

# Adelaide Animal Expo



**July Sat 6<sup>th</sup> & Sun 7<sup>th</sup>, 2024**

Open 9.30am to 4.30pm each day  
Adelaide Showground - Wayville Pavilion

## EXPO PLANNING KIT

**URGENT  
ACTION**

**Kylie Yallup is the Animal Expo Coordinator.**  
**Please Complete the enclosed Order Forms**  
relevant to your Business and Return to Kylie at  
[kylie@kjex.com.au](mailto:kylie@kjex.com.au) or call her on P: 08 8297 1688  
with any questions.

**FORM DEADLINE is ASAP**

**Click on the page numbers to go direct to the forms**

**ORDER FORMS** - *You only need to return the forms relevant to your business*

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Thank-you for booking a site at the 2024 Adelaide Animal Expo.

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

**Any enquiries leading into the Show is to be directed to:**

**Kylie Yallup** [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
at Kym Jones Exhibitions P: 08 8297 1688

**From Friday July 5 to Sunday July 7, Kylie can be contacted at the Expo  
on P: 0432 221 023 or E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)**

**During Move In** our Office will be located just inside the loading doors at the rear Wayville Pavilion (Sth end).

**Please report there upon arrival to collect your exhibitor badges / car park passes  
and to be shown your site location.**

**Our Office during Visitor Days** (Sat & Sun)

will be located within the Home Show (Sth East corner of the Jubilee Pavilion, enter via Duncan Gallery)  
(please refer to [venue map on Page 9 for the Move In Door and Office locations](#)).

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

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## VENUE INFORMATION & DELIVERY ADDRESS

**Wayville Pavilion**, Adelaide Showground, Wayville, South Australia – Refer to venue map on [Page 9](#)

All product deliveries are via Leader Street, Wayville. **Delivery Docket located on [Page 10](#)**

**Please note:** If you are having large items delivered, please advise your transport to have a tailgate truck with pallet jack. If forklift service is required, please contact Kylie at Kym Jones Exhibitions. [kylie@kjex.com.au](mailto:kylie@kjex.com.au)

**Venue is Now Cashless** - please advise all your staff, the Adelaide Showground is now Cashless, they no longer accept cash for car parking or any food and drinks.

## MOVE IN DAY & TIMES

**Please Advise All Staff - Safety Vests & Closed in Shoes Must Be Worn to enter Pavilion during Move In**

Move In and Move Out access is via Leader Street, Wayville. (No Vest – No Access to Pavilion)

**Friday July 5 10am to 7pm** Limited Vehicle access into Pavilion.

Please contact Kylie if you require additional time. Ph: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)

## MOVE OUT DAY & TIMES

**Please Advise All Staff - Safety Vests & Closed in Shoes Must Be Worn to enter Pavilion during Move Out**

**Sunday July 7 4:30pm to 7:00pm** Limited Vehicle access into Pavilion.

**Please Note:** Pavilion must be cleared of all visitors before Move Out can commence. Our contractors will begin dismantling from 7.30pm Sunday, so 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 cannot accept any responsibility for missing goods.

## EXHIBITOR ACCESS BADGES & CAR PARK PASSES COLLECTION

Exhibitor Access Badges & Car Park Passes are to be collected from the Move In Desk from Friday July 5.

Please note: Badges & Car Park Passes will not be posted.

If required earlier please contact Kylie on P: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)

## CAR PARKING / VEHICLE ACCESS

**During Move In and Move Out** - all vehicles must enter and exit via Leader Street, Wayville.

**During Visitor days** - all exhibitor vehicles must park behind Wayville Pavilion (enter via Leader Street).

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

## VISITOR DAYS & OPEN TIMES

Saturday July 6 9.30am to 4.30pm (Exhibitor access from 8.30am)

Sunday July 7 9.30am to 4.30pm (Exhibitor access from 8.30am)

**On Visitor days, Exhibitors can access the Pavilion from 8.30am.**

## VISITOR ENTRY COSTS

**Adult** - \$18.00      **Pensioners** - \$13.00

**Children 5 to 15** - \$5.00      Children 4 & under free

**Family Ticket** - \$40.00 (2 Adults & 2 Children)

**Discount entry tickets** are available for Exhibitors to purchase, please refer to [Order Form 4 – Page 8](#).

## SAFETY VESTS

Safety Vests must be worn to enter the pavilion during Move In & Move Out at all times, please ensure that all staff have a vest with them. **No Vest – No Access**. **Loan vests will not be available**, if required, vests can be purchased for \$10 each from the Move In Desk, or staff can bring their own.

