

The logo for Adelaide Showground, featuring a stylized sunburst or fan shape composed of white lines of varying lengths, radiating from a central point.

Adelaide Showground

ADELAIDE SHOWGROUND EVENT HANDBOOK

Welcome to the Adelaide Showground

The Adelaide Showground is South Australia's largest multi-purpose venue offering spectacular Event spaces, state-of-the art meeting rooms, quality visitor facilities, a customer focused management team and strong environmental credentials.

The Adelaide Showground consists of:

- 26,300 sqm of integrated air conditioned exhibition space (third largest exhibition space in Australia)
- 16,000 sqm of landscaped outdoor Event space, sustainable plantings, grassed areas and feature lighting
- 17,000 sqm turfed Adelaide Showground Arena

We look forward to working with you on your Event at the Adelaide Showground.

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Introduction

This Handbook is designed to meet the needs of Organisers planning consumer and trade exhibitions, trade shows or special Events at the Adelaide Showground. Any reproduction of information contained within this document requires authorisation from the AS prior to distribution. A separate handbook exists for Organisers where the planned Event is a catered function or meeting.

Abbreviations:

Adelaide Showground – AS

Royal Agricultural & Horticultural Society of SA – RAHSSA

This Event Handbook consists of the following sections:

Section 1 – Venue Information and Services

This section provides information relevant to your Event irrespective of the pavilion in use. It covers key areas important to your Event:

- Services provided by AS
 - ATMs
 - Audio Visual
 - Car Parking & Traffic
 - Cleaning
 - Electrical Installation
 - Equipment Hire
 - Event Staff & Security
 - Food & Beverage
 - Internet Access
 - Lockers
 - Plumbing
 - Telephone
- Safety
- Approval of Floor Plans
- Event Move In & Move Out
- Environmental Considerations
- General Information
 - First Aid
 - Forklifts, Scissor & Boom Lifts
 - Media Comment
 - Promotional Opportunities
 - Showcases
 - Signage
 - Smoking Policy

All Organisers should read and understand all elements of this section.

Introduction

Section 2 – Specific Venues

Due to the diversity of the AS, each venue has specific requirements and areas for consideration when planning your Event.

This section covers information specific to Events to be presented in:

- Adelaide Showground Arena
- Arena Sports Bar & Royal Banquet Rooms
- Duncan Gallery
- Goyder Mezzanine
- Goyder Pavilion
- Jubilee Pavilion
- Ridley Centre
- Stirling Angas Hall
- Wayville Pavilion

Organisers should read and understand the sections relating to the venue/s being used for their Event.

Section 3 – Adelaide Showground Services & Suppliers

This section contains information specific to services available for your Event, which should be incorporated into your Event's Exhibitor Manual. Forms which may be required for your Event are included in Section Three.

The background consists of a complex, low-poly geometric pattern in various shades of green and yellow. A horizontal white band is positioned in the center of the image, containing the text. The overall aesthetic is modern and abstract.

SECTION 1
Event Information

CONTACTS

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Renee Camfferman, Event Operations Supervisor Adam Jaeger, Event Operations Supervisor Jarrod Lock, Event Operations Supervisor Mitchell Lowe, Event Operations Supervisor Cameron Snare, Event Operations Supervisor	
Event Operations Duty Phone	0419 185 312

Summary of Events Process

What We Require From You

Upon Confirmation of Event:

- Signed license agreement
- Deposit
- Website Information
- Special Elements Checklist
- Floor plan for review prior to distribution to participants

60 Days Prior To Event:

- Floor plan for approval
- Event Information Sheet

30 Days Prior To Event:

- Final Payment
- Equipment Order
- Food and Beverage Intentions
- Public Liability Insurance
- Build Company Contact & detailed Move In and Out Schedule
- Staffing quotes for loading zones and cleaning

5 Working Days Prior To Event:

Final Services Order including:

- Electrical
- Gas / Water
- Internet
- Schedule of delivery for major equipment (e.g. Scissor lifts, forklift) or product
- Venue inductions and permits for access to catwalks / hot works etc.
- Additional Car Park Passes
- Any alterations to venue approved floor plans

What We Provide To You

Upon Confirmation of Event:

- Formal confirmation of booking
- Schedule of key dates
- Listing on www.adelaideshowground.com.au
- Inclusion in AS Event Calendar and promotional outlets

60 Days Prior To Event:

- Update of specific details on website & AS promotional outlets
- Supplier & Contractor Information including information for the venue Online Safety Induction

30 Days Prior To Event:

- Summary of your Events parking arrangements
- Complimentary exhibitor parking passes
- Reminder of exhibitor requirements
- Catering details for your Event
- Approval of floor plan
- Move In and Out details and requirements

14 Working Days Prior To Event:

- Housekeeping details and general venue information

Onsite at the AS:

- Venue handover & Pre-Event Checklist
- AS Event Pack
- Event Safety check
- Post-Event Inspection

Services Provided by the Adelaide Showground

Automatic Teller Machines

ATM's are located in the following positions:

- Jubilee Pavilion - West Foyer (2)
- Atrium Food Court – entrance to Duncan Gallery (2)

Access must be maintained to these machines at all times. Please contact your Event Planner regarding any additional ATMs required for your Event.

Audio Visual

The main pavilions listed within Section 2 of the Event Handbook are all equipped with public address (PA) systems which are suitable for background music playback and general public announcements. These PA systems are fed through a digital interface and therefore require our preferred AV supplier (Encore Event Technologies – listed in Section 3) for any in-house AV installations. There are further PA systems installed throughout the Atrium, Hamilton Boulevard and Kingsway areas. These PA systems are also used for any emergency evacuation situations. Any additional AV equipment or requirements can be sourced from our preferred supplier listed in Section 3.

Car Parking & Traffic

The roadways within the Adelaide Showground are designated as public roads and the South Australian Road Traffic rules apply. Drivers entering the Showground must not exceed the 10 km/h speed limit at any time.

- All Event related traffic must enter and exit via the gate allocated for use by your Event Planner.
- Parking of vehicles must occur only in designated areas and is not permitted:
 - on lawns or planted areas
 - in areas marked as 'No Parking' zones
 - across emergency exit doors and gates.
- All vehicle drivers operating within the Showground are to be licensed. Vehicle operators are required to pay specific attention when loading and unloading their cargo and are required to travel at a safe speed determined by their load, the road surface and their surrounding environment.
- The AS maintains full control and staffing of the public car park spaces during Events.

Access on Event Days

Dependent on the contracted Event area, exhibitors may be allowed access to the area around the Event for unloading prior to the Event public opening time. Permission must be granted prior to this occurring and the Organiser is responsible to arrange sufficient staff to coordinate, control and manage this process. Vehicles must be removed no later than half an hour prior to the public opening time of the Event. An area of the Adelaide Showground will be allocated for exhibitor parking during an Event.

We would also encourage you to minimise the amount of vehicle traffic entering the Event area and parking around the Event area to further increase this safe pedestrian zone.

No vehicle will be permitted into the Event area and public thoroughfares until the Event closes to the public and the Event Organiser, in consultation with the Event Operations Supervisor, deems it is safe to do so.

The Adelaide Showground maintains over 1,500 car park spaces.

The Adelaide Showground car parks are run by an automated system with boom gates installed on the entrances of Rose Terrace P1, Rose Terrace P2, Leader Street Gate and Leader Street P2 entrance and eight Pay Stations at strategic locations throughout the Showground.

Organiser / Staff & Exhibitor Parking

Organiser, staff and exhibitor parking is available within the Adelaide Showground. Areas are allocated to provide convenient access to the pavilions without disrupting the availability of public parking for visitors to the Event. Each Event will be allocated a number of parking spaces free of charge, for organiser use.

Larger events with multiple exhibitors can be added to our online parking portal, where exhibitors are able to purchase their own parking passes as needed. Your Event Planner will contact you prior to the event to pass through the prepurchased exhibitor car parking passes. The online store can be found here: [Adelaide Showground Car Parking System](#). It is suggested to send passes to exhibitors prior to arriving onsite so they can distribute to other staff and avoid confusion when entering the Showground.

The barcoded car park passes are multiple use passes and will, where applicable, cover the Move In, Event and Move Out day/s. All barcoded car park passes need to be validated on entry and exit for these to work.

Public Parking

Public car parking is accessed from Rose Terrace and is managed by the AS. Visitors to your Event will be directed to the parking areas most convenient to your Event. The system for the public visiting the Showground operates similarly to the airport and city car parks:

- a). Collect a ticket when entering the car park.
- b). Pay at a pay station to validate the ticket for exit.

