



ADELAIDE BOAT SHOW
Friday 28 - Sunday 30 June 2019
Adelaide Convention Centre

EXHIBITOR MOVE-IN NOTES

Dear Exhibitors,

The Adelaide Boat Show is fast approaching! Please ensure you read the following information to ensure a successful show and smooth move-in. Full show information is available in the Adelaide Boat Show Exhibitor Manual.

#Please note your move in times for loading dock access on the stand by stand schedule.

General venue access times:

Wednesday 26 June	Move-in	7am – 6pm (refer to schedule)
Thursday 27 June	Move-in	7am – 6pm (refer to schedule)
Friday 28 June	Exhibitor access to stand Show open	From 7am 10am – 8pm
Saturday 29 June	Exhibitor access to stand Show open	From 8:30am 10am – 8pm
Sunday 30 June	Exhibitor access to stand Show open Move-out	From 8:30am 10am – 6:00pm 6:30pm – 10pm
Monday 1 July	Move-out	7am – 2pm

If you have any questions, or for assistance during the show please contact:

James Thompson
Event Operations Manager
Direct: 02 8197 4755
Mobile: 0412 076 232
Email: james@bia.org.au

Phil McDermott
Exhibitor Relationship Manager
Direct: 02 8197 4771
Mobile: 0491 209 066
Email: phil@bia.org.au

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

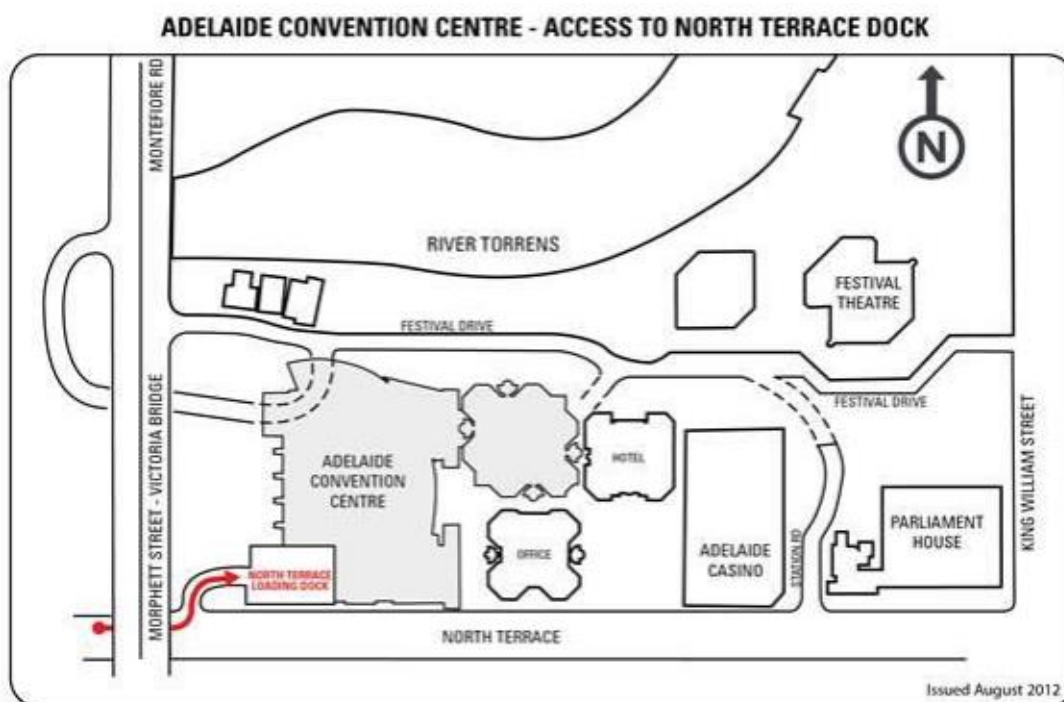
VEHICLE ACCESS TO THE VENUE & PARKING

Vehicle access into the venue is available for move-in and move-out during your allocated time only. Stand setup can occur outside of these times but vehicle access to stands must take place during your allocated time only.

No vehicle access is permitted during show hours. If you require vehicle access on Friday, Saturday or Sunday morning this must be pre-arranged with James.

Vehicle access for move-in is via North Terrace.

If you require packages to be sent to the venue please ensure you attach this [delivery label](#)



EXHIBITOR PARKING

Information to follow shortly.

MOVE-IN

Please refer to the separate map and schedule for your move-in time.

All exhibitors must schedule to be complete their move-in by 6:00pm, Thursday 27 June and your stand must be ready for the show to open at 10am on Friday 28 June.

The schedule has been designed to allow access for stands furthest away from access points first.

Please ensure you adhere to your allocated time. If you have any special requirements, please contact Phil, James or AJ ASAP.

