



Open 10am to 5pm each day

Wayville Pavilion

EXPO PLANNING KIT

**URGENT
ACTION**

Please Complete the Order Forms relevant to your Business and Return to our Office

E: nicole@kjex.com.au

P: 08 8297 1688

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 Animal 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 Nicole Zoanetti
at Kym Jones Exhibitions P: 08 8297 1688 E: nicole@kjex.com.au
From Friday April 3 to Sunday April 5, Nicole can be reached on – 0415 182 026

During Move In our Desk will be located just inside the loading doors of the Wayville Pavilion.
Please report there upon arrival to collect your exhibitor badges/car park passes and to be shown your site location.

Our Office during Visitor Days will be located in the South Eastern corner of the Jubilee Pavilion.
(see venue map on page 9 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

Wayville Pavilion, Adelaide Showground, Wayville, South Australia – **see venue map on Page 9**

All product deliveries via Leader Street, Wayville. **Delivery Docket located on Page 12.**

Please note:

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 Leader Street, Wayville.

Friday	April 3	10am to 7pm
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MOVE OUT DAY & TIMES

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

Sunday	April 5	5pm to 8pm
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Please Note: Pavilion must be cleared of all visitors before Move Out can commence. Our contractors will begin dismantling from 8pm Sunday, 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 from Friday April 3.

Please note: Badges & Car Park Passes will not be posted.

If required earlier than Friday April 3, please contact Nicole Zoanetti at Kym Jones Exhibitions on

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

CAR PARKING / VEHICLE ACCESS

During Move In and Move Out periods all vehicles must enter and exit via Leader Street.

During Public Access days all exhibitor vehicles must park in the exhibitor car park, access is via Leader Street.

For further parking information and to order exhibitor car park passes please go to **Order Form 4 – Page 8.**

VISITOR DAY OPEN TIMES

Saturday	April 4	10am to 5pm	(Exhibitor access from 9am)
Sunday	April 5	10am to 5pm	(Exhibitor access from 9am)

On Visitor days, Exhibitors can access the Pavilion from 9am.

VISITOR ENTRY COSTS

Adults - \$12.00 **Seniors** - \$11.00 **Pensioners/Students** - \$10.00

Children under 15 are **FREE** – If accompanied with a paying adult

Discount entry tickets are available for Exhibitors to purchase for \$6.00 each, go to **Order Form 4 – Page 8.**

SAFETY VESTS

Safety Vests must be worn to enter the pavilion during Move In & Move Out at all times, please ensure that all staff have a vest with them. **Loan vests will not be available**, if required, vests can be purchased for \$10 each from the Move In Desk.

SPECIAL CONDITIONS

- For safety reasons, Visitors are not allowed to bring their pets into the event.
- If you have animals on your display, please ensure they are comfortable with high noise levels and being touched by visitors.
- Exhibitors can take orders for sale of Animals during the Expo for delivery/collection after the event.
 - Animals purchased, cannot be given to Visitors to take home during the Expo.

ANIMAL TOILETING

Animals are NOT permitted in the Food Atrium due to Food Safety Regulations.

To exercise or toilet animals, please take them through the manned exit door at the back of the Wayville Pavilion.

Refer to Venue Map – Page 9.

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.**
- **No Animals are permitted in the Food Atrium** due to Food Safety Regulations.
To exercise or toilet animals, please take them through the manned exit door at the back of the Pavilion.

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 Expo.** If you do not have any cover, a temporary policy can be arranged by returning **Order Form 2 – Page 5**. 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.

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. The venue ruling is that 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.

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.

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 Doors of the Pavilion. There are two bins, one for cardboard and one for general rubbish.

EXHIBITOR BADGES, POSTERS & FLYERS**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 showing their name and company. **Badges are only required for visitor days.** Please supply a list (below) of those staff working and which days (please tick), so we can produce access badges for your company.

PLEASE PRINT CLEARLY –You must complete the full names for the exhibitor badges, no exhibitor badges will be processed without names.