## IMPORTANT REGULATIONS REGARDING ANIMALS AT THE EXPO

- **For safety reasons, Visitors are not allowed to bring their pets into the event.**
- **If you have animals on your display**, please ensure they are comfortable with high noise levels, being touched by visitors and have regular rest breaks during the event. Animal Toileting, see below.
- **Animal Sales**, Exhibitors can take orders for Animals during the Expo for delivery/collection after the event.
  - Animals purchased, cannot be given to Visitors during the Expo to take home.
- **No Animals are Allowed to be taken into the Home Show Pavilion.**
- **Animal Expo exhibitors are not permitted to have balloons on display, as they may scare animals if popped.**

## ANIMAL TOILETING

**Animals are NOT permitted in the Food Atrium due to Food Safety Regulations.**

To exercise or toilet animals, please take them through the staffed exit door at the rear of the Wayville Pavilion.

[Refer to Venue Map – Page 9.](#)

## 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;**

- **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. Please contact Kylie for further information. Ph: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)
- 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 product or 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.
- 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 all Event patrons have left the Event area and all exhibitors are wearing safety vests.**
- **No Animals are permitted in the Food Atrium** due to Food Safety Regulations.  
*To exercise or toilet animals, please take them through the staffed exit door at the back of the Pavilion.*
- **No Animals are Allowed to be taken into the Home Show Pavilion**

## 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 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 2 – Page 5**. 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.

## COMPETITIONS / LOTTERIES

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the *Lottery and Gaming Regulations 2008*. Please go to: <https://www.cbs.sa.gov.au/liquor-gambling-lotteries#resources> to ascertain whether a lottery licence is required.

## 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>

## 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. The venue ruling is that 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.

## CANVASSING REGULATIONS - No Canvassing Outside of Your Display Area

Exhibitors and promotional staff 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.

## SECURITY

Security will be in attendance during the event. Due to the large area and expanse of the Pavilion, 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 Doors of the Pavilion. There are two bins, one for cardboard and one for general rubbish.

# EXHIBITOR ACCESS BADGES

# ORDER FORM 1

COMPANY: \_\_\_\_\_ SITE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

In the interest of security and to enter the pavilion, it is essential that all staff working on stands wear an Exhibitor's Badge at all times. Badges are FREE and only required for staff working visitor days. Badges will allow staff access into the pavilion one hour prior to visitor entry times.

Please supply a list (below) of those staff working and the day/s they are working, so we can produce access badges for your company.

**Badges are NOT Transferrable**, security will be conducting spot ID checks at the Entrance.

NAME	SAT	SUN
	Please tick below	

These are a Single Day pass and only required for staff working on your stand.

Exhibitor Badges are to be collected from the Move In Desk from Friday July 5 in the Wayville Pavilion. If required earlier, please contact Kylie on P: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au) Passes will not be posted.

## CAR PARK PASSES

Exhibitors can pre-purchase a 2 day car park pass at a flat cost of \$17.00 each, pass allows exhibitors multiple entry / exit over the 2 Visitor Days. General Car Parking at the Adelaide Showground is \$14.00 per car park, per day. Car Park passes are not required for the Move In or Move Out period.

Once ordered, Car Park Passes will be available for collection with your Exhibitor Access Badges from the Move In desk on Friday July 5. If required earlier, please contact Kylie. Ph: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au) Passes will not be posted

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

Number of Car Park Passes \_\_\_\_\_ @ \$17.00 each inc GST (2 Day Pass) = \$ \_\_\_\_\_

**Orders cannot be processed until paid in FULL.**

### Payment details Credit Card

(please circle) **Visa & MasterCard** (1.1% surcharge applies)

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

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

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

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

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

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

## PLEASE COMPLETE AND RETURN ASAP

Return to      Kylie Yallup      [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
P: 08 8297 1688

**PUBLIC LIABILITY INSURANCE**

**ORDER FORM 2**

COMPANY: \_\_\_\_\_ SITE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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.

