



20TH NATIONAL CONFERENCE 23-25 OCTOBER, 2016 ADELAIDE OVAL

2016 Parks and Leisure Australia
National Conference
Exhibitor Briefing Notes

The Exhibitor Briefing notes has been prepared to assist you with the planning of your exhibition booth. It provides you with all the necessary information to ensure that your participation at the 2016 Parks and Leisure Australia National Conference is successful. Please read all the information carefully to ensure all your requirements are met.



ENQUIRIES
2016 Parks & Leisure Australia
Conference & Events Coordinator
events@parksleisure.com.au
08 8332 0130

KEY INFORMATION

VENUE

Adelaide Oval

War Memorial Drive, North Adelaide SA 5006

The exhibition will be located in the Ian McLachlan Room, Level 3 – Western Stand

EXHIBITION CONTACT

Cathy D'Aloia

2016 Parks & Leisure Australia Conference & Events Coordinator

events@parksleisure.com.au

08 8332 0130

OFFICIAL EXHIBITION CONTRACTOR

Adelaide Expo Hire has been appointed as the official exhibition booth contractor for the 2016 Parks and Leisure Australia National Conference. They will contact you regarding your stand shell scheme, lighting, power, fascia details and furniture requirements. They have a wide range of furniture; signage and equipment for hire and can build and supply custom modules and booth options.

All specific enquires relating to your exhibition space should be directed to Lauren Harrison from Adelaide Expo Hire.

Lauren Harrison

P: 08 8350 2305

M: 0408 817 850

E: laurenh@aeh.com.au

ADELAIDE OVAL CONTACTS

Rachela Virgara

Sales Manager – Functions and Events

P: 08 8211 1143 or 0433 399 230

E: rachela.virgara@adelaideoval.com.au

Security Office

P: 08 8211 1199

Reception

P: 08 8211 1101

PROGRAM AT A GLANCE

SUNDAY 23rd OCTOBER

1400 - 1900	EXHIBITOR SET UP	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1700 - 1900	WELCOME PARTY	<i>Lindsay Head Terrace Bar, Adelaide Oval, Level 5 – Riverbank Stand</i>

MONDAY 24th OCTOBER

0700 - 1700	REGISTRATION	<i>Adelaide Oval, Corridor to the William Magarey Room</i>
0800 – 1700	EXHIBITION OPEN	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
0845 – 1030	Conference sessions	<i>Adelaide Oval, Level 3</i>
1030 – 1100	MORNING TEA	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1100 – 1230	Conference sessions	<i>Adelaide Oval, Level 3</i>
1230 – 1330	LUNCH	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1330 – 1500	Conference sessions	<i>Adelaide Oval, Level 3</i>
1500 – 1530	AFTERNOON TEA	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1530 – 1700	Conference sessions	<i>Adelaide Oval, Level 3</i>
1700	DAY CLOSE	
1700 – 1800	COCKTAIL HOUR	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>

TUESDAY 25th OCTOBER

0800 – 1700	EXHIBITION OPEN	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
0900 – 1030	Conference sessions	<i>Adelaide Oval, Level 3</i>
1030 – 1100	MORNING TEA	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1100 – 1230	Conference sessions	<i>Adelaide Oval, Level 3</i>
1230 – 1330	LUNCH	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1330 – 1500	Conference sessions	<i>Adelaide Oval, Level 3</i>
1500 – 1530	AFTERNOON TEA	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1530 – 1700	EXHIBITOR PACK DOWN	
1530 – 1700	Conference sessions	<i>Adelaide Oval, Level 3</i>
1700	DAY CLOSE	<i>Ian McLachlan Room, Adelaide Oval, Level 3 – Western Stand</i>
1900 – late	AWARDS OF EXCELLENCE GALA DINNER	<i>Adelaide Oval, William Magarey Room, Level 3</i>

RECAP

Exhibitor Set up on Sunday 23rd October from 1400 - 1900

Exhibition Open Monday 24th from 0700 – 1800 and Tuesday 25th October from 08:00 - 1530

Exhibitor Pack down on Tuesday 25th October from 1530 - 1700

EXHIBITOR INFORMATION

As an exhibitor, you will be provided with the following:

- One (1) 3m x 2m exhibition booth including:
- Walls: 2.48m high smooth finish walls (white)
- Fascia: Digital print fascia name board sign featuring single colour lettering on white background.
- Signage: A company sign will be installed over each open side. Logo or back lit name board signs can be produced at an additional cost (POA)
- Lighting: 2 x 150 watt spotlights per 3m x 2m booth (6sqm)
- Power: 1 x 4amp power point per 3m x 2m booth (6sqm)
- Furniture: 1x trestle table (1.8m) with black linen and 3 chairs (provided by Adelaide Oval)

Exhibitor Entitlements:

- A fifty-word company profile and logo published in the conference program and on the conference website
- Company name and logo on the conference app
- Exhibitor registration for 2 company representatives. This includes morning and afternoon tea, lunch, the Welcome Party and the Cocktail Hour
- One (1) delegate conference satchel per booth.
- One (1) final programme per booth.
- One (1) delegate list per booth to be emailed after the conference
- Discounted accommodation at Intercontinental Adelaide, The Playford or Oaks Horizons

Internet Access:

Adelaide Oval offers complimentary WI-FI for delegates. To access your complimentary Wi-Fi, browse for wireless networks and connect to Adelaide Oval.

Once connected you will be redirected to the login page. From here, click Self-Registration and enter your details on the next page.

You will be provided with a username and password onsite.

Housekeeping:

There are bathrooms throughout the venue. Toilets closest to the exhibition are located either side of the Ian McLachlan Room.

