

**2022 SA HEALTH
SUPPLIER CONFERENCE**



SA Health Exhibition Stalls

Information Pack
2022

Contents

IMPORTANT DOCUMENTS ATTACHED WITHIN THIS COMPLETE DOCUMENT

Information	Page
Introduction	3
Exhibition Stall Information	
Exhibition Stall Package Inclusions	
Contact Details	4
General Information	5
Exhibitor Stall Set Up / Pack Down	
Supplier Exhibition Location	
Supplier Exhibition Catering	
Registration Desk and Exhibition Times	
High Visibility Safety Clothing	
Exhibition Stall Courtesies	6
Delivery and Freight	6
Important Deadlines	6
Contract Terms and Conditions	7
Adelaide Convention Centre Map	10
Adelaide Convention Centre Loading Dock Access	11
Adelaide Convention Centre Carparking Access	12
Venue Delivery Label (ACC) / Exhibitor Goods Delivery Label	13
Venue Exhibition Handbook (ACC)	Separate Document Attached

Introduction

The information provided here has been prepared to assist you with the planning of your exhibition stall and provides you with all the necessary details for your participation at the 2022 SA Health Supplier Conference. To ensure your requirements are met, please carefully read the information.

Exhibition Stall Information

The SA Health Exhibition Stalls are an official part of the SA Health Supplier Conference.

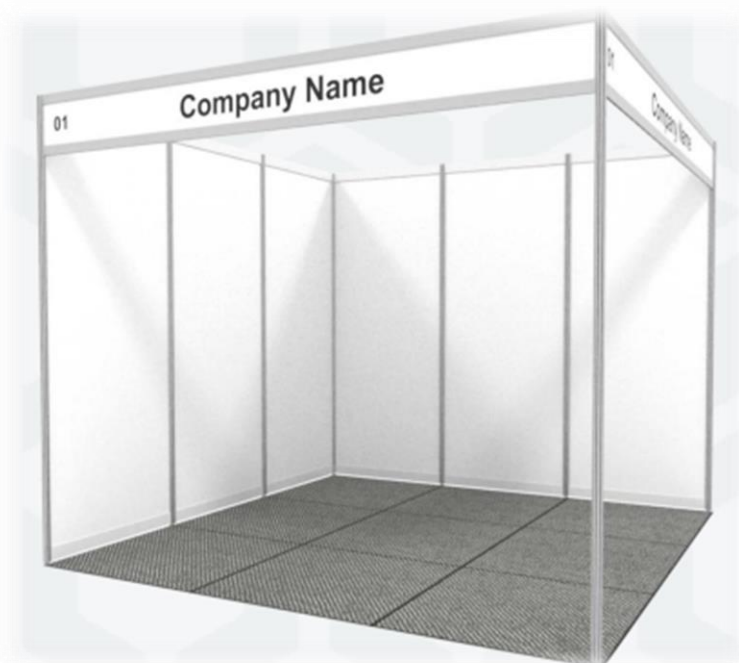
- Exhibition registrations are required by no later than Monday 3 October 2022 to All Occasions Group via the [SA Health Supplier Conference Exhibition Stall Registration Portal](#)
- Exhibition stalls are at a cost of \$1,100 (incl GST) per stall, one stall per Supplier
- Supply of digital artwork is required by no later than Monday 3 October to Adelaide Expo Hire, details under 'Exhibition Contractor' under Contact Details.

Exhibition Stall Package Inclusions

The following is included in the \$1,100 fee:

- 3m x 3m white Octanorm walling 2.48m high smooth finish walls in white
- Company Name Fascia Signs on all open sides
- 2 x Spotlights
- 1 x 4amp Power point

For additional needs including; furniture, audio visual, signage and extra lighting contact Adelaide Expo Hire direct. **Any additional items outside this package will incur a hire fee and will need to be arranged and paid directly to Adelaide Expo Hire.**



Contact Details

Conference Manager

Anne-Marie Quinn, Project Manager

Amy Mitchell, Project Coordinator

All Occasions Group

12 Stirling Street Thebarton SA, Australia 5031

P: 08 8125 2200 | E: conference@aomevents.com | E: amy.mitchell@aomevents.com

Venue

Adelaide Convention Centre (ACC)