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 prior to your company moving into the Expo.**

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 \$65.00 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 Friday July 5 to Sunday July 7, 2024.

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.

**PLEASE TICK**

- Yes, I have extended my Public Liability Insurance cover for the Exhibition to cover us from Friday July 5 to Sunday July 7, 2024 and a current copy of the policy is attached.
- Yes, 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 Friday July 5 to Sunday July 7, 2024 at a cost of \$65.00 inc GST and have included payment.

**PLEASE NOTE:**

- It is advised that Kym Jones Exhibitions 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 until paid in FULL.**

**Payment details Credit Card**

(please circle) **Visa & MasterCard** (1.1% surcharge applies)

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

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

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

EFT Payment details ANZ      BSB 015 343      Account No 416360536      KJEX Pty Ltd  
(Please state Business Name on EFT Payments and email to [kylie@kjex.com.au](mailto:kylie@kjex.com.au))

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

**PLEASE COMPLETE AND RETURN ASAP**

Return to      Kylie Yallup      [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
P: 08 8297 1688

**ELECTRICAL HIRE**

**ORDER FORM 3**

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

The Showground electricians must carry out all electrical installations. Enquiries should be directed to Kylie at Kym Jones Exhibitions on P: 08 8297 1688 or E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au). Exhibitors must read and agree to accept conditions of hire listed on Order Form 3A. All electrical equipment must be tested and tagged in accordance with the State Work Health & Safety Regulations and Australian Standards prior to use at the Expo. Please refer to [Page 7](#) for further details.

**There is no need to complete this form if you have already ordered power with your floor space booking.**  
Please note: **As per venue instructions, orders received after Thursday JUNE 20 will incur a 20% late fee.**

	<b>Lighting</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
SL	150W Spotlight	\$75.00		
SLA15	150W Tungsten Halogen Spotlight on Arm	\$82.00		
SLA50	500W Tungsten Halogen Spotlight on Arm	\$110.00		
FLD	400W Metal Halide Floodlight	\$168.00		
SP1	2000W Feed for own Lighting (supply own lights)	\$116.00		
SP2	3600W Feed for own Lighting (supply own lights)	\$145.00		
	<b>Power</b>			
P1	Power Point – 10amp Double	\$116.00		
P2	Power Point – 15amp Separate Circuit	\$145.00		
P3	Power Point – 20amp Single	\$197.00		
TP	Three Phase to 30 amps	\$248.00		
SB	6 Outlet Switchboard with Supply	\$468.00		
DC32	32amp Direct Connection	\$435.00		
	Note: The Exhibitor is responsible for RCD		<b>Total \$</b>	

**Diagram of Electrical Installation**

Please mark location of proposed electrical using the appropriate code(s) listed above to indicate type of fittings.

Front of Site

**Orders cannot be processed until paid in FULL.**

**Payment details Credit Card**

(please circle) **Visa & MasterCard** (1.1% surcharge applies)

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

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

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

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

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

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

**PLEASE COMPLETE AND RETURN ASAP**

**Return to**                      Kylie Yallup                      [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
P: 08 8297 1688

