



Government
of South Australia

SA Health

2025 SA Health **SUPPLIER CONFERENCE**

INFORMATION PACK

Introduction

The information provided here has been prepared to assist you with the planning of your exhibition stall and provides you with all the necessary details for your participation at the 2025 SA Health Supplier Conference. To ensure your requirements are met, please carefully read the information. Please ensure that this information pack is read in conjunction with the ACC Exhibitor Handbook.

Contact Details

Business Development Executive – Sponsorship & Exhibition

Kirsty Quinlan-Watson
All Occasions Group
12 Stirling Street Thebarton SA, Australia 5031
P: 08 8125 2200 | E: kirsty.quinlan-watson@aomevents.com

Sponsorship and Exhibition Logistics

Chelsea O'Brien
All Occasions Group
12 Stirling Street Thebarton SA, Australia 5031
P: 08 8125 2200 | E: chelsea.obrien@aomevents.com

Venue

Adelaide Convention Centre (ACC)
North Terrance, Adelaide
Bill Mack – Exhibition Coordinator
P: 08 8210 6708 | E: bill.mack@avmc.com.au

Exhibition Contractor

Adelaide Expo Hire
Kim Sluggett
31 Deeds Rd North Plympton SA 5037
P: 08 8350 2306 | E: kims@aeh.com.au

If you are a current supplier to SA Health, you must agree to not exhibit a product or service that is currently part of a tender response process with SA Health

Exhibition Stall Information

The SA Health Exhibition Stalls are an official part of the SA Health Supplier Conference.

- There are two tiers of exhibition stalls available. 3m x 3m booth at a cost of \$1600 (incl GST) and 2m x 2m pod at a cost of \$1400 (incl GST).
- Due to high demand for the event space, Exhibition stalls are available at **one stall per Supplier**. Should a Supplier wish to purchase an additional Exhibition stall, they will need to contact sponsorship@aomevents.com to make a special request for consideration.

Booth Package

\$1,600 per booth

The following is included in the \$1600 fee:

- 3m x 3m white Octanorm walling 2.48m high smooth finish walls in white
- Company Name Fascia Signs on all open sides
- 2 x Spotlights
- 1 x 4amp Power point
- Trestle Table, x2 Chairs and a Black Tablecloth



Pod Package

\$1,400 per booth

The following is included in the \$1400 fee:

- 2m x 2m white Octanorm walling 2.48m high smooth finish walls in white
- Company Name Fascia Signs on all open sides
- 1 x Spotlight
- 1 x 4amp Power point
- Trestle Table, x2 Chairs and a Black Tablecloth



****For additional needs including upgraded furniture, audio visual, signage and extra lighting contact Adelaide Expo Hire direct via kims@aehe.com.au. Any additional items outside this package will incur a hire fee and will need to be arranged and paid directly to Adelaide Expo Hire.**

PACKAGE SUITABILITY

Exhibition 3m x 3m – Exhibiting at the SA Health Suppliers Conference provides a strategic opportunity to connect with key stakeholders and professionals across the health sector. Each 3m x 3m booth is prominently located along the perimeter of the exhibition hall, ensuring strong visibility and consistent foot traffic. This space is ideal for facilitating one-on-one meetings, product showcases, and meaningful engagement in a professional, accessible setting.

Pod 2m x 2m - Exhibiting at the SA Health Suppliers Conference with a 2m x 2m pod offers a cost-effective way to boost brand visibility and connect with health industry professionals. Strategically located in the center of the exhibition and catering hall, these compact, open pods are ideal for product demonstrations and foster informal, engaging conversations with attendees.

General Information

EXHIBITOR STALL SET UP / PACK DOWN

- Exhibitors are required to set up exhibition stalls from:
Monday 17th November 2025 - between 2:00pm – 7:00pm
- Exhibitor Services Centre – Exhibitors can order a range of services including incentive catering, internet services, stand cleaning and selected graphic design services by contacting bill.mack@avmc.com.au at the Adelaide Convention Centre.
- Exhibitors must keep their booth fully staffed and operational and are not to commence removal of items until after the exhibition closes and is clear of delegates.
- Exhibitors are required to dismantle their displays from:
Tuesday 18th November 2025 between 5:00pm – 6:00pm (after the Networking Function)
- Adelaide Expo Hire will remove furniture and dismantle shell scheme stands from:
Tuesday 18th November 2025 from 6:00pm

SUPPLIER EXHIBITION LOCATION

The exhibition will be held in the **Hall H** of the **Adelaide Convention Centre** North Terrace, Adelaide.

[Please refer to the access map and carpark access for your reference.](#) These maps show access to the North Terrace Loading Dock plus the North Terrace and Riverbank carparks.

SUPPLIER EXHIBITION CATERING

All catering will be served in the Exhibition Space (Hall H) with several lounge and seating areas to assist with encouraging delegates through the exhibition. Exhibitors will be given access to the exhibition catering 15 minutes prior to each break.

REGISTRATION DESK AND EXHIBITION OPENING HOURS

The exhibition and registration desk will be open to delegates during the following hours:

Exhibition Access		
Monday, 17 th Nov 2025	Exhibitor BUMP IN ONLY	2:00pm – 7:00pm
Tuesday, 18 th Nov 2025	Exhibition OPEN	9:00am – 5:00pm
	Exhibitor BUMP OUT ONLY	5:00pm – 6:00pm

Exhibition Registration Desk Hours	
Monday, 17 th Nov 2025	2:00pm – 7:00pm
Tuesday, 18 th Nov 2025	9:00am – 4:00pm

EXHIBITION OF GOODS

Suppliers that are exhibiting are encouraged to consider only including promotional items that are sustainable i.e.:

- Recycled and biodegradable materials.
- Can be reused or repurposed.
- Digital tickets and flyers over paper or plastic.
- 'Single-use plastic' free.

