



EXHIBITOR TOOLKIT

Mā te mahi tahi | Driving impact through collaboration
18–21 May 2026 \\ TSB Arena & Shed 6, Wellington



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timelines

FREIGHT DELIVERIES

No earlier than 09.00 on THURSDAY 14 MAY

(unless specific arrangements have been made with the venue)

EXHIBITORS SET UP

MONDAY 18 MAY

13.00 to 18.00

EXHIBITORS BREAK DOWN

THURSDAY 21 MAY

11.00 to 12.30

EXHIBITION OPENING HOURS

TUESDAY 19 MAY

Registration tea & coffee

Morning tea

Lunch

Afternoon tea

07.30 to 19.30

07.30 to 08.30

10.30 to 11.00

12.30 to 13.30

15.00 to 15.30

WEDNESDAY 20 MAY

Registration tea & coffee

Morning tea

Lunch

Afternoon tea

08.00 to 16.30

08.00 to 08.30

10.30 to 11.00

12.30 to 13.30

15.00 to 15.30

THURSDAY 21 MAY

Registration tea & coffee

Morning tea

08.30 to 11.00

08.30 to 09.00

10.30 to 11.00

OTHER NETWORKING EVENTS

TUESDAY 19 MAY

Networking drinks (Expo Hall)

17.30 to 19.30

WEDNESDAY 20 MAY

Pre-gala dinner drinks (Expo Hall)

Gala dinner (TSB Arena)

18.00 to 19.00

19.00 to 24.00

THURSDAY 21 MAY

Farewell lunch (Shed 6 The Arcade)

12.30 to 13.30

venue

TSB ARENA WELLINGTON

TSB Arena is located at 4 Queens Wharf, Wellington Central, Wellington 6011





contact details

WASTEMINZ

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VENUES WELLINGTON

(TSB Arena, Shed 6)

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NW GROUP

(audio visual services)

Brendan Slabosz

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EXHIBITION HIRE

(expo site build, furniture
& plant hire)

Tatiana Isaac

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your site

(in alphabetical order)

ADDITIONAL PERSONNEL ON EXPO SITES

Each expo site comes with two complimentary 3-day all-inclusive registrations.

Any additional personnel on expo sites must be registered and paid for prior to the conference commencing.

Registration badges must be worn at all times including pack-in and pack-out.

AUDIO VISUAL

Audio visual requirements can be ordered from NW Group. Contact Brendan Slabosz at brendan@nwgroup.co.nz with your orders and enquiries no later than Monday 4 May.

TVs and Monitors

24" LCD Monitor \$50.00* + GST
32" LCD Monitor \$200.00* + GST
40" LED TV \$400.00 + GST
55" LED 4K Smart TV \$750.00 + GST
70" LED 4K Smart TV \$900.00 + GST

**24" and 32" monitors come with table stands, all other sizes must be mounted onto 2m high display (Truss) stand*

Mounting Options

Plinth (1m) \$50.00 + GST
Truss Stand (2m) \$100.00 + GST

A/V Inputs & Miscellaneous

Laptop \$400.00 + GST
Logitech Remote \$50.00 + GST

Communications

Cabled Internet \$115.00 + GST
Consecutive Days \$52.00 + GST

All prices are quoted for the duration of the event.

BREAKDOWN

During breakdown, all personnel onsite, including exhibitors, must wear a hi-viz vest, closed in shoes and their conference registration badge. This includes the loading dock and exhibition halls. Each exhibitor is required to supply their own hi-viz vest. (If required, hard hats are available from the WasteMINZ Registration Desk, and must be worn when requested). TSB Arena does not supply these.

The expo closes at 11.00 on Thursday 21 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 Arcade between TSB Arena and Shed 6.

All materials must be removed from the venue by 17.00 on Thursday 21 May.

Anything left inside the venue after this time will be deemed to be rubbish and will be placed in the venue's waste collection area. If a freight company is being used, please ensure they are aware of this deadline.

CEILING AND DOOR HEIGHTS

The maximum height of items that can be brought into the exhibition hall is 12m from clearance to the ceiling truss line.

The entrance way to the exhibition area from the loading dock is 4m wide x 5.35m high.

For any items over and above this limit, please contact nadja@wasteminz.org.nz

CUSTOM SIGNAGE

Exhibitors must contact Exhibition Hire if they require a quote for custom designed signage. Contact tatiyana@exhibitionhire.co.nz no later than Friday 24 April.

