

# Exhibitor Booklet

National wine centre



# Introduction

This booklet has been designed to assist you in ensuring that your experience at the National Wine Centre is enjoyable and trouble free. Please read it carefully as it contains information specific to the operating procedures in the National Wine Centre. Should you require information specific to the exhibition itself, please contact your exhibition organiser directly.

## Venue Information

National Wine Centre of Australia  
Corner of Botanic and Hackney Road  
Adelaide, South Australia, 5000

Contact Number: 08 8313 3355

Email Address: [nwc.info@adelaide.edu.au](mailto:nwc.info@adelaide.edu.au)

Please take your time to read this booklet and familiarise yourself with its contents.

Should you have any queries, please do not hesitate to contact the Sales Department on 08 8313 3355.

Note: Prior to commencing the organisation of your participation, you must ensure you are familiar with all relevant Work Health Safety Legislation.

# Evacuation Procedures

In the event of an evacuation, designated National Wine Centre staff will act as fire wardens to assist in the movement of all staff, exhibitors, contractors and visitors to the designated assembly point.

The plan on the following page details the fastest and safest path of egress for a large scale evacuation from the NWC in the event of a fire or emergency.

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 the following:

- Prepare to evacuate
- Secure material as necessary
- Switch off all appliances
- Await further instructions

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

Should evacuation of the building be necessary, a second tone will be heard.

## 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.

Should you hear the evacuation tone:

- Do not use lifts
- Follow staff instructions at all times

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 National Wine Centre:

- Break glass on any of the alarms located throughout the venue
- Advise staff member of the situation or call securing on 08 8313 5444 from a mobile phone
- Evacuate - use designated emergency exits only

## Emergency phone numbers

(via the internal phone system - phones located throughout the venue)

Security 35444

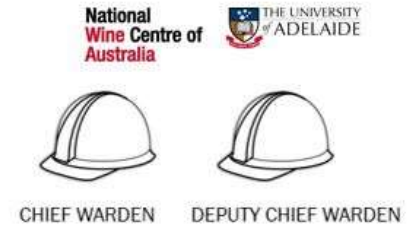
Metropolitan Fire Service 0000

Please ensure you are familiar with all emergency exits and assembly areas.

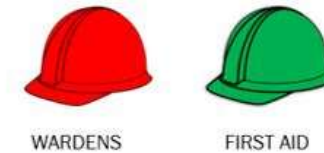
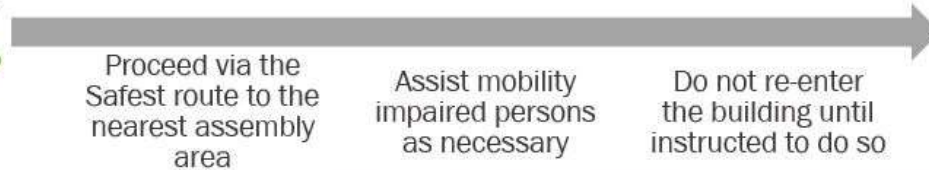
# Emergency Procedure Map

## EMERGENCY PROCEDURES

On being warned by  
**BEEP-BEEP**  
"STANDBY"



On being warned by  
**WHOOOP- WHOOOP**  
"EVACUATE"



# Exhibitor AND CONTRACTOR Information

## 1. Safety requirements

### 1.1 Inductions

All persons onsite at the National Wine Centre including exhibitors/contractors/labourers/hired help must show evidence of an ABN and insurance and complete the appropriate induction.

It is an expectation that all contractors/ labourers/hired help/ performers and exhibitors have safe systems of work in place in addition to an ABN and insurance.

#### 1.1.1 Performer and other low risk inductions

If you are a performer or are here to conduct activities which are low risk you need to read this booklet and use the orientation record. Low risk activities include those where the person has been engaged to perform in a low risk performance (e.g. not at heights, or using dangerous material) or to service or repair office equipment or to deliver items to general areas e.g. to reception or function rooms.

#### 1.1.2 Extensive on site induction

For all other activities contractors, exhibitors and performers must complete a more extensive onsite induction. This would occur if you were working in an isolated area of the NWC or will be here for a prolonged period. Your NWC contact person can organise this.

#### 1.1.3 Higher risk inductions

High risk activities includes (but is not limited to) any work where there is a risk of an injury. For example working at heights (e.g. rigging); erection of a marquee, work where there is potential for electrocution, or being hit by flying/moving/falling objects, or working in confined spaces or where there is moving plant. It includes any work which requires an isolation or access to the NWC Plant Rooms. For higher risk activities the exhibitor/ contractors/ performers need to complete both an onsite induction and the University of Adelaide online induction.

