



Kei ō tātou  
Ringaringa  
te anamata

The future is  
in our hands

27–30  
MAY  
2024

CLAUDELANDS, HAMILTON



# EXHIBITOR TOOLKIT

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# TIMELINES

## FREIGHT DELIVERIES

**No earlier than 09.00 on THURSDAY 23 MAY  
(unless specific arrangements have been made with  
the venue)**

## EXHIBITORS SET UP

**MONDAY 27 MAY 13.00 to 18.00**

## EXHIBITORS BREAK DOWN

**THURSDAY 30 MAY 11.00 to 12.30**

## EXHIBITION OPENING HOURS

**TUESDAY 28 MAY 08.00 to 19.30**  
Registration coffee 08.00 to 09.00  
Morning tea 10.30 to 11.00  
Lunch 12.30 to 13.30  
Afternoon tea 15.00 to 15.30

**WEDNESDAY 29 MAY 08.00 to 19.00**  
Registration coffee 08.00 to 09.00  
Morning tea 10.30 to 11.00  
Lunch 12.30 to 13.30  
Afternoon tea 15.00 to 15.30

**THURSDAY 30 MAY 08.00 to 11.00**  
Registration coffee 08.30 to 09.00  
Morning tea 10.30 to 11.00

## OTHER NETWORKING EVENTS

**TUESDAY 28 MAY**  
Networking drinks (expo area) 17.30 to 19.30

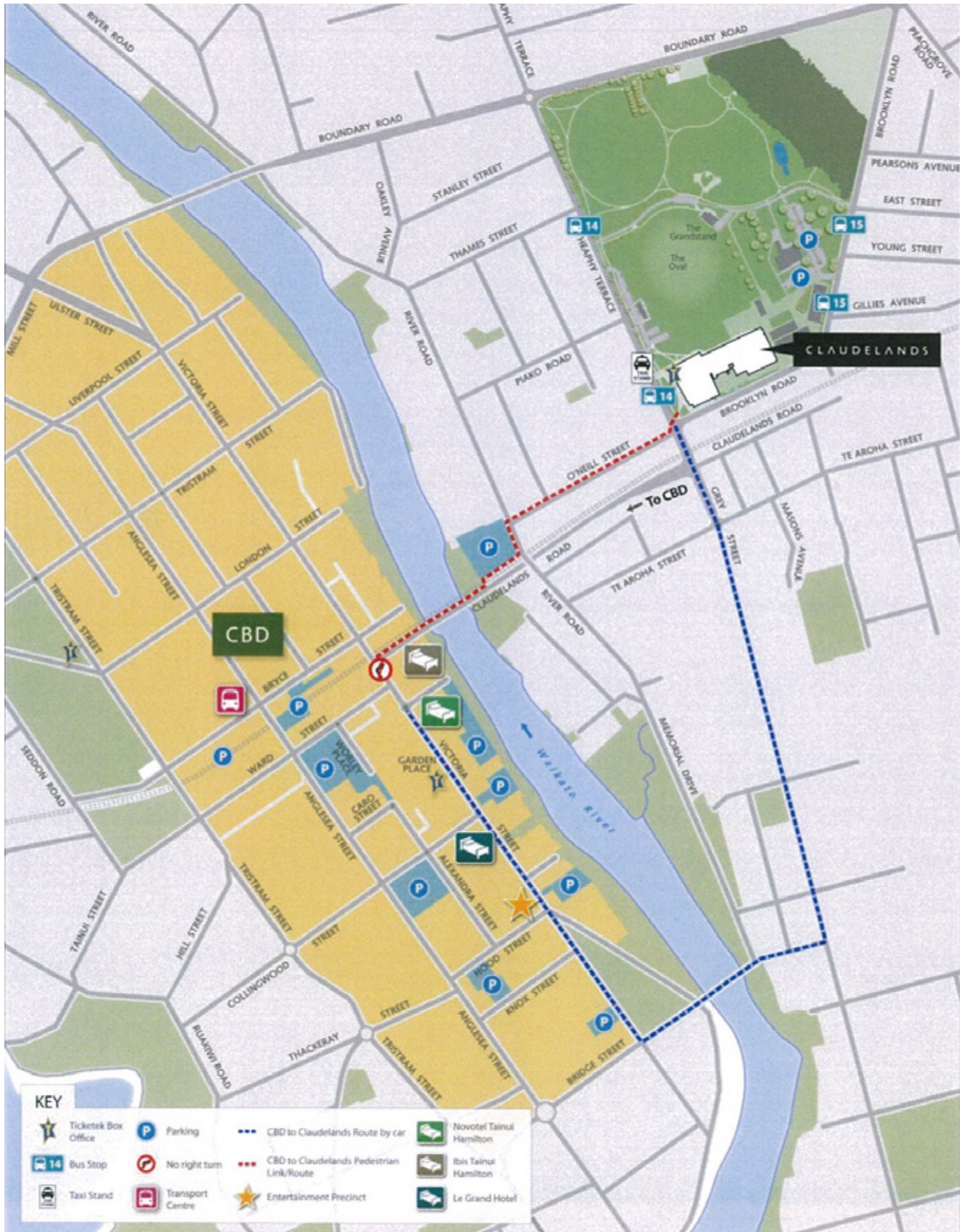
**WEDNESDAY 29 MAY**  
Pre-gala dinner drinks (expo area) 18.00 to 19.00  
Gala dinner (Heaphy 1, 2 + 3) 19.00 to 24.00

**THURSDAY 30 MAY**  
Farewell lunch (Heaphy pre-function  
area in the foyer) 12.30 to 13.30

# VENUE

## CLAUDELANDS CONFERENCE & EXHIBITION CENTRE

Claudlands is located at Brooklyn Road, Hamilton



# CONTACT DETAILS

## WASTEMINZ EVENTS

### **CJ Dooner**

Financial Controller & Office Manager, WasteMINZ

mobile **+64 27 242 8475**

email **[cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz)**

[wasteminz.org.nz](http://wasteminz.org.nz)