Pay stations are situated in the Atrium, outside the Plaza Gate to Rose Terrace P1, one either side of the Kidman Gate, three situated in the main internal car park and one at the Leader Street Gate.

There is also a PayWave option at each exit gate.

- c). Insert the validated ticket for exit.

Pricing for car parking will be as follows:

First ½ hour	No charge
Up to 2 hours	\$ 4.00
Over 2 hours (daily rate)	\$ 10.00

Cleaning

Australian Green Clean are the contracted cleaning service provider for the Adelaide Showground. A detailed quotation for cleaning services can be obtained from your Event Planner.

During tenancy the Organiser is responsible for ensuring the licensed Event area is maintained in a clean and safe condition for all exhibitors and contractors during Move In and Move Out.

The AS provides the following cleaning services within the cost of your tenancy:

- Cleaning of public toilets and amenities throughout your contracted Event area
- Servicing of the Event area during the public opening times of your Event, including aisles, catering areas and public amenities. This will include management of bins, and removal of litter and spills from aisles.

It is the Organiser's responsibility to arrange the following cleaning with Australian Green Clean during tenancy in the interests of presenting a quality venue and Event to the public:

- Cleaning during Move In
- Overnight cleaning ahead of each Event day
- Cleaning of exhibition stands before and during the Event
- Final Cleaning following the Event and prior to completion of the tenancy e.g. during and on completion of Move Out
- Waste disposal charges apply during Move In and Move Out

Waste Disposal

Waste bins will be provided within your Event area and removed by Australian Green Clean prior to your Event. We have implemented procedures to recycle paper, cardboard, plastics, cans and bottles. Organisers are requested to inform exhibitors, contractors and staff to remove waste from their tenancy areas into the bins provided and ensure that recyclable materials are separated from non-recyclable materials prior to collection.

In regards to the Environmental Principles established within our venue, disposal charges based on volume specific to your Event will apply for all waste collected during the Move In and Move Out process which is directed to landfill and for recycling.

- General waste fees will apply for any contamination of recyclable waste.
- Collection and disposal of any other streams of waste including building materials, liquids, cooking materials, sawdust etc. will require additional consultation and fees will apply.
- The Adelaide Showground will not be responsible for the collection and disposal of any hazardous waste.

Final clean

The licensed area must be returned in the same condition that it was received at the commencement of the tenancy. Final cleaning requires Organisers to arrange for exhibitors to remove all tape, residue and chalk marks from the floor, replace all carpet tiles (if applicable) and place all rubbish in the correct bins provided. Further details regarding carpeted pavilions are included within the Event Move In and Move Out Process on pages 17-18.

Your Event Operations Supervisor will conduct a Post Event Inspection of the licensed Event area on completion of your tenancy to ensure compliance with established standards. If additional cleaning is required to meet this standard, you will be notified and charged accordingly.

Electrical Installation

The AS maintains a qualified Electrical Department who are responsible for carrying out all electrical work and connection of all electrical installations to our electrical mains.

Supply of an extensive range of power and lighting options is available. All electrical forms are to be returned to Venue Management. The Event Organiser will be invoiced for all electrical work post event. It is the responsibility of the Event Organiser to recover costs from exhibitors. All equipment is on a hire basis and price includes installation, hire, removal and consumption.

All orders must be received no later than five (5) working days prior to the commencement of the Event to guarantee that your installation requirements are met. Due to the additional costs to accommodate late orders, any requests received after this time are subject to a 20% surcharge.

Attention is drawn to the following points in respect to use of electricity at the AS:

1. No person other than the Adelaide Showground's Electrical Department staff will be permitted to carry out electrical work on installations to be connected to the Mains.
2. All electrical fittings and materials supplied remain the property of the Adelaide Showground.
3. Where an exhibitor uses a pre-wired exhibit or stand, a connection, a service fee for the period of the event will be payable to the Adelaide Showground.
4. All electrical items are required to be safety tested and tagged, to comply with Australian Standard 3760-2003. Power boards with overload protection and appropriate tagging is approved for use. Double adaptors are expressly prohibited.
5. Care must be taken to avoid the placement of electrical appliances and power cables in areas that may become wet.
6. Power cables must not be laid across walkways, paths, roads or any area where damage could occur to the cable.
7. Bar (resistance) heaters are strictly prohibited.
8. Light sockets must not be used for any other purpose.

Stand lighting, whether it is installed by the AS Electrical Department and those incorporated in custom built stands, needs to be connected via the Building Management System (BMS). Under no circumstances should lighting (either provided by AS electricians or supplied by the exhibitor) be connected into the continual 24 hour electrical feed. Any such connection will be disconnected immediately and a fee will incur for any reconnection.

Exhibitors are advised that the Electrical High Voltage Ring Main System installed at the AS is delivering on average a 250 volts supply of current, therefore, any electrical equipment to be used should be checked to ensure that it is rated capable of carrying this load.

The adherence to the above points is essential to ensure the safety of Event participants and failure to comply may lead to removal of electrical equipment or withdrawal of electrical current.

Access must be maintained to all Electrical Service areas at all times as reflected on venue floor plans.

Equipment Hire

The AS maintains a range of equipment items for hire to Organisers including various styles of chairs and tables, ticket boxes and bollards. Equipment can be arranged through completion of the 'Equipment Order Form' which is to be returned to your Event Planner at least thirty (30) days prior to your Event.

Equipment is provided to Organisers based on timing of receipt of your confirmed order. In the event that equipment is unavailable, we can arrange hire items from an external supplier on your behalf. Cost of this equipment may differ from the AS charges and will be agreed with the Organiser prior to confirmation of the order.

Ticket Boxes

Ticket Boxes, for external use of pavilions, are available for hire by filling out the Equipment Order Form available from your Event Planner. You are welcome to utilise your own signwriter to purchase the signage for these ticket boxes.

The specifications of the signs are as follows:

600mm high x 1800mm wide x 3mm thick corflute or similar material would be suitable.

Permission is required to attach any signs or items to the windows or walls of ticket boxes and fees may be incurred due to the result of any damage.

Event Staff & Security

The AS has appointed a staffing contractor (Pinnacle People) who is responsible for the provision of venue staffing requirements including the supply of Adelaide Showground gate and car park staff. Pinnacle People are also available to provide services for the following Event requirements:

- Move In & Out loading zone staff
- Event staff including forklift operators and casual labour hire
- Ushers.

The AS has appointed a security contractor (Constant Security) who is responsible for the provision of venue security services including:

- overnight security of the AS
- monitoring of the venue's security camera surveillance system (CCTV)
- Event security requirements.

It is a policy of the Adelaide Showground that all perimeter gates and car parks are controlled by the venue contractors.

All staffing and security requirements are at the discretion of the Organiser, however it is the Organisers' responsibility to arrange sufficient staff to coordinate, control and manage their contracted Event area/s during the Event and the Move In and Out. Any external security contractors seeking to work within the venue are required to undertake an accreditation process prior to approval for onsite work.

Contact details of our Event staff and security suppliers are listed in Section 3 and further details can be supplied by your Event Planner.

Food & Beverage

The AS holds the rights to, and responsibility for, the supply of all food and beverage consumed at the venue.

Preferred suppliers

The AS has preferred supplier agreements in place. Please advise us immediately in writing if you have sponsors or exhibitors of food and/or beverage intending to sell at your Event as these relationships will be important in our negotiations with you.

Public Catering

The AS has extensive public catering facilities which can provide quality food and beverage to visitors to your Event.

The Atrium Food Court provides a central focus for public dining requirements in addition to café facilities available within the Goyder, Jubilee and Wayville Pavilions and the Ridley Centre. The Atrium Food Court is the primary catering area within the AS and will be maintained for this purpose. Permission needs to be granted by your Event Planner prior to any alternative use or intended exhibits within this area.

Catering outlets may be established, in consultation with our food and beverage team, within other pavilions should the need arise. Specific requirements of each Event can be accommodated by our food and beverage team who are happy to tailor the offering to mutual benefit. Our outlets have been designed to allow inclusion of specialist food to supplement the venue's traditional lines.

Function / Exhibitor Catering

Opportunities exist within the AS's many spaces for function catering for exhibitors or selected clients. There are also options for individual stand catering. Your Event Planner can provide options related to your Event.

