



# Bump in: Thursday, 12 October

Please communicate the instructions below to all resources attending to your exhibit for Bump In / Out.

**Important :** The person who signs for the Bump In pack is responsible for distributing the contents to staff working the event – including Exhibitors Pass/es and Car Park passes. Additional supplies will not be available over the Expo.

## 12.30 pm - 2.00 pm: Vehicle Exhibitors Only

Please see the attached Vehicle Access Route to Jubilee Pavilion and Exhibitor Parking Map.

**Enter Car Park #1 and drive up to the 1J gate to report to the Traffic Warden - who will direct you to the Exhibitors entrance.**

- Each vehicle is to be marshalled into the Jubilee Pavilion - 1 at a time - by the Expo Traffic Wardens ONLY.
- Drip trays must be placed under vehicles.
- Vehicles must not leave keys inside the vehicle, they must be with a person nearby at all times.

*Walk in Exhibitors are not permitted to enter the pavilion during this time.*

**Trolleys :** Please bring a trolley to move your supplies into your booth area.

**DELIVERIES REQUIRING FORK LIFT OFFLOAD :** If your delivery of brochure / products requires offload by **fork lift** - you will need to contact the Adelaide Showgrounds to book this facility with driver to be available at the time of your delivery :

Contact phone is : 8210 5200. Empty pallets are to be taken by delivery contractor, any left behind will be disposed at Exhibitors expense.

## 2 pm - 5 pm: Exhibitors - walk in

- Exhibitors and performers may bump in between these times only.
- **Please note that all booths must be set up by 5pm on Thurs 12th Oct**
- **Booth setup may not take place on the day of the event.**
- **Please enter Car Park 1 off Rose Terrace and walk through the 1J gate to the Jubilee Plaza (closest to Bump In entrance).**
- As you enter straight ahead – you will see the entrance on the NE corner of Jubilee Pavilion. Refer to map X indicates the location.
- We require all persons entering Jubilee Pavilion to check-in at the Exhibitors Registration Desk on arrival, if you haven't already collected your Exhibitor Pack from the Catalyst Foundation office, it will be here waiting for you.
- Your Exhibitors pack will include : Car Park passes, Exhibitor passes, Exhibitor listing, Expo floor plan map, Pavilion information, see below for WiFi code.
- If you have any queries pls ask the Expo staff, we are here to assist you.
- Preparing your booth : Adelaide Expo Hire will be available to attend to any last minute requests for display, AV/TV or furniture needs.

**Please note that Hi-Viz vests must be worn at all times during set-up/bump-in day. Please ensure that you make plans to purchase this item for each staff member to wear on site during bump-in/out. To ensure compliance we will have a supply available for purchase at the Bump In Desk for \$10 each. It is important to note your staff will only be permitted to enter the Pavilion to set-up/bump-in if they are wearing a Hi-Viz vest.**





# Bump out: Saturday, 14 October

## 3:30pm - 4:30pm: Exhibitors Bump Out

- Exhibitors and performers may bump out between these times only, booths are not to be packed up prior to 3:30pm.
- All hired equipment is to be left on site.
- **TABLECLOTHS - are collected/signed for at the Bump In desk. Please return to the Expo Information Desk at the Entrance at Bump Out on Sat 14 October until 5.30pm - any not returned will be invoiced at \$30 +gst ea.**
- Stalls are to be disassembled and packed up no earlier than 3:30pm and cleared by 4:30pm to allow vehicle exhibitors to commence bump out.
- Please note : Any goods, brochures, display left behind on booths on Saturday 14 October - will be returned to the Exhibitor by Courier, charges invoiced to the Exhibitor.

## 4:30pm - 5:30pm: Vehicle Exhibitors only - Bump Out

- Each Vehicle booth Exhibitor will be contacted by the assigned Adelaide Showgrounds Traffic Warden and given a schedule to exit Jubilee Pavilion.
- Each vehicle is to be escorted from the Jubilee Pavilion - 1 at a time - by the Expo Traffic Wardens ONLY.
- Drip trays must be collected carefully – any spills cleaned.

