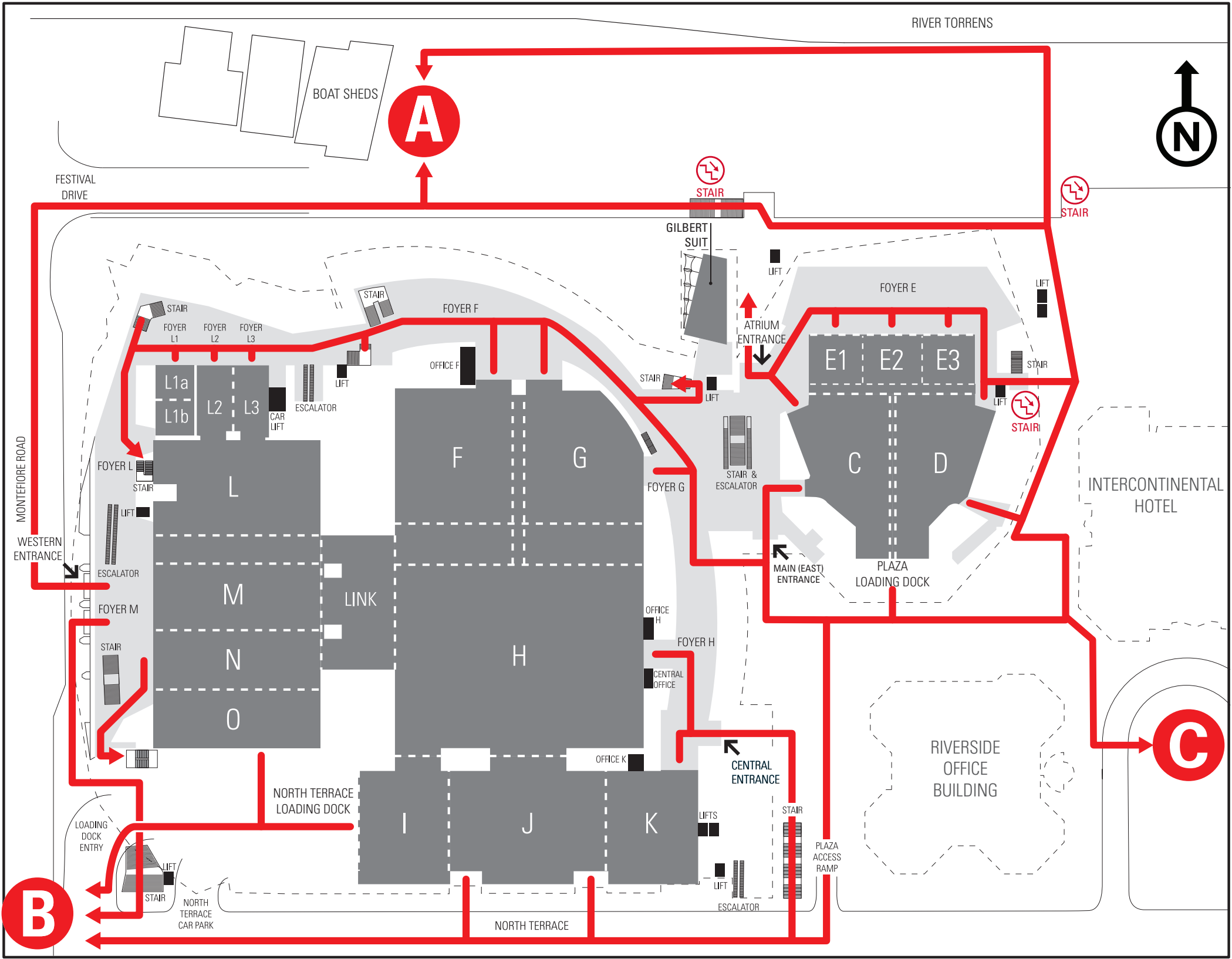
**2nd TONE - EVACUATE**  
**'WHOOOOP WHOOOOP'**

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 Montefiore Bridge
- C** - The Intercontinental driveway courtyard