1. No person other than the Adelaide Showground Electrical Department staff will be permitted to carry out electrical work on installations to be connected to the Mains.
2. One fitting only is permitted on any one lighting plug.
3. One fitting only is permitted on any one power point.
4. **Double adaptors are expressly prohibited.**
5. **Power boards (with overload protection and have been test and tagged) may be approved for use by the Electrical Coordinator on application. This will be granted only if fitted with overload protection and appropriately tested and tagged.**
6. All installations and current applied for will be charged, whether used or not.
7. Where an exhibitor brings in to the Adelaide Showground a pre-wired exhibit or stand, a connection, current used and service fee for the period of the event will be determined by the Adelaide Showground Electrical Coordinator appropriate to the electrical installation.
8. Where an exhibitor provides their own fitting/s the installation charges will be the same as if the Adelaide Showground had provided the fitting/s and therefore as set out on the Adelaide Showground scale of charges.
9. Where an exhibitor provides their own lighting and plugs it into an installed power point, the Adelaide Showground reserves the right to charge the appropriate Power Feed cost in place of the power point cost.
10. Where an exhibitor provides their own fitting/s, any necessary service carried out on such fitting/s to make them safe and serviceable, will be in the form of labour only and will not include the provision by the Adelaide Showground of materials or replacement parts. Such labour will be charged on an hourly basis with a minimum charge of 1 hour, and if relevant, penalty rates applying.
11. All exhibitors requiring electrical installations must have their stand/s completed in sufficient time to allow for the wiring of the stand/s prior to the opening of the event. Failure to comply with this condition will result in penalty rates applying and no guarantee is given that such installations will be completed in time for the opening of the event.
12. All electrical fittings and materials supplied remain the property of the Adelaide Showground.
13. As required by Occupational Health and Safety regulations:
  - Where an exhibitor uses a hand-held appliance on their stand, whether double insulated or not, the circuit to the appliance must incorporate an approved Earth Leakage Core Balanced device; such device to be provided by the exhibitor.
  - All electrical is required to be safety tested and tagged, to comply with Australian Standard 3760-2003.
14. At the discretion of the Electrical Coordinator and in addition to any other charges applicable, heavy users of current will be charged for current consumed. Current consumed will be calculated either by meter (installed at stand holder's expense), or by the total wattage of the installation.

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## **WARNING AND DECLARATION**

Exhibitors are advised that the Electrical High Voltage Ring Main System installed at the Adelaide Showground is delivering on average a 250 volts supply of current, therefore, any electrical equipment to be used should be checked to ensure that it is rated capable of carrying this load.

**I / we hereby make application for electrical installation as detailed above and agree to abide by the Conditions of Installation as set down by the Society.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**ADDITIONAL HIRE ITEMS**

**ORDER FORM 4**

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

**CONTACT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Safety Vests**    **Medium** \_\_\_\_\_ **Large** \_\_\_\_\_ @ \$10.00 each (inc GST) = \$ \_\_\_\_\_  
Safety Vests will be available for collection with your Exhibitor Badges during Move In

**Discount Tickets**

**Adult** \_\_\_\_\_ @ \$ 13.00 each (inc GST) = \$ \_\_\_\_\_

**Children 5 to 15** \_\_\_\_\_ @ \$ 5.00 each (inc GST) = \$ \_\_\_\_\_

(Children 4 and under Free)

**Family** (2 Adults, 2 Children) \_\_\_\_\_ @ \$ 30.00 each (inc GST) = \$ \_\_\_\_\_

**Trestle Table Package** \_\_\_\_\_ @ \$ 70.00 each (inc GST) = \$ \_\_\_\_\_

(Package will be delivered to your site, includes 1 x Trestle, 1 x Table Cloth & 2 x Chairs)

**Trestle Table** (1800mm x 750mm) \_\_\_\_\_ @ \$25.00 each (inc GST) = \$ \_\_\_\_\_

**Chairs** (black folding) \_\_\_\_\_ @ \$10.00 each (inc GST) = \$ \_\_\_\_\_

**If your Event booking is for Space Only, it does not include Carpet, Walling or a Booth Package.**  
Please refer to your Inclusions listed on the email sent with this exhibitor kit.

**Please do not complete this form if you have already ordered the below items.**

**Carpet** \_\_\_\_\_ tiles @ \$6.00 per tile (inc GST) each tile is 1metre x 1metre = \$ \_\_\_\_\_

**Walling (2.4m high)** \_\_\_\_\_ metres @ \$44.00 (inc GST) per lineal metre = \$ \_\_\_\_\_

**Booth Package** \_\_\_\_\_ square metres @ \$40.00 (inc GST) per sqm = \$ \_\_\_\_\_

Booth includes 2.4m high walling, carpet per 9sqm and company name on fascia.

