Adelaide Animal Expo

Exhibitor Planning Manual

Saturday	**27 June**	**9:30am to 4:30pm**
Sunday	**28 June**	**9:30am to 4:30pm**

Adelaide Showground | Wayville Pavilion

Important Deadlines

Public Liability Insurance Declaration:	**Friday 12th June**
Exhibitor Access Passes Order:	**Friday 12th June**
Furniture/Electrical Orders: *If Required	**Friday 12th June**
Complete Safety Inductions:	**Wednesday 24th June**

Organiser Contact Information

Any enquiries leading into the Adelaide Animal Expo should be directed to:

Sean Tiboldo | KJEX Pty Ltd Event Coordinator E: sean.tiboldo@kjex.com.au P: 08 8297 1688

From Friday 26 June to Sunday 28 June, the Animal Expo team will be onsite and can be contacted on M: **0432 221 023**.

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Venue Information

Wayville Pavilion | Adelaide Showground, Wayville, SA, 5034

*Exhibitor Vehicle Entry Via Leader Street

Refer to Venue Map on Page 5.

All product deliveries are via Leader Street, Wayville.

Refer to Delivery Docket located on Page 6.

Note: If you are having large items delivered, please advise your transport, no forklift will be available and a tailgate truck with pallet jack is required.

Expo Access Times

Move-In

Friday 26 June 1:00pm to 7:00pm

*Safety Vests & Enclosed Shoes Must Be Worn

Move-Out

Sunday 28 June 4:30pm to 7:00pm

*Safety Vests & Enclosed Shoes Must Be Worn

Note: Move-Out prior to 4:30pm is strictly prohibited.
All materials need to be removed by 7:00pm on Sunday.

Expo Opening Times

Saturday 27 June 9:30am to 4:30pm
Sunday 28 June 9:30am to 4:30pm

*Exhibitor Access from 8:30am each visitor day

Car Parking

Standard Parking

General car parking at the Adelaide Showground is **$15.00 inc GST** per carpark, per day, and is paid via Eftpos at the boom gate tower on exit of the carpark.

Exhibitor 3-Day Carpark Pass

Exhibitors may pre-purchase a 3-day carpark pass for **$22.50 inc GST each**. These passes provide multiple entry and exit across Move-In and both Visitor Days. Passes are order via the Venue's Exhibitor Carparking Purchase Form.

Ticket Pricing

General Admission Pricing

Family: 2 Adults + 2 Children age	**$45.00**
Adult: Aged 16+	**$19.00**
Concession: Students/Pensioner	**$15.00**
Child: Aged 4 to 15	**$7.00**

Expo Rules & Regulations

Please carefully read the Exhibitor Terms & Conditions which were sent with your Booking Agreement.

Exhibitor Access Passes

All staff/volunteers working on your stand during the expo are required to have an exhibitor access pass. These are ordered through an online order form.

Note: Exhibitor Access Passes are valid for people aged 16+

How to order

Exhibitor Access Passes are ordered online through a unique link, please refer to your Expo Planning email.

1. Click New Access Passes
2. Enter their First Name and Last Name
3. Select the day(s) they will be working on your stand
4. Add additional Access Passes by clicking the plus button
5. Click Complete to submit the request

Collection

Exhibitor Access Passes will be available for collection from the Expo Move-In desk on Friday 26th of June from 1:00pm to 7:00pm. If you require your passes earlier, please contact:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Safety Induction

Before any staff or contractors are able to enter the venue for Move-In & Move-Out they must complete the Adelaide Showground General Safety Induction.

Animal Rules & Regulations

Animals on Display

If you are displaying animals on your stand, please ensure they are:

- Comfortable with **high noise levels** and large crowds
- Able to be **safely touched or handled** by visitors (if permitted)
- Given **regular rest breaks** throughout the expo

Note: All Animals on display must be observed by a handler that has complete an Adelaide Showground Livestock or Pet Safety Induction

Live Animal Sales

Exhibitors may take orders for animals during the Expo for delivery or collection after the expo. Animals **must not** be handed over to visitors during the Expo under any circumstances.

Animal Toileting

To toilet or exercise animals, please use the **exhibitor access door at the rear of the Wayville Pavilion**. This ensures safe movement of animals and maintains hygiene within the venue.

Visitor Animals

Visitor are not permitted to bring their pets into the expo; certified assistance Animals are allowed access.

Food Sampling & Giveaways

Due to hygiene regulations at the Adelaide Showground human food samples, giveaways or sales are **Not Permitted** within the expo area.

Public Liability Insurance

Exhibitors must have a public liability policy with a minimum coverage of $10,000,000 for any one occurrence for the entire period of the Expo. A copy of the policy must be supplied to KJEX Pty Ltd by completing a Public Liability Insurance Declaration via your Expo Planning Email prior to your business Move-In.

If you do not have your own cover, a temporary policy can be arranged through KJEX Pty Ltd. To order a temporary policy, please complete the Public Liability Insurance Delectation via your Expo Planning email.

Exhibitors are also advised to take out a temporary policy to cover all goods on display. The policy should cover all items from the time they leave your premises until they are returned. The policy should cover damage, fire, water and theft.

Occupational Health & Safety Information

It is the responsibility of all exhibitors to ensure that their employees, suppliers and sub-contractors comply with all relevant health and safety regulations and have a current Occupational Health & Safety Policy and Safe Work Procedures for all work to be undertaken at Adelaide Showground.

