

Adelaide careers & EMPLOYMENT expo

October 16 & 17, 2020

*Friday – 9am to 5pm
Saturday – 9am to 5pm*

Jubilee Pavilion, Adelaide Showground

EXPO PLANNING KIT



**URGENT
ACTION**

Please Complete the Order Forms
Relevant to your Business and Return to our Office
Deadline – ASAP

Click on the page numbers to go direct to the forms

ORDER FORMS - *You only need to return the forms relevant to your business*

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Thank-you for booking a site at the 2020 Adelaide Careers & Employment Expo.

This Expo Planning Kit is full of all the information you need to know in regards to the upcoming event.

Please read through all the information thoroughly, as some details may have changed.

**Any enquiries leading into the Expo should be directed to Dana Clark
at Kym Jones Exhibitions P: 08 8297 1688 E: dana@kjex.com.au**

From Thursday October 15 to Saturday October 17 Dana can be reached on - 0432 221 402

Our Move In Desk will be located just inside the loading doors of the Jubilee Pavilion.

Please report there upon arrival to collect your exhibitor pack and to be shown your site location.

Our Office during Visitor Days will be located at the Western Foyer of the Jubilee Pavilion.

(see venue map on page 10 for the Move In Desk and Office locations).

Click on the page numbers to go direct to the relevant information

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VENUE ADDRESS & DELIVERIES

Jubilee Pavilion, Adelaide Showground, Wayville, South Australia – see access plan on Page 10.
All product deliveries are via Rose Terrace, Wayville. Delivery Docket located on Page 12.

Please note: All deliveries must be made on Thursday October 15 between 10am & 6pm.
If you are having large items delivered, please advise your transport company that forklift charges do apply for any unloading. We suggest using a tailgate truck and pallet jack.

MOVE IN DAY & TIMES

Please Advise All Staff & Contractors: **Safety Vests Must Be Worn** No Vest – No Access to Pavilion

Move In and Move Out access is via Rose Terrace, Wayville.

Thursday	October 15	2pm to 6pm	Booth & Walling Exhibitors*
Thursday	October 15	10am to 6pm	Space Only Stands & Build Contractors
Thursday	October 15	10am to 12pm	Exhibitor Display Vehicles**

***Stands with a Booth or Walling cannot be accessed until 2pm on Thursday October 15.**

****All Display Vehicles must be pre-approved by the organisers** (refer to Vehicles on Display further below)

MOVE OUT DAY & TIMES

Please Advise All Staff & Contractors: **Safety Vests Must Be Worn** No Vest – No Access to Pavilion

Saturday	October 17	5pm to 7pm	Exhibitors & Build Contractors
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You are not permitted to pack up prior to 5pm Saturday

Please Note: Pavilion must be cleared of all visitors before Move Out can commence. Our contractors will begin dismantling from 7pm Saturday, so all Hire Walling must be cleared of product and display material prior to this time. Exhibitors are urged not to leave their stand unattended at any time until all valuable products have been removed, made secure or the building closed. This is a high-risk period for security and Kym Jones Exhibitions cannot accept any responsibility for missing goods.

EXHIBITOR ACCESS BADGES & CAR PARK PASSES COLLECTION

Exhibitor Badges & Car Park Passes are to be collected from the Move In Desk on Thursday October 15.
Please note: Badges & Car Park Passes will not be posted.

If required earlier, please contact Dana at Kym Jones Exhibitions on P: 08 8297 1688 E: dana@kjex.com.au

CAR PARKING / VEHICLE ACCESS

During Move In and Move Out periods all vehicles must enter and exit via Rose Terrace.
During Visitor days all exhibitor vehicles must park in Car Park 2, access is via Rose Terrace - Car Park 2.
For further parking information and to order exhibitor car park passes please go to Order Form 1 – Page 5.

VISITOR DAY OPENING TIMES

Friday	October 16	9am to 1pm (<i>schools only</i>)	(Exhibitor access from 8am)
	October 16	1pm to 5pm (<i>job seeker, career changers</i>)	
Saturday	October 17	9am to 5pm (<i>open to all</i>)	(Exhibitor access from 8am)

On Visitor days, Exhibitors can access the Pavilion, one hour prior to the expo opening time.