DANGEROUS AND HAZARDOUS SUBSTANCES

Before any hazardous substances are brought onsite a hazardous substances permit must be submitted and approved. Please contact nadja@wasteminz.org.nz by Friday 24 April for further details.

Goods or hazardous substances include but are not limited to chemicals, paint products, sharps, biological matter, fuel acids, cleaning agents, LPG etc. Hazardous substances need to be clearly labelled, in appropriate containers. Safety Data Sheets (SDS) which meet the requirements of NZ Health and Safety at Work (Hazardous Substances) Regulations 2017 are required for all hazardous materials brought to the venue.

Venues Wellington will ensure that all substances are stored, handled, used, and disposed of in accordance with current Safety Data Sheet (SDS), legislative and best practice requirements. The relevant emergency service organisations will be notified of

hazardous substances (including LPG) coming on site and where they will be stored.

At TSB Arena/Shed 6 a limited amount of LPG can be stored indoors. Overnight storage within the locked gas cage in the dockway will be determined on a case-by-case basis.

Venues Wellington reserves the right to accept or reject any application.

ELECTRICAL

The electricity supply is 230 volts, 50 hertz. Power sockets accept a three flat pin plug or similar adapters. Equipment designed for different voltages will require a transformer.

All electrical devices brought into the venues must be certified as being compliant with Electrical Standard NZS 3760-2001. The Venue Manager on site may undertake spot audits of this. Exhibitors will be liable for any costs or damages to the venue due to the use of electrical devices that have not been tagged or tested. On site tagging and testing can be arranged prior. Please contact brendan@nwggroup.co.nz for further information and pricing by Monday 4 May.

Venues Wellington will carry out all power connections to the venue's main distribution system. No live work is permitted. Access to floor pits, bungs, and trenches for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised Venues Wellington staff only.

Power boards must be of a design that incorporates individually switched outlets or have a safety cut-off, to prevent circuit overload.

Extension leads or cables are to be unwound completely and secured to prevent tripping or any other risk. If this is not possible, they are to be covered by a strong cable tray

or secured with yellow and black hazard tape to increase visibility.

The use of double adaptors is **not** permitted.

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

FLOOR COVERING

The flooring in the exhibition area is dark grey patterned R-Tiles.

Care must be taken in this area to avoid causing any damage. Charges will be applied in case of any damage, extra cleaning or replacement of any tiles.

FLOOR PLAN

The expo is located in TSB Arena and a site plan is included with the toolkit. 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 or contact Tatiyana Isaac at tatiyana@exhibitionhire.co.nz. Orders must be received by Monday 4 May.

HEAVY OR LARGE ITEMS

The floor loading for TSB Arena is 500kg/m².

Any heavy equipment over and above this, 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 nadja@wasteminz.org.nz no later than Monday 30 March.

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.

H&S INDUCTIONS

All visitors, contractors, service providers, organisers and exhibitors operating at TSB Arena and Shed 6 are required to complete a health and safety induction form prior to entering the venue. This will be sent through to all exhibitors in a separate email. This must be completed and returned to nadja@wasteminz.org.nz by Wednesday 6 May.

The induction includes H&S, emergency response and evacuation, first aid, incident reporting and other relevant procedures.

Every person entering the venue will be required to sign-in on arrival and out on departure. This includes workers and visitors.

LIGHTING & POWER

Three phase power is available at the venue. Exhibitors must advise nadja@wasteminz.org.nz no later than Friday 24 April if their power requirements are over 10 amps and/or 3-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 tatiyana@exhibitionhire.co.nz by Monday 4 May. 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 through Exhibition Hire. Contact tatiyana@exhibitionhire.co.nz by Monday 4 May to place your order.

SETUP

If exhibitors have equipment to unload, they can access the loading dock at the South end of the building on Jervois Quay when they arrive at the venue to set up on Monday 18 May – Exhibition Hire should have completed the expo build by approximately 1pm.

Exhibitors must first report to WasteMINZ's registration desk in the Expo Hall before unloading or unpacking their equipment.

Temporary parking for drop off/pick up is available in the loading dock (maximum of 10 minutes).

Should you not require use of the loading dock, we kindly ask that you access the venue via the main entrance on 4 Queens Wharf during your scheduled pack in and pack out times.

