



2019 EXHIBITOR MANUAL

Friday 28th – Sunday 30th June 2019

Adelaide Convention Centre.

The Adelaide Boat Show is proudly owned and organised by:

Boating Industry Association Ltd

ABN: 61 000 618 468

Main Office: 53 Hume St Crows Nest NSW 2065

Main Office: PO Box 1204 Crows Nest NSW 1585

Phone: (02) 9438 2077 Fax: (02) 9439 3983

Email: info@bia.org.au

Website: www.bia.org.au

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Exhibitor Check List

Done ✓	Item	Company	Due Date
<input type="checkbox"/>	Boat show program - advertising	Yaffa	Note: Passed
<input type="checkbox"/>	Custom build stands (Approval)	BIA	17/06/19
<input type="checkbox"/>	Audio visual (TVs, PA, etc.)	Adelaide Convention Centre	19/06/19
<input type="checkbox"/>	Rigging	Adelaide Convention Centre	19/06/19
<input type="checkbox"/>	Fascia sign (3x3 booths only)	Adelaide Expo Hire	11/06/19
<input type="checkbox"/>	Furniture hire	Adelaide Expo Hire	21/06/19
<input type="checkbox"/>	Lighting and electrics	Adelaide Expo Hire	21/06/19
<input type="checkbox"/>	Plant hire	Plantscape Interiors	21/06/19
<input type="checkbox"/>	Final payment	BIA	OVERDUE
<input type="checkbox"/>	Public liability insurance	BIA	11/06/19
<input type="checkbox"/>	Forklift & storage booking	Agility	17/06/19
<input type="checkbox"/>	Freight and transportation	Agility	Note: Depends on Location
<input type="checkbox"/>	Stand Cleaning and waste removal	Adelaide Convention Centre	21/06/19
<input type="checkbox"/>	Cooking permit	Adelaide Convention Centre	14/06/19
<input type="checkbox"/>	Hazardous substances / LPG permit	Adelaide Convention Centre	14/06/19
<input type="checkbox"/>	Internet services	Adelaide Convention Centre	14/06/19
<input type="checkbox"/>	Water / drainage	Adelaide Convention Centre	21/06/19
<input type="checkbox"/>	Tickets and additional passes	BIA	21/06/19

KEY CONTACTS:

EVENT ORGANISER: Boating Industry Association (BIA)

Contact Details:

53 Hume Street Crows Nest
Sydney NSW 2064

Ph: (02) 9438 2077 | International phone: +61 2 9438 2077 | Email: info@bia.org.au
Websites: www.bia.org.au or <http://www.adelaideboatshow.com.au/>

Onsite: The Organisers desk is located near the entry to the halls in Foyer F.
Organiser's Office Phone: 0435 111 425

Event Operations:

James Thompson
Phone: 02 8197 4755
Mobile: 0412 076 232
Email: james@bia.org.au

Operations Coordinator:

Alicia Blackett
Phone: 02 8197 4770
Mobile: 0448 833 199
Email: alicia@bia.org.au

Exhibitor Relationship Manager:

Phil McDermott
Phone: 02 8197 4771
Mobile: 0422 971 136
Email: phil@bia.org.au

OR

GM – Marketing, Events & Communication

Domenic Genua
Phone: 02 8197 4752
Mobile: 0412 642 357
Email: genua@bia.org.au

VENUE: Adelaide Convention Centre

Address:

North Terrace, Adelaide SA 5000
Ph: (08) 8212 4099 | International: +61 8 8212 4099

Adelaide Convention Centre services include:

- | | |
|---------------------------------------|-------------------|
| - Internet services | - Security |
| - Cooking Permit | - Water/ drainage |
| - Hazardous substances/
LPG permit | - Rigging |
| | - Cleaning |

EVENT & EXHIBITION HIRE SERVICE: ADELAIDE EXPO HIRE

Contact Details:

31 Deeds Rd, North Plympton, South Australia 5037

T: +61 (08) 8350 2300 | F: +61 (08) 8350 230

Exhibitor enquires: Lauren Harrison | E: laurenh@aeH.com.au

D: 08 8350 2304 | M: 0408 817 850

Adelaide Expo Hire services include:

- Furniture
- Flooring
- Signage
- Custom Stands
- Power & Electrics
- Lighting

For more ideas on how you can maximise your presence at the show please visit: <http://aeH.com.au/>

FREIGHT FORWARDING/ TRANSPORT/ LOGISTICS: AGILITY

Contact Details:

Show inquiries: Gus Craig

T: +61 2 8755 8899

E: gcraig@agility.com

PLANT HIRE: PLANTSCAPE INTERIORS

Phone: (08) 8336 7900

Email: info@plantscape.com.au

STAGE HIRE: SA STAGING

Phone: 0418 831 705

Email: info@sastaging.com.au

1. Accident / Incident Reports

In life threatening situations, please call 000.

If you require first aid, please contact the nearest security officer or phone the Organiser's Office on: 0435 111 425. We ask you to report any incident to the nearest security officer or Organiser's Office, even if assistance is not required, as an incident report must be completed.

2. Advertising

Yaffa Marine Group is the official magazine publisher of the Adelaide Boat Show Program.