North Terrance, Adelaide

Dana Yeaman – Exhibitions Coordinator

P: 08 8212 4099 | E: Dana.Yeaman@avmc.com.au

Exhibition Contractor

Adelaide Expo Hire

Lauren Galvin

31 Deeds Rd North Plympton SA 5037

P: 08 8350 2304 | E: laureng@aeH.com.au

SUGGESTED FREIGHT FORWARDERS

Please see below some freight forwarders exhibitors could use to deliver to the ACC.

- Expo Freight
<https://expofreight.com.au/>
P: 0490 069 630
E: info@expofreight.com.au
- Pack & Send
<https://www.packsend.com.au/>
P: 1300 668 000
E: admin@packsend.com.au

General Information

Exhibitor stall set up / pack down

- Exhibitors are required to set up exhibition stalls from:
Wednesday 2 November 2022 - between 1:00pm - 5:00pm
- Exhibitor Services Centre – Exhibitors can order a range of services including incentive catering, internet services, stand cleaning and selected graphic design services via the [Exhibitor Services Centre \(ESC\)](#) located on the ACC website.
- Exhibitors must keep their booth fully manned and operational and are not to commence removal of items until after the exhibition closes and is clear of delegates.
- Exhibitors are required to dismantle their displays from:
Thursday 3 November 2022 between 6:00pm - 7:00pm
- Adelaide Expo Hire will remove furniture and dismantle shell scheme stands from:
Thursday 3 November from 7:00pm

Supplier Exhibition Location

The exhibition will be held in the Hall **M & N** of the Adelaide Convention Centre North Terrace, Adelaide.

Please see attached access map and carpark access for your reference. These maps shows access to the North Terrace Loading Dock plus the North Terrace and Riverbank carparks.

Supplier Exhibition Catering

All catering will be served in the Exhibition Space (Halls M & N) with several lounge and seating areas to assist with encouraging delegates through the exhibition. The Networking Drinks will be held from 5:00pm – 6:00pm on Thursday 3 November 2022 .

Registration Desk and Exhibition Opening Hours

The exhibition and registration desk will be open to delegates during the following hours:

Registration Desk Hours		Exhibition Opening Hours	
Wed, 2 Nov 2022	1:00pm – 5:00pm	Wed, 2 Nov 2022	1:00pm – 5:00pm Exhibitor BUMP IN ONLY
Thu, 3 Nov 2022	8:00am – 5:00pm	Thu, 3 Nov 2022	8:00am – 6:00pm* Exhibitor BUMP OUT ONLY 6:00pm – 7:00 pm

**The Networking Function will be held in the Exhibition Space from 5:00pm – 6:00pm*

High Visibility Safety Clothing

It is a requirement of the Adelaide Convention Centre for all persons working within the venue during the move in and move out of the exhibition to wear a high visibility safety vest or high visibility clothing.

IMPORTANT NOTE:

- Exhibitors must provide their staff and contractors with high visibility vests. These should be packed with the contractor and staff NOT included with exhibition stall items.
- Exhibitors and contractors will not be permitted entry into the venue prior to the exhibition opening unless high visibility clothing is worn.
- Suitable footwear must be worn – Please ensure you wear enclosed shoes no open toed shoes, thongs, sandals etc.
- Any person under the age of 15 years is prohibited from accessing the exhibition area and loading docks during move in and move out periods.

Exhibition Stall Courtesies

- No advertising material, such as banners, are allowed outside the designated stall area.
- No obstruction of any form in the aisles and walkways or excessive noise that inconveniences other exhibitors or the conference will be allowed.
- While companies are encouraged to pursue novel methods of attracting people to their booth, practices disadvantaging other companies or detracting from the exhibition will be discouraged.

Delivery & Freight

Please ensure your freight is delivered no earlier than **Wednesday 2nd November** to the **Adelaide Convention Centre** via **the North Terrace Loading Dock**.