## CLAUDELANDS CONFERENCE & EXHIBITION CENTRE

### **Lauren Payne**

Conference & Functions Manager

phone **+64 7 929 3000**

mobile **+64 278 082 665**

email **[lauren.payne@h3group.co.nz](mailto:lauren.payne@h3group.co.nz)**

[h3group.co.nz](http://h3group.co.nz)

## EXHIBITION SITE BUILD, FURNITURE & PLANT HIRE

### **Gwen Johnston**

Exhibition Hire

phone **+64 7 847 4747**

mobile **+64 21 547 608**

email **[gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz)**

[exhibitionhire.co.nz](http://exhibitionhire.co.nz)

# YOUR SITE

## ADDITIONAL PERSONNEL ON EXPO SITES

Any additional personnel on expo sites must be registered and paid for prior to the conference commencing (a 10% discount is available for extra exhibitors on the expo site).

## BREAKDOWN

**During pack in/pack out, all people onsite, including exhibitors, must wear a hi-viz vest and closed in shoes. Each exhibitor is required to supply their own hi-viz vest. Hard hats will be provided by Claudelands, which must be worn when requested.**

**The expo closes at 11.00 on Thursday 30 May, and breakdown can then commence.** Exhibitors must not start breaking down their expo sites before this time. Exhibitors must complete the breakdown of their site by 12.30, and have left the exhibition hall, as the exhibition builder will then start breaking down the partitions.

The farewell lunch commences at 12.30 in the Heaphy pre-function area in the foyer.

All materials must be removed from the venue by 17.00 on Thursday 30 May 2024. If a freight company is being used, please ensure all packages are labelled correctly and placed at the back of Hall A for collection. The Claudelands team will then move all smaller items to the venue's courier cage for courier collection. For bigger items, please discuss an alternative collection point with your Claudelands Event Manager – Lauren Payne. All items left at the end of conference for collection by couriers must be collected within 24 hours. Please ensure the freight company is aware of this deadline.

## CEILING HEIGHT OF VENUE

The maximum height of items to be brought into the exhibition hall is six metres.

## CUSTOM SIGNAGE

Exhibitors must contact Exhibition Hire if they require a quote for custom-designed signage. Contact [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz).

## DANGEROUS AND HAZARDOUS SUBSTANCES

Substances that are of a dangerous, flammable, explosive or objectionable nature must not be brought into the premises without formal notification to the Ministry of Business, Innovation and Employment and the venue.

Where it is proposed to use toxic materials or fluids, the disposal of same requires notification to the Ministry of Business, Innovation and Employment. The nature of the material or fluid, the quantities involved and a copy of the plan for disposal must be forwarded to [lauren.payne@h3group.co.nz](mailto:lauren.payne@h3group.co.nz) no later than 14 days prior to the event commencing.

No more than one day's supply of any hazardous or dangerous substance shall be stored on the expo site or within the venue at any time; the remainder must be stored in closed containers in a location as per the Hazardous Substances and New Organisms Act.

## ELECTRICAL

**No electrical devices or leads will be permitted at the venue unless written confirmation that a suitably qualified electrician has inspected the device and has certified that the device complies with the Electrical Standards AS/NZ 3760:2010. Any**

**such certification must be dated within 12 months of the start of the conference and the in-date testing tag must be visible. There is no testing and tagging facility at Claudelands.**

Claudelands reserve the right to check commercial and personal equipment and remove any unsafe leads or equipment. Exhibitors will be liable for any costs or damages to Claudelands due to the use of electrical devices that have not been tagged or tested.

Where electrical cabling crosses a trafficable area, it must be secure, made safe and clearly identified.

Only licensed contractors, approved by Claudelands, may access power, water or other services provided. Only the provided power outlets are available to be used. No connections are to be made into electrical mains. All power boxes should be fitted with an RCD for protection of the power supply.

Exhibitors should turn off stand lights at the end of each day and switch off and unplug any electronic equipment not required overnight.

## EXHIBITION AREA FLOOR

The venue floor is covered in grey carpet.

## FLOOR PLAN

The expo is located in Hall A and a site plan is attached. A floor plan, with site numbers, will be available at the conference.

## FURNITURE HIRE

Sites do not include any furniture. If exhibitors require any furniture, or additional equipment, they should view Exhibition Hire's online catalogue at [exhibitionhire.co.nz](http://exhibitionhire.co.nz) or contact [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz).

## HEAVY OR LARGE ITEMS

Any heavy equipment that is over 500kg/m<sup>2</sup>, or very large items that are part of expo sites, must be checked and approved by the venue. Exhibitors must provide the height, width, length and weight dimensions to [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) two months prior to the conference. If approved by the venue, exhibitors must provide a plan of how they are going to deliver, install, secure (where applicable) and remove this heavy or large item.

## LIGHTING & POWER

Three-phase power is available at the venue. Exhibitors must advise [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) if their power requirements are over 10 amps and/or three-phase. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate surge protection equipment to eliminate any disruption to the conference.

All sites include 2 x 150 watt spotlights and a 1 x 10 amp power point with a 4-way multi box. If exhibitors require additional lighting or power for their sites, they should contact Exhibition Hire at [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz). This will be at their own cost.

## MATERIALS USED FOR SITE CONSTRUCTION OR FOR DISPLAY PURPOSES

Any materials used in site construction or for display purposes must conform to the venue's following standards:

- Non-combustible and inherently non-flammable material
- Durable flame-proof fabric
- Self-extinguishing plastic
- Flame-proof fabric.