Please note that the BIA and the Adelaide Boat Show has NO association with any offers that you may receive from the FAIR GUIDE or EXPO GUIDE. We urge all exhibitors to read the fine print and carefully consider if this offer suits your marketing needs.

3. Banking Locations

The following Banking Facilities are located within close proximity of Adelaide Convention Centre.

- | | |
|--------------------------------------------------|---------------------|
| - Commonwealth - 57A Gouger St, Adelaide SA 5000 | Tel: (08) 8231 4341 |
| - NAB Bank - 17 Gouger St, Adelaide SA 5000 | Tel: 13 22 65 |
| - Westpac - 180 Hutt St, Adelaide SA 5000 | Tel: (08) 8177 5222 |

4. Boat Show Stand Awards

All exhibitors have the chance to be awarded one of the Stand Awards. The awards will be delivered to stands at first opportunity and our official photographer will take a photo. The categories for the awards are as follows:

1. Best Overall Display
2. Display of Excellence (x2)

5. Cleaning

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Adelaide Convention Centre cleaning staff.

The cleaning of your exhibition space is the responsibility of the individual exhibitor. If you have any rubbish that needs to be taken away please place it in the main aisles of each hall at the close of the show each day.

For additional cleaning & waste removal please place an online order with the Adelaide Convention Centre - [Exhibitor Portal](#)

6. Competition and Gaming Regulations

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the relevant local Act & regulations.

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the South Australia Office of Liquor and Gaming Regulation on 08 8204 8532 to obtain an information sheet or visit their web site: Competitions and Trade Promotions: <https://www.sa.gov.au/topics/business-and-trade/running-a-business/trade-promotions>

7. Dangerous and hazardous substances

No dangerous goods or hazardous substances are to be brought onto the premises without written approval from the BIA. To obtain approval, please contact James Thompson: James@bia.org.au

8. Dates & Times

Bump in times:

- Wednesday 26 June 7:00am – 6:00pm
- Thursday 27 June 7:00am – 6:00pm

Specific exhibitor bump in times have been sent out on the early June.

General Public opening dates and times:

- Friday 28 June 10:00am - 8:00pm
- Saturday 29 June 10:00am - 8:00pm
- Sunday 30 June 10:00am - 6:00pm

During show operational days Exhibitors with the appropriate passes will be given access to the halls as follows:

- Friday 28 June 7:00am - 8:30pm
- Saturday 29 June 8:30am – 8:30pm
- Sunday 30 June 8:30am - 6:00pm

Bump out times:

- Sunday 30 June 6:30pm – 10:00pm
- Monday 1 July 7:00am – 2:00pm

Exhibitor access before 'general public' opening hours is through either main entry door. Please ensure your pass is scanned and your hand is stamped to allow re-entry.

9. Emergency Awareness Procedures

In the case of an emergency in the Convention Centre, please stay calm. Please follow the instructions given by Adelaide Convention Centre staff, fully trained for an emergency situation and all our Security and Building Services staff are qualified First Aiders.

The Adelaide Convention Centre has a 2-alarm system, which is as follows:

1st alarm sound.....**BEEP BEEP BEEP!**

- Prepare to evacuate
- Secure material as necessary
- Switch off all appliances
- Await further instructions

Information regarding the situation will be announced by the senior fire warden through the PA system within the venue.

Should evacuation of the building be necessary a second tone will be heard.