Food & Beverage within Events

No exhibitors or participants may offer food and beverage for consumption within the venue without written permission. Such permission will only be provided for sampling to encourage sale of product packaged for offsite consumption or general promotion. A 'Food & Beverage Form' must be completed and submitted to your Event Planner at least thirty (30) days prior to your Event.

Approved sampling must conform to the following conditions:

1. The AS is notified of the proposed sampling, in writing and in advance of the Event.
2. The Exhibitor complies with all Food Safety standards and all relevant AS policies and procedures.
3. The portion size represents a genuine sample
 - in the case of packaged product, the sample represents no more than 20% of the full product size
 - in the case of unpackaged food, the sample does not exceed 50 grams
 - in the case of beverage, the sample does not exceed 50 mls.
4. The sample will be consumed at the point from which the sample was received and appropriate facilities are provided to accommodate any waste generated.
5. Samples are to be given out free of charge.

In the event that participants wish to sample alcoholic products, the 'Food & Beverage Form' must be filled out and a Limited Licence will also be required from Consumer and Business Services which requires consent from the AS. The Limited Licence Application can be obtained from www.cbs.sa.gov.au

Exhibitors who wish to undertake cooking displays within the Event area need to notify the Event Planner ahead of the Event. Full details regarding the type of cooking display will be required and approval is conditional to the implications regarding public safety, intended food sampling and any impact on the venues fire detection systems. Any fire alarm activation, as a result of performing cooking in the pavilions, will prompt immediate response from the Metropolitan Fire Service (MFS). Costs levied by the MFS for attendance at such an alarm will be charged to the Event Organiser.

Internet Access

Wireless access points for efficient connection to the internet have been established throughout the Duncan Gallery, Goyder Mezzanine, Atrium, Hamilton Boulevard, Royal Banquet Rooms, Stirling Angas, Goyder, Jubilee and Wayville Pavilions and the Ridley Centre. Where more extensive use of the internet is required by exhibitors and Organisers, fast wireless Ethernet connection is available through purchase of a relevant package in selected areas. The Internet feed is a 50Mbps full duplex service, connections to exhibitors is provided via 100Mbps wired Ethernet or 802.11n WIFI.

It is the user's responsibility to provide suitable protection of their equipment from viruses and security breaches. The AS does not accept responsibility for any virus or security breach whilst using the internet on the site. A request for internet connection must be made through your Event Planner by completing the 'Internet Service Form' and returning at least five (5) working days prior to your Event.

Lockers

Coin operate lockers are located in the Atrium along the southern external wall of the Goyder Pavilion.

Plumbing

Water & Waste

Water and waste services are available from certain areas within the pavilions. Planning of the Event should ensure that exhibitors requiring these services are positioned to allow direct access. Any requests for large water consumption (e.g. swimming pools, spas, water features) will require a water permit from SA Water.

Connection to water & waste outlets will be arranged by the AS. Access to these connections can be arranged by completion of the 'Water Connection Form', available from your Event Planner. Notification is required five (5) days prior to the Event and orders received after this time will incur a 20% surcharge.

Gas

Gas connections are available in limited areas within the Goyder and Jubilee Pavilions and the Ridley Centre. Access to these connections can be arranged by completion of the 'Gas Connection Form', available from your Event Planner.

Notification is required five (5) days prior to the Event and orders received after this time will incur a 20% surcharge. Installation must be carried out by a licensed Gas Installer and all temporary gas installations must comply with the AS/NZS 5601 and manufactured appliance/s must be AGA certified. A Certificate of Compliance (CoC) must be completed by the licensed Gas Installer for each Event and supplied to the Event Organiser and a copy must be provided to your Event Planner.

Telephone

Temporary telephone connection can be arranged by direct application to Telstra at least fourteen (14) working days prior to your Event. We can also provide the 'Telstra Temporary Service Request' which is required to be sent to Telstra – Fax: 1800 810 906.

Safety

Safety and Risk Management

Upon receipt from the Organiser of the initial Event floor plan, a schedule of exact event times and the 'Special Elements Checklist', the AS will provide essential venue information regarding details for the Event and Move In and Move Out process. The 'Special Elements Checklist' provides information for the AS regarding specific details that may require detailed or further control measures to ensure the safe delivery of your Event. Dependent on specific special elements within your event, a Risk Assessment may need to be arranged and provided by the Event Organiser, contractors or exhibitors of the Event.

It is a requirement under the AS's own Risk Management codes that all relevant WH&S documents are completed, including:

- 'Special Elements Checklist' to be completed upon confirmation of your booking
- 'Pre-Event Checklist' to be completed prior to commencement of your tenancy
- 'Post-Event Inspection' conducted of your contracted Event area.

Online Safety Induction

It is a condition of working or operating within this venue to complete this site induction.

We ask that all Catering, Contractors, Exhibitors, Volunteers and staff working at the venue, during any stage of an event, including the moving in and out phases, complete the induction and pass an online assessment.

www.adelaideshowground.com.au/online-safety-induction

Access

The AS requires a schedule of exact times when Organisers need access to specific venues. An Event Operations Supervisor (EOS) will be assigned and venue services (security, lights, temperature control, etc.) will be pre-set through the Building Management System based on these notified times. Extension of these times on the day involves additional costs to the AS and an hourly charge will apply.

Whilst the AS maintains security to patrol and monitor the venue, after-hours access is not possible without prior arrangement via your Event Planner.

Evacuation Plan & Procedure

The Event Organiser should have an up to date Emergency Plan for their Event detailing what their staff and others should do in an emergency. The Emergency Plan should be based on a practical assessment of hazards associated within the licensed Event area and the possible consequences of an emergency occurring as a result of those hazards.

Emergency information and an Evacuation Diagram specific to your Event area are placed adjacent to the pavilion exits. Organisers should encourage staff, exhibitors and other participants to familiarise themselves with these.

The AS has established an Emergency Event Guide which details what course of action should be taken in a range of emergency situations. This will be provided to the Organiser upon commencement of the tenancy as part of the AS Event Pack.

Fire Protection

Fire extinguisher points (reels, hydrants, etc) are situated within all pavilions. Under no circumstances, may these be covered or used for other than their intended purpose.

Access must be maintained to all emergency exit doors and gates available for the Event at all times during the tenancy, including Move In and Move Out.

The AS maintains full use and control of the venues fire detection system. The venue will not permit any activity or the use of any equipment, materials, substances or theatrical effects that may impact these systems. Any activity or equipment that may pose an issue with our fire systems needs to be immediately addressed initially within the 'Special Elements Checklist' or with your Event Planner.

Unauthorised use of fire hoses will activate the fire alarm. Any fire alarm activation prompts immediate response from the Metropolitan Fire Service (MFS). Costs levied by the MFS for attendance at a false alarm will be charged to the Event Organiser.

Hazardous Activities

Your Event Planner will provide you with the 'Special Elements Checklist' for you to complete and return, advising us of any hazardous or unusual activities planned as part of your event. These activities may not occur without approval from the AS. You may be required to provide permits, registrations, risk assessments etc. in regards to these activities.

Welding, cutting, brazing, grinding or flame gun operation of any kind is not permitted without approval of the AS. A 'Hot Works Permit' must be completed prior to the commencement of the activity and specific safety procedures must be followed. Fire alarm activation prompts immediate response from the Metropolitan Fire Service (MFS). Costs levied by the MFS for attendance at a false alarm will be charged to the Organiser.

Access to Catwalks

Access to catwalks within the pavilion must be controlled due to the inherent dangers involved with working on the catwalks. Where a contractor to the Organiser requires access to the catwalks (e.g. audio visual supplier, photographer, riggers), this can be arranged through the completion of the 'Access to Catwalks – Induction Form' and an appropriate induction will be performed by the Venue Management office. Access to individual exhibitors will not be allowed.

Hazard Reporting

Organisers must notify the AS immediately, should Organisers identify any hazards which may result in:

- the injury, illness or death to people or animals,
- damage, destruction or loss of property.

An AS Hazard Report Form is provided in your AS Event Pack supplied to you upon commencement of your tenancy.

Incident Reporting

Organisers must notify the AS immediately, should an incident occur which has resulted, or may have resulted in:

- the injury, illness or death of any person or animals,
- the damage, destruction or loss of property,
- an incident that could have resulted in the consequences listed above.

All Event Organisers are responsible to report and record any incidents that may occur within their contracted Event area. Any Incident Report completed by RAHS staff remains the property of the RAHSSA.