Delivery Address:

Adelaide Convention Centre
North Terrace Loading Dock
North Terrace, Adelaide
South Australia 5000
Ph: 08 8210 6773
Standard Hours - 8.00am – 4.00pm Monday - Friday

Please ensure you use the **Exhibitor Goods Delivery Label** (*included at the end of this pack*) and adhere to the correct delivery and collection dates or the delivery will be declined and re-directed.

Freight of goods to and from the ACC must be organised through a third party. We do not offer this service. If you require assistance with freight you are welcome to contact our suggested event freight forwarder:
Please see below some freight forwarders exhibitors could use to deliver to the ACC.

- Expo Freight
<https://expofreight.com.au/>
P: 0490 069 630
E: info@expofreight.com.au
- Pack & Send
<https://www.packsend.com.au/>
P: 1300 668 000
E: admin@packsend.com.au
If you require assistance with freight you are welcome to contact our appointed event freight forwarder, please contact Dana.Yeaman@avmc.com.au to allow for this.

Important Deadlines

- Due as soon as possible** - Provide print resolution jpeg file (300dpi) or EPS file of your company logo, 200 word max. company bio and register your exhibition staff on your **Exhibition Portal** sent by All Occasions Group.
- Due by: Monday, 3rd October 2022** - Submit all forms for fascia signs and booth signage artwork to Adelaide Expo Hire laureng@ae.com.au
- Due by: Monday, 10th October 2022** - Submit completed Custom Stand Design Appraisal form along with requirement documentation and/or any Food and Beverage Sampling requests and/or any other permission forms as included in the ACC Exhibitor Handbook at Adelaide Convention Centre website using [this link](#).
- Due by: Monday, 3rd September 2022** - Submit all forms for furniture or display requirements to Adelaide Expo Hire laureng@ae.com.au

2022 SA Health Supplier Conference Exhibition Contract Terms and Conditions

These terms and conditions constitute a contract between you ('the Exhibitor', 'you' or 'your') and the Minister for Health (as represented by the Department for Health and Wellbeing) (ABN 97 643 356 590) ('the Conference Organiser') in relation to the sponsorship and/or use of exhibition space at the 2022 SA Health Supplier Conference at the Adelaide Convention Centre in Adelaide, Australia on 3 November 2022 ('the Conference'). By proceeding with an application to use an exhibition space at the Conference you are indicating your acceptance of these terms and conditions.

<p>Application and Payment</p>	<p>Please indicate that you will be proceeding with an application to use an exhibition space at the Conference by using the registration link included in your invitation.</p> <p>As spaces are strictly limited, your application does not guarantee a place as an exhibitor at the Conference. The Conference Organiser, reserves the right to accept or reject any application at its absolute and unfettered discretion with the return of any deposit paid in the event of a rejection. Allocation of exhibition space regardless of the preference indicated, and alteration of the floor plan is at the discretion of the Conference Organiser, whose decision will be final.</p> <p>If your application is accepted by the Conference Organiser, a confirmation letter will be sent to you detailing the exhibition space that has been allocated to you at the Conference, along with a tax invoice.</p> <p>Final payment of this tax invoice is required by Friday 7th October. Should final payment not be received by this date, the exhibition space will be released for re-sale.</p> <p>Once you have paid the tax invoice by Friday 7th October, you will be able to use the exhibition space allocated to you by the Conference Organiser in accordance with the terms and conditions of this Exhibition contract.</p>
<p>Cancellation Policy</p>	<p>Cancellations will be accepted in writing only. A cancellation notice which must be received no later than Friday 7th October Any cancellation notice received after Friday 7th October will be subject to a 100% cancellation fee.</p>
<p>Legal Responsibility</p>	<p>The Exhibitor will use and occupy the exhibition space at its own risk and releases to the full extent permitted by law the Conference Organiser and its employees, contractors and agents from all claims demands and damages resulting from any accident, damage, death or injury occurring on or in the vicinity of the exhibition space and the Exhibitor expressly agrees that the Conference Organiser and its employees and agents will have no responsibility or liability for any loss or damage to fixtures, fittings or personal property of the Exhibitor. It is the responsibility of the Exhibitor to adequately insure itself and ensure that its employees, invitees, agents and contractors are adequately insured.</p> <p>The Exhibitor will indemnify the Conference Organiser and all its employees, contractors and agents against all claims, demands, losses, damages, costs and expenses arising from any accident, damage, injury, death or loss that may be sustained from any activity on or in the vicinity the exhibition space and from any accident, damage or injury, death or loss whatsoever occurring caused or contributed to by the Exhibitor and/or its employees, participants, invitees agents or contractors or by its or their use or occupation of the exhibition space.</p> <p>The Exhibitor will ensure that it has a public liability insurance policy for the sum of at least ten million dollars (\$10,000,000) and provides a certificate of currency together with its application.</p> <p>The Conference Organiser will not be liable for an act, omission or failure to fulfil its obligations under this Exhibition contract if that act, omission or failure is due to a cause that is not the fault of the Conference Organiser, including but not limited to fire, flood, labour disputes, pandemic or epidemic, directions made under the Emergency Management Act 2004 (SA) or the South Australian Public Health Act 2011 (SA), natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slowdowns or disputes, or other similar events. In such an event, the Exhibitor shall not be entitled to any refund or any claim for any loss or damage.</p>