## GROUND LEVEL



June 2022



# EVACUATION PROCEDURES

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

Prepare to evacuate and await further instructions from Centre staff

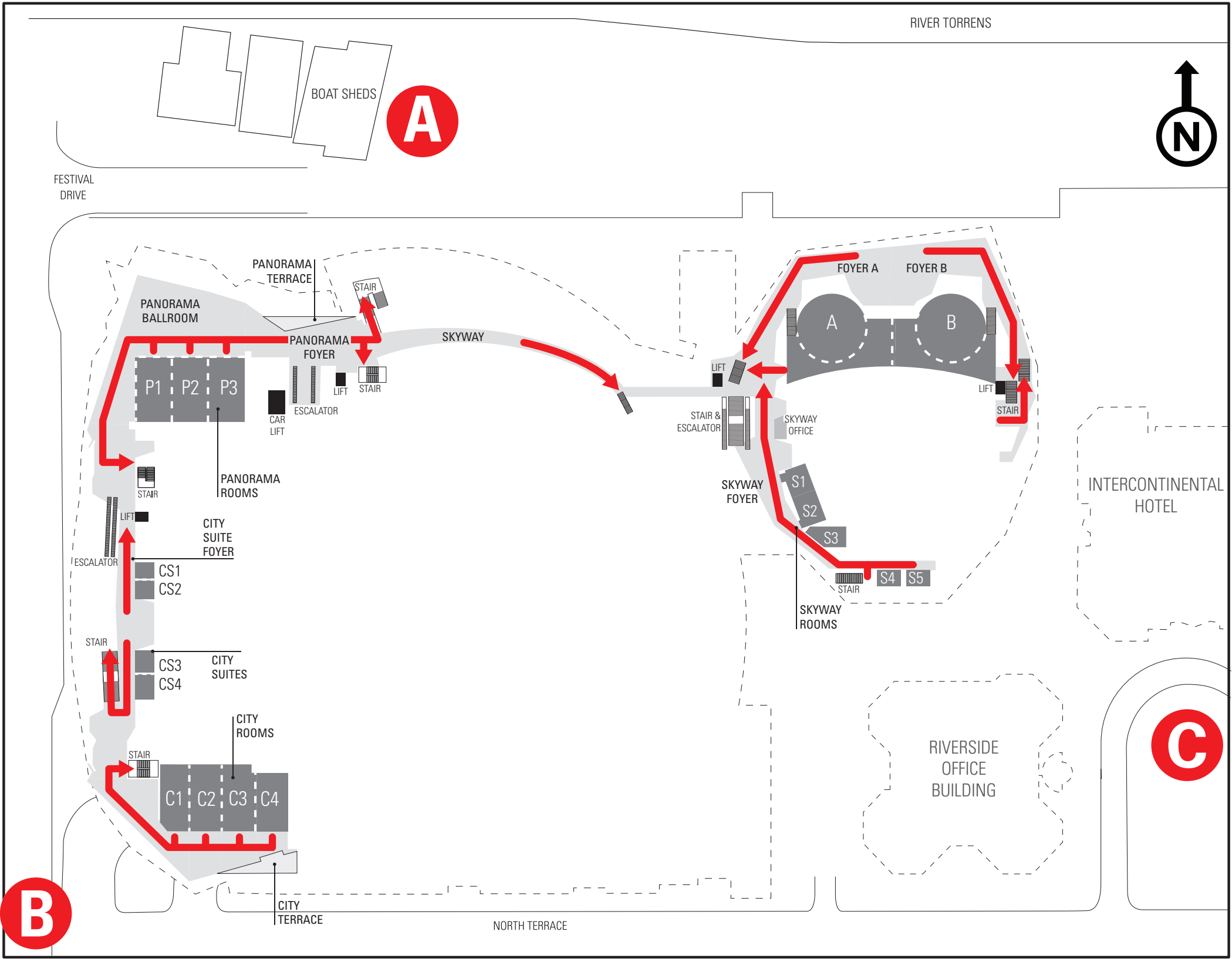
**2nd TONE - EVACUATE**  
**'WHOOOOP WHOOOOP'**

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 Montefiore Bridge
- C** - The Intercontinental driveway courtyard