## PLANT HIRE

Plant and shrub requirements can be ordered and paid for directly with Exhibition Hire. Contact [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz).

## SETUP

Exhibitors must park in the car park accessed via gate 4 when they arrive at the venue to set up on Monday 27 May. Exhibitors must then report to WasteMINZ's registration desk. If exhibitors have equipment to unload, they can then drive around the side of the building to the loading bay (which is located at the rear of the building).

**During setup, all people onsite, including exhibitors, must wear a hi-viz vest and closed in shoes. Each exhibitor is required to supply their own hi-viz vest. Hard hats will be provided by Claudelands, which must be worn when requested.**

The exhibition build is due to be completed by 13.00 on Monday 27 May. Setup by the exhibitors can then commence. However, exhibitors must not enter the exhibition hall until the build has been completed. Exhibitor setup must be completed by 18.00.

## SIGN RESTRICTIONS

Venue signage is limited to within the purchased expo space. Signage, banners and similar materials may not be nailed, screwed, pinned, stapled, hung or attached to floors, ceilings, walls, windows, sprinkler systems and other surfaces.

WasteMINZ recommends the use of Velcro dots on expo site walls but these may not be used on any surfaces belonging to the venue. Damage resulting from installation will be directly charged to the exhibitor.

Exhibitors' products, furniture, signage and all display material must fit into their contracted stand space. Encroachment of displays into aisles is both a fire hazard and unfair to fellow exhibitors. Any sound utilised on a site is to remain at a low level so that it doesn't interfere with other exhibitors.

If exhibitors wish to put any signage outside their expo site, they will need to obtain written approval from [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) so that

WasteMINZ can ensure the signage fits within WasteMINZ's existing exhibition arrangements.

Certain areas must be kept clear and free access retained. These areas include: fire exits, lighting and sound controls, fire appliances and power distribution boards. Exhibitors must comply with staff requests to remove objects blocking these areas.

## SIGN RIGGING

All rigging, including banner hanging, is to be done by Claudelands' operations team. Exhibitors must complete Form 3; 'Hanging Order Form' and forward this to [technical.services@h3group.co.nz](mailto:technical.services@h3group.co.nz) no later than 10 days prior to the conference. All items are subject to approval based on the information supplied.

## SITE AWARD

Judging for the Best Expo Site will take place during Tuesday and Wednesday. Criteria will include visual impact, clear purpose, presentation, staff and key sustainability elements.

The winner will be announced at the gala dinner on Wednesday evening.

## SITE SIGNS

Each site is provided with a sign (fin), noting the company's name, which is produced by Exhibition Hire. This sign is included in the cost of the site.

Exhibitors must advise [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) if they would like the name that appears on their fin to be different from their company name.

Please note that only members and their subsidiaries may exhibit, and the fin signage must reflect this.

## TABLECLOTHS

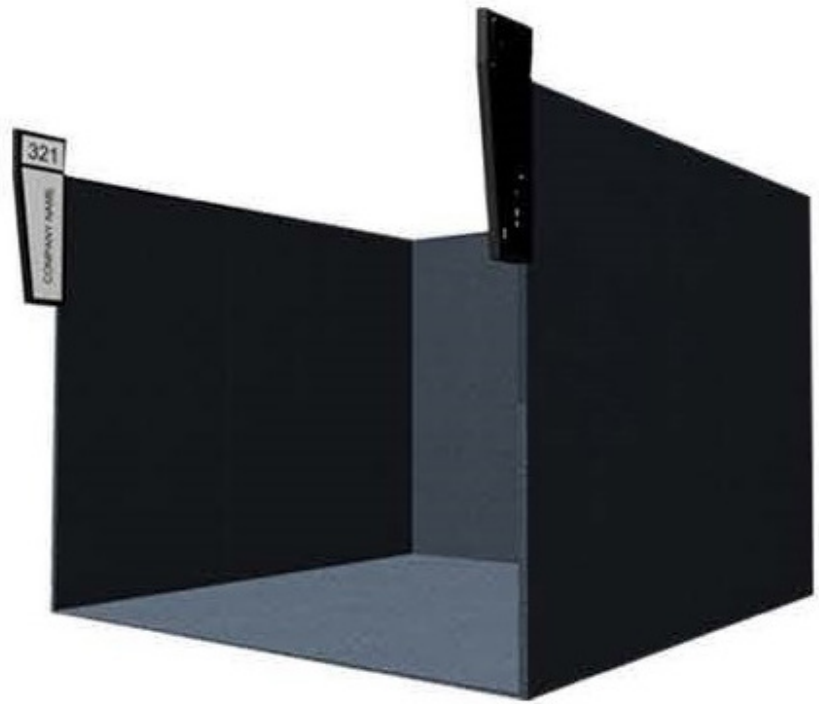
Tablecloths are available to hire. Contact [lauren.payne@h3group.co.nz](mailto:lauren.payne@h3group.co.nz).

## VELCRO

The expo site walls are Velcro receptive so it is best to use Velcro hook dots to put up posters. Velcro strips would be more suitable if the posters are heavy. The use of Blue Tack will cause damage to the boards. **Please do not use this type of product** as the cost of any damage will be passed on to the exhibitor.