Insurance – Public & Product Liability

The Organiser warrants and agrees to provide evidence to the RAHSSA at least thirty (30) days before the Event that it has Public Liability insurance ('Certificate of Currency') to the level stated in the Licence Agreement and that the Royal Agricultural & Horticultural Society of SA Inc to be noted as an interested party.

All exhibitors or participants should be made aware of their responsibility for their own property and insurance.

APPROVAL OF FLOOR PLANS / SITE MAPS

Detailed floor plans of your contracted Event area must be submitted to the Event Planner for review by the Venue Manager prior to external promotion of the Event to exhibitors or other participants. This is an opportunity to resolve any potential issues with minimal impact on your Event.

A final floor plan, including the Organiser's expectations of maximum audience at any one time, must be received no later than sixty (60) days prior to your Event. Formal approval will be provided in writing and assessed against the following criteria:

- Guaranteed access to fire exits and clearance of fire extinguisher points etc.
- Ability to provide services - electrical connections, water, waste, gas - without crossing public aisle ways
- Number of anticipated visitors in total
- Maximum visitors anticipated at any one time
- Organisers ability to manage venue capacities
- Optimum aisle widths (no less than 3.0 metres)
- Access to sufficient public catering areas with adequate adjacent seating
- Access to public facilities (e.g. ATMs, toilets, etc.).

Floor plans must:

- be in a current electronic format
- clearly show all exits and fire protection equipment
- include all temporary structures proposed for the Event
- detail any exhibits or structures that may inhibit access.

The final build of the Event must be consistent with the approved floor plan. Any changes proposed must be communicated to the AS and subject to written approval from the Venue Manager.

Any temporary structures, displays or activities planned external of the licensed Event area requires authorisation prior to your Event and may need to be included on a floor plan or site map. Please advise your Event Planner during the Event Process of any plans utilising any external areas during your Event. Additional costs may apply for the use of these areas.

The AS reserves the right to refuse access to an Event if the actual placement of temporary exhibits or structures is inconsistent with the approved floor plan.

EVENT MOVE IN & MOVE OUT PROCESS

It is the responsibility of the Organiser to devise and implement an appropriate plan for the safe and efficient conduct of the Move In and Move Out of their Event. All staffing and security requirements are at the discretion of the Organiser, however it is the Organisers' responsibility to arrange sufficient staff to coordinate, control and manage their contracted Event area/s during the Event and the Move In and Out. It is a policy of the AS that all perimeter gates and car parks are controlled by the venue contractors.

Organisers must have a representative present onsite at all scheduled times during the Event Move In & Out Process. It is expected that the Organiser liaises with the onsite EOS upon arrival and prior to departing the contracted Event area.

The AS will provide further information regarding the Event and Move In and Out. As a minimum, the Organiser should incorporate the following in their Move In and Out plan:

- An Emergency Plan specific to the contracted Event area and activities within their Move In and Out area/s.
- Specific areas adjacent to the pavilions in use will be allocated for the use by the Organiser for the purposes of Move In and Out. Control of this area including procedures to restrict entry to authorised persons, is the responsibility of the Organiser
- Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.
- Signage must clearly state that the area is an Event Move In and Out area
- Where vehicle traffic is present, high visibility safety clothing must be worn
- Enclosed footwear must be worn at all times during Move In and Out
- Designated aisles and emergency exit doors must be kept clear at all times
- Absolutely no children under the age of fifteen (15) are permitted in the Event areas during Move In and Out
- Animals and pets, excluding hearing and seeing guide dogs and animals that are approved as part of the Event, are not permitted within Event areas
- Consumption of alcohol is not allowed within the Event area during Event Move In and Out. Alcoholic beverages must not be taken into or from the venue and are subject to immediate confiscation
- Intoxicated or drug impaired persons are not to be allowed access to an Event area
- Action must be taken to avoid excess waste throughout Move In and Out which may create unnecessary hazards
- Move Out may commence only when all Event patrons have left the Event area and the Organiser, in consultation with the Event Operations Supervisor, assesses that it is safe to do so.

Move In may commence no earlier than 06:00 am on the first day of the tenancy and all Event areas must be cleared by 12:00 midnight on the final day of the tenancy. Extension of these times on the day involves additional costs to the AS and an hourly charge will apply.

It is recommended that Organisers adopt the following strategies to Move In and Out:

- stagger different elements of the Move In and Out to ensure that the area is not unduly crowded
- undertake any 'high risk' work e.g. rigging etc. prior to arrival of exhibitors into the Event area
- completion of exhibition build prior to allowing exhibitors and other participants into the area
- minimise the possibility of vehicle traffic interacting with pedestrian traffic
- arrange hand trolleys and carts to assist exhibitors with their Move In and Out.

The issues relevant to the Move In and Out for each specific pavilion are discussed within each pavilion section.

Carpeted venues

- The condition of the carpet within the venue must be returned in the same condition that it was received at the commencement of the tenancy. If additional work is required to meet this standard, the Organiser will be notified and charged accordingly.
- If any of the venue carpet tiles are required to be moved, removed or relocated during an Event, the Organiser will be responsible for coordinating the removal, safe storage and replacement of carpet tiles during the contracted tenancy – any loss or damage incurred during this time will be borne by the Organiser.
- No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, should be permitted inside the pavilion/s. All large vehicles delivering stock, equipment etc. for Events should be unloaded/ loaded external of the pavilion to minimise impact on carpet.
- Forklifts and scissor/boom lifts must be fitted with white tyres.
- Drivers must be instructed to move below walking speed and turn without dislodging the carpet tiles. Manual brakes on trailers and towing vehicles must be disengaged prior to entering a carpeted pavilion and jockey wheels released and, or moving freely.
- Welding, cutting, brazing, grinding or flame gun operation of any kind is not permitted without approval of the AS. A 'Hot Works Permit' must be completed prior to the commencement of the activity and specific safety procedures must be followed. Activities such as these listed may not occur within any pavilions or halls and a separate, safe work area will need to be coordinated.
- The use of any paints, solvents and lacquers within carpeted pavilions should be strictly monitored and controlled. It is expected that none of these chemicals should be used within carpeted pavilions without prior communication with the AS. Use of any substances such as these require a Material Safety Data Sheet (MSDS) to be provided to the AS.
- Use of organic materials including soil, sand and mulch will need careful planning by the Organiser so as not to stain or leave any residue.

Deliveries

Deliveries will not be accepted before the commencement of your tenancy unless prior arrangements have been made. In the event that Organisers wish to deliver items prior to the tenancy or collect items after the tenancy, a specific request must be made to your Event Planner.

Representatives of the AS are not permitted to sign for deliveries. Organisers must have a representative present to approve deliveries. The AS will not accept any responsibility or be liable for any loss, damage or incorrect delivery of property related to the Event.

Organisers should provide the 'Delivery Label Template' to exhibitors and other participants wishing to direct deliveries to the Event venue.

All items must be collected prior to the end of the tenancy. Freight requiring removal from site must be picked up during the allocated Move Out period. When items remain uncollected beyond two (2) working days after the tenancy without prior arrangement, the AS reserves the right to dispose of these items as we see fit. No liability will be taken for these items.

A schedule of anticipated deliveries of equipment (e.g. hired scissor lifts and forklifts) or major product must be provided to your Event Planner. Your Event Planner will provide details for the areas and storage for this equipment as access may not be immediately granted to your licensed Event area. It is expected that during the Event this equipment is stored safely away from the Event area in the organised storage areas as equipment left throughout or around Event areas will not be accepted.

ENVIRONMENTAL CONSIDERATIONS

Environmental Policy

**Adelaide Showground, through its everyday operations will strive to:
Reduce the adverse impacts of the AS's activities on its environment.**

**Promote a sound awareness of, and favourable behaviours towards the environment
among all staff, contractors and visitors.**

Environmental Principles

The AS wishes to work with our Organisers to advance the following environmental principles within our Events:

- Conserve energy (produced by non-renewable resources and by methods which pollute the environment)
- Conserve water resources and minimise waste water disposal
- Minimise and, where possible, eliminate the use of harmful substances
- Ensure the correct and safe disposal of all substances
- Minimise waste generation through reduction, reuse and recycling
- Minimise pollution
- Address environmental concerns in all planning and landscaping decisions
- Encourage purchasing procedures that adhere to the principles of the environmental policy
- Aim to execute environmental audits and endeavor to maintain and improve facilities
- Comply with all Australian environmental legislation
- Adopt alternative technologies and materials that minimise the damage to the environment
- Encourage waste recycling initiatives
- Include sustainability initiatives into any new developments and upgrades at the Showground.

