

EXHIBITOR POLICY

DISPLAY

All display materials must be flameproof and are subject to inspection by the Adelaide Fire Brigade. Exhibition/display areas must be sited to allow access to emergency exits and firefighting equipment. No attachments are to be made to the flooring, ceilings, internal walls or furnishings of the Hotel. It is the responsibility of the exhibitor to return the area to its original condition.

ELECTRICAL

The group must supply all the necessary equipment for operation of exhibits. This includes extension leads, power boards and double adaptors. All electrical equipment brought into the Hotel must be tested and tagged by a registered electrician.

INSURANCE

An insurance policy should be taken by the group against loss or damage to the group's property or the Hotel's property. The Hotel's insurance policy covers public liability only.

SECURITY

Overnight security in exhibition areas is recommended. Hilton Adelaide some secure storage areas however you and your guests must not leave valuables unattended within the Hotel. The Hotel takes no responsibility for any loss or damage to property left in exhibition areas.

DELIVERY

Hilton Adelaide will accept delivery of goods at the Hotel's loading dock between the hours of 0800 to 1500 Monday to Friday. Goods are not to be delivered to the Concierge Department. Hilton Adelaide will not accept goods more than 48 hours prior to the event, unless there has been prior approval. A storage fee will be charged for any approved items.

A delivery has been provided for you and must be attached to each item delivered. Each item must contain state the event name and date along with the number of boxes must be attached to each item.

Goods are to be clearly labelled as follows:

*Attention: Mike Ricardo - Loading Dock
Hilton Adelaide, 233 Victoria Square,
ADELAIDE SA 5000 (access via Grote Street)*

VEHICLE ACCESS

Delivery vehicles carrying exhibition material may gain access to the Loading Dock via the Grote Street down ramp. No deliveries will be accepted through concierge.

STORAGE

The Hotel does not have storage space for crates or boxes and therefore will not accept exhibit shipments until two days prior to the event. Delivery will only be accepted via the Hotel Loading Dock. Post Event goods will be stored for 24 hours, after which the Hotel will not be held liable for loss or damage of these goods. Responsibility will not be taken by the Hotel for the completion of consignment notes on behalf of exhibitors. Loading Dock hours are 8:00am - 3:00pm, Monday to Friday. No deliveries will be accepted outside of these hours.

SIGNAGE

You are permitted to display signs in the Hotel public areas and put up posters in the Event rooms, subject to obtaining prior written consent of Hilton Adelaide. Under no circumstances are you or your employees, agents, contractors or guests allowed to nail, screw, tape, or staple anything to any wall, door, ceiling or other surface or part of the building. You are liable for any loss or damage caused by the placement or removal of any signs in accordance with this clause.

CLEANING

You are responsible for any additional cleaning charges, where an event has created extra cleaning requirements, which are considered by Hilton to be over and above normal general cleaning.

FOOD & BEVERAGE

No food or beverage of any kind is permitted to be brought into the Hotel for consumption at the Event by you or by any employee, agent, contractor, guest or any person attending the Event, without the prior written consent of Hilton Adelaide.