No lights or power included, if required [Order Form 3 – Page 6](#)

**Orders cannot be processed until paid in FULL.**

**Payment details Credit Card**

(please circle) **Visa & MasterCard** (1.1% surcharge applies)

**Card Number** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Expiry Date** \_\_\_\_ / \_\_\_\_ **CVV** \_\_\_\_\_

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

**Signature** \_\_\_\_\_

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

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

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

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

**PLEASE COMPLETE AND RETURN ASAP**

**Return to**                    Kylie Yallup                    [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
P: 08 8297 1688

## ADDITIONAL SERVICES

**AUDIO VISUAL / TV HIRE** - If you wish to hire a TV or Audio Visual for your display, please contact Kylie at Kym Jones Exhibitions - P: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)

**FORKLIFT SERVICE** - The forklift service needs to be pre-booked, if required, please contact Kylie at Kym Jones Exhibitions - P: 08 8297 1688 E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)  
(The forklift will not be available unless pre-booked).

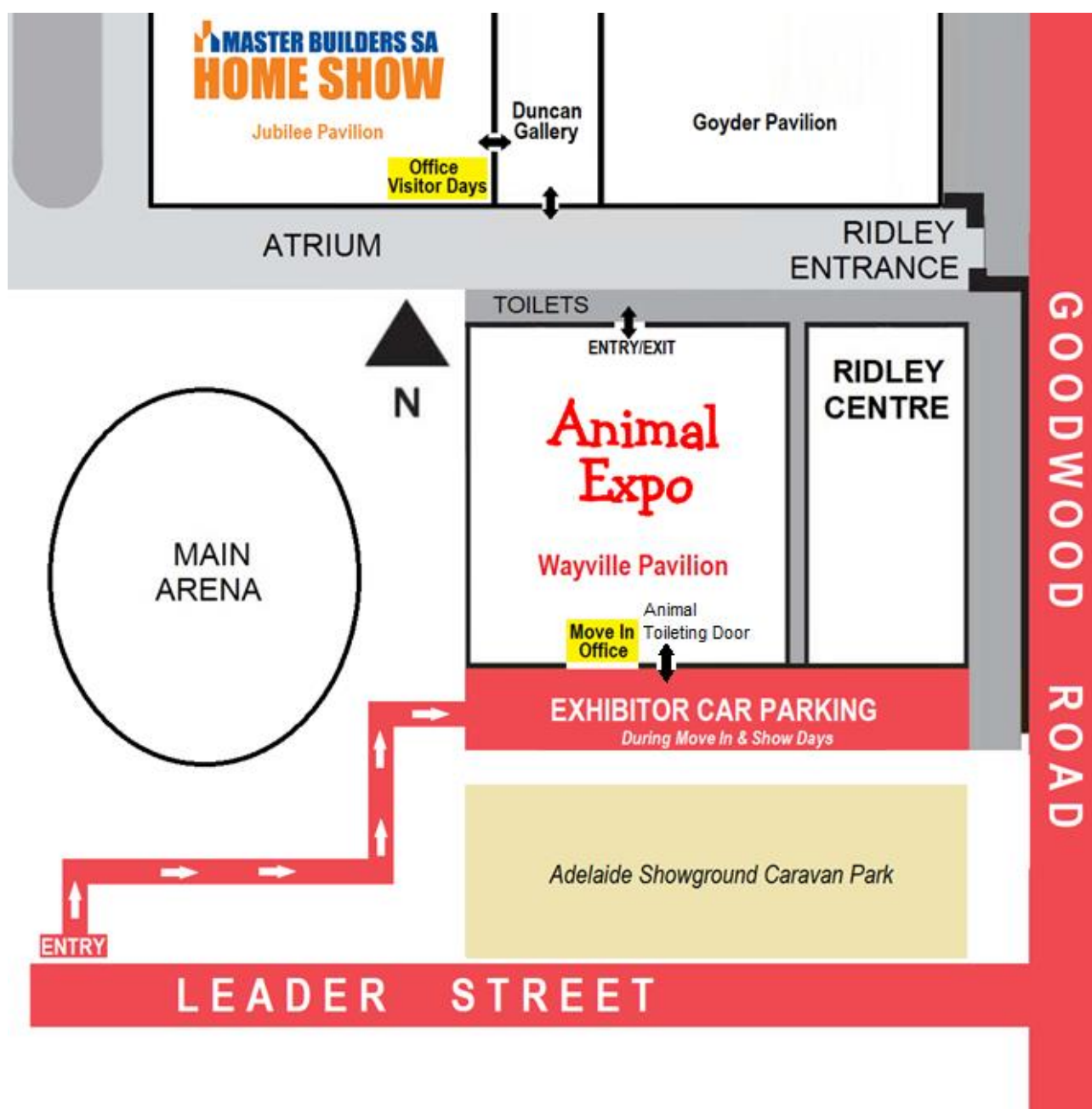
**TRESTLES, CLOTHS, CHAIRS** – Please refer to [Page 8](#)