Adelaide Showground Environmental Credentials

- A 3.5-million litre underground water tank supplies over 50% of the water requirements for the 26 hectare Showground site. The roof catchment area for this tank is 17,500 sqm yielding approximately 10 million litres per annum.
- An aquifer improvement trial has reduced mains water requirements. This will reduce the amount necessary for irrigation, and mean that water can be extracted in summer with little evaporation.
- 10,000 square metres of rooftop solar panels gathering 1,400 mega-watt-hours (MWh) of solar electricity each year = approx. 250 homes.
- Provides 40% of the entire Showground's power needs saving around 1,400 tonnes of greenhouse gas emissions each year.
- During the 2014 Royal Adelaide Show, 640 of the 801 tonnes of waste collected were either composted or recycled – a conversion rate of 80%.

For further information on our Environmental Policy and Green Initiatives, please refer to our website www.adelaideshowground.com.au

GENERAL INFORMATION

Environmental Principles

The AS wishes to work with our Organisers to advance the following environmental principles within our Events:

- Conserve energy (produced by non-renewable resources and by methods which pollute the environment)
- Conserve water resources and minimise waste water disposal
- Minimise and, where possible, eliminate the use of harmful substances
- Ensure the correct and safe disposal of all substances
- Minimise waste generation through reduction, reuse and recycling
- Minimise pollution
- Address environmental concerns in all planning and landscaping decisions
- Encourage purchasing procedures that adhere to the principles of the environmental policy
- Aim to execute environmental audits and endeavor to maintain and improve facilities
- Comply with all Australian environmental legislation
- Adopt alternative technologies and materials that minimise the damage to the environment
- Encourage waste recycling initiatives
- Include sustainability initiatives into any new developments and upgrades at the Showground.

First Aid

St John operate from a fully functional First Aid Room in the Atrium. A charge for First Aid will apply (if applicable) and is the responsibility of the organiser. The AS will liaise with the St John Ambulance Service to ensure the appropriate level of medical personnel are present during the public opening times of your Event.

The level of St John presence will be determined by us based on the event's relative risk. For most events, St John coverage will be consistent with anticipated number of visitors:

Rating 1	Attendance <1,000 per day	EOS onsite	St John not required
Rating 2	Attendance 1,000 – 3,000 per day	St John member x 1	\$183.70 (ex.) per day
Rating 3	Attendance 3,000 – 8,000 per day	St John member x 2	\$367.40 (ex.) per day
Rating 4	Attendance 8,000 – 10,000 per day	St John member x 4	\$734.80 (ex.) per day
Rating 5	Attendance 10,000 – 15,000 per day	St John member x 8	\$1,469.60 (ex.) per day

The Organiser is also responsible to ensure that sufficient medical personnel are present during the Move In and Out phases of their Event. Organisers and exhibitors are advised to keep a basic first aid kit available for minor injuries. However St John Ambulance Service can also provide medical personnel equipped within a fully operational First Aid Room during your Event's Move In and Out at a cost to the Organiser.

Please contact your Event Planner for further information.

Forklift, Scissor & Boom Lifts

The AS forklift, boom and scissor lifts are not available for hire. It is expected the Event Organiser arranges all equipment hire required for their Event. Contact details for hire companies are included within our preferred supplier listed in Section 3.

Any forklifts, scissor and boom lifts must only be operated by persons holding the appropriate license. The appropriate license must be current and carried during operation of any machinery whilst onsite and be provided to AS personnel if requested to do so. All unused machinery are to be stored safely away from public areas.

Media Comments

In the event of an emergency, incident or other matters which may impact the public profile of the AS, immediate consultation with the AS is required prior to any public comment. Please contact the Event Operations Supervisors on 0419 185 312.

Promotional Opportunities

The choice of the Adelaide Showground for the presentation of your public Event provides a number of free promotional opportunities to support your Event (public events only):

- AS Website – free listing in the Event Calendar section of our website, www.adelaideshowground.com.au
- *The Society* Newsletter – promotion to the 6,000 members of the Royal Agricultural & Horticultural Society Inc. - 3 times a year
- Goodwood Road Digital Signage – “upcoming events listing” no less than two (2) weeks prior to your public Event - 30,000 cars per day
- Adelaide Showground Facebook Page – “upcoming events” listing and opportunities for promotional giveaways - over 24,000 followers
- Monthly Press Release – to various media across SA

Information should be provided to us by completing the ‘Website Information Form’ upon confirmation of your Event.

Signage

Banners

The AS is unable to hang banners or other signage on behalf of an Organiser. Banners must be installed by a certified rigger. Preferred supplier details for the any rigging is available in Section 3. The AS must be informed of any rigging to be undertaken within the venue.

Event Signage

The AS provides significant permanent wayfinding signage to direct visitors to their chosen Event. No other signage is allowed outside the contracted Event area without prior approval from the AS.

All signage within the Event area must be free-standing. Fixing of any signs, items or structures to walls, doors, ceilings or windows is prohibited and removal will be immediately requested. Any subsequent damage resulting from the unauthorised erection of items will be charged to the Organiser.

Flagpoles

Permanent flagpoles are located on the northern end of the Goyder Forecourt addressing Goodwood Road (5) and throughout Hamilton Boulevard (18). These flagpoles are available to Organisers prior to and during your Event. Priority will be given to Events being presented at the time. AS personnel will hang and retrieve the flags for a set fee per banner. Specifications for these banners are available from your Event Planner.

Forthcoming Attractions Sign

The AS provides a digital Forthcoming Attraction sign situated on the boundary of the Goyder Forecourt, addressing Goodwood Road in both directions. This sign is approximately five (5) metres high and three (3) metres wide and rises to a height of eight (8) metres from the ground. Goodwood Road accommodates over 32,000 vehicles every day.

As part of your tenancy if you are holding a public event, the AS will include your Event in the forthcoming attractions detailed on this sign for no less than two (2) weeks prior to your event.

The sign is designed to change in intervals of no less than eight (8) seconds and the opportunity exists to place a static digital image onto the sign promoting your Event. Details of cost and exact specifications for your advertisement are available from your Event Planner.

Street Banners

The City of Unley offers locations on each major arterial road - Goodwood Road, King William Road and Unley Road for the placement of banners advertising events within the council area, including the AS. Contact details are included within our preferred supplier listed in Section 3.

Smoking Policy

Smoking is prohibited within enclosed areas, inside halls, pavilions and offices, or within ten (10) metres of an entrance to a building. Smoking is not permitted in the Atrium Food Court, Jubilee Café or within other catered areas.



SECTION 2
Specific Venues

ADELAIDE SHOWGROUND ARENA

The Arena provides an expansive outdoor entertainment facility complete with grandstand and grassed terrace seating, undercover catering and bar amenities. Home to the main arena attractions during the Royal Adelaide Show, the Arena has also hosted national touring festivals and concerts, motorsport extravaganzas, equestrian events, outdoor cinemas and competitive sports to name but a few.

- Grandstand seating for over 4,000 pax.
- Over 17,000 square metres of turf surface.
- 15,000 pax capacity surrounding the Arena.

Move In & Move Out

Vehicle access directly from Leader Street. Large vehicle access onto Arena.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Services

- Light towers providing 275 lux lighting.
- Limited electrical and water services available upon request.
- Local PA system on the Arena.
- Removable concrete wall paneling surrounding the Arena.
- Viewing platform for patrons with disabilities.

Food & Beverage

- Members Banquet Room and Arena Sports Bar facilities on the western side of the Arena.
- The Bull Bar located adjacent the grassed terraces in the south west corner overlooking the Arena.

ARENA SPORTS BAR

Located on the ground floor on the north end of the Members Grandstand this room provides a great public catering facility for events hosted on the Arena. With public entry from either the Arena or West Crescent this area is centrally located with access from Leader St or Rose Tce.

ROYAL BANQUET ROOMS

Dining and bar facilities catering for 300 pax. located on the ground floor on the southern end of the Members Grandstand. The main banquet room includes public address system and an additional two breakout rooms in the Presidents and Councillors Dining Rooms are also available. Public entry from either the Arena or West Crescent this area is centrally located with access from Leader St or Rose Tce.

DUNCAN GALLERY

The Duncan Gallery acts as a spectacular foyer to the AS. The Duncan Gallery is able to be used in conjunction with the Goyder and Jubilee Pavilions through full height operable walls or individually as a unique function space.