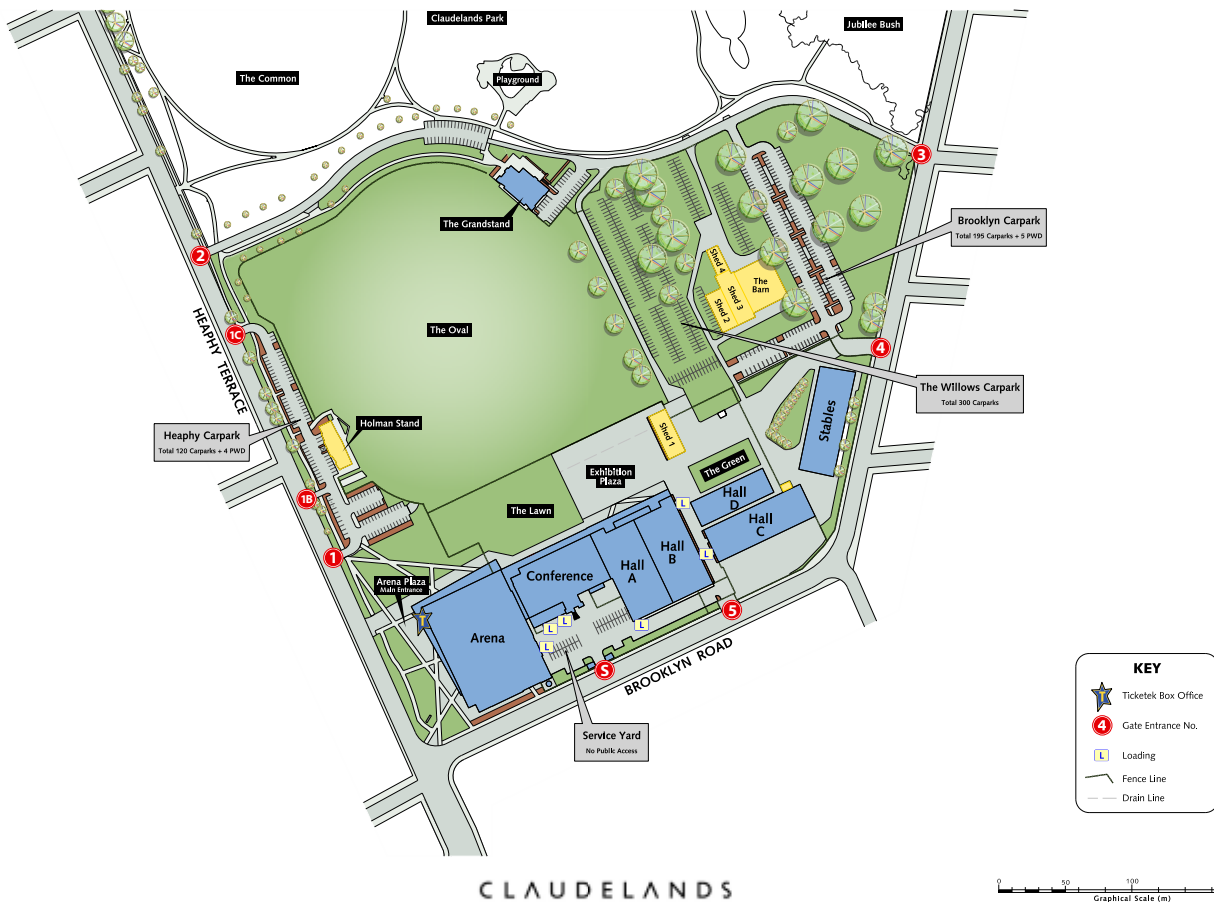
## WALLS

All stands are built with 2.3m high and 1.2m wide black Velcro receptive panels. If exhibitors would like their display to be higher, they must contact [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) for permission.



# SITE PLAN

Exhibitors must park in the car park accessed via gate 4 when they arrive at the venue to set up on Monday 27 May. Exhibitors must then report to WasteMINZ's registration desk. If exhibitors have equipment to unload, they can then drive around the side of the building to the loading bay.





# ACCESS TO VENUE

## COURIER PICK UP

All items left at the end of the conference for collection by couriers must be collected within 24 hours.

**Please ensure the freight company is aware of this deadline.** The venue takes no responsibility for goods left on the premises past this time. The items must be clearly labelled and arrangements made with Claudelands. All packaging or other items that are unlabelled or left on the premises after this time will be deemed abandoned and disposed of accordingly at the exhibitor's expense.

All goods must be clearly marked with the following information:

- Delivery address
- Courier company
- Description of items (eg cartons, pallets etc)
- Number of items
- Sender name
- Sender phone
- Event name: WasteMINZ conference
- Site number
- Event date(s): 27-30 May
- Claudelands event manager: Lauren Payne.

## DELIVERIES

**Deliveries should arrive at the venue no earlier than Thursday 23 May at 09.00 and will only be accepted between 9am and 3pm on weekdays. Exhibitors must contact the venue and make special arrangements for deliveries prior to this date.**

Approval is required from Claudelands in advance for all large deliveries. Contact [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) so that she can seek approval.

The delivery, receipt and custody of all material are the exhibitor's responsibility. Any advance

deliveries will be received by Claudelands on the basis that Claudelands has no liability for loss or damage during storage (both before and after the conference). Claudelands will sign in all deliveries as 'received not checked', and will hand over the items once the exhibitor is on site.

All containers arriving from overseas must meet MAFBNZ regulations that relate to importing containers or cargo into New Zealand. Please check the Ministry for Primary Industries' website [mpi.govt.nz](http://mpi.govt.nz).

All deliveries are to report to Gate 6, the Services entrance, Brooklyn Road. All boxes must be clearly marked with the exhibitor's site name and site number to ensure delivery to the correct site. The delivery address label (form 1 attached) must be used.

## DISPLAY VEHICLES

If exhibitors wish to display motor vehicles at Claudelands, they must advise [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) 30 days before the conference commences and she will seek approval from the venue. The following safety procedures apply:

- No fuelling in the venue
- Ignition keys are removed
- Portable fire extinguishers must be provided and located near all vehicles
- Fire extinguishers must be A:B:(E) dry powder type and comply with AS/NZS 1841 Portable Fire Extinguishers Standard.
- Vehicles within the venue must be driven at walking pace, with a spotter walking in front
- Fuel tanks must have sufficient fuel to enable the vehicle to be moved in case of emergency
- Fuel caps must be sealed or

secured to prevent unauthorised removal

- Once on display, vehicles must not be started without prior permission in writing from Claudelands
- All vehicles must have oil drip trays in place
- Absolutely no detailing or silicon usage in the venue unless proper drop sheets are used
- If a motor vehicle presents a safety risk, it must be removed from the building immediately.