Adelaide University Inductions are essential for higher risk work. This needs to be completed prior to starting work. Your NWC contact can organise this for you.

## 1.2 Risk assessments and Safe Work Method Statements

If you are engaging in high risk activities you will also be required to submit Risk Assessments and Safe Work Method Statements to either the Maintenance Coordinator or the WHS Manager. Some high risk activities such as working in confined spaces, working at heights and hot work require a permit to be issued. If you require a permit please discuss with either our Maintenance Coordinator or WHS Manager.

### 1.2 Electrical Tagging and Testing

All electrical equipment entering the National Wine Centre must comply with the Australian Standards and South Australian Work Health Safety Act 2012. This Act covers all electrical equipment used in the workplace, including equipment brought into the building by contractors or third parties. The outward sign of compliance with the Act will be equipment's electrical tag test, compliant with relevant standards.

The National Wine Centre reserves the right to remove or replace, at the contractors or exhibitors expense, any electrical equipment not complying with the Act or deemed to be unsafe. Power cords which are detachable, such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

Scene Change are available to tag and test equipment, please let your NWC contact person know if you require this. Please note a fee will be applied for tagging and testing. Alternatively contact your local electrician.

### 1.3 Fire Regulations

All fire regulations and evacuation procedures must be complied with at all times.

No equipment, fittings or materials may be placed in any aisle or in such a position where the access to any designed exit is in any way obstructed. National Wine Centre staff will remove any items should they not comply with fire regulations or be considered an obstruction.

### 1.4 LPG Cylinders

Any exhibitor wishing to use LP gas or flammable liquids must seek prior approval from the NWC management a minimum of 14 days prior to arrival.

A LPG cylinder, its regulator and valves must not be accessible to the public and must be protected against accidental damage during its operation by being suitably tethered to prevent the cylinder from falling over. Cylinders must be tested, stamped and approved for use as per the relevant standards.

A 2.1kg AB (E) dry power fire extinguisher is to be provided for each appliance using LP gas or flammable liquids and positioned in a readily accessible location in accordance with the appropriate Australian standards.

If you are unsure about induction or site requirements please discuss further with your Event Coordinator.

## 2 Deliveries

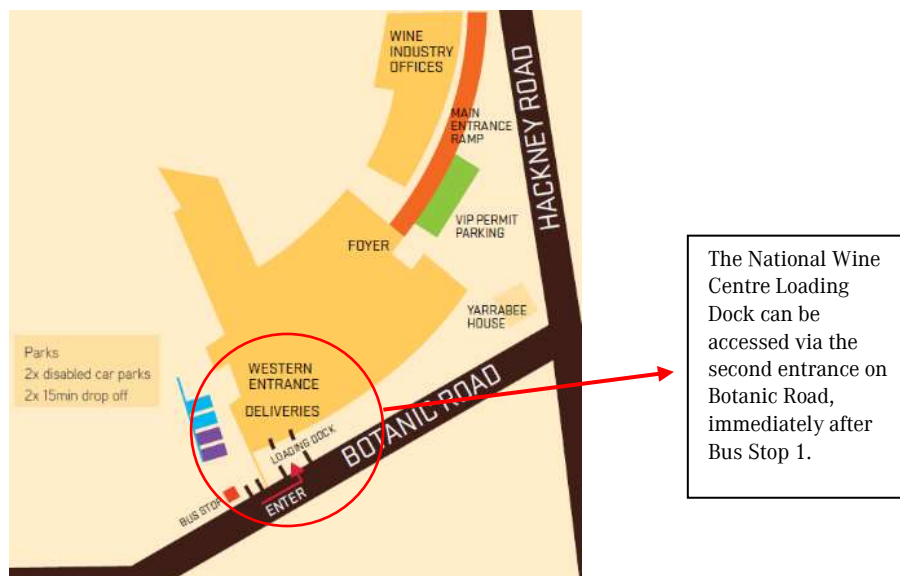
All exhibitor/contractor deliveries prior to the exhibition date must be made to the National Wine Centre Loading Dock accessed from North Terrace and must be scheduled with via our Reception Desk.

Deliveries without a booking or within 24 hours of the exhibition date will not be accepted.

To book in the delivery of your items, please contact:

National Wine Centre Reception Desk  
Tel 08 8313 7462  
Email [nwc.info@adelaide.edu.au](mailto:nwc.info@adelaide.edu.au)

Loading Dock Opening Times  
Monday - Friday  
8:30am - 3:30pm



**Important Note:** If you are having goods delivered by courier, please ensure someone from your company is on site to sign for the goods. The National Wine Centre will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away.