Duncan Gallery may only be included within a ticketed Event when both Jubilee Pavilion and Goyder Pavilion are part of the Event.

Organisers have access to fixed rigging points for vertical banners positioned along the length of Duncan Gallery – six (6) on the western side adjacent to Jubilee Pavilion, six (6) on the eastern side adjacent to Goyder Pavilion.

There is absolutely no fixing or draping of any banners to the exposed timber beams in the Duncan Gallery.

The Duncan Gallery provides a choice of lighting - natural light through use of the skylights or use of the extensive coloured lighting providing significant flexibility to your Event.

Forklifts and scissor/boom lifts are only allowed into the Gallery when the floor surface has been covered. Permission needs to be granted by your Event Planner before this occurs. These vehicles must have white tyres.

All temporary structures and displays positioned in the Duncan Gallery must have a soft underside or carpet is required to be laid beneath them.

The Duncan Gallery is not to be used as a vehicle thoroughfare between Jubilee and Goyder Pavilions when all buildings are included in a contracted tenancy – operable walls adjoining these pavilions will remain closed throughout the Event build to deter vehicle access.

Your Event Planner will discuss Event options available for the Duncan Gallery during the Event Process.

GOYDER MEZZANINE

The Goyder Mezzanine is an intimate meeting space of up to 300 guests overlooking your event in the Goyder Pavilion or three separate rooms for accommodating an Organisers Office, Exhibitor Lounge or Media Room. Facilities are available to provide lunch or a cocktail function for entertaining exhibitors, sponsors and invited guests with a privileged view of your event.

The Goyder Mezzanine is sold independently of the Goyder Pavilion. Access to the Mezzanine is available from the Atrium Food Court independent of the Goyder Pavilion. Blinds are fitted to allow block out of the activities within the Goyder Pavilion if required.

The Audio Visual within the Goyder Mezzanine is supplied by our contracted supplier, Encore Event Technologies (listed in Section 3).

Your Event Planner will discuss options available for the Goyder Mezzanine during the Event Process. Equipment to be loaded into the Goyder Mezzanine needs to be communicated with your Event Planner during the Event Process.

GOYDER PAVILION

Goyder Pavilion is a high quality exhibition hall encompassing 6,400 square metres of pillar free space requiring special consideration in its use.

Move In & Move Out

Move In and Move Out will be via the Goyder Forecourt, directly accessible from Goodwood Road, through the Goyder Pavilion loading docks:

- Goyder Pavilion – North Hall G1
- Goyder Pavilion – South Hall G2

There is no vehicle access from Rose Terrace or Leader Street.

It is the Organiser's responsibility to arrange the required staff, via our contracted supplier, at the Goyder Forecourt entrance from Goodwood Road during the Event Move In and Out. It is expected that a gate attendant be allocated on the Forecourt entrance during this time. This gate attendant will be responsible to coordinate the safe passage of vehicles into the Forecourt loading zone from Goodwood Rd. The AS also expects that the two (2) Goyder Pavilion loading docks, G1 and G2, are also coordinated by either staff arranged by the Organiser or sourced from our preferred supplier.

Maximum number of semi-trailers present in the Forecourt at any time is restricted to four (4) e.g. one (1) at each loading door, two (2) waiting. Maximum number of 'B double' semi-trailers loading/un-loading in the Forecourt at any time is to be restricted to three (3) e.g. one (1) at each loading door, one (1) waiting.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Organisers will be required to specify loading dock opening and closing times and schedule movement of vehicles throughout the Forecourt to ensure a safe and controlled Move In and Out.

Control of entry and exit of vehicles to the loading area, enforcement of time limits for vehicles within the area and setting and enforcement of the established procedures is the responsibility of the Organiser.

The Forecourt is not available for parking during any stage and all vehicles will be required to move to venue car parks.

An area will be provided for exhibitors to park following their departure from the Forecourt and a holding area for heavy vehicles should this be required.

The AS reserves the right to deny access to the area if it is considered that its operation is unsafe.

Vehicle Movement within the Pavilion

Goyder Pavilion is a carpeted venue. The condition of the carpet within the venue must be returned in the same condition that it was received at the commencement of the tenancy. If additional work is required to meet this standard, you will be notified and charged accordingly.

No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, will be permitted inside the pavilion.

Forklifts and scissor/boom lifts must be fitted with white tyres.

Drivers must be instructed to move below walking pace and turn without dislodging the carpet tiles.

Access to the pavilion by vehicles is at the discretion of the Organiser with due attention to the presence of pedestrians.

It is recommended that the Event build is scheduled to minimise the level of pedestrian traffic inside the pavilion when vehicles are operating.

It is a minimum requirement that high visibility clothing is worn at all times.

Services

Electrical, water, waste and gas services are provided into the Goyder Pavilion through floor pits. It is important that the planning of the Event accommodates access to these services. In particular, electrical cables may not be run under the carpet in public aisles. Floor plans will only be approved where access to services may be achieved without crossing public aisle ways.

Access to fire egress doors, fire safety equipment and pavilion toilets also need to be included on floor plans.

Exhibitor Parking

You will be informed of the Exhibitor parking areas for your Event during the Event Process.

Food & Beverage

Public catering outlets have been established on the eastern side of Goyder North and southern side of Goyder South to allow visitors to access food and beverage within the exhibition space. Events must not include any build within the following areas directly in front of these outlets:

- Goyder Pavilion – South Hall (southern side) 22 m x 12 m
- Goyder Pavilion – North Hall (eastern side) 10 m x 5 m

Responsibility for the presentation and supply of adequate seating and cleaning remains with the AS.

Offices

Organiser's offices, including basic office furniture, dedicated telephone line and fridge, are located on the eastern side of the Pavilion. Use of these offices is included within the tenancy.

Showcases

The Goyder Pavilion has two showcases which allow the display of large items relevant to your Event, presenting to Goodwood Road. The Showcases are fitted with flexible coloured lighting which may be programmed to enhance the display's appeal at night. Use of these showcases is available independent of the Goyder Pavilion but priority is given to the user of the pavilion.

Use of Duncan Gallery

Duncan Gallery provides an excellent foyer space for Events presented in the Goyder Pavilion. Organisers may have access to fixed rigging points for vertical banners positioned immediately adjacent to the venue/s in use (i.e. three banner sites adjacent to each of Goyder Pavilion North and South Halls).

There is absolutely no fixing or draping of any banners to the exposed timber beams in the Duncan Gallery.

The Duncan Gallery allows natural light or, alternatively, is fitted with extensive coloured lighting providing significant flexibility to your Event.

The Duncan Gallery is a thoroughfare for other Events and any temporary structures, displays or activities planned within the Gallery must not inhibit visitors who may be attending other Events. Please advise your Event Planner during the Event Process of any plans utilising the Duncan Gallery during your Event.

Forklifts and scissor/boom lifts are only allowed into the Gallery when the floor surface has been covered. Permission needs to be granted by your Event Planner before this occurs. These vehicles must have white tyres.

All temporary structures and displays positioned in the Duncan Gallery must have a soft underside or carpet is required to be laid beneath them.

The Duncan Gallery is not to be used as a vehicle thoroughfare between Jubilee and Goyder Pavilions when all buildings are included in a contracted tenancy – operable walls adjoining these pavilions will remain closed throughout the Event build to deter vehicle access.

Please liaise with your Event Planner regarding planning the use of the Atrium or Goyder Plazas within your Event. Additional costs may apply for the use of these areas.

JUBILEE PAVILION

Jubilee Pavilion is a highly functional exhibition hall with excellent interaction with Hamilton Boulevard, Duncan Gallery, Jubilee Plaza and the Atrium Food Court.

Move In & Move Out

Move In and Move Out will be via the Hamilton Boulevard, through the western bi-fold doors, J1 and J2. Access to the Hamilton Boulevard is via the Kidman Gates, off Rose Terrace. These gates accommodate vehicle access to the loading area of the Jubilee Pavilion only. There is no vehicle access from Leader Street.

It is the Organiser's responsibility to arrange the required staff, via our contracted supplier, at the Kidman Gate entrance from Rose Tce during the Event Move In and Out. For an Event Move In and Out into the Jubilee Pavilion it is expected that a gate attendant be allocated on the Kidman Gate during the entirety of your Move In and Out. This gate attendant will be responsible to coordinate the safe passage of pedestrians away from vehicles moving into the Jubilee Pavilion loading zone. The AS also expects that the Jubilee Pavilion loading doors, J1 and J2, are also coordinated by either staff arranged by the Organiser or sourced from our preferred supplier.