FIRST NAME	LAST NAME	SATURDAY	SUNDAY

These are a 2 day pass and are not available for Family & Friends. Badges will be spot checked on entry to venue. Exhibitor Badges & Car Park Passes are to be collected from the Move In Desk from Friday April 3. If required earlier, please contact Nicole Zoanetti at Kym Jones Exhibitions on P: 08 8297 1688 E: nicole@kjex.com.au

Discount entry tickets are available for Exhibitors to purchase for \$6.00 each. (normally \$12.00)
To purchase please go to **Order Form 4 – Page 8**

Car Parking Information

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 Parking passes are only required for the 2 Visitor Days.

To Order Car Park Passes at the Discounted Rate, please complete Order Form 4 - Page 8

Car park passes will be available for collection at the Expo Move In Desk from Friday April 3, in the Wayville Pavilion. If required earlier, please contact Nicole on P: 08 8297 1688 E: nicole@kjex.com.au

During **Public Access days** all exhibitor vehicles must park in the exhibitor car park, access is via Leader Street. During **Move In** and **Move Out** periods all vehicles must enter and exit via Leader Street.

PLEASE COMPLETE AND RETURN ASAP

Return to

Nicole Zoanetti

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

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

PUBLIC LIABILITY INSURANCE

ORDER FORM 2

COMPANY: _____ SITE: _____

CONTACT NAME: _____ SIGNATURE: _____

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.

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 Expo.**

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 \$65.00 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 Friday April 3 to Sunday April 5, 2020.

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.

PLEASE TICK

- ☐ - Yes, I have extended my Public Liability Insurance cover for the Exhibition to cover us from Friday April 3 to Sunday April 5, 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 Friday April 3 to Sunday April 5, 2020 at a cost of \$65.00 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 nicole@kjex.com.au)

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

PLEASE COMPLETE AND RETURN ASAP

Return to

Nicole Zoanetti

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: nicole@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 Nicole Zoanetti at Kym Jones Exhibitions on P: 08 8297 1688 or E: nicole@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 7).

There is no need to complete this form if you have already ordered power with your floor space booking.
Please note: **As per venue instructions, orders received after Friday March 13 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		
FLD	400W Metal Halide Floodlight	\$162.00		
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		
SB	6 Outlet Switchboard with Supply	\$462.00		
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 nicole@kjex.com.au)

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

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Return to

Nicole Zoanetti

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: nicole@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 HIRE ITEMS

ORDER FORM 4

COMPANY: _____ SITE: _____

CONTACT NAME: _____ SIGNATURE: _____

Car Park Passes _____ @ \$15.40 each (inc GST) = \$ _____
(2 day pass)

Safety Vests Medium _____ Large _____ @ \$10.00 each (inc GST) = \$ _____
Safety Vests will be available for collection with your Exhibitor Badges during Move In

Discount Tickets _____ @ \$ 6.00 each (inc GST) = \$ _____

Trestle Table (1800mm x 750mm) _____ @ \$25.00 each (inc GST) = \$ _____

Chairs (black folding) _____ @ \$10.00 each (inc GST) = \$ _____

If your Event booking is for Space Only, it does not include Walling or a Booth Package.
Your inclusions are listed on the email sent with this expo planning kit.

Please do not complete this form if you have already ordered below items.

Walling (2.4m high) _____ metres @ \$44.00 per lineal metre(inc GST) = \$ _____

Booth Package _____ square metres @ \$40.00 per sqm (inc GST) = \$ _____
Booth includes 2.4m high walling, carpet, 1 x spotlight per 9sqm and company name on fascia.
No power included, if required **Order Form 3 – Page 6**

Carpet _____ square metres @ \$10.00 per sqm (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 nicole@kjex.com.au)

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

PLEASE COMPLETE AND RETURN ASAP

Return to

Nicole Zoanetti

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

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

ADDITIONAL SERVICES

AUDIO VISUAL HIRE

We have special prices available for AV Hire through AV Styles.

To book contact Jessica Denley from AV Styles; P: 1300 28 78 95 E: enquiries@avstyle.com.au

FREE WIFI

FREE WI-FI access will be available for all exhibitors throughout the duration of the Event.

Log in details will be available from the Move In Desk.