2nd alarm sound...**WHOOOP WHOOOP!**

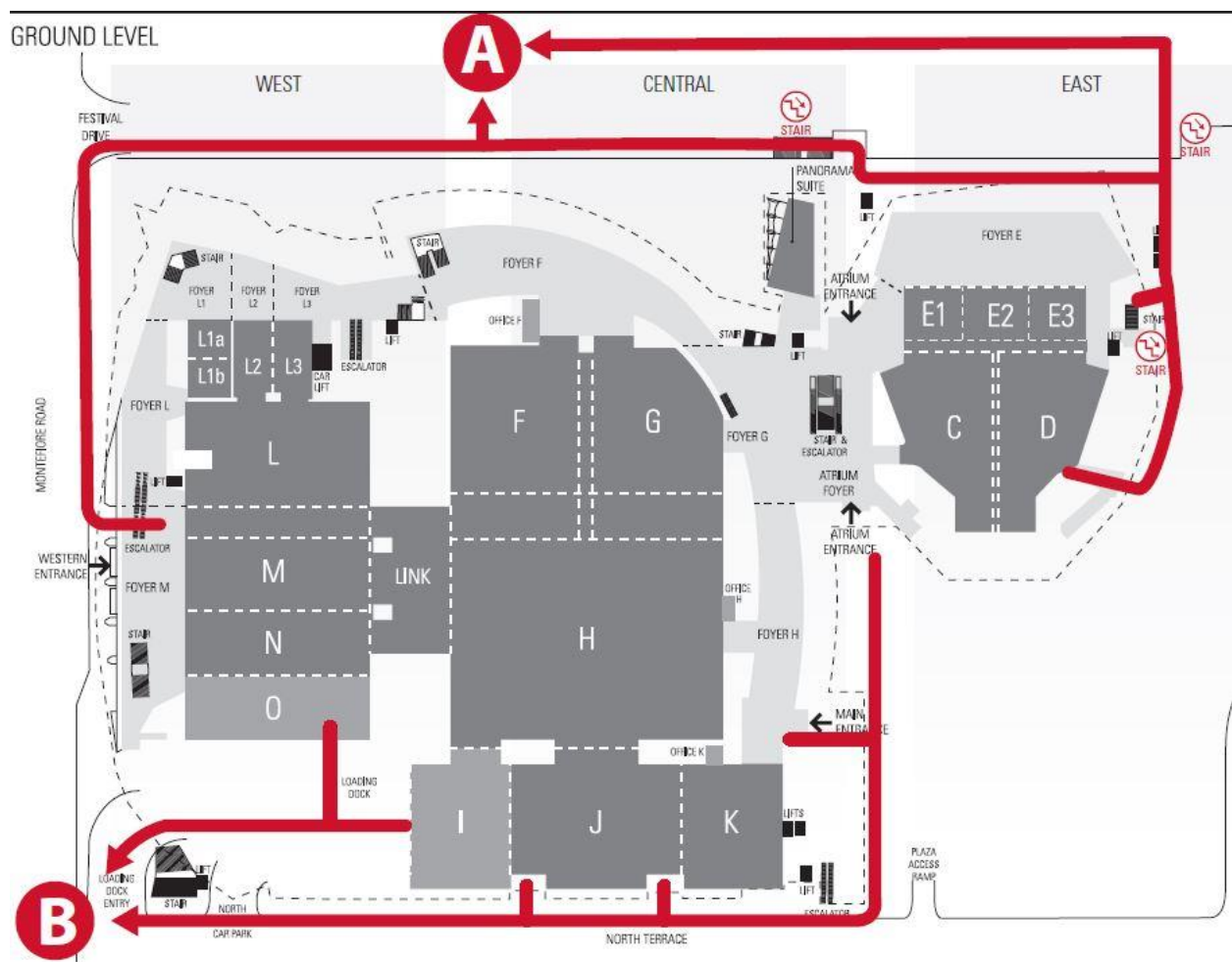
Should you hear the evacuation tone proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point.

Should you hear the evacuation tone:

- Do not use lifts
- Follow staff instructions at all times

Re-entry into the building will not occur until permission has been given by the senior fire warden under the direction of the South Australian Metropolitan Fire Service.

Please see the following assembly points marked in red, in the case of an evacuation.



10. Emergency First Aid & Medical

Emergency telephone numbers are: Fire/ Police/ Ambulance – 000

The nearest Public Hospital Casualty Department is at the Royal Adelaide Hospital, Port Rd, Adelaide SA 5000 - Tel: 08 7074 0000

11. Fire Proof Materials

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities.

12. Fire Regulations

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Adelaide Convention Centre.

13. Food & Beverage Samplings

The Convention Centre Management has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverage may be brought into the Centre without the consent of the Adelaide Convention Centre's Management.

Samples to be given away free of cost to the patron must be:

- Items which registered members of the association buy wholesale in the normal conduct of business or
 - Are produced by equipment used in the normal conduct of their business
- The sale of such sample products is not permitted
- Portions must be of tasting size only:
 - Liquid portions should not exceed 30% of what would be considered to be standard serving size.
 - Solid food should be no larger than bite size.
 - Health regulations apply.
 - Exceptions to the above require written approval.

If you intend on having any F&B give away's or sampling at the show, please contact the BIA & ACC for approval - [Food and Beverage Sampling Request](#)

14. Freight Forwarding / Transport / Logistics

Agility is the official freight forwarder and onsite logistics provider to the Adelaide Boat Show 2019.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth or stand.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition.
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

SHOW CONTACT – Gus Craig

T: +61 2 8755 8899

E: gcraig@agility.com

We highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours.

Further to Agility services, the BIA will have forklift services available during bump in and bump out.

Wednesday 26 June	9am – 1pm
Thursday 27 June	9am – 12 Noon
Monday 1 July	7am – 11am

ONSITE MATERIALS HANDLING:

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility.

Please do not just assume that Agility will be onsite.

STORAGE:

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show unless organised prior with the BIA. Please note the areas used for storage in previous years will not be available.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.

Please note:

- If you are using your own transport company, please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cramage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

15. Furniture – Adelaide Expo Hire

Adelaide Expo Hire is the official furniture provider to the Adelaide Boat Show 2019.

You will receive an email from Adelaide Expo Hire regarding your stand at this year's show. This will include login details to complete your exhibition requirements online. We request you update your password prior to completing the online forms for security purposes.

For more ideas on how you can maximize your presence at the show please visit <http://aeh.com.au/> or phone: (08) 8350 2300

Contact Details: Adelaide Expo Hire

31 Deeds Rd, North Plympton, South Australia 5037

T: +61 8 8350 2300 | F: +61 8 8350 2301

Show enquires: Lauren Harrison | E: laurenh@aeh.com.au

D: 08 8350 2304 | M: 0408 817 850

16. Internet

Free wireless internet is provided by the ACC and can be accessed throughout the venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at one time.

