

# Adelaide careers & EMPLOYMENT expo

May 10 & 11, 2024 – Adelaide Showground

## EXPO PLANNING KIT

This Expo Planning Kit contains important information for the planning of your display. Please read this information thoroughly, and ensure your Expo Team are aware of the details.

### EXPO ENQUIRIES

Any enquiries leading into the Expo should be directed to: Nicole Zoanetti at Kym Jones Exhibitions (KJEX)  
E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

### ONSITE CONTACT

From Thursday May 9 to Saturday May 11 Nicole can be contacted at the Expo on - 0432 221 023

### VENUE INFORMATION

Jubilee Pavilion & Duncan Gallery, Adelaide Showground, Wayville, South Australia – [see venue plan on Page 6.](#)

### DELIVERY INFORMATION

All product deliveries are to Jubilee Pavilion, via Rose Terrace, Wayville. Please use [Delivery Docket on Page 7.](#)  
**Please note:** If you are having large items delivered, please advise your transport company that forklift charges do apply for any unloading. We suggest you order a tailgate truck with pallet jack to save forklift charges. Alternatively, you can book Forklift Services on [page 5.](#)

**MOVE IN DAY & TIME** - access is via Kidman Gate, Rose Terrace, Wayville - [see venue plan on Page 6.](#)

Thursday May 9 2pm to 6pm

**MOVE OUT DAY & TIME** - access is via Kidman Gate, Rose Terrace, Wayville

Saturday May 11 4pm to 6pm

**VISITOR DAY OPENING TIMES** - Visitor entry is FREE everyday

Friday May 10 9am to 3pm (Exhibitor access from 8am)

Saturday May 11 9am to 4pm (Exhibitor access from 8am)

### EXHIBITOR ACCESS PASSES & CAR PARKING

To order Exhibitor Access Passes & Car Park Passes please go to [Order Form 1 – Page 4.](#) Exhibitor access badges and car park passes will be available for collection from the Move In desk on Thursday May 9 or from the Expo Info Office during the visitor days (Fri & Sat). **If required earlier,** please contact Nicole [nicole@kjex.com.au](mailto:nicole@kjex.com.au) / P: 08 8297 1688

### HIRE ITEMS

For further information on ordering Audio Visual / TV Hire, Banner Rigging, Additional Electrical (Power or Lighting), Additional Furniture Hire or Forklift Services please go to [page 5.](#)

### STORAGE

There is limited onsite storage available to exhibitors. If you require storage, please contact Nicole Zoanetti from Kym Jones Exhibitions (KJEX) at [nicole@kjex.com.au](mailto:nicole@kjex.com.au) or P: 08 8297 1688.

### PUBLIC LIABILITY INSURANCE

Exhibitors must have a public liability policy for the entire period of the Exhibition, more information please go to – [Order Form 1 - Page 4.](#)



**Click on the below page number to go direct to the order form**

<b>Order Form 1</b>	<b><u><a href="#">Page 4</a></u></b>
Exhibitor Access Badges	
Car Passes	
Public Liability Insurance	

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

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## VENUE INFORMATION

The Expo will be staged in the Jubilee Pavilion and Duncan Gallery, Adelaide Showground, Rose Terrace, Wayville, South Australia. Access to the Jubilee Pavilion and Duncan Gallery for Exhibitors and Contractors for Move In & Move Out will be via Kidman Gate on Rose Terrace – [see venue map on Page 6](#).

## DELIVERIES

All product deliveries are via Kidman Gate - Rose Terrace, Wayville.

Please ensure all deliveries coming via courier are marked with the [Delivery Docket located on Page 7](#).

Please note: 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. 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 charges. To organise the forklift, please contact Nicole from Kym Jones Exhibitions (KJEX) at [nicole@kjex.com.au](mailto:nicole@kjex.com.au) or P: 08 8297 1688.