All sites must be left clean and tidy. All hired equipment is to be left on site. Exhibitors will be invoiced for any items missing from what has been included in booth booking.

**Please note :** All Exhibitor goods, brochures, display are to be removed at Bump Out.

The SA Road Traffic Code applies within the Adelaide Showground. Beware of blind corners. Vehicles must give way to all pedestrians and animals.

The speed limit for the Adelaide Showground is 10 km/h unless otherwise signposted. The speed limit inside buildings is 8 km/h. Vehicles moving around patrons are required to be guided by a person and using hazard lights while moving.



# Safety - at bump in / bump out

Exhibitors are reminded that they are responsible for the safety of themselves and other users of the Adelaide Showground at all times. You must comply with the following key rules during Bump In / Out:

- All staff, volunteers, contractors must have completed Adelaide Showground online safety induction
- **High visibility safety vests or clothing is to be worn in all areas**
- No children under the age of 15 are permitted in the Pavilions
- Enclosed shoes must be worn at all times

Exhibitors are required to ensure safe and **unobstructed access** is provided to the following areas:

- All Emergency Exits
- All zones marked on the expo floor plan that are clear of any structure
- Fire Equipment Stations
- Escape Stairs
- Defined walkways or passages

## Health and Safety

Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential and all Exhibitors must ensure that they are operating in a safe environment – for the safety of themselves and the general public.

Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons. THE EXPO VENUE IS A WORKPLACE under the terms of the Act.

## Motor Vehicle Displays

When displaying motor vehicles, drip trays must be placed underneath the vehicle and petrol tanks must be 80% full.

Every vehicle is to have a dry powder extinguisher located in the vehicle in accordance with Australian Standards.

Vehicles cannot be started, run or moved during the Expo.

Please refer to Bump In / Out instructions above for times / process for accessing the Jubilee Pavilion.

## Employers / Exhibitors

Employers/Exhibitors are required to ensure the health and safety of everyone at the workplace. This means:

- Making the workplace safe for its staff so far as reasonably practicable
- Ensuring the safe use, handling, storage or transport of equipment or substances
- Providing sufficient information, instruction, training and supervision
- Ensuring healthy and safe systems of work are in place
- Ensuring operators of complex or potentially dangerous equipment or processes are appropriately trained and, where necessary, properly certificated
- Ensuring non-employees – visitors and members of the public – are not exposed to health and safety risks of workplace activities or processes.

## Emergency Evacuation

Emergency evacuation procedures are located on the walls of the Pavilion.

Exhibitors should familiarise themselves with these procedures and ensure that all staff / volunteers are aware of evacuation routes and meeting points.

## Fire Precautions

Fire points (reels, hydrants, etc.) must not be covered and must not be used for other than their intended purpose. Use of fire hoses will activate the fire alarm and heavy charges which apply for false alarms will be passed on to those responsible.

# EXHIBITORS INFORMATION MAP

## BUMP IN - Thu 12 Oct

EXHIBITORS with vehicle displays - 12.30pm-2pm

Walk In Exhibitors - \*2pm-5pm

*\*For safety reasons, exhibitor walk in admittance is from 2pm only - after all vehicle displays are in position.*

