



Wedding Ideas Expo

formerly Your Wedding Day Expo

Sunday February 11, 2024
Hall F, Adelaide Convention Centre

EXPO PLANNING KIT

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

Expo Enquiries

Any enquiries leading into the Expo should be directed to: Kylie or Victoria at Kym Jones Exhibitions - KJEX
P: 08 8297 1688 E: kylie@kjex.com.au or victoria@kjex.com.au

Onsite Contact

On February 11, Kylie and Victoria can be contacted at the Expo on - 0432 221 023

Venue Information

Hall F, Adelaide Convention Centre, Adelaide, South Australia – [see venue plan on Page 7](#).

Delivery Information

All product deliveries are via North Terrace Loading Dock, Adelaide Convention Centre, Adelaide.

Please note: If you are having large items delivered, please order a tailgate truck with pallet jack as Forklift Services are not available.

Move In Day & Time - access is via North Terrace Loading Dock or Main Foyer of Hall F, Adelaide Convention Centre

If you are using the Loading Dock, you will need to reserve a time with the Adelaide Convention Centre.

Please contact E: ntld@avmc.com.au or P: 08 8210 6773

Sunday February 11 7.30am to 10.30am

Move Out Day & Time - access is via North Terrace Loading Dock or Main Foyer of Hall F, Adelaide Convention Centre

Your pack up cannot commence until 3pm.

Sunday February 11 3pm to 6pm

Visitor Day Opening Times

Sunday February 11 10.30am to 3pm Visitor entry is FREE.

Car Parking

The Adelaide Convention Centre are offering Exhibitors and Visitors a Discounted Car Parking Rate of \$12.00. To receive this special offer, you must validate your car park ticket at the **Wedding Ideas Expo registration counter**. Then proceed to the pay station and insert your ticket to receive the \$12.00 parking fee. Please note that Adelaide Convention Centre is a cashless venue & only accepts major credit cards, debit cards & mobile pay.

Storage

If you require storage onsite, please contact Kylie at our office on P: 08 8297 1688 E: kylie@kjex.com.au

Exhibitor Access Badges

Please complete [Order Form 1 \(Page 5\)](#) to order your access badges.

Public Liability Insurance

Exhibitors must have a public liability policy for the entire period of the Event, please supply us a copy of your current policy, or we can offer you a temporary policy, more information and [Order Form 2 on Page 6](#).

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VENUE INFORMATION

The Expo will be staged in Hall F, Adelaide Convention Centre, Adelaide, South Australia.

Access to the Hall F for Exhibitors and Contractors for Move In & Move Out will be via North Terrace Loading Dock – [see venue map on Page 7](#).

Venue is Now Cashless, could you please advise all your staff, the Adelaide Convention Centre will no longer accept cash for car parking or any food and drinks

DELIVERIES

All product deliveries are via North Terrace Loading Dock, Adelaide Convention Centre, Adelaide.

Please note: If you are having large items delivered, please order a tailgate truck with pallet jack as Forklift Services are not available.

VEHICLES ON DISPLAY

Any exhibitor who is planning to display a vehicle on their stand must gain approval from Kym Jones Exhibitions, if you haven't notified us, please contact Kylie kylie@kjex.com.au P: 08 8297 1688 by **January 11, 2024**.

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.

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 6](#). Exhibitors are also advised to take out a temporary insurance policy to cover all goods on display. The policy should cover all items from the time they leave the exhibitor's premises until such time as they are returned. The policy should cover damage, fire, water and theft.

RULES & REGULATIONS

Please read carefully the Conditions, Rules & Regulations which were sent with your Booking Agreement.

<http://www.kjex.com.au/PDF/KJEX%20Exhibitors%20Terms%20&%20Conditions.pdf>

FOOD & BEVERAGE SAMPLING

If you are planning on sampling Food and/or Beverage from your stand, please contact Kylie kylie@kjex.com.au or Victoria victoria@kjex.com.au or P: 08 8297 1688

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 Convention Centre.