Due to space restrictions, there is no onsite storage available at the National Wine Centre. Please refer all enquiries to your exhibition organiser.

### 3 Exhibitor/ PERFORMER Bump In/Out

To ensure a trouble free build exhibitors, performers and stand contractors must adhere to the access times specified by the event organiser. Access to the exhibition space prior to the scheduled time will not be permitted.

Please refer to Appendix A for specific bump in times.

It is a requirement of the National Wine Centre that enclosed footwear (i.e. no thongs, sandals or open toed shoes) be worn during the bump in and out of an event.

Bump out or pack down prior to the scheduled time will only be permitted with the consent of the event organiser and National Wine Centre.

### 4 Courier Collection of Goods

Exhibitors and performers who have arranged for couriers to collect their goods must ensure items are clearly labelled with a National Wine Centre Delivery Label. A copy of this is included at the end of this booklet.

These items must be collected at the time of bump out where possible. If this is not possible, goods must be collected the following business day between 8:30am and 3:30pm. The National Wine Centre accepts no responsibility for goods left behind after the closure of the exhibition.

All items left behind for next day collection must be moved to the Loading Dock by the exhibitor in accordance with the directions from the Banquets Supervisor and must be clearly labelled.

## 5 FOOD AND BEVERAGE SAMPLING

The National Wine Centre has sole rights for the sale and distribution of food and beverage for consumption on-site. Any exhibitors wishing to distribute food or beverages samples must seek prior approval from the National Wine Centre.

The National Wine Centre permits the distribution of food stuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor. Please note the sale of these items is not permitted.

## 6 Motor Vehicle Display

For any vehicle to be part of an exhibition, the event organiser and National Wine Centre must be notified of its planned arrival no later than fourteen (14) days prior to the bump in, together with details of fuel type, fuel capacities, dimensions and weight.

All LPG fuel tanks must be isolated from the vehicles engine by closing the 'service tap' on the fitted fuel tank.

Drip trays must be provided for all vehicles displayed within the centre, regardless of age. Charges will apply for any damages incurred to National Wine Centre flooring.

The exhibitor is responsible for driving the vehicle from the 15 Minute Parking Area to the area of display and vice versa. A spare set of keys must be provided to the National Wine Centre Maintenance Coordinator on arrival.

## 7 Stand Construction

The design and construction of exhibition stands and temporary structures must:

- Be structurally sound;
- Include a means of exit;
- Comply with the requirements of the Disability Discrimination Act 1992 (DDA).

Materials used for construction or display purposes must be:

- Non-combustible;
- Made of self-extinguishing plastic (if applicable);
- Flame proof fabric (if applicable);
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fireboard.

## 8 Approved Adhesives

Exhibitors wishing to secure any item to the National Wine Centre floor must use Tenacious K160 Black Cloth Tape ONLY. Due to damage incurred to National Wine Centre flooring, the following tapes and adhesives are prohibited:

- Stylus Tapes
- Nasha Tapes



Please note, K160 Black Cloth Tape can be purchased via Scene Change Audio Visual for \$10.00 per roll.

# Services Provided by National Wine Centre

## 1. Audio Visual Services

Scene Change is pleased to assist with your Audio Visual needs. Scene Change can also provide testing and tagging for your equipment. They can be contacted via the below details:

Nick Waterman  
 Scene Change Audio Visual  
 Ph 08 8313 6071  
 Email [nwaterman@scenechange.com.au](mailto:nwaterman@scenechange.com.au)

### **Internet Connection**

High Speed Fibre via Wi-Fi Access Points can be provided for a fee.

Fee includes access to the internet connection with usernames and passwords given out on the day of your event.

Fee does not include changes to the settings on your computer to access the internet or your preferred server. This remains the responsibility of your IT representative.

Please make sure that you have full administrator access to your computer in order to make network adaptor changes if necessary.

### **Wireless Internet Services**

WIFI is provided free of charge to all National Wine Centre patrons.

Complimentary WIFI Login: UofA-help

The National Wine Centre Wined Bar also provide a 'hotspot' WIFI connection with the login: Wined Bar

Please note, services are not provided with any type of firewall. The National Wine Centre accepts no responsibility for viruses or security breaches that may be encountered while using the service. Security of individual computers remains the responsibility of the end-user when connected to the internet.