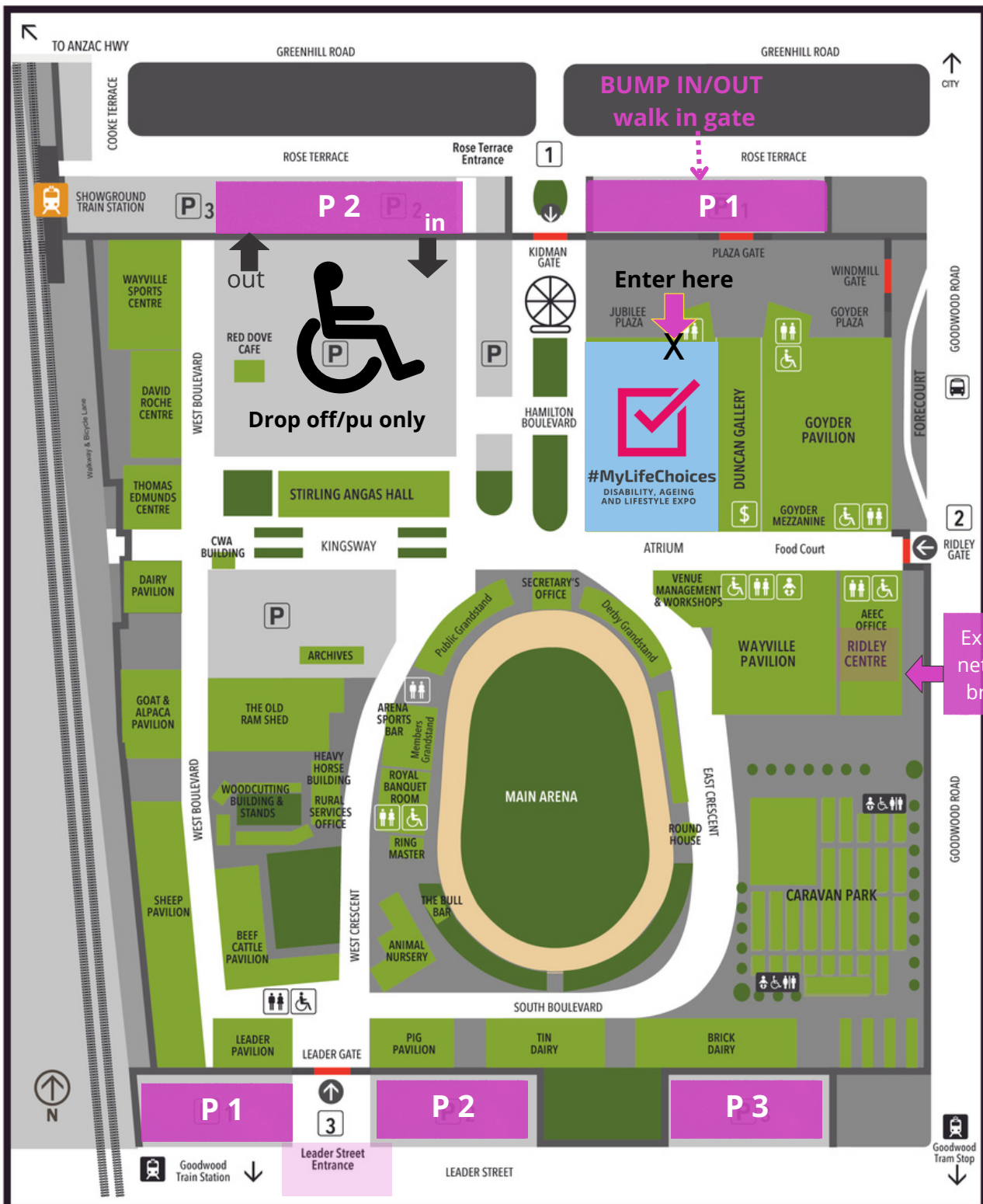
## BUMP OUT - Sat 14 Oct

Walk in Exhibitors - 3:30pm- 4:30pm

Vehicle Exhibitors - 4:30pm - 5:30pm

- Enter via Rose Terrace and collect ticket at car park boom gate.
- The only entrance to Jubilee Pavilion for Bump In is via the Jubilee Plaza area.
- The Bump In gate is indicated with X on map - see pink arrow indicating location.
- Report to Expo Staff at Bump In desk to Sign in / collect Exhibitors Pack.
- Use your 3 day Exhibitors Car Park pass to exit from Car Park.

**The Expo Staff will be located at the Bump In desk and are there to assist you**



Exhibitors networking breakfast