Visitor entry to the Adelaide Careers & Employment Expo is free.

VEHICLES ON DISPLAY

Any exhibitor who is planning to display a vehicle on their stand must notify Dana at Kym Jones Exhibitions
P: 08 8297 1688 E: dana@kjex.com.au ASAP.

CANVASSING REGULATIONS - NO CANVASSING OUTSIDE OF YOUR DISPLAY AREA

Exhibitors and promotional staff are not permitted to canvass visitors by standing in the walkways in front of your display or by roving through the event areas - inside or outside of the venue.

IMPORTANT OCCUPATIONAL HEALTH & SAFETY INFORMATION

It is the responsibility of all exhibitors to ensure that their employees, suppliers and sub-contractors comply with all relevant health and safety regulations and have a current Occupational Health & Safety Policy and Safe Work Procedures for all work to be undertaken at Adelaide Showground.

For safety reasons;

- **High visibility safety clothing/vests must be worn** during Move In and Move Out.
- **Enclosed footwear must be worn** at all times during Move In and Move Out.
- **No Children U14 are permitted** inside the Pavilion during Move In and Move Out unless pre-arranged with Kym Jones Exhibitions.
- 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.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.
- Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display.
- Displays with raised floors must have ramps at edges to avoid visitors from tripping.
- Consumption of alcohol is not allowed within the Event area during Move In or Move Out. Intoxicated persons will not be allowed access to any Event areas.
- Action must be taken to avoid excess waste throughout Move In and Move Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- **Move Out cannot commence until all Event patrons have left the Event area and all exhibitors are wearing safety vests.**

PUBLIC LIABILITY INSURANCE

Exhibitors must have a public liability policy with a minimum coverage of \$10,000,000 for any one occurrence for the entire period of the Exhibition. **A copy of the policy must be supplied to Kym Jones Exhibitions prior to your company moving into the Show.** If you do not have any cover a temporary policy can be arranged by returning Order Form 2 - Page 6. Exhibitors are also advised to take out a temporary insurance policy to cover all goods on display. The policy should cover all items from the time they leave the exhibitor's premises until such time as they are returned. The policy should cover damage, fire, water and theft.

COMPETITIONS / LOTTERIES

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the *Lottery and Gaming Regulations 2008*. Please head to: <https://www.cbs.sa.gov.au/liquor-gambling-lotteries#resources> to ascertain whether a lottery licence is required.

RULES & REGULATIONS

Please read carefully the Conditions, Rules & Regulations which were sent with your Booking Agreement.

CARE OF THE BUILDING

The venue has advised that any exhibitor and/or any display contractors causing damage to the building will be charged for the repair of such damage. Items are not to be attached or glued to the floors, walls, or pillars of the Pavilion. If painting is being carried out for your display, please cover the floor.

SECURITY

Security will be in attendance during the event. Due to the large area and expanse of the Pavilion, it is not possible for security to keep a constant watch over individual displays. Therefore, exhibitors should pay strict attention to having at least one staff member in attendance 60 minutes prior to the official opening time each day and up to 30 minutes after the closing time each evening.

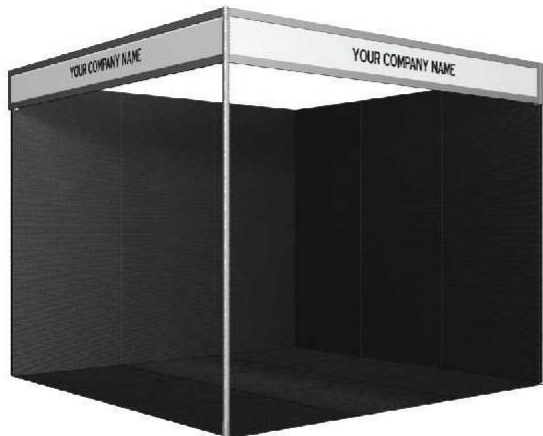
RUBBISH REMOVAL

It is the responsibility of the display contractors and/or your own staff to remove rubbish including boxes and packing materials etc during the Move In period. The rubbish must be placed in the bins located outside the Loading Door of the Pavilion. There are two bins, one for cardboard and one for general rubbish.