## UPPER LEVEL



# EVACUATION PROCEDURES

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

Prepare to evacuate and await further instructions from Centre staff

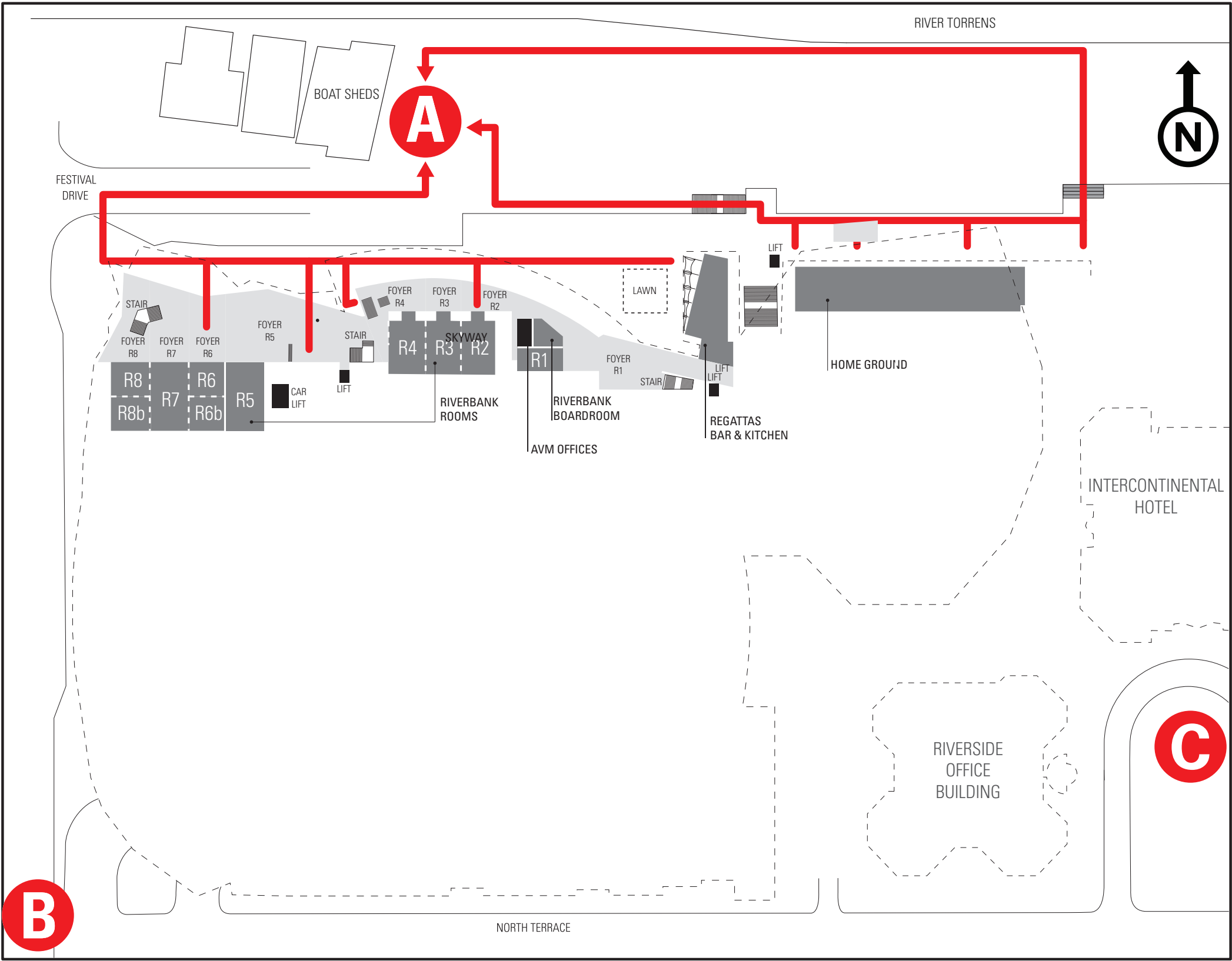
**2nd TONE - EVACUATE**  
**'WHOOOOP WHOOOOP'**

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 Montefiore Bridge
- C** - The Intercontinental driveway courtyard

## LOWER LEVEL



# LEGISLATIVE REQUIREMENTS

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## Single-Use Plastics Ban

South Australia's Single-use and Other Plastic Products (Waste Avoidance) Act 2020 prohibits the sale, supply or distribution of single-use plastic straws, cutlery, and stirrers, as well as expanded polystyrene cups, bowls plates, and clamshell containers. For more information, please visit [www.replacethewaste.sa.gov.au](http://www.replacethewaste.sa.gov.au).

## External Supply of Single Use Food & Beverage Packaging

ACC utilises compostable single use food and beverage packaging and has implemented dedicated waste streams to reduce the volume of waste going to landfill. All single use food and beverage packaging bought into the ACC by exhibitors and contractors must be compostable.

## Plastic Shopping Bags Ban

The Plastic Shopping Bags (Waste Avoidance) Act 2008 prohibits the supply of single use plastic shopping bags with handles that have a manufactured thickness of less than thirty-five (35) microns. Failure to comply may result in the immediate withdrawal of the bags from distribution, and/or an expiation notice or prosecution.