<p>Legal Responsibility continued</p>	<p>In no circumstances will the Conference Organiser be liable for any increased costs or expenses, loss of use or reputation, loss of profit, business contracts or revenues (actual or anticipated) or anticipated savings or lost opportunities to enter into or complete any contracts or arrangements with third parties or any indirect, contingent, special, consequential claim or losses, or damages.</p>
<p>Liability Limit</p>	<p>The Conference Organiser's liability to the Exhibitor under and in connection with this Exhibition contract is limited to an amount equal to the amount paid by the Exhibitor to the Conference Organiser under this Exhibition contract.</p>
<p>Exhibitor Manual</p>	<p>An Exhibitor Manual outlining all technical aspects of exhibiting will be provided to the Exhibitor before the Conference. It will include the following</p> <ul style="list-style-type: none"> • Technical details about the venue, final Conference details and information. • Contractor details services available to exhibitors and order forms.
<p>Exhibitor Display Rules</p>	<p>The Exhibitor must comply with the following (each of which are determined in the Conference Organiser's absolute discretion):</p> <ul style="list-style-type: none"> • The Conference Organiser shall determine the hours during which the Conference shall be conducted and the hours of access for Exhibitors to their exhibition space, including any variations of access times as may be necessary, and the Exhibitor must comply with these. • The allocated exhibition space must be staffed at all times during the Conference and removal of any exhibition display must not commence until after the Conference closes. • All advertising material, such as banners, must be displayed within the designated exhibition space area. • Excessive noise that inconveniences other exhibitors or the Conference must be avoided. • The Exhibitor must not obstruct aisles and walkways. • While Exhibitors are encouraged to pursue novel methods of attracting people to their exhibition space, practices disadvantaging other exhibitors or detracting from the Conference are not permitted. • The Exhibitor must comply with all laws including workplace health and safety laws. • The Exhibitor must comply with any reasonable directions of or requirements stipulated by the Conference Organiser from time to time relating to the use of the exhibition space and the Conference. • The Exhibitor must ensure that its employees, agents and other contractors must: <ul style="list-style-type: none"> a. not interfere or disrupt, delay or hinder the Conference Organiser or its employees, agents or b. contractors; and reasonably cooperate with the Conference Organiser and its employees, agents and contractors. • The Exhibitor must provide the Conference Organiser with such information as may be reasonably requested by the Conference Organiser to enable it to fulfil its obligations under this Exhibition contract. • The Exhibitor must keep the exhibition space in a clean, safe and tidy condition during the Conference and will, in any event, ensure the exhibition space area is cleaned and free of rubbish etc., at the end of the Conference. The Exhibitor will at the end of the Conference remove all the Exhibitor's fixtures, fittings, equipment and property from the exhibition space and will be responsible for repairing and making good any damage caused to the exhibition space as a result of such removal or otherwise as a result of its occupation or use of the exhibition space. If the Exhibitor fails to comply with this clause, the Conference Organiser may attend to such matters at the Exhibitor's cost.