## LOADING BAY

Exhibitors must park in the car park accessed via gate 4 when they arrive at the venue to setup on Monday 27 May. Exhibitors must then report to WasteMINZ's registration desk. If exhibitors have equipment to unload, they can then drive around the side of the building to the loading bay (which is located at the rear of the building).

Exhibitors must ensure that labour is supplied to move large items to and from the loading bay.

## PARKING

Exhibitors must park in the car park accessed via gate 4 when they arrive at the venue to setup on Monday 27 May. Exhibitors must report to the registration desk to collect their badges. If exhibitors have equipment to unload, they can then drive around the side of the building to the loading bay (which is located at the rear of the building).

## ELECTRIC CAR CHARGING

Claudelands has two Hikotron Alternating Current (AC) EV charging stations on the Exhibition Plaza directly outside the conference centre. Each station can charge two vehicles at a time and include a universal fitting, so are compatible with all charging cables. To use the charging stations,

# OTHER SERVICES

you need your own charging cables and the Hikotron app (available on Google Play or Apple App Store).

## STORAGE

Storage at the venue is limited. If any storage is required prior, during or after the conference, please notify [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz), who will arrange this with Claudelands. This will be entirely dependent on space availability and charges may apply. Transfer and storage of all items is the responsibility of the exhibitor.

## TROLLEYS AND FORKLIFTS

There are flat deck trolleys at Claudelands, which are free to use for pack-in (subject to availability). It is recommended that exhibitors have their own trolleys to avoid delay, if time is limited. Tyres must be pneumatic, as hard wheels may damage the carpet or flooring.

Claudelands has a forklift and licensed operators are on site and available for use, subject to availability.

To check availability and order these services contact [lauren.payne@h3group.co.nz](mailto:lauren.payne@h3group.co.nz).

Forklifts can also be brought on site with consent. All forklift operators must produce their driver's licence displaying Class F, together with a Forklift Operator Certificate (WorkSafe New Zealand). Forklifts must operate in a safe manner at all times and in accordance with current industry standards. At no time can people, other than the operator, be transported by forklift from one place to another.

## ACCOMMODATION

Exhibitors are responsible for booking their own accommodation. WasteMINZ has negotiated discounted accommodation rates for conference attendees at Novotel Hamilton Tainui Hotel (Alma Street), Quest Hamilton (London Street), Ibis Hamilton Tainui Hotel (Claudelands Road), Quest (Ward Street) and Ramada (Victoria Street). These venues are approximately a 20-minute walk from the venue.

To ensure exhibitors get the discounted rates go to: [wasteminz.org.nz/conference-2024](http://wasteminz.org.nz/conference-2024).

## ATM

The closest ATM to the venue is at Five Cross Roads.

## BEVERAGE SAMPLES

Approval is required from the venue if exhibitors wish to provide food or beverages to conference attendees. Exhibitors must contact [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) for approval at least 10 working days prior to the commencement of the conference.

## BUSINESS SERVICES

Photocopy, fax and printing facilities are available for minimal use at Claudelands' reception. Please visit the reception counter if you require these services. Charges will apply.

## CATERING

All conference catering (with the exception of the gala dinner and the farewell lunch) will be served in the exhibition hall to encourage attendees to spend time viewing the exhibits. The exhibitor fee includes all meals and refreshments during conference times. The nearest cafe to the venue where exhibitors can purchase food and beverages on pack-in day, Monday 27 May, is Coffee Culture, Five Cross Roads (70 Boundary Road).

## CLEANING

The venue will have cleaners in attendance during conference hours and the exhibition area floor will be cleaned each night. This does not include individual expo sites. If exhibitors would like Claudelands to clean their sites, they must contact [lauren.payne@h3group.co.nz](mailto:lauren.payne@h3group.co.nz) no later than 21 days prior to the conference.

## INSURANCE

It is essential that exhibitors organise appropriate insurance cover for theft or damage prior to and during the event. WasteMINZ does not accept any liability or responsibility for theft or damage.

If exhibitors are found to have caused loss or damage to the venue or any other third party, exhibitors will be responsible for this, at their own cost.

## INTERNET ACCESS

The venue offers a free wireless service to delegates. To access with wireless network: Select 'CEC\_Events' under wireless network connection and enter password 'Eventaccess'. If you have any issues, please contact Claudelands Duty Manager on 021 816 534. This is suitable for checking emails and the like. If exhibitors intend to use internet and video on their expo site, WasteMINZ recommends a dedicated cabled internet connection. The estimated cost is \$210 plus GST per day. If exhibitors require a dedicated cabled internet connection, they will need to fill out Form 2; 'Internet Order Form', included in this manual, and forward it to [technical.services@h3group.co.nz](mailto:technical.services@h3group.co.nz) no later than 20 business days prior to the conference. Exhibitors will be invoiced for this by the venue and payment will be required before the event.

## MEDICAL CENTRE

The Anglesea Urgent Care Clinic (24 hours), Cnr Anglesea & Thackeray Street, Hamilton CBD, is the nearest medical centre.

## SECURITY

All function rooms are locked and alarmed once all exhibitors have left the building and Claudelands is monitored 24/7 by a security contractor, who will respond to any disturbance. Exhibitors should not, however, leave personal items on their sites.