For safety reasons;

During Move In & Move Out

- **Enclosed footwear must be worn** at all times during Move In and Move Out.
- **No Children U14 are permitted** inside the Hall during Move In and Move Out unless pre-arranged with Kym Jones Exhibitions. Please contact Kylie for further information.
- **No Smoking** – This includes the use of e-cigarettes, e-cigars and vape pens. Smoking is only permitted at designated areas outside the venue ensuring an exclusion zone of at least five metres is maintained from entry and exit doors.
- Animals and pets, excluding hearing and seeing guide dogs and animals that are approved as part of the Event, are not permitted within Event areas.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.
- Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display.
- Displays with raised floors must have ramps at edges to avoid visitors from tripping.
- Consumption of alcohol is not allowed within the Event area during Move In or Move Out. Intoxicated persons will not be allowed access to any Event areas.
- Action must be taken to avoid excess waste throughout Move In and Move Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- **Move Out cannot commence until the expo has closed at 3pm (Sun), and all visitors have left the Event area.**

EMERGENCY PROCEDURE

In the event of an evacuation, designated ACC staff will act as fire wardens to assist in the movement of all staff, exhibitors, and visitors to the designated assembly point. Two distinct alarms will sound once the fire alarm is activated or there is a pending emergency.

First Tone – Alert Beep Beep Beep - should you hear the alert tone please adhere to the following:

- Prepare to evacuate, Secure material as necessary and await further instructions

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

Second Tone – Evacuation Whoop Whoop - should you hear the evacuation tone proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point. Do not use lifts and always follow staff instructions. 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.

If you discover a fire in the Adelaide Convention Centre:

- Break glass on any of the alarms located throughout the venue
- Advise a staff member of the situation or
- Call security on 08 8210 6770 from a mobile phone
- Evacuate – use designated emergency exits only

COMPETITIONS / LOTTERIES

Any competition/trade promotion lottery in which the winners of the lottery are determined by an element of chance (i.e., random draw, instant win) must be conducted in accordance with the trade promotion lottery rules set in the South Australian Lottery and Gaming Act 1936 and Regulations 2008. If the total value of all prizes in the lottery is \$5000 or less, a trade promotion lottery licence is not required, however the lottery must be conducted in accordance with the trade promotion lottery rules. For further information, please visit www.cbs.sa.gov.au.

CARE OF THE BUILDING

The venue has advised that any exhibitor and/or any display contractors causing damage to the building will be charged for the repair of such damage. Items are not to be attached or glued to the floors, walls, or pillars of the Hall.

SECURITY

A security guard will be in attendance from 10.30am to 3.30pm. Due to the expanse of the Hall, 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 on their display during the open hours and until all their items are cleared from the Hall.

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 provided.

TEST & TAG

All electrical items must be test & tagged prior to coming onsite. Please note, there are no test & tag services available onsite.

STORAGE

There is limited onsite storage available to exhibitors. If you require storage, please contact Kylie at our office P: 08 8297 1688 or kylie@kjex.com.au

TV HIRE

If you would like to hire a TV for your stand at the Expo, this can be done so by clicking on this link:

<https://corporate.avmc.com.au/app85.cshtml?AppCode=COE&CC=1&OrgCode=10>

BALLOONS ON DISPLAY

If you are planning on having Helium Balloons on your stand, please contact Kylie Yallup from Kym Jones Exhibitions at kylie@kjex.com.au or P: 08 8297 1688.

INTERNET

KJEX is supplying complimentary wi-fi. 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. Login details will be available from the Show Information Desk.