## 2. Telephone and Facsimile Services

Taxi Phone and ATM facilities are provided to guests free of charge at the National Wine Centre Reception Desk.

Photocopying and printing services are also available via the Reception Desk. A detailed list of pricing for these services is included in Appendix B.

## 3. National Wine Centre Elevated Work Platform (EWP)

Should you wish to utilise the National Wine Centre EWP a fee of \$350.00 will apply.

All contractors/workers that using this equipment will need to provide the National Wine Centre with a valid lifter licence and complete a Permit to Work at Heights form.

Should you wish to organise this, please contact our WHS Manager Lyndall Fahey on 08 8313 1465 or [lyndall.fahey@adelaide.edu.au](mailto:lyndall.fahey@adelaide.edu.au).

# Car Parking During the Event

The National Wine Centre ask that all contractors and exhibitors park in the second and third parking bays near Plane Tree Drive to allow ample parking for guests in parking Bay 1. Other parking options include:

Additional parking can be found at the Royal Hotel, located adjacent to the National Wine Centre for \$11.00 per day.

A link to the National Wine Centre Parking Information Sheet is included below (press control + click on the image):

## National Wine Centre PUBLIC CAR PARKING

In planning your upcoming visit to the National Wine Centre, we encourage guests during the day to use public transport due to the limited availability of on-site car parking. Park 'n' walk from the city (5-10mins), take a bus, ride a bike or share a cab.

Short term parking is available along Hackney Road and Plane Tree Drive, Botanic Park.

**FREE** parking after 4pm, All day Sunday and Public Holidays.

Car park stations are located on Frome Road and North Terrace.

**Arriving early for your event?**  
The WINED bar, located on the ground floor of the centre, boasts a picturesque courtyard overlooking the magnificent Bobac Gardens.

Open from 8am Monday to Friday and 9am Saturday and Sundays

**Terms and Conditions**  
It is the responsibility of all guests to ensure that the appropriate parking fees are paid and that the purchased ticket is displayed. The National Wine Centre takes no responsibility for any fines incurred.

All prices quoted are GST inclusive and subject to change.

For more information please contact reception on 081 8313 3355 or email [nwc.nfb@adelaide.edu.au](mailto:nwc.nfb@adelaide.edu.au)

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**Car Park Stations**  
Royal Hotel Car-park and Car Park #11 all day  
Multi story car parks are located on Frome Road and North Terrace followed by a 5-10 minute walk along Botanic Road to The National Wine Centre.  
Frome Street Parking - See the Upark website > [www.upark.com.au](http://www.upark.com.au)  
North Terrace Parking - See the Wilson Parking website > [www.wilsonparking.com.au/wilson-car-parks/usa/frome-street](http://www.wilsonparking.com.au/wilson-car-parks/usa/frome-street)  
To view all Adelaide Car parks - View the Parkopedia website > [www.au.parkopedia.com/parking/adelaide](http://www.au.parkopedia.com/parking/adelaide)

**Pay and Display Metered Parking (Refer to Map)**  
Parking is available after the first parking bay off Hackney Road and on Plane Tree Drive in Botanic Park. Parking is Botanic Gardens Pay and Display metered parking with up to 10 hours.

**First Bay - Hackney Road (1 Minute Walk)**  
Limited pay and display parking.  
Maximum of 4 hours between 8am - 6pm.  
Monday to Friday \$2.50 per hour, Saturday 0.70c per hour.  
Free parking after 6pm, all day Sunday and Public Holidays.  
Please Note: A section of the car park is marked 'Reserved Monday-Friday, 8am - 6pm'. Please refrain from parking in these bays.

**Second - Hackney Road, Botanic Park (3 Minute walk)**  
Limited pay and display parking.  
Maximum of 4 hours between 8am - 6pm.  
Monday to Friday \$2.50 per hour, Saturday 0.70c per hour.  
Free parking after 6pm, all day Sunday and Public Holidays.

**Plane Tree Drive - Botanic Park (3 Minute walk to The National Wine Centre)**  
Pay and Display.  
Maximum of 10 hours between 8am - 6pm.  
Monday to Friday \$2.50 per hour, Saturday 0.70c per hour.  
Free parking after 6pm, all day Sunday and Public Holidays.

**Bundle Road**  
07 - 9 Minute walk to The National Wine Centre)  
Pay and Display, Adelaide City Council.  
Maximum of 4 hours between 8am - 6pm.  
Monday to Friday \$15.00 for 4 hours maximum.  
Saturday and Sunday \$2.00 flat fee.  
Free parking after 6pm.

Don't forget to bring spare change for the meters.