For safety reasons;

During Move In & Move Out

- High visibility safety clothing/vests & Enclosed Footwear must be worn during Move-In and Move-Out to access the Pavilion.
- No Children U15 are permitted inside the Hall during Move-In or Move-Out.
- Consumption of alcohol is not allowed within the expo area during Move-In or Move-Out. Intoxicated persons will not be allowed access to any expo areas.
- Action must be taken to avoid excess waste throughout Move-In and Move-Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- Move-Out cannot commence until the expo has closed at 4:30pm (Sun), all visitors have left the expo area and all exhibitors are wearing safety vests. Please remind your staff to have a safety vest with them for Move-Out.

For Duration of the Expo

Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display. Displays with raised floors must have ramps at edges to avoid visitors from tripping.

- Smoking including vaping is prohibited within enclosed areas, inside halls, pavilions and offices, or within 10 meters of a building. Smoking is not permitted in the Atrium/Food Court, or within catered areas.
- Animals and pets are not permitted within Food service areas, excluding hearing and seeing guide dogs.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.

Emergency Procedures

The Adelaide Showground has a 2-alarm system, which is:

1st alarm sounds: ***BEEP BEEP***:

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound: *WHOOP WHOOP*:

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire. If we do need to evacuate, all exits are clearly marked with exit written in green. Showground staff will direct you to a Safe Assembly Area.

Competitions & Lotteries

Any competition/trade promotion lottery in which the winners of the lottery are determined by an element of chance (i.e, random draw, instant win) must be conducted in accordance with the trade promotion lottery rules set in the South Australian Lottery and Gaming Act 1936 and Regulations 2008. If the total value of all prizes in the lottery is $5000 or less, a trade promotion lottery licence is not required, however the lottery must be conducted in accordance with the trade promotion lottery rules. For further information, please visit www.cbs.sa.gov.au

Scam Emails

If you receive an email from anyone offering an Expo contact list for purchase, this is a scam email. KJEX does not offer Exhibitor or Visitor data for purchase. Please delete the email and inform:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Balloons & Inflatables

All balloons and inflatable devices are prohibited during the expo to ensure no animals become frightened or distressed.

If any balloons or inflatable devices are brought into the venue, they will be removed and disposed of immediately by expo staff.

Walling Care & Guidelines

Walling is black frontrunner fabric, and must be left in the same condition as it was supplied.

To attach to walling, please use: Velcro, Thumb Tacks or Pins.

Do Not use:

Commercial Screws, Paint, Nails, Bolts, Blu-tac, Double-sided tape, Marker, Pen or Pencil liquids, No cutting, and No Drilling.

Security

Security will be in attendance during visitor days. Due to the large expanse of the Pavilion, it is not possible for security to keep a constant watch over individual displays. Therefore, exhibitors should pay strict attention to having at least one staff member in attendance from 8:30am both, Saturday & Sunday, and until all items have been removed on the Sunday.

Rubbish Removal

It is the responsibility of the display contractors and/or your own staff to remove rubbish including boxes and packing materials etc during the Move In period. The rubbish must be placed in General Waste or Recycling bins located outside the Loading Doors of the Pavilion.

Additional Services

Audio Visual

If you wish to hire a TV for your site, please contact:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Electrical Hire

If you require additional Power or Lighting for your site, please complete the Furniture/Electrical Order Form

or Contact:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Furniture Hire

Trestle Tables, Table Cloths, & Chairs can be ordered directly through KJEX, please complete the Furniture/Electrical Order Form

Additional Furniture Hire

If you require furniture other than Trestle Tables, Chairs or Table Cloths, please contact:

Cameron Best | Adelaide Expo Hire

P: 08 8350 2321 or E: cameronb@aeh.com.au

Testing & Tagging

All electrical equipment must be tested & tagged in accordance with State Work Health & Safety Regulations and Australian Standards prior to use at the expo.

KJEX is supplying a complimentary Test & Tag Service during the Move-In period on Friday 26th from 4:00pm to 6:00pm. Please see KJEX Staff at the Expo Move-In Desk

Walling, Carpet & Booth Upgrades

If you would like to add walling, carpet or upgrade your stand to a Booth please contact:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Internet

Exhibitors have access to complimentary FREE WIFI for the duration of the expo.

Network: Adelaide_Showground **Password:** animalexpo26

Storage

There is a small storage area available for exhibitors, if you require storage please contact:

Sean Tiboldo | KJEX – Kym Jones Exhibitions

P: 08 8297 1688 or E: sean.tiboldo@kjex.com.au

Floor Plan

Note: Floor Plan is up to date as of 20-05-2026 and is subject to change

Venue Map

GREENHILL ROAD
ROSE TERRACE
Jubilee Pavilion
Goyder Pavilion
Atrium/Catering
Visitor Entry
Adelaide Animal Expo
Exhibitor Entry
Exhibitor Parking
GOODWOOD ROAD
Main Arena
Caravan Park
Exhibitor Entry
LEADER STREET

Delivery Address

Adelaide Animal Expo
Wayville Pavilion, Adelaide Showground
Access via Leader Street
Wayville, SA 5034

Delivery Details

Site name:

Site number:

ITEM **OF**

Sender Details

Business:

Contact person:

Contact phone:

Delivery Instructions:

- Deliveries **MUST** occur during the official Move-In period (Fri 26th June 1pm to 7pm)
- Adelaide Showground will not accept deliveries of any goods on behalf of exhibitors.
- KJEX Pty Ltd accepts no responsibility for the safety of any such items delivered to the site in the absence of the exhibitor.
- Whilst making deliveries high-visibility clothing and enclosed shoes **MUST** be worn.

Event Organiser: 0432 221 023