We will have BIA staff on site to assist with direction and manage access.

Care must be taken when driving on carpet tiles to cause the least movement possible. **Any boats to be taken off trailers must be done very carefully to not damage carpet tiles. Damaged carpet tiles will be billed to exhibitors at a rate of \$60/tile.**

A trailer storage compound will not be available onsite.

DELIVERIES

The contracted logistics company for this year's show is Agility Fairs & Events. They are responsible for:

- Transport
- Storage
- Forklifts
- Any other assistance with goods or products that exhibitors need (fees may apply)

Exhibitors who are NOT using Agility for their deliveries must note the following:

- The BIA and the venue, will NOT sign for deliveries on behalf of exhibitors
If you use a truck or courier company other than Agility, please check that they can manually unload your goods for you – if they cannot please book a forklift through Agility using the [Transport Form](#).

Note: Agility, as our contracted supplier, has pre-scheduled access to the dock for deliveries. If you book your transport through them, your goods will be waiting on your stand by the beginning of your allocated move-in time.

SECURITY

Security of exhibits and other property is the responsibility of the exhibitor at all times. The Association cannot take out any insurance in respect to property of an exhibitor. It is the exhibitor's responsibility to insure all property; goods and equipment in transit to and from the exhibition site and for the duration of the show have appropriate insurance cover.

Please remember that it is your responsibility to secure your stand at all times. Extra attention should be taken during show hours to secure personal valuables such as wallets, phones, laptops, electronic equipment etc.

Valuables left on site overnight, including intellectual property, price books, invoice books etc. should be secured or taken with you.

During **Move-in and Move-out** if your exhibit and products are left unattended we recommend your products are secured in packing cases. For trailer boats, the use of hitch locks and wheel clamps should be considered. If you elect to use one of these products, please ensure that your vessels are left within the boundary of your stand and not in a position that may impede the movement of other exhibitors.

We have organised for contract security services to be on site for the duration of the Show and to restrict access outside of the event hours. Please understand that the responsibility remains with exhibitors to secure all items, including during move-in and move-out.

FORKLIFT

Agility is our contracted supplier for forklifts and will be available at the following times:

Wednesday 26 th June	9am – 4pm
Thursday 27 th June	9am – 3pm
Monday 1 st July	7am – 11am

TRAILER TOW BALL COVERS

Please ensure that you bring a protective cover for each trailer tow hitch, or any other item that may cause an injury to the public (i.e. anchors or bow sprits at head height etc).

HI VISABILITY CLOTHING

All exhibitors and their staff are required to wear hi visibility clothing and/or vest during move in and move out.

Please ensure you provide all your staff with high visibility vests or clothes before they arrive on site.

WORK HEALTH AND SAFETY

The following must be observed at all times:

- Fire doors and cupboards must not be blocked at any time.
- All persons in the Venue during move-in and out must wear suitable enclosed footwear.
- Children 15 and under are not allowed inside the venue during move-in and move-out.
- No exhibitor is permitted to drink alcohol on the premises during move in or move-out or perform any work under the influence of alcohol or illegal drugs.
- No equipment is to be chained or tied to any fixed structure of the building.
- All vehicles must drive at a slow speed (including forklifts) - no greater than **5 kms per hour**.
- Any incident including first aid, hazards, accidents and near misses must be reported to the Event Operations Manager.

Please note that plastic bags are not permitted at the show.

TERMS AND CONDITIONS OF EXHIBITING

The information provided in this document is a guidance note for the Adelaide Boat Show. Exhibitors are bound by Terms and Conditions for Exhibitions and Events organised by the Boating Industry Association Ltd.

They can be viewed at www.bia.org.au/biatc/ or by calling our office 02 9438 2077.

2019 Adelaide Boat Show - Adelaide Convention Centre

SITE PLAN

VERSION 05/06/2019

River Torrens ↑

Festival Drive

Montefiore Road

Café

Main Entry / Exit

Ticket 9

Main Entry
Outside to fover

Stair and lift access to North Terrace

Loading
Dock
Entry

Loading Dock Access from North Terrace only

North Terrace

LEGEND:

"25" = STAND SIZE m2
 "50" = BOUNDARY LENGTH
 "100" = STAND NUMBER

 Fire Hose Reel

 Indicates 500mm long bracing panels placed at 3 metre intervals

— indicates 1.2 metre high wall
— indicates 2.4 metre high wall

Rigging opportunities above stands are extensive,
locations to be confirmed by ACC

THE BIA RESERVES THE RIGHT TO MODIFY OR CHANGE THE FLOOR PLAN ENTIRELY TO MEET THE APPROPRIATE DEMAND. DRAWING IS FOR REFERENCE ONLY AND IS SUBJECT TO CHANGE.