During setup, all personnel onsite, including exhibitors, must wear a hi-viz vest, closed-in shoes and their conference registration badge. This includes the loading dock and exhibition halls. Each exhibitor is required to supply their own hi-viz vests and hard hats (if required, hard hats are available from the WasteMINZ Registration Desk, and must be worn when requested).

The exhibition build is due to be completed by 13.00 on Monday 18 May. Setup by the exhibitors can then commence, however, exhibitors

must not enter the exhibition hall until the build has been completed. Setup must be completed by 18.00.

SIGN RESTRICTIONS

Venue signage is limited to the licensed space. Signage, banners and similar materials may not be nailed, screwed, pinned, stapled, blu-tacked, 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 or the adjacent plenary space.

If exhibitors wish to put any signage outside their expo site, they will need to obtain written approval from nadja@wasteminz.org.nz so that WasteMINZ can ensure the signage fits within existing sponsorship 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 Exhibition Hire.

Please contact tatiyana@exhibitionhire.co.nz for more details and costings. Orders must be sent through by Monday 4 May.

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 (FINS)

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

The exhibitor must advise nadja@wasteminz.org.nz no later than Friday 24 April if they would like the name that appears on their signage fin to be different from their company name.

TABLECLOTHS

Tablecloths are available to hire through the venue if required at a cost of \$14 + GST per full-length cloth. Contact nadja@wasteminz.org.nz by Monday 27 April.

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 any posters are heavy.

Please do not use Blu Tak or any other sticky substance. Staples may be used but must be removed at the end of the conference.

WALLS

All stands are built with 2.3m high and 1.2m wide black Velcro receptive panels. There will be more than one panel width in your trade site, depending on the size that you have booked.

If exhibitors would like their display to be higher, they must contact nadja@wasteminz.org.nz no later than Monday 30 March for permission.

site plan

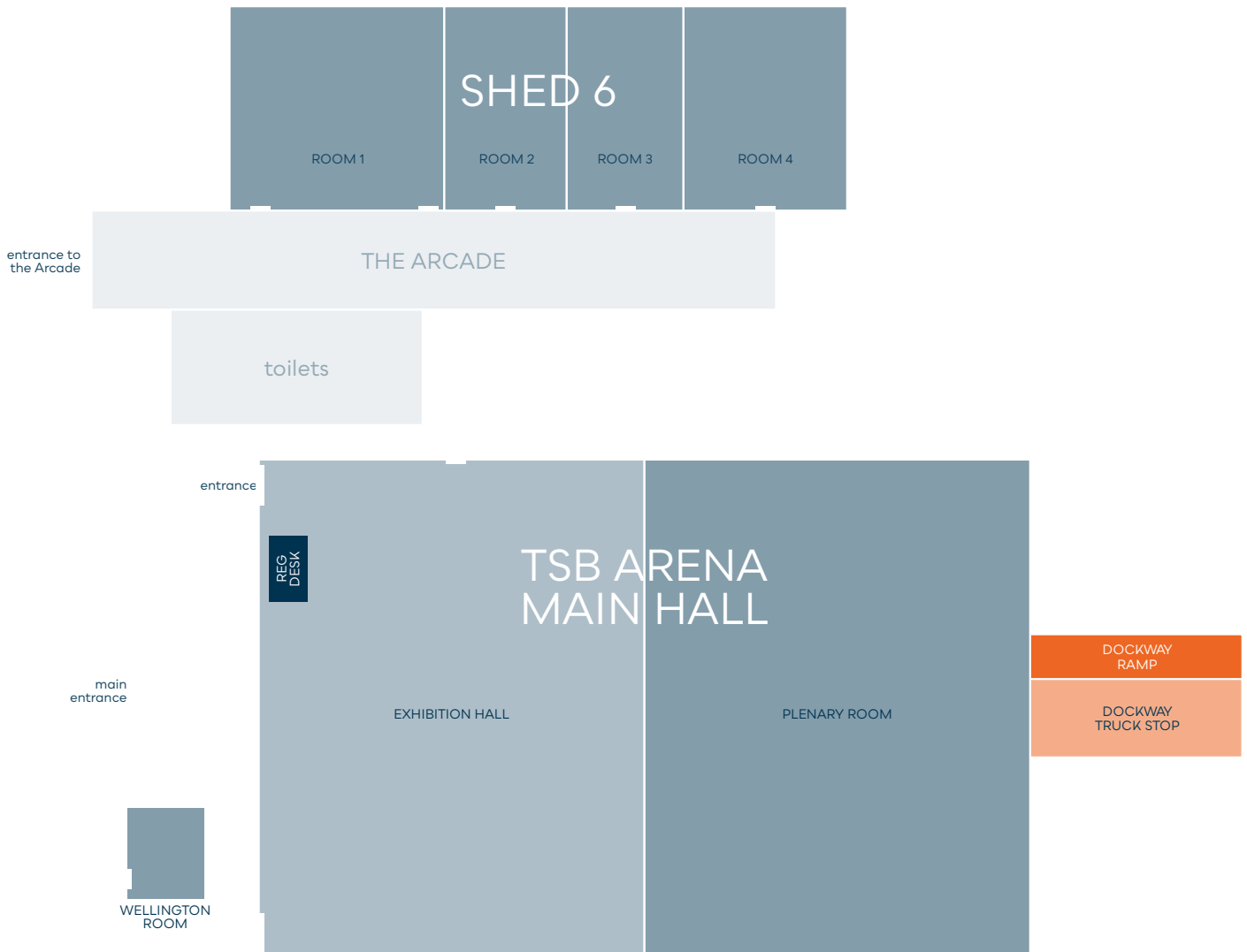
Exhibitors can access the loading dock through the South entry of TSB Arena located on Jervois Quay.