Entry is not permitted until Claudelands is re-opened the following day. WasteMINZ, Claudelands or any of their staff, employees, agents or other representatives shall not be held accountable or liable for any damage, loss, harm or injury to any person or any property of the exhibition.

There will be security guards at the pre-gala dinner drinks and gala dinner.

## SMOKING

Smoking and vaping is not permitted anywhere inside the venue.

## SUPERMARKET

The closest supermarket to the venue is Woolworths Claudelands, 160 Peachgrove Road, Hamilton East.

## TOILETS

Toilet facilities are located on the lower Conference Centre concourse and beside the Brooklyn Rooms on the upper level.

## WASTE MANAGEMENT

WasteMINZ is aspiring to be a zero waste event. Exhibitors' cardboard, paper, clear pallet wrap, glass bottles and jars, organics/compost (food scraps) and plastics (1, 2 & 5) will be recycled at the venue. Waste bins will be provided within the expo area. Leave any cardboard beside your expo site at the end of each day, or place it beside the waste

stations, for Claudelands to recycle. Exhibitors are required to take information packs, display items, leaflets and packaging materials with them at the conclusion of the conference.

If exhibitors are giving away any items on their sites, they must be mindful of packaging and they should limit the amount of packaging they bring on site to paper, cardboard and plastic.



# FIRE EQUIPMENT, FLAMMABLE RISKS, FIRST AID, EMERGENCY EVACUATION, AND HEALTH & SAFETY

## FIRE EQUIPMENT

Access to fire extinguishers, hydrants, electrical cupboards, air returns and sensors must be kept clear at all times.

## FLAMMABLE RISKS

If an exhibitor's site uses or displays any of the following, which may pose a fire risk, they must notify [cj@wasteminz.org.nz](mailto:cj@wasteminz.org.nz) and provide an appropriate safety management plan to Claudelands for approval at least 30 days before the conference commences:

- LPG gas cylinders
- Flammable fuels
- Naked flame, including cooking equipment, barbecues, heaters, oil burners and candles
- Cooking demonstrations
- Motor vehicles
- Any other item listed in the Hazardous Substances and New Organisms Amendment Act 2015 (Transitional Controls) Regulations 2017.

## FIRST AID

- First aid kits are located at WasteMINZ's registration desk and with Claudelands' duty manager
- All Claudelands staff and CJ from WasteMINZ are first aid trained.

## EMERGENCY EVACUATION

Claudelands has an emergency evacuation procedure to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. The procedure is as follows:

- If an alarm sounds, stop all work, make your equipment safe, leave all of your belongings and equipment and exit the building
- If the fire evacuation alarm sounds please make your way out of the venue to the assembly point indicated by the green flag on the fence line of the grassed area in front of the conference centre.
- Exhibitors will have first access back inside the building (before the public), once the area has been declared safe.
- Do not return to the building until the all clear has been given by the wardens.

## HEALTH AND SAFETY

Every exhibitor should:

- Take all reasonably practicable steps to ensure that no action or inaction of the exhibitor while at the venue harms any other person.
- Provide the necessary resources and documentation to ensure that the work that is carried out

is done with strict compliance to health and safety requirements.

- Provide adequate instructions and equipment to their workers so that they are able to comply with the health and safety procedures specific to the job.
- Ensure that all the necessary insurances and licences are available and current; to ensure that the safety and legality of any activity carried out within the venue is beyond question.
- Ensure that their workplace is kept neat and tidy so as to avoid any trip hazards.
- Report all accidents, incidents or near misses to CJ Dooner, immediately.
- Familiarise themselves with emergency exits and fire extinguishers and hoses within the exhibition hall.



# CHECKLIST + FORMS

Claudelands have provided a checklist to help you with planning, setting up and running your exhibition stand at their venues.

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## PLANNING - 30 BUSINESS DAYS PRIOR

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### STANDS REQUIRING APPROVAL

Your stand may require approval if it includes any of the following elements:

- Food or beverage samples
- Loud noise (resource consent required)
- Heavy loads (loads greater than 7.5 kA or two tonnes per m<sup>2</sup>)
- Imported containers being delivered to site

**Be sure to obtain the consent or approvals well in advance of the event.**

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### SAFETY

- Ensure your stand is designed to be safe for the public
  - Ensure your stand is designed to meet the fire safety regulations
  - If exhibiting in Halls A & B, site design is no higher than 5.2m (height from ground to services and fire detection beams)
  - Advise Claudelands of any dangerous materials
  - Advise Claudelands of any special waste requirements
  - Electrical equipment is tagged and tested (if required)
  - Health & Safety Plan has been submitted (if required)
- 

### ORDER SERVICES FOR YOUR EXHIBITION

Order services for your exhibition stand including:

- Furniture and equipment hire
- Internet access
- Stand cleaning
- Banner hanging
- Food and beverage
- Audio visual requirements
- Special lighting requirements
- EFTPOS

**Orders to be received no later than 20 business days before the start of the event.**

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### INSURANCE

- Organise insurance for your stand or check your current insurance is up to date.
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## PLANNING - 10 BUSINESS DAYS PRIOR

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### DELIVERIES

- Deliveries are made to site. Please label all deliveries correctly, an address label template is included in this toolkit.
- Advise Claudelands of any containers being delivered to site
- Advise Claudelands of any storage space required

**Note: Claudelands are unable to accept deliveries prior to Thursday 23 May**

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### RESOURCES

- Visit [www.claudelands.co.nz](http://www.claudelands.co.nz) to download resources for your event including venue plans and maps
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### SERVICES

- Last chance to order any services for your stand
-

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## SETTING UP - **PACK-IN DAY**

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### THINGS TO BRING

- High visibility vest
- Closed toe footwear
- Forklift driver's license (if driving a forklift)

