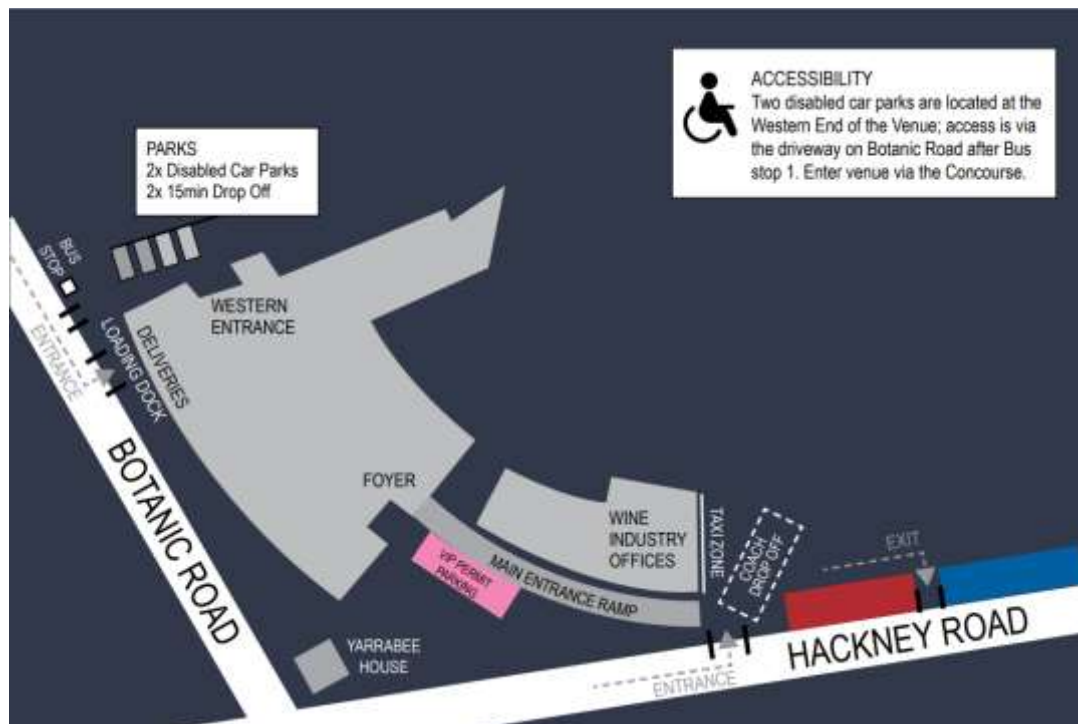


Information for Loading Dock, Deliveries and Parking at the National Wine Centre (NWC)



Car parking, loading dock and drop off zone information can be found on our website [click here](#) for more information and to watch video or Google Maps Location - [click here](#).



Pre-Approval

- Suppliers bumping in / out must advise the Event Planner minimum 14-days prior. This will be listed on the Event Order for the Loading Dock Master.
- Company name, contact person, phone number, bump in time and bump out time for each supplier is required.
- Oversized and / or extra heavy items must obtain prior approval from NWC. Your Event Planner can assist with max weight floor loading and measurements of door spans.
- A site inspection may be required to assess feasibility and logistics.
- Any rigging or working at heights must be advised to the Event Planner.
- Vehicles can be displayed on Ground Floor spaces only. Please request vehicle onsite information sheet from your Event Planner for more information.

Safety and Compliance

- All external contractors are required to be inducted and sign in at the venue on arrival using this [link](#)
- Appropriate Certificate of Currency for Public Liability Insurance (minimum \$20 million coverage) documentation is required to be provided from all external contractors.
- An Event Safety Management Plan or Safe Work Method Statement may be requested by the NWC Event Planner and is required to be completed and provided by the external supplier 1 working day prior to the event.
- All portable electrical items (including laptop chargers and power boards) are required to have a compliant test and tag under the AS/NZS 3760:2022 standard for electrical safety [SA]. Speak to your Event Planner if you require several items to be test and tagged as we can arrange an electrician onsite during bump in to assist - charges apply, subject to availability.

Loading Dock Location and Access

- NWC Loading Dock entry via Botanic Road (extension of North Terrace), approximately 100m before Hackey Road in Adelaide CBD.
- There are 2 x 15 min Drop Off Zones available 10m before the loading dock entrance - [click here](#) and watch video for exact location.
- Loading dock is open for deliveries Monday - Friday 9.00am - 3.00pm.
- For large items, or bump in/ out outside of wine bar operational hours, please speak with your Event Planner to confirm arrangements.
- Elevator dimensions: Height 2100mm x Length 1965mm x Internal Width 1370mm (Max Door Width 880mm) x Weight 1088kg.
- A pallet jack is available onsite. If a forklift is required, please speak with your Event Planner for recommendations on hire companies and licensed operators.

Courier Deliveries

- A NWC Delivery label is required to be affixed onto the item(s) and can be provided by your NWC Event Planner or [downloaded here](#).
- Deliveries are accepted 1 working day prior to the commence of the event and must be advised during planning whether the item(s) are being discarded, collect at conclusion of event or courier collection by 4.00pm the following day.
- Storage or courier charges may apply should NWC need to arrange items to be returned.
- Excess of 4 standard boxes or similar may incur portage and / or storage charges.
- Pallet items must be delivered by a truck with tailgate, or forklift. NWC Event Planners can make recommendations of forklift hirers and all forklifts require licensed operators.

Contact Information

For enquiries and approvals, please contact the National Wine Centre Events Team at nwc.events@adelaide.edu.au or speak to your event planner or account manager.