PLASTIC SHOPPING BAGS

The Plastic Shopping Bags (Waste Avoidance) Act 2008 prohibits the supply by exhibitors of single use plastic shopping bags with handles that have a manufactured thickness of less than thirty-five (35) microns. Failure to comply will result in enforcement action by the EPA which may include one or more of the following:

- The immediate withdrawal of the bags from distribution. Expiration Notice - \$375.00 or prosecution

ORDER FORM 1 - February 2024

EXHIBITOR ACCESS BADGES

COMPANY: _____ **SITE:** _____

In the interest of security and easy exhibitor identification, it is essential that all staff working at the Expo wear an Exhibitor's Badge at all times. Badges are FREE and are only required for staff working during the open hours/

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

COMPANY NAME: _____

QUANTITY OF BADGES: _____

Please place your order by Friday January 19, so we have time to produce your badges.

COLLECTION OF EXHIBITOR ACCESS BADGES

Exhibitor access badges will be available for collection from the Event Information desk on Sunday February 11.

FREE EVENT WEBSITE LISTING & SOCIAL MEDIA EXPOSURE

Please complete this form so we can promote your Business through our Expo Marketing in the leadup to the Expo. While not compulsory, it will ensure you gain maximum exposure through our campaign. The more **details and images** you include, the better your exposure will be!

Business Name to promote	
Contact Name	
Contact Phone	
Contact Email	
Your Facebook & Instagram handles so we can include them in our posts	Facebook: @ Instagram: @
Your Website Link	
Tell us about yourself/your products and what you will be promoting at the Event (max 50words). Make sure to include any information re giveaways and competitions you are having on your stand so we can promote them!	
Business Logo (high res JPEG)	Attach to the return email
Images to promote your Business (high res JPEG)	Attach to the return email – maximum 4

Please also supply your business logo & images with this form.

PLEASE COMPLETE AND RETURN BY FRIDAY JANUARY 12, 2024

Return to

Kylie Yallup

Kym Jones Exhibitions - KJEX

E: kylie@kjex.com.au P: 08 8297 1688

ORDER FORM 2 - February 2024

ADDITIONAL ITEMS

Trestle Table Package _____ @ \$60.00 each (inc GST) = \$ _____
(package includes 1 x Trestle, 1 x Cloth & 2 x Chairs)

Trestle Table & Power Package _____ @ \$95.00 each (inc GST) = \$ _____
(package includes Power, 1 x Trestle, 1 x Cloth & 2 x Chairs)

10amp PowerPoint _____ @ \$35.00 each (inc GST) = \$ _____

**Please refer to the covering email to see what is already booked for your site.
Please note, you can bring your own Trestles, Chairs & Cloths.**

PUBLIC LIABILITY INSURANCE

Exhibitors are required to ensure they are adequately covered for Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.

If you prefer, we have retained the services of an insurance broker to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited, for a cost of \$70.00 inc GST based on a limit of indemnity of \$10,000,000 for any one occurrence. The insurance has effect for the duration of Sunday February 11.

I wish to take out Public Liability Insurance for the total period of the exhibition being the duration of Sunday February 11, at a cost of \$70.00 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 unless paid in FULL

Payment details Credit Card - Visa & MasterCard (1.1% surcharge applies)

Card Number _____ / _____ / _____ / _____ **Expiry Date** _____ / _____
Name on card _____ **Signature** _____

Amount \$ _____ (including GST)