### DO NOT BRING

- Valuable personal items

### SAFETY

- Familiarise yourself with the emergency evacuation points
- Check your stand for possible hazards and alter if required
- Check that your stand is safe for the public and meets the fire safety regulations
- Report any incidents/accidents or near misses to the Event Organiser

### ENVIRONMENTAL TIP

- Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic)
- Fold up any cardboard and leave beside your stand, the Claudelands team will recycle this for you overnight

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## DURING THE EVENT - **EVENT DAY**

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### BRING

- Check the gate access, as it may be different from the pack-in access)
- Name badge and lanyard

### DO NOT BRING

- Valuable personal items
- Commercial food (unless the Exhibition Organiser has arranged with Claudelands prior)

### SAFETY

- Check your stand for possible hazards and alter if required
- Check that your stand is safe for the public and meets the fire safety regulations
- Report any incidents/accidents or near misses to the Event Organiser
- Report any venue hazards to the Exhibition Organiser
- A Claudelands safety warden will visit your stand to conduct a safety check to ensure your stand is safe for the public and meets all fire safety regulations

### ENVIRONMENTAL TIP

- Take away any non-recyclable items with you
- Ensure you turn off your stand lights at the end of each day
- Switch off and unplug any electronic equipment not required overnight
- Fold up any cardboard and leave beside your stand, the Claudelands team will recycle this for you overnight

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## AFTER THE EVENT - **PACK OUT DAY**

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### THINGS TO BRING

- High visibility vest
- Closed toe footwear
- Forklift driver's license (if driving a forklift)

### THINGS TO TAKE AWAY

- Any non-recyclable items
- Any posters or flyers associated with your stand
- Velcro dots from panels should all be removed
- All equipment and belongings unless prior arrangement has been made

### ENVIRONMENTAL TIP

- Fold up any cardboard and leave beside your stand, the Claudelands team will recycle this for you overnight
- 

Thanks for exhibiting at Claudelands. We hope that you enjoyed your time at the venue. Please let us know how your experience was at [www.claudelands.co.nz/form/contact-us](http://www.claudelands.co.nz/form/contact-us)

# Conference Exhibitor Internet Order Form

## Event details

Event Name \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Event Organiser Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_

## Internet requirements

### Wireless internet

### Complimentary

- Complimentary Wi-Fi includes 24-hour access, unlimited data. You will be provided with an access code. Please note, wireless internet access is not available in Hall C, Hall D or in external areas. Recommended option for these areas is via a mobile data device which can be purchased from a telecommunications company.
- Standard wireless connection speed 15Mbps. Network connection speed is dependent on number of users.
- Wireless internet connections are 'contested' services which are shared by other users.
- H3 Technical Services will make best effort attempts to rectify network faults.
- If your product presentation is reliant on a consistent, uncontested and stable network connection we suggest an individual hardwired connection to your booth.

### Hardwire internet

(All prices exclude GST)

Dates required	Quantity	Charge	Total
_____	_____	\$210.00 <i>per connection</i>	_____

- Hardwire internet is available only in Halls A & B, Heaphy and Arena, other areas are quoted upon specification.
- Standard 30/30Mbps connection speed (synchronous) per exhibitor.
- These connections are not shared with other booths or exhibitors.
- Additional network switches, routers, signal patch and associated labour will incur additional cost to be quoted as per your requirements below:

Is this connection required for an exhibition stand?

How many devices are being used? \_\_\_\_\_

Please specify what these devices are: \_\_\_\_\_

How many connections are required? \_\_\_\_\_

(Note up to four (4) devices per hardwired connection)

Please specify your required network connection speed: (if applicable) \_\_\_\_\_

Please specify the exact location the connection is to be located: \_\_\_\_\_

## Payment Details

Card Type  Master Card  Visa  Amex  
 Credit Card Number \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_  
 Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

A quote for Internet in spaces other than those specified above or for those requiring multiple connections will be sent prior to any charges in incurred. Prices are subject to change. All prices quoted in NZ dollars. Forms received later than twenty business days prior to your event may not be processed.

Please email the completed form to [technical.services@h3group.co.nz](mailto:technical.services@h3group.co.nz)  
**20 business days** prior to your event to assess your network requirements



Deliver to:

# CLAUDELANDS EVENTS CENTRE

## Gate 6, Brooklyn Road

### Hamilton 3214

COURIER COMPANY	DESCRIPTION OF ITEMS (e.g. boxes, pallets, banner etc)	NUMBER OF ITEMS	OTHER INFORMATION
SENDER ADDRESS		SENDER NAME	
		SENDER NUMBER	
<b>EVENT DETAILS</b>			
EVENT NAME	EVENT DATE(S)	STAND NAME & CONTACT (include onsite contact number)	STAND # / ALLOCATION
<b>Deliveries accepted Monday – Friday 8:30am – 3:00pm and all day during event days</b> For Claudelands Administration office phone: +64 7 929 3000			

*Claudelands will sign for all deliveries as 'received not checked' and will hand over once the organiser is on site.  
We take care with deliveries prior to your arrival on site, however we accept no responsibility for damage or loss.*

### ***Delivering your items to Claudelands***

If you need to deliver something to Claudelands for your event, please label all packages with the above template. The delivery label must be completed accurately to ensure the arrival and collection of your goods.

All deliveries and collections are to report to Gate 6, Brookly Road, unless otherwise stated by your Event Manager. Deliveries will be distributed to the correct location by Claudelands staff. All items for collection must be left with Claudelands administration clearly displaying the return address and consignment note from your courier company. All obsolete labels should be removed.

Claudelands will sign for all deliveries as received not checked' and will hand over once the organiser is on site. We take care with deliveries prior to your arrival on site, however we accept no responsibility for damage or loss.

Approval is required in advance for all large deliveries. Please notify your Exhibition Organiser prior to any large items being delivered to the venue.