Exhibitors must first report to the WasteMINZ registration desk in the Expo Hall before unloading or unpacking their equipment to complete their induction.

Temporary parking for drop off/pick up is available in the loading dock (maximum of 10 minutes).

Once equipment has been unloaded, they will then need to leave the loading dock and park in one of the multiple off-street parking sites (see section on parking for suggestions).

The Loading Dock is strictly a NO PARKING zone.



access to venue

(in alphabetical order)

COMPLIANCE

All exhibitors are required to fill in a copy of the Exhibitor Compliance Form (located at the end of the document) and return it back to nadja@wasteminz.org.nz by Monday 27 April.

COURIER PICK UP

All items left at the end of the conference for collection by couriers must be collected within 24 hours of the conference conclusion. The venue takes no responsibility for goods left on the premises and all packaging or other items that are unlabelled or left after this time will be deemed abandoned and disposed of accordingly at the exhibitor's expense. If you intend to dispatch your goods via a courier from TSB Arena after the event, it is important that you:

- Complete a **Venues Wellington Outgoing Courier Confirmation** form (found at the end of this document) and leave it with Venues Wellington Reception opposite the front doors at the main entrance.
- If your packages are going to 2 or more destinations, please complete a separate label for each destination.
- Affix a copy of the **Venues Wellington Outgoing Courier Confirmation** form to each package. Ensure that every package has your return address and the number of items on it (e.g. package 3 of 5).
- If your packages are going to 2 or more destinations, please complete a set of labels for each destination.

- Ensure you have taped and securely closed all items and remove all obsolete labels from packages.
- When liaising with your courier, please ensure that all packages are collected no later than the next business day after the conference has finished.
- Please leave packages at the Side Store by the Loading Dock and advise the Venue Manager that they are ready for pick up.

Keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

Loading Dock hours are from 09.00-16.00 Monday to Friday.

Items need to be deposited at the Side Store by the Loading Dock before exhibitors leave the venue. It is the responsibility of the exhibitor to ensure the courier is scheduled to arrive after all items have been taken to this designated collection point.

DELIVERIES

All deliveries must be communicated to nadja@wasteminz.org.nz no later than Monday 27 April.

Deliveries of exhibition materials should not arrive at the loading dock any earlier than Thursday 14 May during the business hours indicated below. If this is not possible, exhibitors must contact from nadja@wasteminz.org.nz and make special arrangements for deliveries arriving prior to Thursday 14 May.

Loading Dock hours are from 09.00-16.00 Monday to Friday.

There is limited space available at the venue for storing packaging materials. It is suggested that you use a freight forwarding company to assist with arrangements for both delivery and off-site storage.

Your freight will be delivered to your stand in the Exhibition area in the TSB Arena (as long as it has the correct delivery label attached and the stand number recorded).

The exhibition materials delivery label can be found at the end of this document. Please ensure this label is attached to all exhibition materials you send to the venue.

INTERNATIONAL DELIVERIES

Customs clearance is required for any goods entering New Zealand and is the responsibility of the sender. Please allow sufficient time for your goods to arrive in Wellington, clear customs and be transported to the venue to avoid delays.