**OTHER FURNITURE HIRE** – Please contact Cameron Best from Adelaide Expo Hire on P: 08 8350 2321 E: [cameronb@ae.com.au](mailto:cameronb@ae.com.au)

**INTERNET ACCESS** - FREE WIFI access will be available for all exhibitors throughout the duration of the event, including Move In & Move Out. **Log onto** Adelaide\_Showground **Password** animalexpo24

**STORAGE ON SITE** - There is a small storage area available at the Venue. If required, please contact Kylie at Kym Jones Exhibitions P: 08 8297 1688 or E: [kylie@kjex.com.au](mailto:kylie@kjex.com.au)

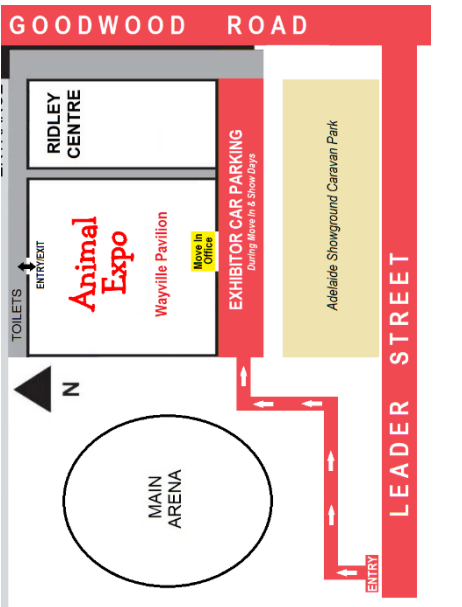
## VENUE MAP



**DELIVERY DOCKET**

**EXHIBITORS DELIVERY NOTICE**

<b>DELIVER TO:</b>	<b>SENDER DETAILS:</b>
Adelaide Animal Expo	Company Name:
Adelaide Showground	Address:
Wayville Pavilion, Leader Street, Wayville SA 5034	Contact Name:
Access to the Wayville Pavilion is via Leader Street.	Phone Number:
	Mobile Number:



<b>Stand Name and Number:</b>	Animal Expo
<b>Contact Name Exhibitor:</b>	
<b>Mobile Phone Number:</b>	
<b>Name of Exhibition:</b>	Animal Expo
<b>Courier Company – Contact Ph No:</b>	
<b>Start Date of Exhibition:</b>	Move In - Friday July 5, 2024
<b>Name of Pavilion No:</b>	Wayville Pavilion – enter via Leader Street
<b>Number of Items / Boxes:</b>	
<b>Please Indicate:</b>	<b>Exhibition Display Items</b>
	<b>Other</b>
<b>Loading Dock:</b> enter via Leader St	<i>Neither the Organiser and/or Venue will accept deliveries of any goods on behalf of Exhibitors or provide storage for any items delivered on the incorrect day. Neither will accept any responsibility for the safety or wellbeing of any items on, or delivered to, the site in the absence of the Exhibitor. All deliveries must be addressed with this Delivery Docket to assist with the smooth delivery of goods. Courier Companies should be instructed to pick up left over freight at the conclusion of the event. The Organisers and/or Venue will not take responsibility for freight left after this time.</i>