Please note; goods may not be accepted more than 24 hours before your event (please check with your Exhibition Organiser) and should be collected no more than 24 hours after the conclusion of your event.

Claudelands reserves the right to dispose of any items remaining one week after the conclusion of your event.

# Hanging Order Form



CLAUDELANDS

## Event details

Event name \_\_\_\_\_  
Event dates \_\_\_\_\_

## Exhibitor contact details

Exhibitor Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
City \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_  
Stand number/name \_\_\_\_\_  
On-site contact name \_\_\_\_\_ Mobile Ph \_\_\_\_\_

## Details of items/banners to be hung

### Item/Banner 1

Date delivered \_\_\_\_/\_\_\_\_/\_\_\_\_ Size \_\_\_\_\_  
Weight \_\_\_\_\_  
Description of item \_\_\_\_\_  
Collection Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Item/Banner 2

Date delivered \_\_\_\_/\_\_\_\_/\_\_\_\_ Size \_\_\_\_\_  
Weight \_\_\_\_\_  
Description of item \_\_\_\_\_  
Collection Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Important notes:

- Please attach images of the banner(s) to your email.
- If you require more than two items/banners to be hung, please fill out additional forms.
- Hanging location is subject to confirmation and will depend on location of hanging points available.
- All rigging must be done by Claudelands staff.
- Weight and size limitations may apply.
- Please supply all items/banners by time requested on quote

Please email your request 10 days before your event  
to [technical.services@h3group.co.nz](mailto:technical.services@h3group.co.nz)

*A quote for hanging items/banners will be sent to you for approval. Full payment must be received prior to your event.*

Deliver to:

<b>COURIER COMPANY</b>	<b>DESCRIPTION OF ITEMS</b> (e.g. boxes, pallets, banner etc)	<b>NUMBER OF ITEMS</b>	<b>OTHER INFORMATION</b>
<b>SENDER ADDRESS</b>	<b>Claudlands Events Centre Gate 6, Brooklyn Road Claudlands Hamilton 3214</b>	<b>SENDER NAME</b>	
		<b>SENDER NUMBER</b>	
<b>EVENT DETAILS</b>			
<b>EVENT NAME</b>	<b>EVENT DATE(S)</b>	<b>STAND NAME &amp; CONTACT</b> (include onsite contact number)	<b>CLAUDELANDS EVENT MANAGER</b>

**Pick ups accepted Monday – Friday 8:30am – 3:00pm and all day during event days**  
For Claudlands Administration office phone: +64 7 929 3000

*Claudlands will take care with your items once you depart from site, however we accept no responsibility for damage or loss.*

# GLOBOX ARENA & EVENTS CENTRE CLAUDELANDS

## ***Collecting your items from Claudelands***

If you need an item collected from Claudelands after your event, please label all packages with the above template. The delivery label must be completed accurately to ensure the collection of your goods.

All deliveries and collections are to report to Gate 6, Brooklyn Road, unless otherwise stated by your Event Manager. All items for collection must be left with Claudelands administration clearly displaying the return address and consignment note from your courier company. All obsolete labels should be removed.

We take care with your items once you have departed site, however we accept no responsibility for damage or loss.

Approval is required in advance for all large collections. Please notify your Exhibition Organiser prior to any large items being left at the venue.

Please note; goods should be collected no more than 24 hours after the conclusion of your event unless you have prior permission from your Event Manager.

Claudelands reserves the right to dispose of any items remaining one week after the conclusion of your event.



# STAND OUT FROM THE CROWD

Get that WOW factor!

Need some **inspiration**? Here are some examples of what we can do for you...



EVERYTHING, FROM FANTASTIC **FLOORING** TO FABULOUS **FURNITURE**...



# EXHIBITION HIRE SERVICES



...TO FULL BOOTH WALL SIGNAGE!



# EXHIBITION HIRE SERVICES



## AND MANY OTHER FORMS OF SIGNAGE

THINK COUNTERS/PLINTHS/BANNERS/VINYL STICKERS... WE CAN DO IT ALL







BE SURE TO **VIEW OUR EXTENSIVE FURNITURE RANGE** ONLINE AT:

[www.exhibitionhire.co.nz](http://www.exhibitionhire.co.nz) *(just make sure you select your event city!)*

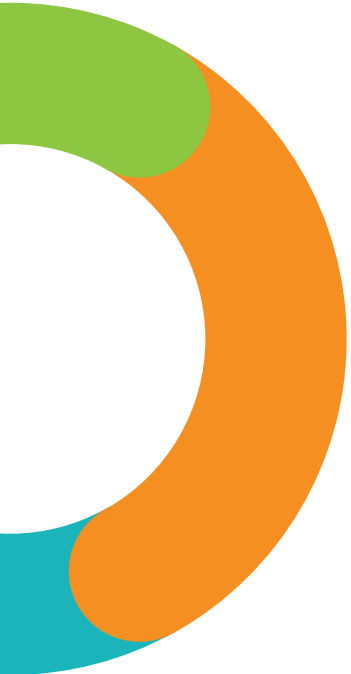
WE ALSO OFFER **DESIGN AND BUILD** PACKAGES – GET IN TOUCH FOR DETAILS!

Any questions you have – we will be happy to answer

 [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz)



OUR TEAM HERE AT **EHS** LOOKS FORWARD TO HEARING FROM YOU



WasteMINZ is the leading professional body for waste management, resource recovery and contaminated land management in New Zealand. Formed in 1989, we are a membership-based not-for-profit incorporated society with over 1500 members – from small operators through to local and central government and large corporates.

We are New Zealand's authoritative voice on waste management, resource recovery and contaminated land management. We deliver value to our members through the shaping and sharing of policy, strengthening relationships, facilitating collaboration and the development of industry good practice.



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**[wasteminz.org.nz](http://wasteminz.org.nz)**