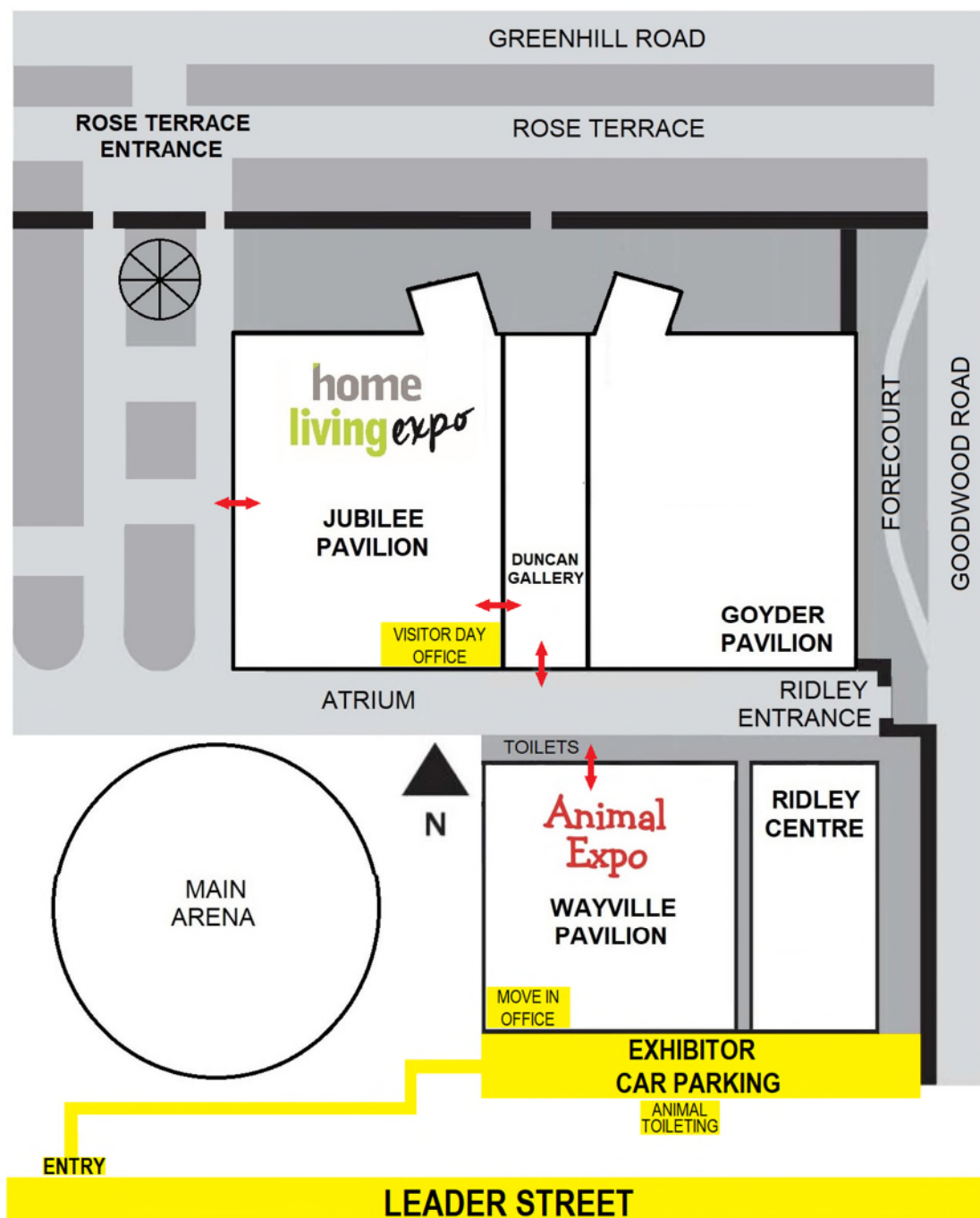
FURNITURE HIRE

Adelaide Expo Hire can supply all Furniture & Fitting requirements. Their full range and costings can be viewed at www.aeh.com.au or contact Megan McElhinney P: 08 8350 2300 E: meganm@aeh.com.au