BOOTH SITE INCLUSIONS

Please note: Your site number & site size is included within the cover email you received with this Exhibitor Planning Kit. This email also lists if your site includes a Booth. If your site is for "Space Only" a booth package has not been ordered.

If you are unsure about your current site inclusions please contact Dana at Kym Jones Exhibitions on P: 08 8297 1688 or E: dana@kjex.com.au



3m x 3m Booth

2 walls & 2 fascias

Includes: 1 x power point & 2 x spotlights



3m x 3m Booth

1 wall & 3 fascias

Includes: 1 x power point & 2 x spotlights



6m x 3m Booth

2 walls & 2 fascias

Includes: 1 x power point & 4 x spotlights



6m x 3m Booth

1 wall & 3 fascias

Includes: 1 x power point & 4 x spotlights

Other Booth Site Options not pictured:

9m x 3m Booth

2 walls & 2 fascias / 1 wall & 3 fascias

Includes: 1 x power point & 6 x spotlights

3m x 1m Booth

2 walls & 2 fascias / 3 walls & 1 fascia

Includes: 1 x spotlight (power is not included)

6m x 6m Booth

no walling & 4 fascias

Includes: 1 x power point & 8 x spotlights

3m x 2m Booth

2 walls & 2 fascias

Includes: 1 x spotlight (power is not included)

Please note:

Booth's at this year's expo will have black walling, which are 2.4m high. Walls are made of front runner fabric, so you can use hook Velcro to attach posters. There is a weight load capacity, so if you plan to attach anything heavier than posters to the wall please contact Dana at Kym Jones Exhibitions (Ph: 08 8297 1688 E: dana@kjex.com.au) to ensure it isn't too heavy for the walling.

EXHIBITOR BADGES**ORDER FORM 1**

COMPANY: _____ SITE: _____

CONTACT NAME: _____ EMAIL: _____

In the interest of security and easy exhibitor identification, it is essential that all staff working on stands wear an Exhibitor's Badge at all times. **Badges are FREE and are only required for staff working visitor days.** Badges will allow staff access into the pavilion one hour prior to visitor entry times & into the exhibitor lounge.

Please supply a list (below) of those staff working, so we can produce access badges for your company.

Due to COVID-19 regulations, all details MUST be supplied below for contact tracing.

NAME	FRI	SAT	PHONE	EMAIL
	Please tick below			

If you require more badges, please provide a list of additional staff details to Dana at E: dana@kjex.com.au

Exhibitor badges & Car Park Passes are to be collected from the Move In desk on Thursday October 15. If required earlier please contact Dana. **Badges will not be posted.**

CAR PARKING

Exhibitor Car Parking at the Adelaide Showground is \$11.00 per car park per day. **However, Kym Jones Exhibitions has been able to pre-purchase 2 day car park passes for \$15.40 inc gst each, this covers the 2 Visitor Days.** Car Park passes are not required for Move In or Move Out.

If you wish to order car park passes at the discounted rate, please fill in the below:

Number of Car Park Passes _____ @ \$15.40 each (inc GST) = \$ _____

Orders cannot be processed unless paid in FULL.

Payment details Credit Card

(please circle) **Visa & MasterCard** (1% surcharge applies) or **American Express** (1.5% surcharge applies)

Card Number _____ / _____ / _____ / _____

Expiry Date ____ / ____ / ____

Name on card _____

Signature _____

Or Attach a Cheque payable to KJEX Pty Ltd

Amount \$ _____ (including GST)

EFT Payment details ANZ

BSB 015 343

Account No 416360536

KJEX Pty Ltd

(Please state Business Name on EFT Payments and email to dana@kjex.com.au)

A Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN ASAP

Return to

Dana Clark

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: dana@kjex.com.au P: 08 8297 1688

TRESTLE & CHAIR HIRE

ORDER FORM 2

COMPANY: _____ SITE: _____

CONTACT NAME: _____ EMAIL: _____

To check what you have included with your booking please refer to the cover email that you received with this Exhibitor Planning Pack. There is no need to complete this part of the form unless you require additional items.