High Speed dedicated Internet can be hired and installed through the Adelaide Convention Centre. This can be ordered via the [Exhibitor Portal](#)

If you require cabled internet please fill out the internet services form provided by Adelaide Convention Centre.

Please be aware that the setup of personal Wi-Fi routers is prohibited. Any Hotspots or Wi-Fi set up will be disruptive to the free Wi-Fi already installed for the event.

17. Issue of Receipt for Goods Sold

It is the responsibility of exhibitors to provide receipts for all goods sold. Any attempts to take out goods without a receipt may result in refusal of exit.

18. Lost Children / Lost & Found Items

If you have a lost child, or item on your stand, please contact the nearest security officer. They will then remain with the lost children until parents arrive. All lost property can be taken to the Organiser's Desk (Foyer F) or call the Organiser's Office on 0435 111 425.

19. Media

For all show media inquiries please contact:

Robyn Wingrove
T: 02 8197 4756
M: 0451 837 232
E: Robyn@bia.org.au

Domenic Genua
T: 02 8197 4752
M: 0412 642 357
E: genua@bia.org.au

20. Move-in/ Move-out

The Operations Manager, James Thompson, will coordinate move-in / move-out. A schedule and notes have been emailed in early June. Please ensure you look out for this and read it thoroughly.

If you have any special requests, please email james@bia.org.au as early as possible so these can be considered.

For onsite enquiries, please contact:

James Thompson on 0412 076 232
Alicia Blackett on 0448 833 199 or
Phil McDermott on 0491 209 066

21. Parking

Information to follow shortly.

22. Pass Outs

Exhibitor passes can only be scanned ONCE per day. It is ESSENTIAL that Exhibitors obtain a hand stamp on exit for re-entry to the exhibition halls. No Exhibitors will be allowed re-entry without a hand stamp.

23. Post Office

The nearest Australian Post Office is located at, 5 North Terrace, Adelaide SA 5000
Telephone: 13 13 18

24. Rigging

The air space above your stand is yours to use and we encourage you to utilise this space in your stand design. From a simple banner through to more complex items, there are numerous ways to get creative with this space.

For all rigging enquires please contact the official Event & Exhibition Hire provider to the Adelaide Boat Show: Adelaide Convention Centre

Rigging can be ordered via the Adelaide Convention Centre - [Exhibitor Portal](#)

Where possible it is asked that plans, pictures and elevation plans be provided as a part of this process, in order to ensure points and rigging are positioned at the earliest available opportunity and in the correct place.

25. Security

Adelaide Convention Centre are our contacted security provider and will maintain security. Whilst every reasonable precaution is taken, the BIA and the Adelaide Convention Centre accept no responsibility for any loss or damage occurring to persons or property at the exhibition.

Security officers will be situated throughout the Halls and at entry/exit points. Please contact the Organiser's office if you have any security issues on phone 0435 111 425.

If additional security services are required on your stand please contact the BIA to arrange.

26. Site Sharing

Exhibitors must not allow any individual, company or organisation to share their site without prior written consent from the BIA. A fee is payable for those companies who do have site sharing approved by the BIA.

27. Smoking

The ACC is a non-smoking venue. Smoking is only permitted at designated areas outside the venue.

28. Stand & Exhibit Details

a) Type b) Inclusions c) Custom Build d) Construction

a) Type:

- | | | | |
|---|------------|-----------|---------------------------------------|
| - | Stand Type | SA | Shell Scheme |
| - | Stand Type | SB | 45m ² – 99m ² |
| - | Stand Type | SC | 100m ² -300 m ² |
| - | Stand Type | SD | + 301m ² |

b) Inclusions:

Stand Type SA (Shell Scheme)

2.4m walls, one light and one 10amp power point per booth.

Adelaide Expo Hire will provide and build the shell scheme booths. All exhibitors with Stand **Type SA** must complete the Stand sign confirmation fascia.

Stand Type SB (45m² - 99m²)

Open carpeted space

Stand Type SC (100m² - 300m²)

Open carpeted space

Stand Type SD (+301m²)

Open carpeted space.

Apart from **Stand Type SA** (Shell Scheme) all other exhibitors are required to book all electrical and lighting stand supplies by no later than **19 June 2019**.

c) Custom Build

All custom build stand designs must be approved by the BIA. Design technical drawings must be submitted to the BIA attention James Thompson - james@bia.org.au by **17 June 2019**.

The BIA will contact the stand builder to discuss move-in and move-out access requirements. The Exhibitor will also be consulted about move-in and will be copied in on all correspondence with their stand builder/contractor.

Exhibitors engaging contractors to build or supply any part of their stand (other than official BIA contractors) must ensure that their contractors (and subcontractors) have adequate Public Liability and Workers Compensation Insurance in place as well as a WHS plan and/or Safe Work Method Statement for the work being undertaken. All documents must be produced to the BIA on request.

