

EVENT STAND DESIGN GUIDELINES

The information in this section is to assist you in ensuring your stand design and display meets the event stand Display Design Regulations. It outlines information that exhibitors must provide when submitting their stand design.

These regulations are set down to allow Exhibitors the opportunity to promote their company and products whilst ensuring they do not unfairly impact on the other participants in the Exhibition. All Exhibitors shall arrange their displays so that they utilise only the booth area contracted for, and in such manner as to recognise the rights of other Exhibitors and Visitors.

All Exhibitors who have a Space Only stand including display fixtures / dividers, lighting frames or banners on their stands must forward a copy of their plans to Exhibitions and Trade Fairs for approval on or before the April 18, 2023.

Exhibitors who build structures that have not been approved may be required to make on-site adjustments or remove them before the commencement of the Exhibition.

- ETF will manage approval of designs based on the event guidelines
- The venue will review the designs based on the criteria outlined under 'Venue Stand Certification'
- Engineers may be required to certify heavy machinery and complicated stands

***Exhibitors must be confident that their stand builders have enough time to complete the build. There is limited move-in time, with no options to extend access.**

SHELL SCHEME EXHIBITORS

Exhibitors who have booked a 'Shell Scheme' package for their stand, **do not** need to submit a stand design for approval.

RIGGING AND BANNERS

All rigging in the venue is conducted by the Adelaide Convention Centre (ACC). Rigging design must abide by the following rules:

- The top of a banner or rigged structure must be no more than 8m from the ground
- The bottom of a banner or rigged structure must be a minimum of 4m from the ground
- Banners and rigged structures must only be hung over an exhibitors contracted stand space. Do not extend into the aisle ways.

TIP: If you need a CAD drawing to identify the locations of service pits for compressed air, water, and electrical, please contact ETF, Connor Watson cwatson@etf.com.au

SPACE ONLY EXHIBITORS

'Space Only' stands include the raw floor space. Exhibitors who have purchased Space Only must organise all aspects of their stand design including their own walling, flooring, signage, lighting, and power. All space only stands must have flooring laid, whether it be carpet or raised flooring. No stand design will be approved if the venue floor is exposed.

Exhibitors are entitled to use a stand contractor to design and construct their stand provided that the contractor has completed all insurance and induction requirements. They will be required to submit their workers cover, Public Liability, as safe work method statement, and in some cases an engineer's certificate and signoff where required.

All stand designs must conform to the Rules & Regulations below, which cover the requirements of the Adelaide Convention Centre and the Building Code of Australia. Exhibitors are responsible for the observance of all statutory regulations and are liable for any monetary penalty should such be incurred for non-compliance of any description.

Space Only stands will be marked out on the Exhibition floor prior to your arrival.

DISPLAY REGULATIONS FOR SPACE ONLY EXHIBITORS

The following Display Regulations are designed to ensure adequate 'line of sight' to all exhibitors' stands within the exhibition.

Line of Sight- A minimum of 50% 'Line of Sight' must be achieved, for each of the Front and Side views of your Elevation Drawings. In other words, no more than 50% of the line of sight can be blocked by walling, signage, or display materials.

Note: ETF reserves the right to approve the 'Line of Sight' criteria on a case-by-case basis. Stands located against a back wall is one example.

TIP: To achieve 50% line of sight; the use of transparent materials or voids can be used. The height of a wall or structure, and whether elements of the wall or structure are offset across the stand can all contribute towards achieving 50% line of sight. If you share common boundaries with other exhibitors, this is another factor we can take into consideration when assessing your submission.

Not Sure if Your Concept will Comply? Provide us with some initial ideas or designs to discuss with you before you make your submission. Contact ETF, Connor Watson cwatson@etf.com.au

COMMON BOUNDARIES

On any common (shared) boundary with another exhibitor's stand, or where you have a boundary that is at the perimeter of the exhibition, a wall must be built along the entire shared boundary or perimeter.

- A common boundary wall or perimeter wall must be a minimum of 2.5m high and a maximum of 4m high
- Common boundary walls and walls within 1.5 of a common boundary (that is walls that overlook/face another exhibitor's stand) must be finished in white and has no corporate branding or information.

CONSTRUCTION HEIGHT

- The general maximum height for construction is 4m but designs up to 6m may be allowed, subject to approval. Machinery does not have the same limits, see below.

VENUE APPRAISAL OF EXHIBITOR STANDS

While the ACC does not formally approve the design, construction or build of exhibition stands it reserves the right to request modifications to or removal of a stand should it be deemed to represent a significant and unmanaged risk.

All custom stand designs for your event are to be submitted to ETF, who will forward them to the ACC a minimum of fourteen (14) days prior to the start of your event.

MOTOR VEHICLES, EQUIPMENT AND MACHINERY DISPLAYS

Any motor vehicle, equipment or machinery to be displayed at the ACC must be approved by the ACC no later than fourteen (14) working days prior to the move in. For any vehicle to be part of an event, you are required to notify ETF of its planned delivery, together with details of dimensions and weight through completion of a Vehicle Access Form. ETF will forward these details to the venue for review.

Please note the following:

- All LPG fuel tanks must be isolated from the vehicle's engine by closing the 'service tap' on the fitted fuel tank
- Drip trays must be provided for all vehicles regardless of age. Charges will apply for any damages

- The exhibitor or contractor is responsible for driving the vehicle from the loading dock to the area of display and vice versa and is to provide a competent spotter to guide and escort the movement of the vehicle. All keys for the vehicle must be provided to ACC Security once positioned
- As there are no car washing facilities at the ACC, all vehicles must be washed prior to arrival

Any damage, to the ACC as a result of a vehicle/ equipment or associated plant will remain the responsibility of the vehicle owner/ venue hirer.

WEIGHT LOADS AND CAPACITIES

Should you wish to display any piece of equipment, motor vehicle, machinery, or shipping container inside the venue (including transport vehicle), prior approval must be sought from ACC Management through completion of an application form. Please contact your ETF for further information. The ACC may request a written engineers report for all heavy vehicles or equipment. All associated costs remain the responsibility of the client.

RAISED FLOORING

Flooring that is between 0mm to 32mm requires edging with a grading of 1:1.3, and flooring above 33mm to 115mm high requires a beveled edge, which does not exceed an angle of 30 degrees or a grading of 1:1.8. The beveled edge is to be incorporated into the stand space and not encroach into the aisle. All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

* Australian Standard 1428.1 should be referred to for Design for Access and Mobility

AISLES

Under no circumstances can any exhibition display be allowed to encroach into the aisles. Please remember to always keep your entire exhibit inside your stand.

During move in and move out, there will be nominated aisles which **MUST** be always kept clear. This is for both safety and access.

SUBMITTING YOUR STAND DESIGN

Your stand design submission must include the following:

- Exhibitor/Stand Name
- Stand Number
- Custom Stand Contractor details
- Stand Design (dimensions in metres)
- Isometric View
- Plan View (including orientation to the entry)
- Elevation Views (Front & Side)
- Rigging Plan (if your design includes rigging)

*All stand builders working for you must complete scheduling for dock access and complete the venue induction.

*Space Only does not include power. This will need to be ordered through Adelaide Expo Hire (AEH)

Submitted plans will first be reviewed by ETF to ensure they are complete and comply with the Display Regulations. ETF will then provide them to the Melbourne Convention and Exhibition Centre for review.

Generally, there will be a two (2) week turn around on the approval process. You will be advised if any alterations need to be amended within this period. Note: Fees may apply for submitting/re-submitting your custom stand design as well as for any professional advice provided.