## Container Deposit Legislation (CDL)

Any sealed beverage containers that are sold or given away, must comply with the South Australian container deposit scheme, be covered by CDL, display an approved refund marking and be compliant with EPA regulations (including bottled water, juice, and tetra pack containers). Failure to comply will result in ACC restricting distribution of the beverages, and enforcement action by the EPA. For more information, please visit [www.epa.sa.gov.au](http://www.epa.sa.gov.au).

## Food & Beverage Sampling Guidelines

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 food and beverage samples are as follows:

- Samples must be given away free of charge.
- Samples must be items the exhibitor wholesales or produces in the normal conduct of their business.
- All tasting utensils and vessels are to be compostable single use items and disposed of immediately after use.
- All incentive catering must be contained within an exhibitors 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 hired from ACC.
- 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.

An External Supply Charge of \$390.00 may apply if samples do not meet the above guidelines.

Exhibitors wishing to offer food and/or beverage samples must complete and return the Food and Beverage Sampling Request Form to their Exhibition Planner no later than fourteen (14) days prior to the event.

## **Alcohol Sampling**

All alcohol sampling within ACC is covered under Adelaide Venue Management's Liquor Licence. Any party wishing to retail alcohol by the bottle or glass must apply for a Liquor Licence in conjunction with Adelaide Venue Management a minimum of sixty (60) days prior the event.

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 hired from ACC.

The provision of alcohol from a third-party provider will incur an External Supply Charge of \$390.00.

Exhibitors wishing to offer alcoholic beverage samples must complete and return the Food and Beverage Sampling Request Form to their Exhibition Planner no later than fourteen (14) days prior to the event.

## **Food Regulations & Handling**

All exhibitors supplying and displaying food as a part of their exhibit are responsible for complying with relevant standards. Further information is available from:

**Food Standards Australia New Zealand**

Phone: (+61 2) 6271 2222

Website: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

It is a requirement that anyone distributing food goods has the appropriate Food Handling training. Evidence of this training must be presented to ACC staff upon request.

## **ISO 22000 – Food Safety Management System**

ACC operates within the ISO22000 Food Safety Management System. Anyone 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 information, please visit [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au).



# **CONDITIONS OF ENTRY – CONTRACTORS & STAND BUILDERS**

## **Alcohol and Drugs**

The supply and consumption of alcohol is not permitted inside or outside ACC and its loading docks during an exhibition move in (build) and move out (breakdown). All workers must be zero alcohol and illicit drug free when working in the venue.

## **Attire and Conduct**

All contractors, stand builders and exhibitors must be dressed in a neat and tidy manner at all times while working in ACC. Enclosed footwear must be worn at all times whilst working onsite.

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 ACC. People acting without due care for others, or not following directions of Security or 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 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 and/or 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 ACC.

## **Contractor Induction**

When arriving to ACC, all contractors and stand builders will be required to complete the contractor induction via the kiosks located on either loading dock. Alternatively, they may use their mobile phones by scanning the QR code displayed in both locations. The first time they complete the induction, they will be required to read through information regarding the venue's policies and procedures, prior to answering a series of questions. This process of the induction will need to be completed every 12-months. After this time, they will simply need to sign in and out via the kiosks or their mobile phones using the QR code, whenever they are onsite completing work within an event or exhibition.

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

## **Proof of Identity**

Photo identification must be carried by all contractors and stand builders at all times, and to be produced on request i.e., a valid driver license or identity card.

## **Smoking**

ACC is a non-smoking venue. This includes the use of e-cigarettes, e-cigars and vape pens which are also prohibited to be sold or promoted from a stand within an exhibition. Smoking is only permitted at designated areas outside the venue ensuring an exclusion zone of at least five metres is maintained from entry and exit doors. 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

Workers who intend to carry out a class of high-risk work (HRW) are required to hold a current HRW licence that is specific to the work. Workers must have their licence readily available and produce it 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.

Only licenced persons may perform trade specific work onsite, such as electricians, gas fitters and plumbers.

Any plant and equipment that requires a licenced operator can only be operated by prescribed licence holders. Prescribed high risk work licences likely to be used at ACC, are required for:

HRW Licence Code	Licence Class for High-Risk Work
LF	Forklifting
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 - GENERAL

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### Children within an Exhibition

No person under the age of sixteen (16) years is permitted to access the event and/or exhibition space during designated move in (build) and move out (breakdown) periods.

### 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 be 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

ACC Security or an ACC staff member must immediately be informed 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.