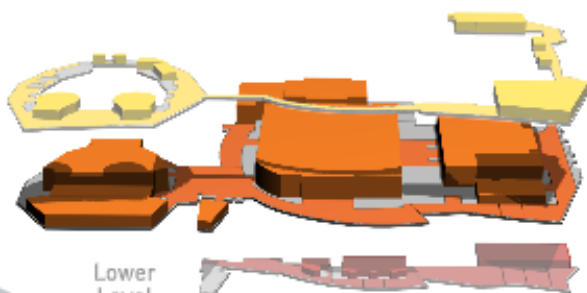
Custom Stand	All custom stand designs must be approved by the Conference Organiser and Adelaide Convention Centre to allow for unrestricted views. Custom booths which aren't open plan (for example a structure with one or more walls) may need to be located against the perimeter of the Exhibition.
Detailed Requirements and Due Dates	<ul style="list-style-type: none"> • Adelaide Expo Hire's requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display or other arrangements will be sent to you at a later date with relevant due dates. • In the event that materials, information or artwork required by Adelaide Expo Hire are not received by the designated due date, their use for their intended purpose cannot be guaranteed and the Organisers are not responsible for any losses sustained as a result.
Partnerships	<ul style="list-style-type: none"> • Nothing contained in this Exhibition contract will be deemed to constitute a partnership, joint venture or agency relationship between you and the Government of South Australia and/or the Conference Organiser. • You must not do anything where you will, in any way, be represented that you are a partner or representative of the Government of South Australia and/or the Conference Organiser.
Registrations	<ul style="list-style-type: none"> • Exhibitors are not permitted to attend Conference Sessions or Networking Functions unless the relevant tickets are offered as part of the particular Exhibition package that have been accepted by the Conference Organiser.
Venue	The Exhibitor and the servants, agents, contractors and invitees of the Exhibitor are also to observe the rules, regulations and procedures as prescribed by the Adelaide Convention Centre.
General	<ul style="list-style-type: none"> • The rights under this Exhibition contract rest in contract only and do not create or confer upon the Exhibitor any tenancy or estate or interest in the exhibition space. • If you fail to perform, observe and carry out all the agreements and obligations under this Exhibition contract, the Conference Organiser may suspend or terminate this Exhibition contract immediately and you will not have any cause of action against the Conference Organiser by reason only of such suspension or termination. • Any changes to this Exhibition contract must be agreed to in writing by both the Exhibitor and the Conference Organiser. • The Exhibitor must not transfer, assign or novate any of its rights or obligations under this Exhibition contract without the written consent of the Conference Organiser. • Each word, phrase, sentence, paragraph and clause of this Exhibition contract is severable and severance of any part of this Exhibition contract will not affect any other part of this Exhibition contract. • The laws in force in South Australia apply to this Exhibition contract. • The courts of South Australia have exclusive jurisdiction to determine any legal proceedings in relation to this Exhibition contract. • The Exhibitor acknowledges and agrees that the Conference Organiser reserves the right to resolve any question, dispute or other issue in relation to the exhibition space arising from any cause and the Conference Organiser's decision on the matter shall be final.