Trestle Tables (1.8m) _____ @ \$22.00 each (inc GST) = \$ _____

Black Table Cloth _____ @ \$22.00 each (inc GST) = \$ _____

Black Folding Chair _____ @ \$6.60 each (inc GST) = \$ _____

If you wish to hire furniture items other than what's listed above please refer to *Furniture Hire on Page 9*

PUBLIC LIABILITY INSURANCE

Exhibitors are required to ensure they are adequately covered for Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.

If you prefer, we have retained the services of an insurance broker to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited, for a cost of \$70.00 inc GST based on a limit of indemnity of \$10,000,000 for any one occurrence. The insurance has effect from the first day of Move In to the final day of Move Out, being Thursday October 15 to Saturday October 17, 2020.

PLEASE TICK

- ☐ - Yes, I have extended my Public Liability Insurance cover for the Exhibition to cover us from Thursday October 15 to Saturday October 17, 2020 and a current copy of the policy is attached.
- ☐ - Yes, I wish to take out Public Liability Insurance for the total period of the exhibition including Move In, exhibition open days and Move Out, from Thursday October 15 to Saturday October 17, 2020, at a cost of \$70.00 inc GST and have included payment.

PLEASE NOTE: It is advised that Kym Jones Exhibitions receives a fee for arranging and placing the cover. This policy provides Public Liability Insurance only and will not respond to any claims arising from the sale or supply of products at the event.

Orders cannot be processed unless paid in FULL.

Payment details Credit Card

(please circle) **Visa & MasterCard** (1% surcharge applies) or **American Express** (1.5% surcharge applies)

Card Number _____ / _____ / _____ / _____

Expiry Date _____ / _____ / _____

Name on card _____

Signature _____

Or Attach a Cheque payable to KJEX Pty Ltd

Amount \$ _____ (including GST)

EFT Payment details ANZ BSB 015 343 Account No 416360536 KJEX Pty Ltd

(Please state Business Name on EFT Payments and email to dana@kjex.com.au)

A Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN ASAP.

Return to

Dana Clark

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: dana@kjex.com.au P: 08 8297 1688

ELECTRICAL**ORDER FORM 3****COMPANY:** _____ **SITE:** _____

The Showground electricians must carry out all electrical installations. Enquiries should be directed to Dana at Kym Jones Exhibitions on P: 08 8297 1688 or E: dana@kjex.com.au. Exhibitors must read and agree to accept conditions of hire listed on Order Form 3A. All electrical equipment must be tested and tagged in accordance with the State Work Health & Safety Regulations and Australian Standards prior to use on site (further details [Page 8](#)).

Exhibitors who have ordered a Booth from Kym Jones Exhibitions will receive two Spotlights for each 9m² site & one Power Point per site at no charge. Power is not included for 3m x 1m & 3m x 2m booths. There is no need to complete this form unless you require additional power or lighting.

Please note: As per venue instructions, **orders received after Thursday Sep 17 will incur a 20% late fee.**

	Lighting	Price	Quantity	Total
SL	150W Spotlight	\$69.00		
SLA15	150W Tungsten Halogen Spotlight on Arm	\$76.00		
SLA50	500W Tungsten Halogen Spotlight on Arm	\$105.00		
SP1	2000W Feed for own Lighting (supply own lights)	\$110.00		
SP2	3600W Feed for own Lighting (supply own lights)	\$139.00		
	Power			
P1	Power Point – 10amp Double	\$110.00		
P2	Power Point – 15amp Separate Circuit	\$139.00		
P3	Power Point – 20amp Single	\$192.00		
TP	Three Phase to 30 amps	\$242.00		
DC32	32amp Direct Connection	\$429.00		
Note	The Exhibitor is responsible for RCD protection of electrical appliances in use.		Total \$ (inc GST)	

Diagram of Electrical Installation

Please mark location of proposed electrical using the appropriate code(s) listed above to indicate type of fittings.