Smoking is permitted outside the Stadium, ground floor on the Telstra Plaza. Smoking is not permitted on balconies or other exits.

EXHIBITOR CHECKLIST

ITEM	DEADLINE	COMPLETED
Provide company profile and logo to events@parksleisure.com.au	19 August 2016	
Stand requirements details to Adelaide Expo Hire	August 2016	
Register exhibitor staff	19 August 2016	

EXHIBITOR RESPONSIBILITIES

1. Whilst every reasonable precaution is taken by Adelaide Oval, the venue will not be held responsible for loss, injury to persons, or damage to any goods or property brought to the centre before, during or after the event. It is the exhibitors' own responsibility to arrange adequate insurance to cover such potential loss, injury & or damage.
2. Should exhibitors engage external contractors direct, it is the responsibility of the exhibitor to advise Adelaide Expo Hire– the boothing contractor & the Adelaide Oval Sales & Event Manager & to ensure that the contractors comply with the grooming and professional behaviour standards & complies with all workplace health and safety requirements. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have 20million dollars public liability insurance.
3. All displays and artwork must be contained within function space allocated to the conference. No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling or walls of the venue without prior approval from the venue. You will be held responsible for any damage to walls or fixtures. Adelaide Oval will not accept responsibility for damage or loss of merchandise left in the complex after the event. No confetti, glitter or like products are to be used unless approved. Please communicate your requirements and requests to the **Event Supervisor** prior to the event to avoid any issues. Any vendor using technology / handsets for recording or photography must request consent to use that material thereafter.

DELIVERIES, STORAGE & COLLECTIONS

Adelaide Oval Delivery Label

Please ensure all goods are labelled with the appropriate venue delivery label (please refer to the website)

DELIVERIES

Kindly advise information on your deliveries by close of business on **Thursday, 29th September**.

There are two options to deliver your goods to Adelaide Oval

1. Through your own courier

Please advise your courier that deliveries will be accepted at Adelaide Oval Loading Dock from Friday 21 October 2016 between the hours of 0730-1530.

All goods couriered to the hotel in advance will be brought to your stand by venue staff, in readiness for the Exhibitor bump in on Sunday 23rd October before 1400pm

2. Personal delivery - using your own private vehicle

Using this option the Exhibitor takes on the responsibility of personally transporting all display and promotional material themselves to the venue using private vehicles and the handling of all items to their exhibition stand on the move in day.

This option is only available to exhibitors on Sunday 23rd October 2016 between the hours of 1400 – 1900.

Adelaide Oval Good Lift-Service Lift from Ground Level to L3 Western Stand

Dimensions: Door opening 1500mm (w) x 2200mm (h) (size of lift internally 1600mm wide x 2850mm deep)
Weight allowance: 3250kg

Adelaide Oval Loading Dock – Location, Directions, Opening Times and Specifications

The Adelaide Oval Loading Dock is located off War Memorial Drive (past the Tennis Centre, take the slip lane on the left, approach the roller door, press the intercom button to the Adelaide Oval Security Office). Security will raise the roller door and you will be able to drive down to the Loading Dock. Security can be contacted on 8211 1199

The loading dock is open from 0730 until 1530.

Please refer to the loading dock specifications for full details and contacts on the day available on the PLA website – [click here](#)

EXHIBITION CLOSE – Exhibitor pack down and Items collection

Adelaide Oval staff will provide all exhibitors with a pink collection docket to attach to all deliveries that are to be collected from the Oval. All items are to be packed up and left at each stand, Adelaide Oval SMA will then move them to the loading dock for collection.

Post event goods will be stored for up to 24 hours, after which Adelaide Oval SMA will not be held liable for any loss or damage to these goods. Upon completion of the Event, please co-ordinate collection of goods with the Supervisor. Details of the return address, along with the consignment number must be advised to the Supervisor, upon completion of the event.

Collections

Courier companies should be instructed to pick up directly from the Adelaide Oval Loading Dock on Wednesday 26th October 2016 via:
Adelaide Oval Loading Dock
War Memorial Drive
North Adelaide, SA 5006

The packing up and removal of goods for return is solely the exhibitor's responsibility.

Please ensure the following items are packed for the move out:

1. Sufficient copies of the appropriate return address label
2. Sufficient copies of your couriers company's consignment notes, listing your company account number
3. Knowledge of how to book a courier
4. Packaging tape and scissors or Stanley knife

All goods must be removed from the venue at the conclusion of the Exhibition. Exhibitors must arrange for retrieval of their own empty cartons from storage at the conclusion of the event. Prior to leaving the site, exhibitors must pack up all goods being collected by courier. **All goods must have both return address label and a completed courier consignment note attached, in readiness for the courier to collect directly from the Adelaide Oval Loading Dock.**

Please note that all goods left without labels or consignment notes will be deemed as rubbish and disposed promptly.

PARKING

There are two Wilson Parking car parks located at Adelaide Oval: Wilson East Car Park Entry via King William Road. Take the lifts to Level 1 and follow the directional signage to your function room. Wilson North Car Park Entry via Pennington Terrace, North Adelaide. Enter through the Bob Quinn Gate and follow the directional signage to your function room

A special function rate of \$13 per car, per day can be offered. To receive this rate guests will need to validate their ticket before they leave the function room, otherwise the public rate is \$5.00 per hour. Please check with your function supervisor for the location of the validator.

Car parking is limited and available on first come, first serve basis.

There is limited ticketed on street car parking nearby and some guests may choose to walk over the Riverbank Footbridge, entering from the Telstra Plaza on War Memorial Drive.

For more information please visit www.wilsonparking.com.au

FLOORPLAN

