

## MOVE-IN PROCEDURE 2023

### MANDATORY REQUIRMENTS:

- **COMPLETE VENUE ONLINE OH&S INDUCTION** –Only applies to staff on-site during the Move-in/Move-out days.
- **HIGH VISIBILITY VESTS MUST BE WORN** – no exceptions!!
- **NO CHILDREN U16 ALLOWED IN THE EVENT AREA** – no exceptions!!

The show has venue access from 0700 on Tuesday 24th October, with time needed to undertake the mark out process and give contractors sufficient time to lay stand carpet in Wayville (where ordered) and commence the shell scheme build. **Therefore exhibitor access to all halls commences from 1pm unless otherwise advised.**

To minimize congestion in and around the halls it is essential that all vehicles are moved to either the Western or Rose Terrace car parks on completion of unloading; Wayville exhibitors to park directly behind the pavilion.

**Be sure to order your vehicle passes on arrival to gain access to automated car parks**

### ENTRY GATES

**KIDMAN GATES** - via Greenhill Road or Goodwood Road to Rose Terrace

**Jubilee Pavilion, Duncan Gallery & Hamilton Boulevard**

(Duncan Gallery exhibitors will be directed to Jubilee Plaza and access through northern doors)

**LEADER STREET GATES** – via Goodwood Road or Anzac Highway to Leader Street  
**Wayville Pavilion**

### TIMETABLE

Tuesday 24 October Contractor access from 7.00am  
Exhibitor access from 1pm  
Halls close at 6.00pm

Wednesday 25 October All halls 8.00am to 6.00pm

Thursday 26 October All halls 8.00am to 6.00pm (Booth exhibitor move-in)

**NB:** Should you need to work outside these hours please contact Premiere Events 08 9386 9666

### FORKLIFT

Forklifts will be operating in the Jubilee and Wayville precincts at all times, however, to avoid delays and inconvenience we recommend booking a time slot to assist with the scheduling process.

### OH&S INDUCTION – MANDATORY PROCEDURE

It is now a condition of working or operating within the Adelaide Showground to complete the venue's fully audited online safety induction process, applies to staff working move-in/out days only. The process takes approximately 20 minutes and a numbered pocket size induction card is issued via email to sign and carry with you at all times.

Go to [www.aeec.com.au](http://www.aeec.com.au) home page and click Facilities Tab, click Online Safety Induction to view procedures prior to completing the questionnaire.