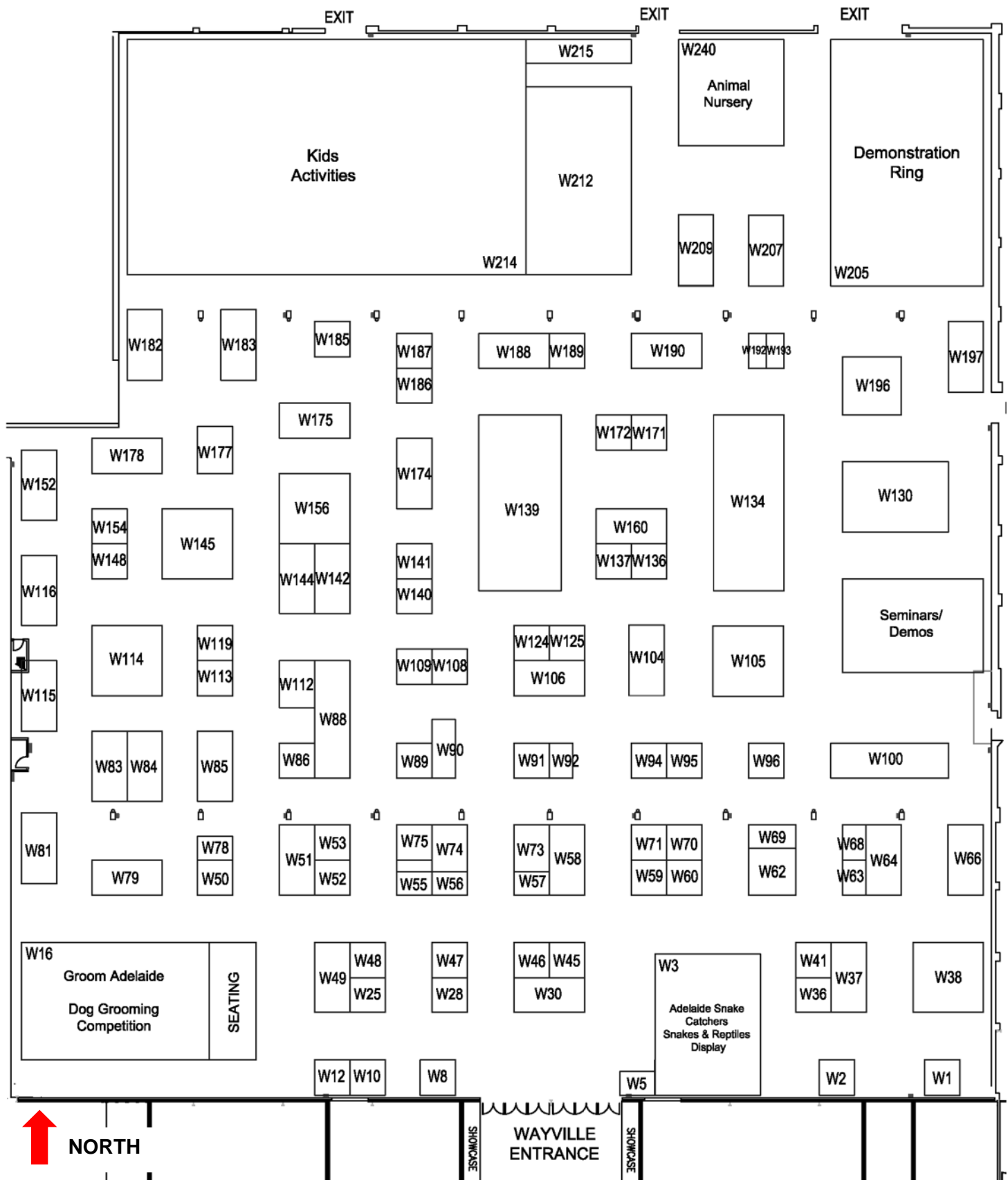
STORAGE

There is a small storage area available at the Venue. If required, please call Nicole Zoanetti at Kym Jones Exhibitions to discuss further P: 08 8297 1688 or E: nicole@kjex.com.au

VENUE MAP



FLOOR PLAN



Please Note: Floor plan is correct as of 4/3/2020 and is subject to change.

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

Deliver To:

Adelaide Animal Expo

Adelaide Showground - Wayville Pavilion

Leader Street

Wayville,

South Australia 5034

Company Name: _____

Site No: _____

Contact Person: _____

Mobile: _____

Cartons/Pallets: _____ **of** _____

If you have any issues with delivery, please contact the Event Organisers:

Nicole Zoanetti Kym Jones Exhibitions P: 0415 182 026