### High Visibility Vests

During an exhibition move in (build), move out (breakdown) and/or when safety signage is displayed, all persons in the event space and loading dock are required to wear high visibility clothing compliant with AS4602.1.2011.

## **Hard Hats**

Hard hats are required when high risk work, including active elevated work platforms, rigging and/or dogging activities are taking place within an identified exclusion zone in an exhibition. The Technology Operations Supervisor and/or Exhibitions Floor Manager will be responsible for identifying and establishing an exclusion zone and any personnel working within this zone must wear hard hat PPE.

Exhibition contractors and stand builders are encouraged to provide their own hard hats as ACC have a limited number available.

## **Gas Cylinders**

Any exhibitor wishing to use LP gas, or any other flammable liquefied gas must seek prior approval from their Exhibition Planner no later than fourteen (14) days prior to the event.

Where gas cylinders are used indoors for demonstration purposes, the total capacity shall not exceed one (1) 9kg cylinder per demonstration or display.

Gas cylinders must be secured on a mobile trolley if being delivered/received at the loading dock as well as 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, to store all spare cylinders at the North Terrace Loading Dock.

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.

# **HEALTH & SAFETY - WORK**

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## **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 and containment bags to minimise airborne dust particles.

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

## **Building & High-Risk Construction Work (Custom Stands)**

The building or assembly of prefabricated components of an exhibition stand, or similar structure is classified as construction work. If there is a risk of a person falling more than three (3) meters 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. ACC reserves the right to request the SWMS for the stand at any time.
- Custom build stands/two story structures require ACC approval. Approval will only be granted for the construction of two story stands after the contractor provides a SWMS and agrees to abide by any additional control measures that ACC may request.
- ACC can at any time request that 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.

## **Floors, Ramps and Platforms**

The Commonwealth Disability Discrimination Act (ODA) 1992 makes it a federal offence to discriminate on the basis of disability. In accordance with the DOA (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***

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***

Any drop-offs must 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***

The requirements of the Australian Standard AS 1657- Fixed Platforms, Walkways, Stairways and Ladders - Design, Construction and Installation must be adhered to. 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.

## **Electrical Cabling**

All electrical leads and equipment intended for use in ACC must be fit for purpose. Any electrical leads and equipment with visual defects (wear and tear, cuts and/or damage to the cable insulation) or that are deemed unsafe by ACC will be removed or replaced, at the contractors or exhibitor's expense.

Where electrical cables are distributed from a floor service pit and/or crossing walkways or public areas, cable trays 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.



Cable trays are only exempt under the following circumstances:

- **Exhibitions in Foyers**

Once forklifting, lifter (EWP or otherwise) and/or the use of pallet jacks has ceased, cable trays can be removed and gaffa tape can be placed over electrical cables.

- **Exhibitions in Halls**

If a floor pit is within 1m of an exhibition stand, the electrical cables can be run under the carpet if there is no risk of forklifts, lifters (EWP or otherwise) or pallet jacks traversing over them. If there is a risk of this, the electrical cables can be left disconnected, or a cable tray can be used until these operational activities have ceased.

- **Lounge Areas in an Exhibition**

Electrical cables within a designated 'lounge area' within an exhibition can be run under carpet if there is no risk of forklifts, lifters (EWP or otherwise) or pallet jacks traversing over them. If there is a risk of this, the electrical cables can be left disconnected, or a cable tray can be used until these operational activities have ceased.

When connecting electrical cables to floor service pits, the lid covers must be reinstalled to prevent harm to persons who may walk over it. Service pits and/or outlet switches must also remain readily accessible.

During an exhibition bump in and out, clear pathways will be implemented as necessary to ensure forklifts, lifters (EWP or otherwise) and pallet jacks do not operate and traverse over electrical cables. These pathways will be determined prior to the bump in of the exhibition in conjunction with the Exhibition Contractor and will be communicated to all parties involved.

## **Electrical Test and Tag**

All electrical equipment entering 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 into 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.

Any electrical equipment that does not display up to date testing and tagging in accordance with the relevant Australian/New Zealand standards is not prohibited onsite. 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.

ACC offers an onsite Test and Tags service. Items can be tagged at a cost of \$9 per item for the duration of the exhibition only. To book, please contact your Exhibition Planner.

## **Electrical Connections (Piggy Backing)**

All electrical leads and equipment intended to be used at ACC must have the plug fully engaged in the socket (for security of the circuit). Where there is a gap between the plug face and socket face one or both items are faulty.

At distribution boards, all plugged in electrical leads and equipment are to be independently engaged in corresponding socket points, no piggy backing of electrical leads is allowed (refer to AS/NZS 3002:2021, 3.4 'Event Switchboards', Section 4, 'Socket Outlets').