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

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

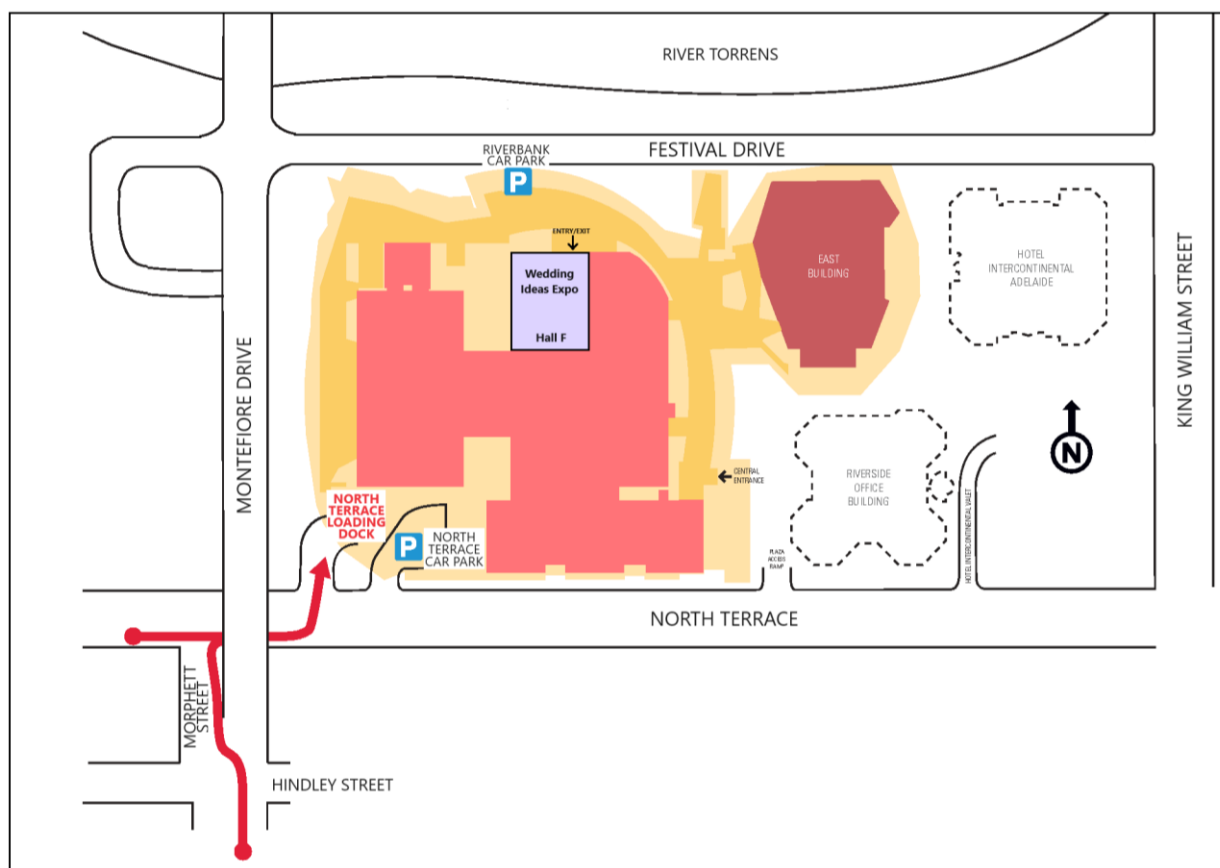
Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN BY FRIDAY JANUARY 12, 2024