The designer of a stand should consider the following:

- Compliance with the NCC and all other relevant Australian Standards
- How the builder will be able to safely erect and dismantle the stand once on site in the time frame allocated to them by the organiser of the event
- The allocated space in which it is intended to fit. The organiser/stand builder needs to ensure that there is sufficient clearance beneath existing ceilings and air conditioning ducts and that the stand is of correct dimensions to fit within the allocated space
- Adelaide Convention Centre may request engineer certification for stands at its sole discretion
- Materials used for stand construction must comply with the Fire Hazard Properties set out within the NCC and all other relevant Australian Standards / codes
- In the interest of public safety, where a stand consists of multiple storeys the BIA requires a structural engineer's certificate. Upon completion of the build and prior to the stand being occupied, an inspection by the structural engineer must be completed and a second certificate issued.

d) Construction

Cables: Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

Demonstration of Equipment: Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

Electrical Equipment: The Adelaide Convention Centre Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the Adelaide Convention Centre site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011. Any electrical equipment found not tested will have to be done immediately or removed from Adelaide Convention Centre. For safety reasons, double adaptors are not to be used in the Centre.

Where an Exhibition has demonstrations using portable electrical equipment a work permit needs to be submitted to the Safety Department.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Adelaide Convention Centre's Security Department.

Fire Regulation: All materials used in stand construction and decoration must be fire retardant to conform to local statutory building regulations.

The storage of any flammable liquids or fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations.

LPG Gas – Use on Stands: The use of LPG on stands is allowed in the Exhibition Halls with written approval only. The following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All appliances must be approved for use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day
- Maximum Cylinder Size = 45kg
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system are not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of show the LPG must be turned off at the bottle and all cylinders must be removed from the building overnight to designated areas
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- The LPG supply must be connected and disconnected by a certified tradesman

Temporary Structures: All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress
- Prevention of fire
- Suppression of fire
- Health of persons accommodated
- All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3)

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client. These principles include:

Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers.

29.Terms and Conditions

Full terms and conditions of exhibiting at the Adelaide Boat Show can be found at <https://www.bia.org.au/biatc> . Exhibitors should familiarise themselves with these conditions.

30.Tickets and Passes

a) Exhibitor passes

Each member of staff working on stands will require an Exhibitor pass. This entitles the holder entry to the exhibition halls for move-in/move-out and for the duration of the Show.

Passes can be collected onsite at the information desk from **2:00pm on Wednesday 26 June.**

The information desk is located at the entry to the halls at Foyer F.

Organiser’s Office Phone: 0435 111 425

No passes will be issued whilst accounts are outstanding.

Exhibitors are entitled to the following number of Exhibitor Passes:

- Any stand, up to 16m² - 4 passes
- Any stand, 17m² to 23m² - 5 passes
- Any stand, 24m² to 50m² - 7 passes
- Any stand, 51m² to 100m² - 10 passes
- Any stand, 101m² to 200m² - 14 passes
- Any stand, 201m² to 500m² - 16 passes
- Any stand over 500m² - 25 passes

Any additional passes (on top of the entitled passes listed above) can be purchased for Exhibitors for \$10 per pass. Single day entry tickets for exhibitors guests can be purchased for \$5 each. Complete this form to order – [Discounted Ticket Form](#)

Exhibitor passes must be presented each day at entry points to the Halls to security personnel who will scan the pass. This pass can only be presented ONCE per day. It is ESSENTIAL that Exhibitors obtain a hand stamp on exit for re-entry to the exhibition halls. No Exhibitors will be allowed re-entry without a hand stamp.

Exhibitor passes are only to be used by bona-fide Exhibitors and remain the property of the Boating Industry Association. Misuse of Exhibitor passes can result in confiscation and expulsion from the Adelaide Boat Show.

b) Visitors

Admission prices for visitors to the Show are:

Ticket type	Price
Adult	\$10
Child (5 years-17 years)	\$5
Kids under 5 years	Free Entry

- Online tickets can be purchased at the official Adelaide Boat Show website:
<http://www.adelaideboatshow.com.au/>
- During the show, tickets can be purchased at the ticket booths located at entry to the show.

31. Transport

Adelaide is the home to an efficient, citywide transport network, including free tram travel within the City Centre. The closest tram stop is located right in front of the historic Adelaide Railway Station, which is just a two minute walk from the Centre.

The Adelaide Convention Centre provides a range of accessibility options and facilities. All car parks and buildings are wheelchair accessible.

32. Vehicle Access

Access to the Adelaide Convention Centre for Exhibitors and Contractors bump-in and bump-out is via North Terrace.

33. Venue

Adelaide Convention Centre

34. Work Health and Safety Guide

INTRODUCTION

It is the policy of the Boating Industry Association (BIA) that each of its employees, contractors and service providers shall be provided with a safe and healthy place to work. To achieve this, we will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters has been established. These rules are of primary importance when you are not working on a task that requires compliance with their own safety procedures. Health and safety at work is both an individual and shared responsibility of all employees and contractors. Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential and all employees and service providers must ensure that they are not exposed to dangers which could result in injury.

The purpose of this guide is to help contractors and exhibitors (Persons Conducting a Business or Undertaking (PCBU) and workers) understand the legislative obligations and guidelines for working on events at the Adelaide Convention Centre.