## MOVE IN DAY & TIMES

Access is via the Kidman Gate - Rose Terrace, Wayville

**Please Advise All Staff & Contractors: Safety Vests Must Be Worn to Access Pavilion**

**Thursday May 9 2pm to 6pm**

All stands must be completed by 6pm Thursday Night. If you cannot Move in on Thursday, and plan to come in Friday morning, please advise Nicole Zoanetti from Kym Jones Exhibitions (KJEX) at [nicole@kjex.com.au](mailto:nicole@kjex.com.au). Access is from 8am Friday morning.

## MOVE OUT DAY & TIMES

Access is via the Kidman Gate - Rose Terrace, Wayville

**Please Advise All Staff & Contractors: Safety Vests Must Be Worn to Access Pavilion**

**Saturday May 11 4pm to 6pm Exhibitor Product Removal**

**Saturday May 11 5pm to 9pm Build Contractors Only**

**All Exhibitors are not permitted to pack up prior to 4pm Saturday**

**Please Note:** Pavilion must be cleared of all visitors before Move Out can commence. Our contractors will begin dismantling from 6pm Saturday, 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 (KJEX) cannot accept any responsibility for missing goods.

## CAR PARKING

Car Parking at the Adelaide Showground is \$14.00 per car park, per day. However, exhibitors can pre-purchase a 2 day car park pass at a flat cost of \$16.00 each, passes allow exhibitors multiple entry / exit over the 2 Visitor Days.

Car Park passes are not required for the Move In or Move Out period.

For further parking information and to order car park passes please go to [Order Form 1 – Page 4](#).

## VISITOR DAY OPENING TIMES - Visitor entry is FREE everyday

Friday **May 10** 9am to 3pm **(Exhibitor access from 8am)**

Saturday **May 11** 9am to 4pm **(Exhibitor access from 8am)**

## VEHICLES ON DISPLAY

Any exhibitor who is planning to display a vehicle on their stand must gain approval from Kym Jones Exhibitions (KJEX), if you haven't notified us, please contact Nicole [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688 by **Friday April 19, 2024**.

## CANVASSING REGULATIONS - NO CANVASSING OUTSIDE OF YOUR DISPLAY AREA

Exhibitors, promotional staff or mascots 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.

## 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 (KJEX) 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 1 - Page 4](#). 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. <http://www.kjex.com.au/PDF/KJEX%20Exhibitors%20Terms%20&%20Conditions.pdf>

## 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;**

**During Move In & Move Out**

- **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 (KJEX). Please contact Nicole for further information.
- **No Smoking** – exhibitors and contractors are not to smoke within the Pavilion or within 10 metres of any entrances/exits.
- 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 the expo has closed at 4pm (Sat), all visitors have left the Event area and all exhibitors are wearing safety vests.**  
**Please remind your team to have a safety vest with them for move out.**

## EMERGENCY PROCEDURE

- Alert all nearby persons
- Remove persons from immediate danger if safe to do so
- Raise Alarm and contact Emergency Services 000 and contact the RA&HS – 8210 5219
- Move away from the hazardous area and assist others to move away if safe to do so
- Await instructions to evacuate and control entry to the affected areas
- In the event of an evacuation warning all persons are to immediately evacuate away from the danger area by the nearest and safest route to a safe assembly point. If further evacuation is required, remain calm and follow the instructions of RA&HS Staff and Emergency Services.
- Contain fire by closing doors
- Extinguish fires and provide first aid if trained and safe to do so
- Ensure everyone is accounted for and report any missing persons to RA&HS Staff or Emergency Services at the Assembly Point.

## COMPETITIONS / LOTTERIES

Any competition, trade promotion or art union lotteries 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.

## 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 Pavilions, 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.

**ORDER FORM 1**

**EXHIBITOR ACCESS BADGES**

**COMPANY:** \_\_\_\_\_

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

**Please supply the Company Name you wish to have printed on the badges, and the quantity of badges that you will need for your staff working on your stand at any one time.** Staff names will not be printed on the badges, these can be transferred between staff.