Access through the Jubilee Plaza to the northern loading door, J3, can only be arranged with permission from your Event Planner. Further control measures may be required to be implemented for this access to occur.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Organisers will be required to specify loading door opening and closing times and schedule movement of vehicles throughout the Boulevard to ensure a safe and controlled Move In and Out.

Control of entry and exit of vehicles to the loading area, enforcement of time limits for vehicles within the area and setting and enforcement of the established procedures is the responsibility of the Organiser.

The Hamilton Boulevard is not available for parking during any stage and all vehicles will be required to move to venue car parks.

An area will be provided for exhibitors to park following their departure from the Hamilton Boulevard and a holding area for heavy vehicles should this be required.

The AS reserves the right to deny access to the area if it is considered that its operation is unsafe.

Vehicle Movement within the Pavilion

Jubilee Pavilion is a carpeted venue. The condition of the carpet within the venue must be returned in the same condition that it was received at the commencement of the tenancy. If additional work is required to meet this standard, you will be notified and charged accordingly.

No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, will be permitted inside the pavilion.

Forklifts and scissor/boom lifts must be fitted with white tyres.

Drivers must be instructed to move below walking pace and turn without dislodging the carpet tiles.

Access to the pavilion by vehicles is at the discretion of the Organiser with due attention to the presence of pedestrians.

It is recommended that the Event build is scheduled to minimise the level of pedestrian traffic inside the pavilion when vehicles are operating.

It is a minimum requirement that high visibility clothing is worn at all times.

Services

Electrical services are provided into the Jubilee Pavilion from the ceiling. It is important that the build of the Event allows access for the dropping of cables at the appropriate positions.

ATMs, gas, water and waste services are supplied from limited positions within the Pavilion. Planning of the Event must accommodate access to these services where required and floor plans will only be approved where access to services may be achieved without crossing public aisle ways.

Access to fire egress doors, fire safety equipment and pavilion toilets also need to be included on floor plans.

Exhibitor Parking

You will be informed of the Exhibitor parking areas for your Event during the Event Process.

Food & Beverage

A public catering outlet has been established in the south western corner of Jubilee Pavilion to allow visitors to access food and beverage within the exhibition space. Events must not include any build within this 15m x 15m area.

Responsibility for the presentation and supply of adequate seating and cleaning remains with the AS.

Offices

Organiser's offices, including basic office furniture, dedicated telephone line and fridge are located on the southern side of the Pavilion. Use of these offices is included within the tenancy.

Entrances

Public entry to Jubilee Pavilion can be arranged from three locations:

- West foyer - adjacent to the lawn areas of the Hamilton Boulevard and nearest to the main car park.
- South foyer - adjacent to the Atrium Food Court and provides a single central entry for visitors arriving via Rose Terrace or Goodwood Road.
- Via Duncan Gallery – providing a spectacular entry statement, adjacent to Rose Terrace Car Park 1 and central to visitors arriving from Rose Terrace or Goodwood Road.

Use of Duncan Gallery

Duncan Gallery provides an excellent foyer space for Events presented in the Jubilee Pavilion. Organisers may have access to fixed rigging points for vertical banners positioned immediately adjacent to the pavilion on the western side of the Gallery (i.e. six banner sites adjacent to Jubilee Pavilion).

There is absolutely no fixing or draping of any banners to the exposed timber beams in the Duncan Gallery.

The Duncan Gallery allows natural light or, alternatively, is fitted with extensive coloured lighting providing significant flexibility to your Event.

The Duncan Gallery is a thoroughfare for other Events and any temporary structures, displays or activities planned within the Gallery must not inhibit visitors who may be attending other Events. Please advise your Event Planner during the Event Process of any plans utilising the Duncan Gallery during your Event.

Forklifts and scissor/boom lifts are only allowed into the Gallery when the floor surface has been covered. Permission needs to be granted by your Event Planner before this occurs. These vehicles must have white tyres.

All temporary structures and displays positioned in the Duncan Gallery must have a soft underside or carpet is required to be laid beneath them.

The Duncan Gallery is not to be used as a vehicle thoroughfare between Jubilee and Goyder Pavilions when all buildings are included in a contracted tenancy – operable walls adjoining these pavilions will remain closed throughout the Event build to deter vehicle access.

Please liaise with your Event Planner regarding planning the use of the Hamilton Boulevard, Atrium Food Court or the Jubilee Plazas within your Event. Additional costs may apply for the use of these areas.

RIDLEY CENTRE

Ridley Centre is a highly versatile, column free space offering functionality and atmosphere.

Move In & Move Out

Move In and Move Out will be from the south, with exhibitor access from Leader Street, through to the Ridley Centre loading door, RD1. There is no vehicle access from Rose Terrace.

It is the Organiser's responsibility to arrange the required staff, via our contracted supplier, at the Leader St Gate during the Event Move In and Out. For an Event Move In and Out into the Ridley Centre it may be required that a gate attendant be allocated on the Leader St Gate during the entirety or at specified times of your Move In and Out. This gate attendant will be responsible to provide directions for vehicles requiring access to the Ridley Centre loading door. The AS also expects that the Ridley Centre loading door, RD1, is also coordinated by either staff arranged by the Organiser or sourced from our preferred supplier.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Organisers will be required to specify loading door opening and closing times and schedule movement of vehicles to ensure a safe and controlled Move In and Out.

Control of entry and exit of vehicles to the loading area, enforcement of time limits for vehicles within the area and setting and enforcement of the established procedures is the responsibility of the Organiser.

The AS reserves the right to deny access to the area if it is considered that its operation is unsafe.

Vehicle Movement within the Pavilion

Ridley Centre is a carpeted venue. The condition of the carpet within the venue must be returned in the same condition that it was received at the commencement of the tenancy. If additional work is required to meet this standard, you will be notified and charged accordingly.

No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, will be permitted inside the Ridley Centre.

Forklifts and scissor/boom lifts must be fitted with white tyres.

Where vehicles are permitted inside the Ridley Centre, drivers must be instructed to move below walking pace and turn without dislodging the carpet tiles.

Access to the Ridley Centre by vehicles is at the discretion of the Organiser with due attention to the presence of pedestrians.

It is recommended that the Event build is scheduled to minimise the level of pedestrian traffic inside the pavilion when vehicles are operating.

It is a minimum requirement that high visibility clothing is worn at all times.

Services

Electrical services are provided into the Ridley Centre from the ceiling. It is important that the build of the Event allows access for the dropping of cables at the appropriate positions.

There is limited access to gas, water and waste services in the Ridley Centre.

Access to fire egress doors, fire safety equipment and pavilion toilets also need to be included on floor plans.

Exhibitor Parking

You will be informed of the Exhibitor parking areas for your Event during the Event Process.

Food & Beverage

There is no set public catering area within the Ridley Centre. However, the AS is able to establish a temporary outlet if an area is allocated adjacent to the Ridley Centre kitchen (south western corner).

Responsibility for the presentation and supply of adequate seating and cleaning remains with the AS.

Offices

Organiser's offices, including basic office furniture, dedicated telephone line and fridge are located within the Ridley Centre foyer. Use of these offices is included within the tenancy.

STIRLING ANGAS HALL

The ground floor level of the Stirling Angas Hall provides 2,400 square metres of exhibition space that is easily accessible from the main internal car park of the Adelaide Showground and is situated alongside the landscaped avenues of the Hamilton Boulevard and Kingsway.

Move In & Move Out

Move In and Out will occur via the Rose Terrace Car Park 2 entrance into the north west internal car park and through to the Stirling Angas Hall loading door SA1L.

It is the Organiser's responsibility to arrange the required staff, via our contracted supplier, at the Rose Terrace Car Park 2 entrance during the Event Move In and Out. For an Event Move In and Out into the Stirling Angas Hall it may be required that a gate attendant be allocated on the Rose Terrace Car Park 2 entrance during the entirety or at specified times of your Move In and Out. This gate attendant will be responsible to provide directions for vehicles requiring access to the Stirling Angas Hall loading door. The AS also expects that the Stirling Angas Hall loading door, SA1L, is also coordinated by either staff arranged by the Organiser or sourced from our preferred supplier.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Organisers will be required to specify loading door opening and closing times and schedule movement of vehicles to ensure a safe and controlled Move In and Out.

