



## **EVENT LOGISTICS FOR EXHIBITORS**

### **FURNITURE AND EQUIPMENT PROVIDED**

You will be supplied with:

- One trestle
- Two chairs
- Access to electricity via a single power socket\* (5amp/1000watt) (UPON REQUEST)

You can bring your own power board as long as it is tagged and tested prior to your arrival.

\*Subject to position and room set up.

### **INTERNET ACCESS**

Hilton Adelaide can organize complimentary access to Wi-Fi in the Gallery for the exhibitors.

Please find information about this internet below:

- Internet is provided by iBAHN <http://www.ibahn.com> and we are connected to a 20 Megabyte fibre service
- Internet speed is 20 Megabytes up and 20 Megabytes down.
- The bandwidth is constantly monitored and load shared to avoid congestion.
- The Wi-Fi on Level 1 is capable of providing connections to approx. 600+ devices at any one time.
- The Wi-Fi on Level 2 is capable of providing connections to approx. 150+ devices at any one time.
- Unique passwords can be pre-programed in advance of conferences.

Dedicated cable internet access can be arranged at your own expense through Encore. Conditions and charges apply and are payable direct to Encore.

Contact details are:

*Brad Goodwin  
Venue Director  
Hilton Adelaide  
Encore Event Technologies  
E: [brad.goodwin@encore-anzpac.com](mailto:brad.goodwin@encore-anzpac.com)  
P: +61 8 8237 0638*

### **AUDIO VISUAL EQUIPMENT**

Any special Audio Visual requirements such as power access, laptops, monitors etc. can be arranged at your own expense through Encore, details as above.

### **CAR PARKING**

Parking is available at the nearby Central Market UPark, around the corner of the Hilton Adelaide. [Click here](#) for more information.

### **SIGNAGE**

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces. Hilton Adelaide can provide painters tape at \$9/- per role.

Damages resulting from installation will be a direct charge to the Exhibitor.



## **EVENT LOGISTICS FOR EXHIBITORS**

### **DELIVERY OF GOODS**

To assist in the smooth delivery of goods to your stand, all deliveries must have the attached delivery label with all the information below completed on there :

**Event Name:**

**Date of Event:**

**Exhibitor Name:**

**Booth Number:**

**Exhibitor Contact Name:**

**Exhibitor Contact Number:**

**Number of item/s being delivered:**

**Description of item/s being delivered:**

All deliveries should be made to:

**Loading Dock**

**Hilton Adelaide (Access via Grote St)**

**233 Victoria Square**

**Adelaide SA 5000**

Deliveries can only be made no earlier than 48 hours prior to the event.

Hilton Adelaide will accept delivery of goods at the Hotel's loading dock between the hours of 0800 to 1500 Monday to Friday.

An address label called "Hilton Adelaide Delivery Label" is attached to the covering e-mail. Please complete this label and attach to each item which is being sent to this event.

No responsibility is accepted for the safety of any items delivered to the site in the absence of the exhibitor. Therefore, if you are couriering or mailing items that will arrive on the day of the event you should arrange for these deliveries to be made without the need for a signature at the Hilton Adelaide. Hilton will not move any *large* goods, and a representative from your company must transport goods from the Loading Dock to function room *and* back at the conclusion of the event.

Should you require items returned to you by courier, please ensure a consignment note is attached to all items prior to your departure from the hotel. All items must be collected from the Hotel no more than 24 hours after the event.

### **LOADING DOCK**

Entry to Loading Dock is located off Grote Street, Enter the driveway just past the Bus Stop W. Please note: Truck Clearance - 3.3m high.

*Please note: a 15 minute unloading limit applies to all cars in this area.*

### **STORAGE**

The Hilton Adelaide does not have secure storage facilities to store goods prior to or after the event. If any Exhibitors leave items beyond 24 hours after the conclusion of the event, charges will be applied to the Exhibitor. All goods left for pick up by an exhibitor must be individually labelled.