



Hilton Adelaide Event Logistics

Furniture and Equipment Provided

Hilton will supply exhibitors with:

- One trestle table with 1 black table cloths & two meeting chairs.

Exhibitors can bring their own power board as long as it is tagged and tested.

Additional Furniture & lighting Requirements

Additional furniture and lighting for exhibition booths may be ordered at your own expense. For additional information, please contact:

Adelaide Expo Hire
31 Deeds Road North Plympton SA 5037
D 08 8350 2300
E andreak@aeH.com.au

Internet Access

Access to Wi-Fi will be available for the duration of the conference, please contact Rebecca Thompson -rebecca.thompson@hilton.com for any specialise needs.

Car Parking

Parking is available at the nearby Central Markets UPark, around the corner of the Hilton Adelaide:
<http://upark.com.au/#central-market>

Lighting

Additional lighting may be required in the Gallery area where the exhibition area will take place, please contact Adelaide Expo Hire for further information.

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 fire fighting 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. Please contact Staging Connections for further information at +61 (8) 8212 4211. Additional charge may apply.

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 has 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 7.30 to 15.00 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: Roman Mykytyschyn - Loading Dock

Hilton Adelaide, 233 Victoria Square, ADELAIDE SA 5000 (access via Grote Street)



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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 0730 – 1500 Monday to Friday. No deliveries will be accepted outside of these hours. To check if your delivery has arrived please check with your courier company or contact the loading dock Roman 08 8217 2000.

No responsibility is accepted for the safety of any items delivered to the site in the absence of the exhibitor.

Therefore, if you are couriating 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.**

An address label called “Adelaide Loading Dock 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.

Should you require items returned to you by courier, please ensure a consignment note is attached to all items.

All items must be collected from the Hotel no more than 24 hours after the event.

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.