Return to Kylie Yallup

Kym Jones Exhibitions - KJEX
E: kylie@kjex.com.au P: 08 8297 1688

ADELAIDE CONVENTION CENTRE MAP – February 2024



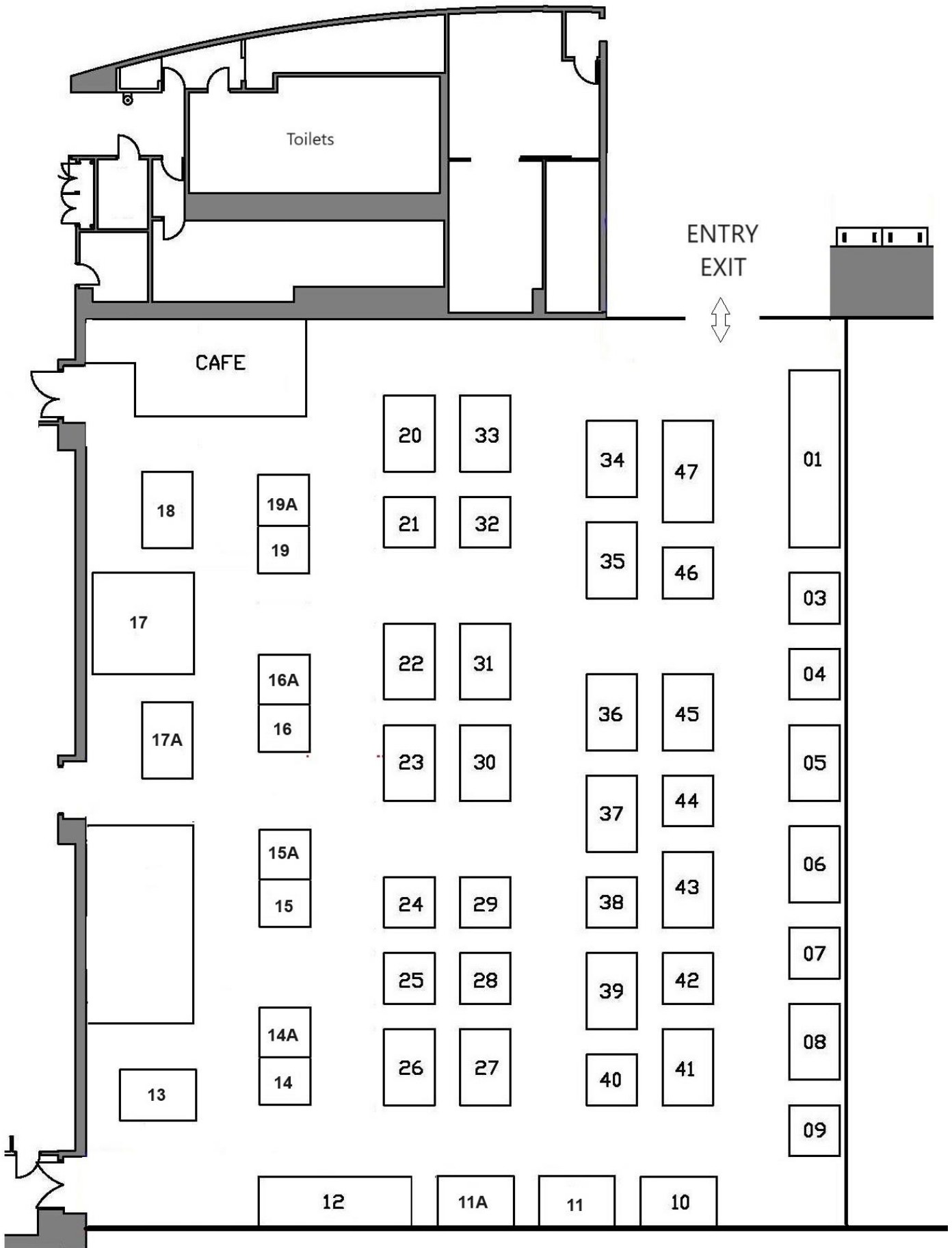
- **Move In & Move Out Access (Adelaide Convention Centre)** is via...
 - the North Terrace Loading Dock Entry (see red arrow on map)
 - or via Main Foyer of Hall F (marked in lavender on map)
- **Car Parking** is available in either the...
 - North Terrace Car Park or
 - Riverbank Car Park.

Both of these car parks offer daily Discounted Parking of \$12.00 for Exhibitors and Visitors.

To receive this special offer, you must validate your car park ticket at the **Wedding Ideas Expo Entrance**. Then proceed to the pay station and insert your ticket to receive the \$12.00 parking fee.

Adelaide Convention Centre is a cashless venue & only accepts major credit cards, debit cards & mobile pay (Apple Pay, Google Pay & Samsung Pay)

FLOOR PLAN – February 2024



Floor Plan is current as of Monday December 11, 2024 and is subject to change.