Front of Site**Orders cannot be processed unless paid in FULL****Payment details Credit Card**(please circle) **Visa & MasterCard** (1% surcharge applies) or **American Express** (1.5% surcharge applies)**Card Number** _____ / _____ / _____ / _____**Expiry Date** ____ / ____ / ____**Name on card** _____**Signature** _____

Or Attach a Cheque payable to KJEX Pty Ltd

Amount \$ _____ (including GST)**EFT Payment details ANZ****BSB 015 343****Account No 416360536****KJEX Pty Ltd**(Please state Business Name on EFT Payments and email to dana@kjex.com.au)

A Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN ASAP**Return to**

Dana Clark

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: dana@kjex.com.au P: 08 8297 1688

ELECTRICAL CONDITIONS

ORDER FORM 3A

1. No person other than the Adelaide Showground Electrical Department staff will be permitted to carry out electrical work on installations to be connected to the Mains.
2. One fitting only is permitted on any one lighting plug.
3. One fitting only is permitted on any one power point.
4. **Double adaptors are expressly prohibited.**
5. **Power boards (with overload protection and have been test and tagged) may be approved for use by the Electrical Coordinator on application. This will be granted only if fitted with overload protection and appropriately tested and tagged.**
6. All installations and current applied for will be charged, whether used or not.
7. Where an exhibitor brings in to the Adelaide Showground a pre-wired exhibit or stand, a connection, current used and service fee for the period of the event will be determined by the Adelaide Showground Electrical Coordinator appropriate to the electrical installation.
8. Where an exhibitor provides their own fitting/s the installation charges will be the same as if the Adelaide Showground had provided the fitting/s and therefore as set out on the Adelaide Showground scale of charges.
9. Where an exhibitor provides their own lighting and plugs it into an installed power point, the Adelaide Showground reserves the right to charge the appropriate Power Feed cost in place of the power point cost.
10. Where an exhibitor provides their own fitting/s, any necessary service carried out on such fitting/s to make them safe and serviceable, will be in the form of labour only and will not include the provision by the Adelaide Showground of materials or replacement parts. Such labour will be charged on an hourly basis with a minimum charge of 1 hour, and if relevant, penalty rates applying.
11. All exhibitors requiring electrical installations must have their stand/s completed in sufficient time to allow for the wiring of the stand/s prior to the opening of the event. Failure to comply with this condition will result in penalty rates applying and no guarantee is given that such installations will be completed in time for the opening of the event.
12. All electrical fittings and materials supplied remain the property of the Adelaide Showground.
13. As required by Occupational Health and Safety regulations:
 - Where an exhibitor uses a hand held appliance on their stand, whether double insulated or not, the circuit to the appliance must incorporate an approved Earth Leakage Core Balanced device; such device to be provided by the exhibitor.
 - All electrical is required to be safety tested and tagged, to comply with Australian Standard 3760-2003.
14. At the discretion of the Electrical Coordinator and in addition to any other charges applicable, heavy users of current will be charged for current consumed. Current consumed will be calculated either by meter (installed at stand holder's expense), or by the total wattage of the installation.

Warning and Declaration

Exhibitors are advised that the Electrical High Voltage Ring Main System installed at the Adelaide Showground 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.

I / we hereby make application for electrical installation as detailed above and agree to abide by the Conditions of Installation as set down by the Society.

Name _____ Signature _____

Date _____

ADDITIONAL SERVICES

AUDIO VISUAL HIRE

If you require a quote for Audio Visual Hire, please contact Dana at Kym Jones Exhibitions
P: 08 8297 1688 E: dana@kjex.com.au to discuss further.

BANNER RIGGING

If you require a banner/s suspended above your display please contact Dana at Kym Jones Exhibitions
P: 08 8297 1688 or E: dana@kjex.com.au for a quote.

FORKLIFT HIRE

If you require a forklift during Move In and/or Move Out, this must be pre-booked prior to the Move In/ Move Out days. The driver will **not be available** unless the service has been pre-booked. If you are having large items delivered, please advise your transport company that charges apply if the forklift is required for unloading. We suggest using a tailgate truck and pallet jack to avoid these charges. To organise forklift hire, please contact Dana at Kym Jones Exhibitions **by Thurs Sep 17**; P:08 8297 1688 or E: dana@kjex.com.au

FURNITURE HIRE

To order trestles, table cloths or chairs please refer to Page 6.
For all other furniture enquires - Adelaide Expo Hire can supply all Furniture & Fitting requirements. Their full range and costings can be viewed at www.aeh.com.au or **please contact Megan McElhinney** P: 08 8350 2305 E: meganm@aeh.com.au

INTERNET ACCESS

FREE WIFI access will be available for all exhibitors throughout the duration of the event, including Move In & Move Out. Log in details will be provided to you upon check-in at the Move In desk on Thursday October 15.