DELIVERY AND FREIGHT

Please ensure your freight is delivered no earlier than **Monday 17th November 2025** to the **Adelaide Convention Centre** via the **North Terrace Loading Dock**.

Porterage and forklifting services will be made available during bump-in and bump-out.

IMPORTANT: All freight must be removed from the venue on bump-out day, **Tuesday 18th November 2025**. No storage will be available after this time. AOG and the ACC (venue) take no responsibility for exhibitor goods delivery or collection, it is the sole responsibility of the exhibiting company to adhere to the dates and guidelines outlined in this document for exhibition bump-in/out, freight delivery and collection dates and times.

Delivery Address:

Adelaide Convention Centre
[North Terrace Loading Dock](#)
North Terrace, Adelaide
South Australia 5000
Ph: 08 8210 6773

Please ensure you use the **Exhibitor Goods Delivery Label** (included at the end of this pack) and adhere to the correct delivery and collection dates or the delivery will be declined and re-directed. Freight of goods to and from the ACC must be organised through a third party. We do not offer this service. If you require assistance with freight, you are welcome to contact our suggested event freight forwarder:

Please see below a suggested freight forwarder exhibitors could use to deliver to the ACC:

Pack & Send

<https://www.packsend.com.au/>
P: 1300 668 000 E: admin@packsend.com.au

HIGH VISIBILITY SAFETY CLOTHING

It is a requirement of the Adelaide Convention Centre for all persons working within the venue during the bump in and bump out of the exhibition to wear a high visibility safety vest or high visibility clothing.

IMPORTANT NOTE:

- Exhibitors must provide their staff and contractors with high visibility vests. These should be packed with the contractor and staff NOT included with exhibition stall items.
- Exhibitors and contractors will not be permitted entry into the venue prior to the exhibition opening unless high visibility clothing is worn.
- Suitable footwear must be worn – Please ensure you wear enclosed shoes no open toed shoes, thongs, sandals etc.
- Any person under the age of 15 years is prohibited from accessing the exhibition area and loading docks during move in and move out periods.

VENUE ELECTRICAL EQUIPMENT REQUIREMENTS:

All electrical equipment must be tagged and tested by a qualified electrician and meet the ACC criteria. Please refer to the ACC Exhibition Handbook for the full list of criteria.

EXHIBITION STALL COURTESIES

- No advertising material, such as banners, are allowed outside the designated stall area.
- No obstruction of any form in the aisles and walkways or excessive noise that inconveniences other exhibitors or the conference will be allowed.
- While companies are encouraged to pursue novel methods of attracting people to their booth, practices disadvantaging other companies or detracting from the exhibition will be discouraged.
- **Not to be used on booth walling:** Pins, staples, screws, nails, bolts, velcro, paint or double-sided adhesive tape. (Please note that a charge will be invoiced from AEH to exhibitors for any wall panel damage)
- **Can be used on booth walling:** UHU tac white putty (white tac), 3M Command picture hanging strips, hook & chain (all available from Adelaide Expo Hire).

EXHIBITION CONTRACT TERMS AND CONDITIONS

Upon receipt of the signed application form, you will be required to review and sign the terms and conditions.

Terms and Conditions will need to be accepted in addition to booking an Exhibition Booth or Pod. Once you have made your booking, you will then be able to locate the terms and conditions under the 'Existing Bookings' tab.

Please note terms and conditions will need to be accepted in order to finalise your booking.

Important Deadlines

- ☐ **Due upon receipt from All Occasions Group** – sign the terms and conditions sent via online platform
- ☐ **Due as soon as possible** - Provide print resolution jpeg file of your company logo, 150-word max. company bio and register your exhibition staff on your Exhibition Portal sent by All Occasions Group.
- ☐ **Due by: Monday 6th October 2025** - Submit all forms for fascia signs and booth signage artwork to Adelaide Expo Hire – kims@aei.com.au
- ☐ **Due by: Monday 20th October 2025** - Submit all forms for furniture or display requirements to Adelaide Expo Hire kims@aei.com.au
- ☐ **Due by: Monday 20th October 2025** - Submit completed Custom Stand Design Appraisal form to the Adelaide Convention Centre via bill.mack@avmc.com.au along with requirement documentation and/or any Food and Beverage Sampling requests

OFFICIAL

EXHIBITOR GOODS



ADELAIDE CONVENTION CENTRE

TO: ADELAIDE CONVENTION CENTRE

FROM:

NORTH TERRACE LOADING DOCK

North Terrace, Adelaide

South Australia 5000

Ph: 08 8210 6773 or 08 8210 6770 (A/H)

EVENT NAME: SA Health Supplier Conference 2025

EVENT No: 97424

GOODS TO BE DELIVERED FROM: Monday, 17 November, 2025

Goods delivered prior to this date will NOT be accepted

***** *Client to Complete the Information Below* *****

Box Number: of

Exhibitor Name:

Site No:

Client Contact on Day of Delivery:

Mobile No:

All deliveries must be scheduled with the Adelaide Convention Centre, North Terrace Loading Dock on 08 8210 6773 or ntld@avmc.com.au prior to their arrival.

The Adelaide Convention Centre will not permit any goods to be delivered to the venue earlier than the date specified above.