PCBUs and workers have a responsibility to understand and comply with the WHS Act 2011, WHS Regulation 2011, Australian Standards, Codes of Practice and Adelaide Convention Centre's health and safety requirements relevant to their work activities.

PCBUs also have a responsibility to identify any foreseeable hazards and eliminate or minimise the risk as far as reasonably practicable.

PCBUs must also consult, cooperate and coordinate with other PCBUs and workers on site.

Where possible, references have been made to relevant sections of codes, regulations and standards to enable the reader to source additional information from these publications. Whilst all care has been taken in the compilation of this document, the Adelaide Convention Centre and the BIA will not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information, nor the practical applicability of any advice or opinion offered. The Adelaide Convention Centre and the BIA have prepared these guidelines as a simplified summary and does not represent itself as a legal authority or representative of any of the agencies referenced.

Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons.

The area of the show is a workplace under the terms of the Act.

The principal requirements are following:

CHILDREN ON SITE OUTSIDE SHOW OPEN HOURS

The BIA and centre's policy for children on site outside of show 'open hours'

- The Adelaide Convention Centre is designated a Construction Site during move-in and move-out and only bona fide workers normally covered by appropriate Work Cover Insurance will be permitted onsite. Visitors, family and friends are also excluded during this period
- Any person under the age of 15 years is prohibited from accessing high risk areas including the Loading Docks during move-in and move-out periods.
- No person under the age of 15 years is permitted to remain in a vehicle whilst it is loading, unloading or parked within the hall venue.

NB: Failure to comply will result in immediate removal of the non-authorised person by security or Organising personnel.

EMPLOYERS

Employers 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 and 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

FORKLIFT USE

Forklift Operators

Forklift operators must be licensed to operate a forklift and produce such licence when requested by an Adelaide Convention Centre representative.

Forklifts must be operated at all times in a safe manner and in accordance with current industry Standards: <https://www.safework.sa.gov.au/health-safety/hazards-risks/plant-equipment/forklifts-0>

Forklifts must operate under these following conditions at all times:

- Adelaide Convention Centre site maximum speed limit for forklifts is 10km per hour
- Forklifts cannot be left unattended at any time with a key in the ignition
- Seat belts must be worn if fitted
- Forklift drivers are to wear a safety vest at all times. They are also responsible for ensuring spotters working with them are wearing a safety vest
- Drivers to reverse when the load obscures vision
- Drivers to sound horn at intersections and blind corners
- Drivers are not permitted to lift any person on forklift tynes or carry passengers
- Drivers must stop and switch forklift off whilst speaking on radios or mobile phones
- Hands free radios or phones are not permitted whilst operating equipment
- Forklift drivers must give way to pedestrians at all times and shall not drive on the pedestrian walkway
- When travelling without a load, the tynes must be as low to the ground as possible
- Forklifts are not to be stored in exhibition halls; a forklift parking area is allocated in the trailer storage zone (Jubilee Plaza).

Forklift Spotters

Forklifts must operate under the following conditions within an exhibition hall or dock area during construction, bump in and bump-out periods or where their vision is impaired by booths or materials in the hall:

- Each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition areas and dock areas
- Remain a safe distance from the forklift and its load while the forklift is moving or the load is raised
- Be in constant view of the forklift driver at all times
- Stay in the view of the forklift driver at all times
- Warn pedestrians to stand clear of the forklift and load
- If the forklift driver has to raise the load then the spotter must ensure pedestrians are not located under or near the raised load and that the load is clear of other items such as booths, signs etc. so as not to cause a collision
- The spotter needs to be aware of obstacles in the way both in front of them and overhead
- Spotters directs the forklift driver to an area with adequate place to place the load safely
- Ensure loads are not placed to obstruct fire egress or firefighting equipment

If a spotter needs to leave the forklift then the driver must place the load or tynes on the floor if practicable and keep the forklift stationary until the spotter returns.

Forklift Damage

Damage caused by forklifts or their loads during movement shall be reported immediately to the Boating Industry Association.

SPEED LIMIT

The maximum speed limit of vehicles for all areas within Adelaide Convention Centre is 10 Km per hour.

GENERAL

- Persons in control of workplaces used by non-employees or members of the public must ensure a healthy and safe environment exists
- Manufacturers, designers, importers and suppliers of plant or substances must provide such items to a reasonable and acceptable standard. Any product-specific health and safety information must also be made available
- Visitors to the workplace must obey safety directions and comply with the standards applied in that workplace.

SAFETY VESTS

ALL contractors and exhibitors MUST wear high visibility clothing (HVC) while on the exhibition halls loading dock or within the halls, during move in and move out days.

SLIP HAZARDS

Common slip hazards include:

- A slippery floor surface
- Fluid on a floor, such as rain walked inside the exhibition building
- Spills and contaminants
- Sudden changes in floor surfaces, say from carpet to polished timber floor boards
- A downward slope in the floor, such as a ramp
- The wrong type of footwear

All exhibitors and contractors must be aware of slip hazards around them. If you have spilled liquid, this is to be cleaned up straight away and ensure someone stays with the spillage to avoid others falling until cleaned.

If you are concerned with any slip or trip hazards around you, please report these to the organisers or security for immediate action.