Additionally, to avoid any potential overloading of circuits of electrical leads and equipment, the practice of piggy backing at electrical lead ends is restricted. ACC allows for four (4) piggy backed electrical connections to be installed at electrical lead ends, so long as the total load connected through the plug adaptor does not exceed 1200W (refer to AS/NZS 3002:2021, Section 3.8.2, Clauses A and B).

Where additional outlets are needed the preferred option is the use of compliant power boards that have inbuilt overload protection, e.g., PRCD's (personal residual current device), however the drawing capacity of the circuit must not be exceeded.

### **Utility Works Sign-Off**

All electrical and plumbing installations within an event must be completed by qualified/licenced personnel. ACC requires a sign off for any electrical and/or plumbing installations prior to an event opening. The sign off is to be provided to the Exhibition Floor Manager or Exhibition Planner.

### **Hazardous Chemicals and Substances**

Safe work procedures must be implemented 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 ACC has spill kits available in the case of a large quantity spillage.

Under no circumstances are any chemicals to be disposed of via 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**

Exhibition surfaces should be painted offsite before assembly onsite, with only minor paint touch ups to be made onsite. All waste chemical substances, paint brushes and paints must be contained, taken offsite, and disposed of in an appropriate manner. 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 ACC is restricted. 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 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 have must be operable and used by the operator. Any plant or equipment deemed to be unsafe by ACC must be immediately removed from site.

### **Elevating Work Platforms (EWP)**

When EWPs (such as boom, knuckle, scissor lifts) are used onsite, they must be operated safely and in accordance with the manufacturer's instructions. Logbooks 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 EWP in the raised position a person stationed at ground level is required 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 an EWP boom lift, or articulated boom lift, and in scissor lifts that intend to reach over eleven (11) meters high.

## **Forklifts**

Only ACC staff and authorised contractors are permitted to operate ACC forklifts. Exhibition organisers and stand builders are free to engage their own supplier of forklift services (refer to pg.6).

- 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, including electrical cables in their direction of travel.
- Contractors using their own forklifts should provide their own gas cylinder cage for each event.

## **Spotters for Forklifts**

- During an exhibition move in (build) and move out (breakdown), when a forklift is being operated, each forklift must have a trained and competent spotter to guide and escort the forklift within all 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 tynes 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 ACC have loading limits per square metre which can be found in the Venue Information Table at the rear of this handbook. Any exhibitor wishing to display a piece of equipment, vehicle, or machinery inside ACC must complete and return the Vehicle Access Form to their Exhibition Planner, no later than fourteen (14) days prior to the event.

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 are not to be altered once onsite without consultation with ACC staff or the appointed specialist (engineer). All keys for vehicles are to be surrendered to ACC once positioned. These will be stored with ACC Security for the duration of the event and returned at the time of move out.

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

Any damage, to ACC as a result of a vehicle, equipment or associated plant will remain the responsibility of the exhibitor/owner and venue hirer.

## **Safe Work Method Statements (SWMS)**

SWMS may be requested by 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.

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 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**

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-story structures. If there is a risk of a person falling more than three (3) meters 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.

Rules apply to the use of an EWP (refer to pg.22).

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.

ACC will not loan or hire ladders.



# HEALTH & SAFETY - EVENTS

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## Animals, Pets, or Livestock

No animals or pets, except for Guide or Service dogs, are permitted in the venue except as an approved exhibit, activity, or performance requiring the use of animals. Exhibitors wishing to display animals and/or livestock must seek prior approval from their Exhibition Planner no later than fourteen (14) days prior to the event.

The following guidelines apply:

- 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.
- All procedures for the handling and containment of any animal before, during and after the event shall be presented to ACC. The decision to allow such animals or display is at the discretion of ACC.
- Where any interactions between animals, guests, public or staff members are likely, a risk assessment must be provided to ACC.
- Animals shall not be kept on the premises overnight, unless authorised by ACC.
- A suitably qualified handler, trainer and representative shall be onsite at all times with the animal in order to ensure safety of persons and/or property whilst the animal is onsite.
- 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 for keeping the area clean. Additional cleaning costs may apply.
- The animal organiser is to ensure a suitable environment is provided to any animal brought into ACC to ensure its wellbeing. The organiser must consider the wellbeing 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. ACC may request a risk assessment in order for equipment to be used or demonstrated onsite.