Control of entry and exit of vehicles to the loading area, enforcement of time limits for vehicles within the area and setting and enforcement of the established procedures is the responsibility of the Organiser.

The AS reserves the right to deny access to the area if it is considered that its operation is unsafe.

Vehicle Movement within the Pavilion

No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, will be permitted inside the hall. Where vehicles are permitted inside the Stirling Angas Hall, drivers must be instructed to move below walking pace.

Access to the pavilion by vehicles is at the discretion of the Organiser with due attention to the presence of pedestrians. It is recommended that the Event build is scheduled to minimise the level of pedestrian traffic inside the pavilion when vehicles are operating.

It is a minimum requirement that high visibility clothing is worn at all times.

Services

Electrical services are provided into the Stirling Angas Hall from the ceiling. It is important that the build of the Event allows access for the dropping of cables at the appropriate positions.

There are limited services available within the Stirling Angas Hall. Planning of the Event must accommodate access to these services where required and floor plans will only be approved where access to services may be achieved without crossing public aisle ways.

There is no access to gas services within the Stirling Angas Hall. Please contact your Event Planner for further information. Access to fire egress doors, fire safety equipment and pavilion toilets also need to be included on floor plans.

Exhibitor Parking

You will be informed of the Exhibitor parking areas for your Event during the Event Process.

Food & Beverage

There is no set public catering area within the Stirling Angas Hall. However, the AS is able to establish a temporary outlet if an area is allocated adjacent to required electrical and water services.

Responsibility for the presentation and supply of adequate seating and cleaning remains with the AS.

Offices

Stirling Angas Hall does not have a designated Organisers Office.

WAYVILLE PAVILION

Large public events, tradeshows and exhibitions, the Wayville Pavilion offers 7,200 square metres of space to host any large event.

Move In & Move Out

Move In and Move Out will be from the south, with exhibitor access from Leader Street, via the Wayville Pavilion loading door, W1. There is no vehicle access from Rose Terrace.

It is the Organiser's responsibility to arrange the required staff, via our contracted supplier, at the Leader St Gate during the Event Move In and Out. For an Event Move In and Out into the Wayville Pavilion it may be required that a gate attendant be allocated on the Leader St Gate during the entirety or at specified times of your Move In and Out. This gate attendant will be responsible to provide directions for vehicles requiring access to the Wayville Pavilion loading door. The AS also expects that the Wayville Pavilion loading door, W1, is also coordinated by either staff arranged by the Organiser or sourced from our preferred supplier.

Due to Department of Transport restrictions please advise your Event Planner immediately for any 'B double' semi-trailers access.

Organisers will be required to specify loading door opening and closing times and schedule movement of vehicles to ensure a safe and controlled Move In and Out.

Control of entry and exit of vehicles to the loading area, enforcement of time limits for vehicles within the area and setting and enforcement of the established procedures is the responsibility of the Organiser.

The AS reserves the right to deny access to the area if it is considered that its operation is unsafe.

Vehicle Movement within the Pavilion

No vehicles, other than forklifts and scissor/boom lifts or those forming part of the Event, will be permitted inside the hall. Where vehicles are permitted inside Wayville Pavilion, drivers must be instructed to move below walking pace.

Access to the pavilion by vehicles is at the discretion of the Organiser with due attention to the presence of pedestrians. It is recommended that the Event build is scheduled to minimise the level of pedestrian traffic inside the pavilion when vehicles are operating.

It is a minimum requirement that high visibility clothing is worn at all times.

Services

Electrical services are provided into the Wayville Pavilion from the ceiling. It is important that the build of the Event allows access for the dropping of cables at the appropriate positions. Water and waste services are supplied from limited positions in the floor. Planning of the Event must accommodate access to these services where required and floor plans will only be approved where access to services may be achieved without crossing public aisle ways.

There is no access to gas services within the Wayville Pavilion. Please contact your Event Planner for further information. Access to fire egress doors, fire safety equipment and pavilion toilets also need to be included on floor plans.

Exhibitor Parking

You will be informed of the Exhibitor parking areas for your Event during the Event Process.

Food & Beverage

There is no set public catering area within the Wayville Pavilion.

However, the AS is able to establish a temporary outlet for an area allocated adjacent to the Ridley Centre kitchen (south eastern corner).

Responsibility for the presentation and supply of adequate seating and cleaning remains with the AS.

Offices

Wayville Pavilion does not have a designated Organisers Office. Please contact your Event Planner for arranging an alternative area.



SECTION 3
ADELAIDE SHOWGROUND
SERVICES & SUPPLIERS

SERVICE FORMS

The following forms will be sent by the Event Planner in regards to your Events specific requirements. Information in relation to details within these forms can be found on the following pages.

	Page Reference
Access to Catwalks Form – Induction Form	16
Car Park Pass Form	10
Internet Service Form	14
Cleaning & Waste Disposal Rates	10
Delivery Label Template	19
Electrical Installation Form	11
Equipment Order Form	12
Event Staff & Security Rates	12
Food and Beverage Form (incl. Limited Licence Application)	13
Forthcoming Attraction Sign	22
Gas Connection Form	14
Hot Work Permit	16
Special Elements Checklist	15
Telstra Temporary Service Request	14
Water Connection Form	14
Website Information Sheet	22

SUPPLIERS

The Adelaide Showground has established relationships with suppliers of services to Organisers and exhibitors. These suppliers are familiar with the AS and are able to provide added expertise in meeting its specific requirements.

Audio Visual Equipment

Encore Event Technologies – pavilion in-house PA installations

Trent Parkin
08 8159 9100
trent.parkin@encore-anzpac.com
www.encore-anzpac.com

Flashpoint

Arena & Livestock Event PA installations
Peter Darwin
08 8212 0255
peterdarwin@adelaide.on.net
www.fowlerslive.com.au/flashpoint.php

Cleaning

Australian Green Clean

Tony White
Site Manager
0438 947 486
showground@agreenclean.com.au
www.australiangreenclean.com.au

Event Build / Furniture Hire

Adelaide Expo Hire

Cameron Best
08 8350 2300
cameronb@aeH.com.au
www.aeh.com.au

Atlas Events

Ali Jackson
08 8297 2366
ali@atlasevents.com.au
www.atlasevents.com.au

BradExpo

Brad Smith
0412 173 550
admin@bradexpo.com.au
www.bradexpo.com.au

White Marquee Event Hire

Laura Reyes
08 7231 0435
laura@whitemarquee.com.au
www.whitemarquee.com.au

Electrical Tagging & Testing

Jims Tag & Test

David Pollard
0414 926 237
David.pollard@jimstestandtag.com.au

Event Staff and Security

Constant Security

Gordana Adams
0414 446 226
gordana.adams@constant.com.au
constant.com.au

Pinnacle People

Sarah Clark
08 8100 7800
sclark@pinnaclepeople.com.au
www.pinnaclepeople.com.au

Fencing Hire

Total Building Systems

Jenn Rossi / Debbie Muhs
08 7325 7555
info@totalbuildingsystems.com.au
www.totalbuildingsystems.com.au

Forklift & Elevated Work Platform Services

Access Hire

Martin Foster
8139 3100
0402 419 323
martin.foster@accesshire.com.au
www.accesshire.com.au

Lencrow

Mik Walmsley
08 8118 2156
mikw@lencrow.com.au
www.lencrowforklifts.com.au/adelaide

Freight & Logistics

Agility Fairs & Events Logistics

Jim Pantopolis
03 9330 3303
expohelp@agility.com
www.agilitylogistics.com

Schenker Australia Pty Ltd

Sebastian Pfab
03 9344 9657
sebastian.pfab@dbschenker.com
www.dbschenker.com.au

Indoor Plant Hire

Plantscape Interiors

Paul Bouchereau
08 8336 7900
info@plantscape.com.au
plantscape.com.au

Rigging

Encore Event Technologies

Trent Parkin
08 8159 9100
trent.parkin@encore-anzpac.com
www.encore-anzpac.com

FX Rigging Pty Ltd

Peter Chalmers
0408 559 908
fxrigging@bigpond.com

Security

Constant Security

Gordana Adams
0414 446 226
gordana.adams@constant.com.au
constant.com.au

Street Banners

City of Unley

Katrina Harrison
08 8372 5468
kharrison@unley.sa.gov.au
www.unley.sa.gov.au

Telephone

Telstra

1800 816 819

Ticketing Staff / Cash Management

Shone Event Services

Donna Adams
08 8211 9125
donna@shone.com.au
www.shone.com.au



Adelaide Showground

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