**COMPANY NAME:** \_\_\_\_\_

**QUANTITY OF BADGES:** \_\_\_\_\_ (these are a 2 day pass)

**Please place your order by April 19** so we have time to produce your badges.

**CAR PARKING**

Car Parking at the Adelaide Showground is \$14.00 per car park, per day. **However, exhibitors can pre-purchase a 2 day car park pass at a flat cost of \$16.00 each, passes allow exhibitors multiple entry / exit over the 2 Visitor Days. Car Park passes are not required for the Move In or Move Out period.**

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

**Number of Car Park Passes** \_\_\_\_\_ **@ \$16.00 each (inc GST)** = \$ \_\_\_\_\_

**COLLECTION OF EXHIBITOR ACCESS BADGES & CAR PARK PASSES**

Exhibitor access badges and car park passes will be available for collection from the Move In desk on Thursday May 9 or from the Expo Info Office during the visitor days (Fri & Sat). Free lanyards for the badges will be available.

**If required earlier,** please contact Nicole [nicole@kjex.com.au](mailto:nicole@kjex.com.au) / P: 08 8297 1688

**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 May 9 to Saturday May 11, 2024.

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 May 9 to Saturday May 11, 2024, at a cost of \$70.00 inc GST and have included payment.

**PLEASE NOTE:** It is advised that Kym Jones Exhibitions (KJEX) 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 - Visa & MasterCard** (1.1% surcharge applies)

**Card Number** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Expiry Date** \_\_\_\_\_ / \_\_\_\_\_ **CVV** \_\_\_\_\_

**Name on card** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Amount \$** \_\_\_\_\_ (including GST)

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

(Please state Business Name on EFT Payments and email to [nicole@kjex.com.au](mailto:nicole@kjex.com.au) )

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

**PLEASE COMPLETE AND RETURN BY FRIDAY APRIL 19, 2024**

**Return to** Nicole Zoanetti

Kym Jones Exhibitions (KJEX)  
E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

## ADDITIONAL SERVICES

If any of the below items are required, please contact the below if not already ordered.

### AUDIO VISUAL / TV HIRE

If you wish to hire a TV for the Event, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)**

E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688 for further information.

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### CLEANING

Public areas and exhibition aisles are cleaned overnight, and rubbish bins emptied daily. Individual nightly stand cleaning can be ordered, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

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### FOOD SAMPLING

If you are planning on having any food samples on your stand, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

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### ELECTRICAL

Your booth includes 1 x 10amp Power Point and 2 x Spotlights. If you require additional power or lighting, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

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### 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 **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

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### FURNITURE HIRE

Your booth includes 1 x 1.8m Trestle Table with Cloth and 2 x Chairs.

For additional furniture please contact Cameron Best from Adelaide Expo Hire on

P: 08 8350 2321 E: [cameronb@ae.com.au](mailto:cameronb@ae.com.au) or visit their website [www.aeh.com.au](http://www.aeh.com.au)

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### INTERNET ACCESS

FREE WIFI access will be available for all exhibitors throughout the duration of the event, including Move In & Move Out. Login details will be available closer to the Expo.

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### 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](mailto:info@plantscape.com.au) or visit their website [www.plantscape.com.au](http://www.plantscape.com.au)