The map shows the layout of the National Wine Centre and its surrounding streets. Key features include:

- Plane Tree Drive:** A major road running horizontally across the top of the map.
- Hackney Road:** A road running vertically on the right side of the map.
- Botanic Road:** A road running diagonally from the bottom left towards the top right.
- Parking Bays:** Various colored areas representing parking zones: Bay 1 (red), Bay 2 (blue), Bay 3 (yellow, marked 'CLOSED'), Bay 4 (green), Bay 5 (orange), Bay 6 (purple), and Bay 7 (pink).
- Other Landmarks:** The National Wine Centre building, the Western Entrance, the Wine Warehouse Offices, the Foyer, the Terrace, the Wine Bar, the Wine Shop, the Wine Reception, the Wine Storage, the Wine Tasting Room, the Wine Education Centre, the Wine Library, the Wine Museum, the Wine Gallery, the Wine Shop, the Wine Reception, the Wine Storage, the Wine Tasting Room, the Wine Education Centre, the Wine Library, the Wine Museum, the Wine Gallery.
- Accessibility:** A note indicates that two disabled car parks are located at the Western End of the Venue, accessible via the driveway on Botanic Road after Bus stop 5. Enter venue via the Courtyard.

Should you have any difficulty viewing the above document, please don't hesitate to contact the National Wine Centre on 08 8313 3355.

# General Information

## 9 Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent from the National Wine Centre. No nail, screw or other device is to be driven into, nor are the holes made, in any part of the building or its equipment.

Other display material (i.e. loose materials, such as hay, straw, woodchips, bark etc.) must be positioned on suitable protection sheets. It is the responsibility of the exhibitor/contractor to provide protection sheets and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges apply and will be at the discretion of the National Wine Centre.

## 10 Rigging and Lighting

The NWC has exclusive rights to perform rigging within the venue. All items must be designed and constructed to approved regulations and may only be rigged by certified NWC staff.

All requests for suspended display material must be submitted to the NWC and must be received no later than 14 days prior to the commencement of your exhibition.

Any item deemed unsafe for rigging by the NWC will not be rigged. The exhibitor will remain responsible for any costs incurred.

## 11 First Aid, Medical and Emergency Facilities

First aid facilities are available to all users of the National Wine Centre with qualified first aid staff readily available.

A First Aid Box is located in each function room and at the National Wine Centre Reception Desk.

All near misses, injuries or illnesses that occur on site are to be reported to a National Wine Centre staff member immediately and an Incident Report Form completed with a copy provided to the National Wine Centre's Work Health Safety Manager.

## 12 Insurance

All exhibitors and contractors are responsible for their own insurance, including public liability. Exhibitors and contractors must provide a copy of their ABN, insurance policy and certified currency upon request.

It is also recommended that all exhibitors and contractors liaise with their exhibition organiser or NWC contact to determine the minimum public liability policy required...

Companies responsible for bringing any item into the venue which causes any damage to the National Wine Centre or injury or damage to any property or person, either directly or indirectly will be held responsible for the damage or injury.

Exhibitors/contractors shall indemnify the National Wine Centre against all claims and all losses, costs, liabilities and expenses incurred by the National Wine Centre, arising wholly or in part from an act or omission of themselves or their employees, agents, contractors and guests.

### 13 Power Requirements

All power requirements should be ordered through the appointed exhibition contractor. The National Wine Centre will not be responsible for the distribution of electricity within an exhibition.

All enquiries should be directed to your organiser.

### 14 Smoking

The National Wine Centre is a non-smoking venue. Smoking is permitted at designated areas outside the venue.

### 15 Trade Promotions

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 1993.

If the total value of all prizes in the lottery is \$5,000 or less, a trade promotion lottery licence is not required, however the lottery must be conducted in accordance with the trade promotion lottery rules.

# Appendix B:

## National Wine Centre

### Printing & Photocopying Price List

Exhibitor/Company Name: \_\_\_\_\_

Name of Authorised Person: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Administrative charges					
Item	Description	Charge per item	Quantity	Total Amount	Signed by Authorised Person
Copying					
Single Sided	Black and White	20 cents			
	Colour	40 cents			
Double Sided	Black and White	40 cents			
	Colour	80 cents			
Printing of Documents					
	Black and White	20 cents			
	Colour	40 cents			
Laminating					
		15 cents			
Fax					
		30 cents			

Please Note:

All of the above facilities require payment to be made in full at the time of service.

Payment can be made via Cash or EFTPOS at the National Wine Centre Reception Desk.