BOAT DISPLAYS INSIDE HALLS

To ensure a safe environment for staff and visitors and reduce the risk of injury, the following measures should be taken when displaying boats:

- Install covers or protectors for trailer tow bar couplings
- Install head strike protection on bow rollers
- Position boats entirely within the contracted space. Please ensure you leave adequate space for signage, plants or other items you wish to display on the perimeter of your stand
- Carefully position propellers, with use of barriers, plants etc. for protection
- Where appropriate ensure trailers are fully supported and stable, with the wheels removed
- Protect permanently carpeted areas, tiled and bluestone flooring
- Provide appropriate guardrails on raised platforms used to access boat displays, as per the National Construction Code (NCC) and AS 1657. – See below for more information
- When two or more steps (risers) are provided to access a raised platform, provide a handrail to at least one side of the steps, as per the NCC
- Ensure that small boats with removable fuel tanks have the tanks removed. They should be displayed with new tanks that have never been filled or have fuel tanks locked and sealed with a fuel cap.

ELECTRICAL

Electrical Accidents

All electrical accidents must be reported immediately to the BIA operations team.

The Event Organiser has an obligation under the Work Health and Safety Act 2011. Electrical contractors must ensure that accidents or injuries are recorded and reported as required under legislation.

Section 35 of the Work Health and Safety Act 2011 identifies the meaning of a notifiable incident:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident

Section 38 of the Work Health and Safety Act 2011 requires that a person who conducts a business or undertaking must ensure the Regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

Double Adaptors

Double Adaptors must not be used at Adelaide Convention Centre under any circumstances.

Electrical Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible, cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas, changes in floor level must be highlighted with high visibility or yellow/black hazard tape.

Electrical Equipment

The Adelaide Convention Centre Safety Personnel reserves the right to demand removal from site any electrical equipment it deems to be non-compliant or any equipment considered suspect. The Adelaide Convention Centre Safety Department can call upon internal specialists to assist when the circumstances require it.

All persons, using any electrical equipment must:

- Follow safe work practices at all times
- Whenever possible, keep all electrical leads off the floor
- Not allow any motorised equipment to drive over leads
- Wear the appropriate personal protective equipment

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Extra safety precautions may be required to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

Electrical Lighting Equipment or Machinery

Where electrical lighting or equipment e.g. spot lights, lamps, machinery etc. are used in an event for the purpose of lighting or display, such items shall be guarded or measures undertaken to prevent injury/burns to persons.

Electrical Testing & Tagging

- All plug-in type electrical equipment must be inspected, tested and tagged as per Australian Standard AS 3760 – In-service Safety Inspection and Testing of Electrical Equipment.
- The exhibitor is responsible for ensuring all items they bring to the exhibition, including but not limited to lighting, are tested and tagged. Items not tested and tagged before arriving at site will be done at the Exhibitors expense on site or will be removed from site. Safety officers will be conducting inspections of stands during move-in.

PORTABLE LADDERS AND STEP LADDERS

If no other access system is reasonably practicable, a portable ladder may be used only if the ladder complies with AS 1892, is used in a safe manner and is only used to carry out lightweight work of short duration.

When using portable ladders, the following is recommended by Work Cover to minimise the risk of falls:

- Only use industrial ladders – domestic ladders should not be used
- Ladders should be firmly secured, tied off or held firmly by another person
- A ladder should not be ‘walked’ by the person standing on the ladder
- Only one (1) person on a ladder at a time
- Do not climb higher than the third rung from the top of the ladder or above the highest safe rung, as shown on the compliance label. (This include stepladders)
- Only work on a job within easy arm’s reach from the ladder

- Climb and descend facing the ladder maintaining three (3) points of contact
- Do not carry anything when climbing or descending
- Do not place ladders in vehicle or pedestrian traffic areas
- Slip-resistant footwear should be worn when using ladders
- Ladders should be inspected before each use
- Metal ladders must not be used when an electrical hazard exists
- All portable ladders must have a minimum load rating of 120 kg and comply with the Australian Standard 1892 when used in the workplace. They must be appropriate for the task, set up in a correct manner and properly maintained
- Stepladders should only be used in the fully open position.

An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required, and should be replaced with a more suitable temporary work platform (e.g. scissor lift).

STEPS, RAISED PLATFORMS AND RAISED FLOORS

The National Construction Code (NCC) provides direction as to the requirements for stand construction and access. The following is a summarised version of the principal elements, which will assist designers and builders in meeting the Code's obligations and the standard for access and mobility. It can also assist with reducing the frequency of slip and trip incidences.