PLANT HIRE

Plantscape can assist you with any plant hire for the Event. P: 08 8336 7900 F: 08 8365 8977
E: info@plantscape.com.au or visit their website www.plantscape.com.au

STORAGE

There is a small storage area available at the Venue. If required, please contact Dana at Kym Jones Exhibitions P: 08 8297 1688 E: dana@kjex.com.au to discuss further.

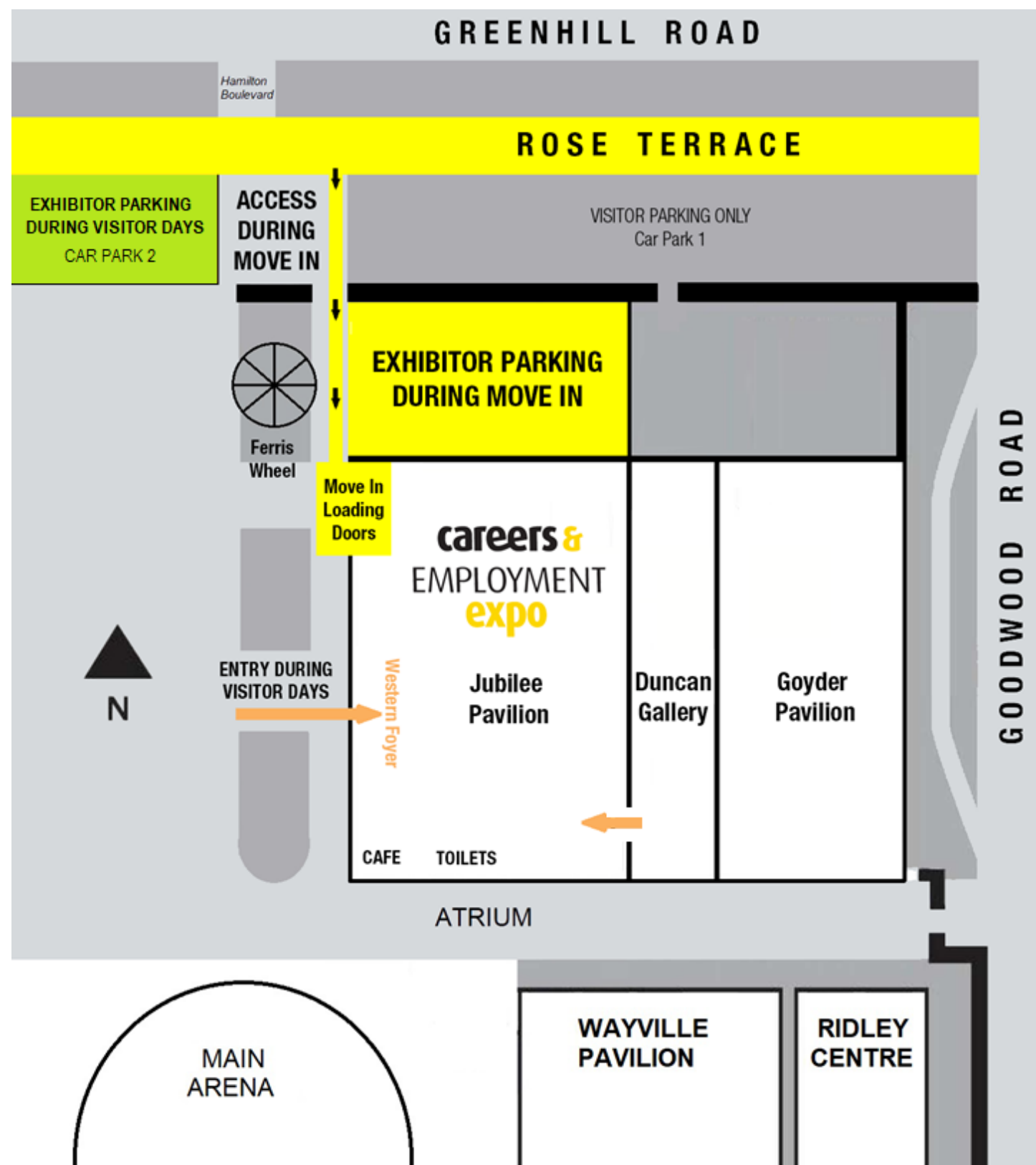
TESTING & TAGGING – Free Service

Kym Jones Exhibitions is supplying a Free test & tag service during Move In on Thursday October 15, from 2pm to 6pm. They will be checking all electrical items on stands, but if you have any specific requirements please see one of the KJEX team at our Information Desk during Move In.