## 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).

Exhibitors wishing to use a drone must seek prior approval from their Exhibition Planner no later than fourteen (14) days prior to the event. Specific conditions will apply including:

- 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 exhibitor and/or 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 legal obligations can be obtained from:

**Civil Aviation Safety Authority (CASA)**

Phone: (+61 2) 6217 1111

Website: [www.casa.gov.au](http://www.casa.gov.au)

## **Helium Balloons**

Exhibitors wishing to use helium balloons as part of their exhibit must seek prior approval from their Exhibition Planner no later than fourteen (14) days prior to the event. Charges may apply to remove loose balloons from the ceiling of the venue.

Rules apply to the use and storage of gas cylinders (refer to pg.19).

## **Fire Acts, Displays and Performances**

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.

Exhibitors using a naked flame or material of a highly flammable nature as part of their exhibit must seek prior approval from their Exhibition Planner no later than fourteen (14) days prior to the event. The following items must be provided:

- Public Liability Insurance
- Safe work method statement (SWMS) 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 onsite.
- 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.

All ACC venues are fitted with fire and smoke detection systems, and overhead fire suppression sprinkler systems. Your Exhibition Planner will inform ACC Security of any approved flame use, so that pre-event isolation of smoke alarms for the relevant event area is completed and monitored.

\*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 - EAST

	Hall A	Hall B	Hall C	Hall D	Hall E	Foyer E	Foyer AB	Skyway Foyer	Plaza
Area (m2)	300m2	300m2	700m2	700m2	515m2	985m2	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/m2)		10kPa (1000kg/m2)						
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
<b>Area (m2)</b>	1060m <sup>2</sup>	990m <sup>2</sup>	2980m <sup>2</sup>	910m <sup>2</sup>	1150m <sup>2</sup>	650m <sup>2</sup>	1065m <sup>2</sup>	810m <sup>2</sup>	580m <sup>2</sup>	315m <sup>2</sup>
<b>Maximum Ceiling Height (m)</b>	10.4m	10.4m	10.4m	10.0m	10.0m	10.0m	16.1m	11.2m	6.1m	2.9m
<b>Minimum Ceiling Height (m)</b>	10.4m	10.4m	10.4m	5.4m	7.8m	7.1m	4.4m	5.8m	5.3m	2.7m
<b>Maximum Entry (m)</b>	5.0H x 9.9W						4.4H x 3.0W			
<b>Live Load Allowance (kPa)</b>	20kPa (2000kg/m <sup>2</sup> )			15kPa (1500kg/m <sup>2</sup> )			15kPa (1500kg/m <sup>2</sup> )			5kPa (500kg/m <sup>2</sup> )
<b>Rigging Available</b>	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	No
<b>Water/ Drainage Available</b>	Yes	Yes	Yes	No*	No	No	Yes	No	No	Yes
<b>Compressed Air Available</b>	Yes	Yes	Yes	No*	No	No	Yes	No	No	Yes
<b>Power Available</b>	Yes	Yes	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes
<b>Floor Surface</b>	Charcoal Grey Carpet Tiles (1.0m x 1.0m)						Black and Brown Striped Broadloom Carpet			
<b>Access to Halls Via</b>	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
<b>Area (m2)</b>	1035m 2	650m 2	645m 2	560m2	480m2	345m2	1115m 2	943m2
<b>Maximum Ceiling Height (m)</b>	9.5m	9.5m	9.5m	11.3m	4.5m	10.5m	7.5m	3.8m
<b>Minimum Ceiling Height (m)</b>	9.5m	9.5m	9.5m	5.2m	4.5m	4.5m	6.1m	3.5m
<b>Maximum Entry (m)</b>	5.1Hx7.4W				4.4H x 4.1W		3.0H x 2.8W	
<b>Live Load Allowance (kPa)</b>	20kPa (2000kg/ m2)				10kPa (1000kg/ m2)		5kPa (500kg/ m2)	
<b>Rigging Available</b>	Yes	Yes	Yes	Yes*	Yes*	Yes*	No	No
<b>Water/ Drainage Available</b>	Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>Compressed Air Available</b>	Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>Power Available</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Floor Surface</b>	Charcoal Grey Carpet Tiles (1.0m x 1.0m)				Black and Brown Striped Broadloom Carpet			
<b>Access to Halls Via</b>	North Terrace Loading Dock						Festival Dock	