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### STORAGE

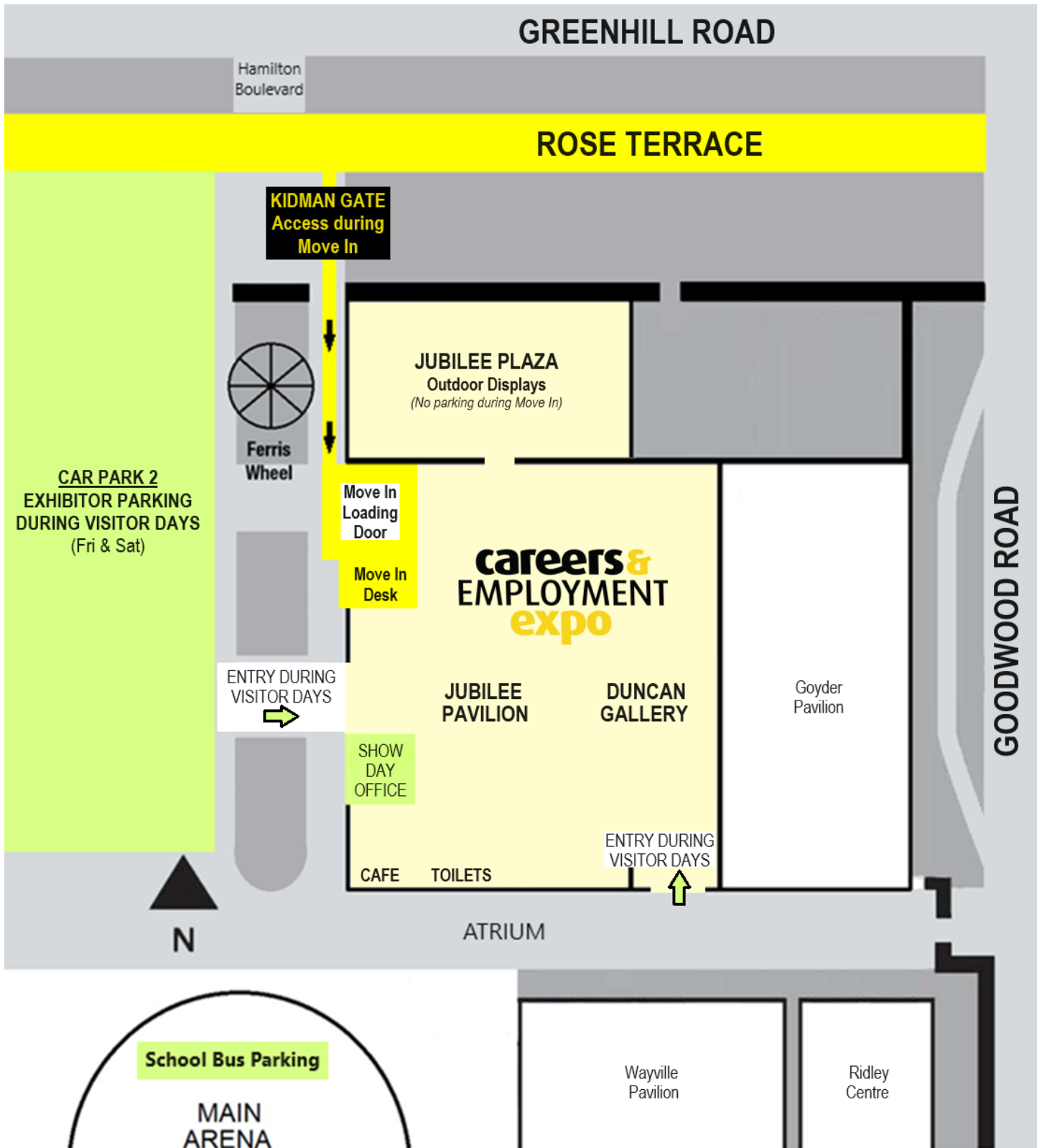
There is limited onsite storage available to exhibitors. If you require storage, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688

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### TESTING & TAGGING – Free Service

Kym Jones Exhibitions (KJEX) is supplying a Free test & tag service during Move In on Thursday May 9, from 3pm to 6pm. Please see us at the move in desk if you would like any items on your stand tested & tagged.

**VENUE MAP**



**Please Note:**

- **Move In & Move Out Access** is via Kidman Gate – Rose Terrace, Wayville
- **Show Day Parking (Fri & Sat)** is in Car Park 2, access is via Rose Terrace, Wayville

## DELIVERY DOCKET

This label must be attached to every item delivered via courier/ a third party.

Entry to the Jubilee Pavilion, Adelaide Showground is via Kidman Gate, Rose Terrace, Wayville.

Drivers are to report to the Move In Desk for further directions.

Adelaide Showground will not accept responsibility for items left at the loading dock outside of the move in times.

<b>Deliver to:</b>	Adelaide Careers & Employment Expo
<b>Delivery Address:</b>	Jubilee Pavilion, Adelaide Showground, Rose Terrace, Wayville, 5034, SA.
<b>Delivery Date:</b>	Thursday May 9, 2024
<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	
<b>Stand Name:</b>	
<b>Number of Boxes/Items:</b>	