Steps to access Boats

- Steps should be of non-slip construction or coated with a non-slip finish
- Any set of stairs 900mm or above require a handrail on at least one side
- Each step should be a minimum height of 115mm and maximum height of 190mm and minimum depth of 250mm and maximum depth of 355mm
- For sets of stairs less than 900mm:
 - We recommend a handrail on at least one side
 - Stairs must be stable or secured so they can't be tipped over
 - Sets of stairs that do not have a solid backing between each step (i.e. there is a gap between each step that you can put your toes or foot through it) are not permitted (unless the gap is less than 125mm)

Raised Platforms

- A balustrade or handrail must be provided on all stages or raised platforms 900mm or higher
- On all raised platforms care should be taken not to create "foot holes" or gaps between the boats displays and the platforms. Any unavoidable gaps will need to be managed by highlighting the area with black and yellow tape, installation of a handrail or balustrade or other means deemed acceptable by the BIA
- The height of a handrail or balustrade must be a minimum 1m
- Handrails must be located along at least one side of a ramp or flight of stairs (a flight being 2 or more steps) or along each side if the width is 2m or more

Raised Floors – General

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and have a minimum 30% contrast as required by AS 1428.1 Design for Access and Mobility
- All raised floor sections or ramped edges should not contain sharp or dangerous edges and must not cause a trip hazard
- Ramped edges should be of non-slip construction or coated with a non-slip finish
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, should have the edges taped down or firmly secured, and should not be deemed to cause a trip hazard

- Consideration should be given to the use of flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring should be steady under foot and should not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor. For more details, please contact the BIA
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it should be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed

Raised Floors under 115 mm in Height

- All raised floors with a height of less than 115 mm must have a clearly distinguishable ramped edge installed
- Ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry to prevent a trip hazard on standard 32 mm high raised floors; however please note that a 1:3 ramped edge does not constitute a disabled access ramp (see Disabled Access below)
- For raised floors above 32 mm and below 115 mm it is recommended that the gradient of the ramped edging is decreased to 1:8
- All ramped edges must be contained within the contracted space. The exception here is ramped edges attached to modular floor sections which are 32 mm (or less) in height, in which case an intrusion of 100mm will be accepted

Raised Floors over 115 mm in Height

- All raised floors with a height greater than 115 mm, but less than 190mm are considered a step and therefore do not require ramped edging
- Where the flooring height exceeds 190 mm, a series of steps should be constructed as per NCC requirements. Each step should be no less than 115 mm in height
- When a step is installed, an approved stair-nosing must also be installed, as per NCC requirements for steps in public places
- Where two (2) or more steps (risers) are provided, a handrail is to be provided to at least one side of the steps, as per NCC

Disabled Access

- Disabled access to the stand should be provided
- Disabled access ramps must be clearly distinguishable from the remainder of raised floor surrounding it. To reduce the risk of a trip hazard, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed
- The ramp is to have a gradient of no less than 1:8 if the rise is 190 mm or less
- The ramp is to have a gradient of no less than 1:14 if the rise exceeds 190 mm
- The ramp is to be a minimum of 1000 mm in width, with a clear landing area of at least 1200 mm top and bottom

STAND CONSTRUCTION

To meet fire safety and NCC requirements, the following points should be considered during stand construction:

- A stand that has a roof or ceiling is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable CO² or dry chemical extinguisher
- Where halogen tube lights are used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire
- All temporary spot lights or the like are to be a minimum of 300 mm from the partitions or combustible goods
- Any custom-built stand with a floor area of more than fifty (50) square metres is to be provided with at least one (1) alternative means of egress to the walkways

- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards by the use of a push bar or lever handle
- Any door incorporated into the stand and not providing an alternative means of egress is to have a sign affixed and labelled "NO THOROUGHFARE"
- Any barriers incorporated into the custom-built stand are to be designed so that they yield to pressure without toppling
- Materials used for stand construction must comply with the Fire Hazard Properties set out in clause C1.10 of the NCC. Materials with a flammability index of 7 or more are unacceptable

Flammable Materials

The NCC requires that materials used for stand construction must comply with the Fire Hazard Properties set out within the NCC. Any materials used for stand display purposes must conform to all relevant standards and codes

All materials should be:

- Non-combustible and inherently non-flammable;
- Durable flameproof fabric;
- Any flammable materials used in displays or theming must be sprayed with a fire-retardant material
- Materials used must not cause dampness, stain, be readily ignitable or be capable of emitting toxic fumes should ignition occur
- Plywood, hardwood, pulp board or Fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities
- Height of combustible goods on display shall not exceed 2.4 metres (commensurate with a typical retail shop configuration)
- When decorating or theming, materials such as crepe paper, corrugated cardboard, straw, hay bales, untreated hessian or PVC sheet (except on floors as a protective membrane) is strictly forbidden without approval of the licensor
- Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times. Cleaning charges will also apply

WORKING AT HEIGHTS

When working at heights workers must comply with the requirements of the WHS Act 2011, WHS Regulation 2011, Code of Practice: Managing the risk of falls at workplaces and relevant Australian Standards.

The WHS Regulation 2011 requires that certain measures are taken to control the risks associated with working at heights. Clause 79 specifies a mandatory hierarchy of controls, which relate solely to the risks associated with people falling from heights. This hierarchy of controls forms the risk assessment process.

The control measures in order are:

1. Providing a fall prevention device (such as a secure fence, edge protection or working platform) if it is reasonably practicable to do so, or
2. If it is not reasonably practicable to provide a fall prevention device, providing a work positioning system, or
3. If it is not reasonably practicable to comply with either paragraph of the above measures, providing a fall arrest system, so far as is reasonably practicable.

Thank you for your support of the Boating Industry Association.

We hope you have a successful Show!