WATER & WASTE

If you require a water or waste connection for the Event please contact Dana at Kym Jones Exhibitions **ASAP**; P: 08 8297 1688 E: dana@kjex.com.au

VENUE MAP



O'BRIEN GROUP AUSTRALIA

ADELAIDE SHOWGROUND CAFÉ ACCOUNT CARD APPLICATION FORM

Café Account Cards

Catering Account Cards operate similar to credit cards and may be used to purchase food and beverage of varying values at O'Brien Group outlets.

Card holders must present the card at point of sale.

At the end of the event the total of purchases will be invoiced and payment processed via the credit card details supplied, copies will be emailed to you at the time of processing including a card by card report of items purchased.

Cards must be returned at the end of the event to avoid \$10 lost card charge. They can be handed to any catering outlet or to the O'Brien Group office – Level 1, Ridley Centre.

Café account cards will be available for collection from the Jubilee Café during your Move In period.

Company Details

Company Name: _____

Contact Name: _____ Mobile: _____

Email: _____

Company Address: _____

Event Details

Event Name: _____

Event Date/s: _____ Site Number: _____

Card Details

How many Café Account Cards do you require? _____

****MUST BE RETURNED POST EVENT TO AVOID \$10 REPLACEMENT CHARGE****

Payment Details

Visa Mastercard Amex Processing surcharge – Visa 1.6%, Master. 1.25%, AMEX/Diners 2.5%

Card Number: _____

Expiry Date: _____ CCV: _____

Cardholder Name: _____

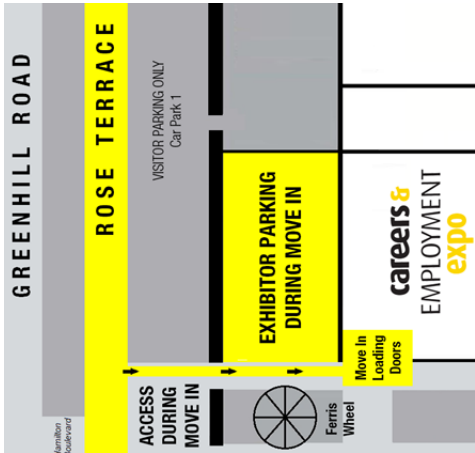
Signature: _____

Should you have any questions please contact Emma Jarvis – emma.jarvis@obga.com.au

DELIVERY DOCKET

EXHIBITORS DELIVERY NOTICE

DELIVER TO:
Adelaide Careers & Employment Expo
Adelaide Showground
Jubilee Pavilion,
Rose Terrace, Wayville
SA 5034
Access to the Jubilee Pavilion is via Rose Terrace, through the Kidman Gate (near the Ferris Wheel).



SENDER DETAILS:
Company Name:
Address:
Contact Name:
Phone Number:
Mobile Number:

Stand Name and Number:			
Contact Name Exhibitor:			
Mobile Phone Number:			
Name of Exhibition:			
Courier Company – Contact Ph No:			
Start Date of Exhibition:			
Name of Pavilion No:			
Number of Items / Boxes:			
Please Indicate:	<table><tr><td>Exhibition Display Items</td><td>Other</td></tr></table>	Exhibition Display Items	Other
Exhibition Display Items	Other		

Neither the Organiser and/or Venue will accept deliveries of any goods on behalf of Exhibitors or provide storage for any items delivered on the incorrect day. Neither will accept any responsibility for the safety or wellbeing of any items on, or delivered to, the site in the absence of the Exhibitor. All deliveries must be addressed with this Delivery Docket to assist with the smooth delivery of goods. Courier Companies should be instructed to pick up left over freight at the conclusion of the event. The Organisers and/or Venue will not take responsibility for freight left after this time.