# Custom Stand Design Appraisal

ADELAIDE CONVENTION CENTRE



<b>Event Name:</b>	
<b>Stand Name:</b>	<b>Stand No:</b>
<b>Company Name:</b>	<b>ABN:</b>
<b>Address:</b>	
<b>Post Code:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Position:</b>
<b>Email:</b>	
<b>Onsite Contact:</b>	<b>Mobile:</b>
<b>STRUCTURAL</b>	
Dimensions of stand?	
Maximum height of stand?	
Does this stand have a ceiling?	
What are the dimensions of the ceiling?	
<b>FLOORING</b>	
Does your stand have a raised floor?	
What is the height of the floor?	
Is the floor edge ramped?	
Is there ramped access for persons with disabilities?	
<b>ELECTRICAL</b>	
All electrical equipment is tested and tagged in accordance with AS3760: 2010	
<b>DOCUMENTATION</b>	
Dimensioned floorplan and elevations provided	
Graphical representation/ photographs provided	

## 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.

**Please send this form along with any accompanying information to your Exhibition Planner a minimum of fourteen (14) days prior to your event.**





# Rigging Request Form

ADELAIDE CONVENTION CENTRE

<b>Event Name:</b>	
<b>Stand Name:</b>	<b>Stand No:</b>
<b>Company Name:</b>	<b>ABN:</b>
<b>Address:</b>	
	<b>Post Code:</b>
<b>Contact Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Position:</b>
<b>Email:</b>	
<b>Onsite Contact:</b>	<b>Mobile:</b>

<b>Item to be rigged:</b>			
<b>Additional Information:</b> (i.e., does the rigging have power requirements? Please specify amount of power required)			
<b>Dimensions:</b>	<b>L</b>	<b>D</b>	<b>H</b>
<b>Trim Height from ground to bottom:</b>	<b>mm</b>	<b>Weight:</b>	<b>Kg</b>
<b>Banner Location:</b>			
<b>Number of Rigging Points:</b>		<b>Stand Orientation:</b>	
<b>I would like to light my:</b>	<b>Banner</b>	<b>Stand</b>	<b>NA</b>

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 each designated exhibitor site unless written approval is obtained from the event organiser.
- Banners and suspended signage should be provided with their own poles and/or rated collared eye bolt from which to rig. Failure to do so may result in the inability to rig your banner or suspended signage.
- Rigging materials include by are not limited to:
  - Acceptable: Flexible Steel Wire Rope (FSWR), Gripple Wire, Collared Eye Bolts.
  - Unacceptable: Fishing Wire, Uncollared Eye Bolts, Painting Hooks.
- 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.
- Orders submitted within three (3) days prior to event may not be able to be fulfilled dependent on equipment availability.

**Please submit this form along with visuals to [rosa.ockleshaw@avmc.com.au](mailto:rosa.ockleshaw@avmc.com.au) no later than fourteen (14) days prior to your event.**

# Mobile Plant Approval Form

ADELAIDE CONVENTION CENTRE



<b>Event Name:</b>	
<b>Stand Name:</b>	<b>Stand No:</b> <b>If Applicable</b>
<b>Company Name:</b>	<b>ABN:</b>
<b>Address:</b>	
<b>Post Code:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Title:</b>	<b>Position:</b>
<b>Email:</b>	

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

Clients, exhibitors and stand builders are free to engage their own supplier for mobile plant 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 mobile plant are scheduled with the ACC's nominated representative.

## North Terrace Loading Dock

P: +61 8 8210 6773

E: [ntld@avmc.com.au](mailto: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.

**Please send this form along with any accompanying information to your Exhibition Planner a minimum of fourteen (14) days prior to your event.**



# Vehicle Access Form

Event Name:		
Stand Name:	Stand No: <i>If Applicable</i>	
Company Name:		
Address:		
		Post Code:
Contact Name:	Mobile:	
Email:		
Vehicle/ Equipment Description:		
Registration/ Model: <i>If Applicable</i>	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](http://www.sa.gov.au)

Oversized/ heavy equipment and or vehicles must be positioned as determined prior to the event and is not to be altered once onsite without consultation with senior management or the appointed specialist (engineer).

The ACC will notify the abovementioned contact and venue hirer once approval has been granted and allocate a delivery and collection time for the vehicle/ equipment. Preferred times will be accommodated where possible, however, cannot be guaranteed.

All keys for vehicles are to be surrendered to the ACC once positioned. These will be stored with ACC Security for the duration of the event and returned at the time of move out.

Any damage, to the ACC as a result of a vehicle/ equipment or associated plant will remain the responsibility of the vehicle owner/ venue hirer.

**Please send this form along with any accompanying information to your Exhibition Planner a minimum of fourteen (14) days prior to your event.**