Ground Level



Upper Level



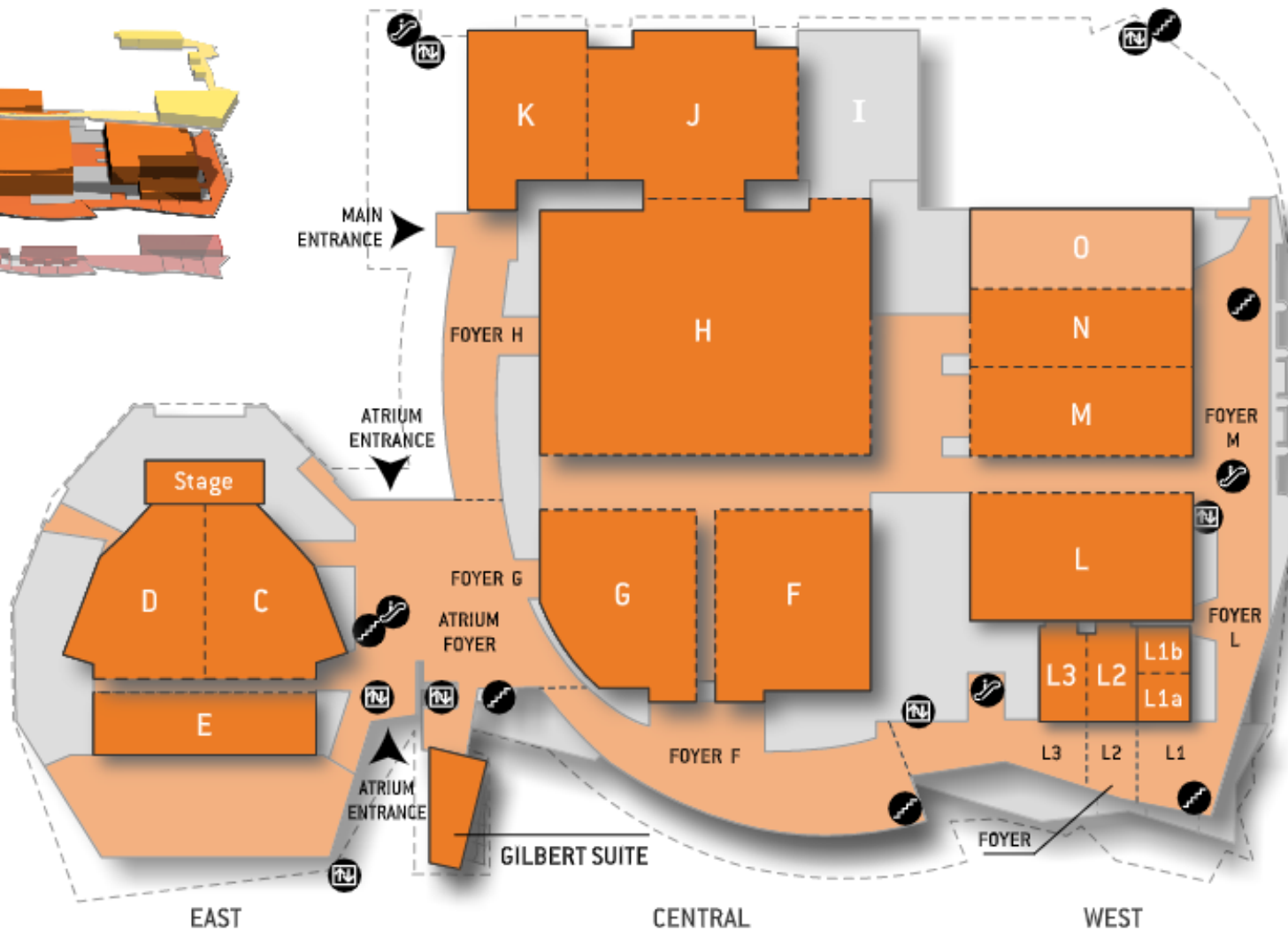
Ground Level

Lower Level



ADELAIDE CONVENTION CENTRE

- Icons
- Stairs
- Escalator
- Elevator



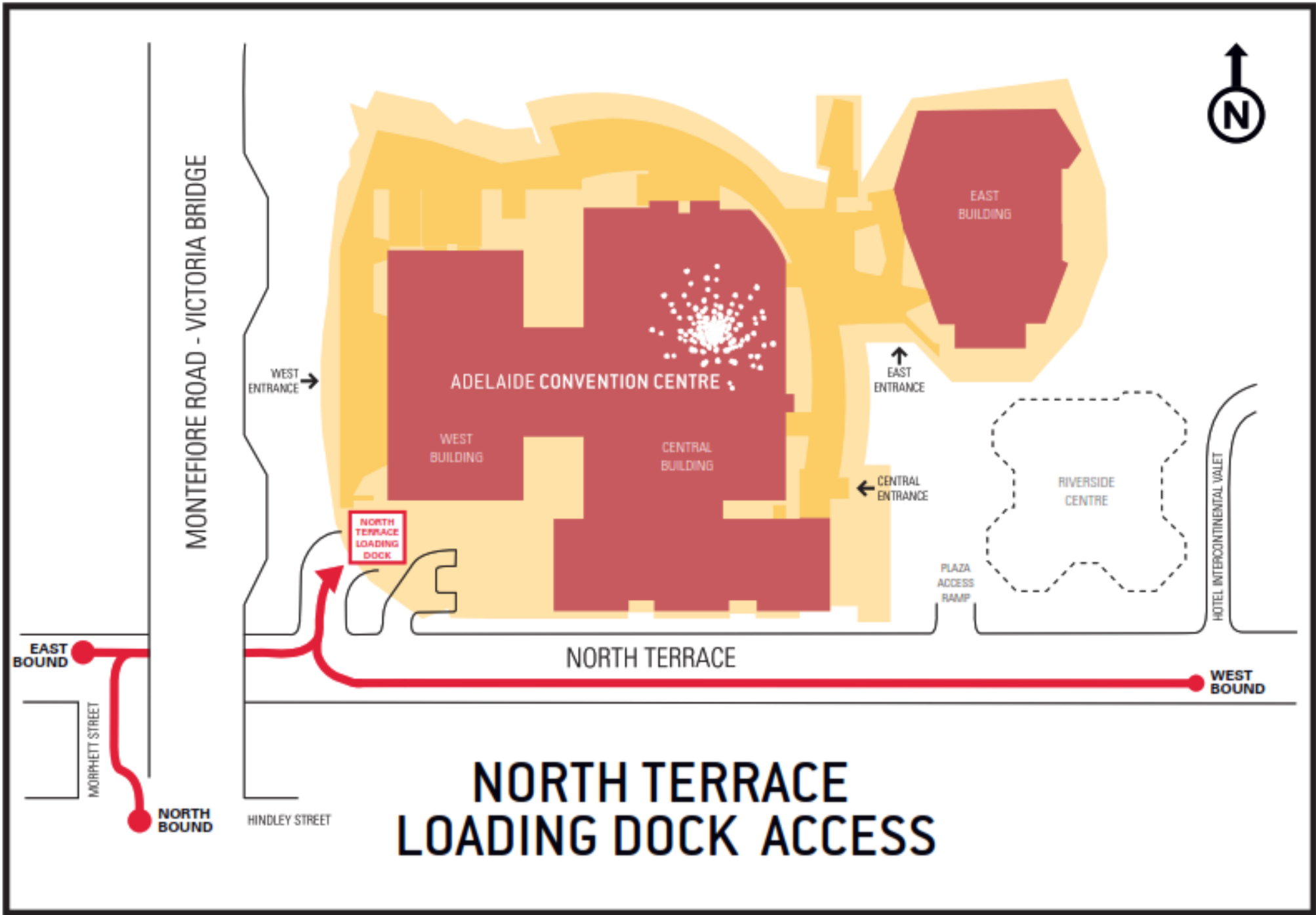
WESTERN ENTRANCE



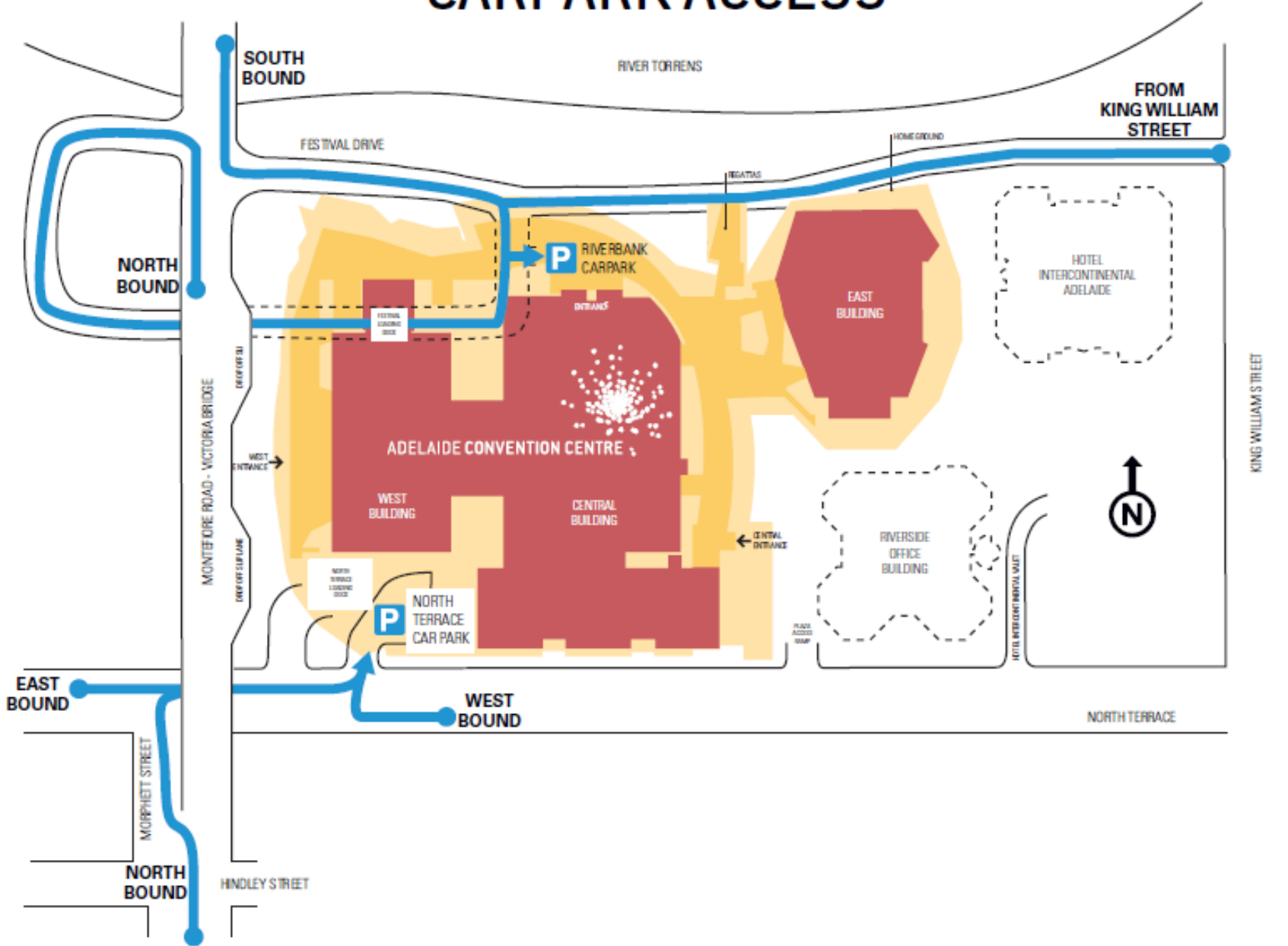
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iMap

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ADELAIDE CONVENTION CENTRE CARPARK ACCESS



EXHIBITOR GOODS



ADELAIDE CONVENTION CENTRE

TO: ADELAIDE CONVENTION CENTRE

FROM: _____

NORTH TERRACE PLAZA RAMP

North Terrace, Adelaide

South Australia 5000

Ph: 08 8210 6773 or 08 8210 6770 (A/H)

EVENT NAME: **SA Health Supplier Conference** EVENT No: **85480**

GOODS TO BE DELIVERED FROM: Wednesday 2nd November 2022

Goods delivered prior to this date will NOT be accepted

***** Client to Complete the Information Below *****

Box Number: _____ of _____

Exhibitor Name: _____ Site No: _____

Client Contact on Day of Delivery: _____ Mobile No: _____

All deliveries must be scheduled with the Adelaide Convention Centre, North Terrace Loading Dock on 08 8210 6773 or ntld@avmc.com.au prior to their arrival.

The Adelaide Convention Centre will not permit any goods to be delivered to the venue earlier than the date specified above.