Due to the lack of storage space, any exhibitor's freight arriving before Thursday 14 May may be declined or re-directed to a handling agent at the sender's expense.

Incoming freight must be clearly labelled, using the delivery label at the end of this document.

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 www.mpi.govt.nz

DELIVERY LABELLING

For any deliveries to the venue, please ensure your items are clearly identifiable (including event name,

stand name and stand number) so that they can be accepted. We recommend you use the Venues Wellington delivery label (at the end of this document) for incoming goods as this captures all the information we need. The venue will not take responsibility for any incorrectly labelled goods.

The venue will accept and sign for deliveries, however, upon receipt, Venues Wellington will not be responsible for checking the status or condition of goods delivered and will not be responsible for any payment to delivery companies.

LARGE OR SPECIAL DELIVERIES

Approval is required from Venues Wellington in advance for all large or special deliveries. Contact nadja@wasteminz.org.nz so that she can seek approval. Requests must be received by Monday 27 April.

FREIGHT FORWARDERS

The below freight forwarders are available to use in Wellington:

Mainfreight

www.mainfreight.com

360 Logistics

360lg.co.nz

LOADING DOCK

Access to the expo hall is via the loading dock at the South end of

the building on Jervois Quay.

- South end dockway height: 1.3m
- Loading bay ramp: 4.5m x 14.9m
- Truck dockway: 7m x 14.9m

Exhibitors must first report to the WasteMINZ registration desk in the Expo Hall before unloading or unpacking their equipment.

Temporary parking for drop off/pick up is available in the loading dock (maximum of 10 minutes).

Venues Wellington has a limited number of courtesy trolleys available for use. It is recommended that you have your own trolleys to avoid delay.

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

The venue requests that staff, principal contractors, sub-contractors, exhibitors, and other agents observe all traffic management guidelines outlined in the traffic management plan for the event, including the delivery or removal of goods/equipment to or from the event, and movements throughout the event period.

Should you not require use of the loading dock, we kindly ask that you access the venue via the main entrance at the North end of the building, on Jervois Quay during your scheduled pack in and pack out times.

MOTOR VEHICLE DISPLAY

If exhibitors wish to display motor vehicles at TSB Arena, they must advise nadja@wasteminz.org.nz no later than Friday 24 April and she will seek approval from the venue. The following safety procedures apply:

- No fuelling in the venue
- Ignition keys are removed and left at the venue's control room
- 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 be no more than ¼ full and have sufficient fuel to enable the vehicle to be moved in case of emergency
- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged
- 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



Venues Wellington

- 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
- The location of the vehicle shall not obstruct or block any exits
- A maximum weight of 500kg per square metre applies to all vehicles exhibited in this space.

PARKING

At TSB Arena and Shed 6 public and exhibitor parking facilities are available 24hrs, 7 days per week at Wilson Parking located beneath the venue (1 Jervois Quay). For current costs, please refer to the Wilson Parking website.

www.wilsonparking.co.nz/parking-locations/wellington/wellington-cbd/queens-wharf/

Some other nearby parking options are listed below:

Grey Street Carpark

2 Grey Street

Walking distance from TSB Arena:
200m (3 minutes)

Hours: 7 days/week – 24 hours

Victoria Street Carpark

21 Willeston Street

Walking distance from TSB Arena:
200m (3 minutes)

Hours: 7 days/week – 24 hours

Frank Kitts Car Park

68 Jervois Quay

Walking distance from TSB Arena:
200m (3 minutes)

Hours: 7 days/week – 06.00-20.00

Electric Car Charging

There are no electric car charging stations located directly at the TSB Arena itself, however, several public charging stations are available nearby in the Wellington CBD and surrounding areas.

- NZTA Journey Planner: Waka Kotahi (NZ Transport Agency) provides a map and list view of all public chargers in the Wellington region and across New Zealand.
- ChargeNet Map: ChargeNet operates a large network of rapid chargers. You can use their online map or mobile app to find nearby stations, check availability, and start a session.

REGISTRATION

All company representatives staffing the expo sites must be registered as exhibitors. Exhibitor badges will be provided, as per each expo site package. All exhibitors must register on arrival at the venue and pick up their badges. Badges must be worn for the entirety of the conference including pack-in/pack-out days.

Visitor badges can be supplied to staff only coming to assist with pack-in or pack-out.

STORAGE

There will be limited onsite storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the event.

Any materials left in aisles after pack-in will be considered rubbish and will be removed by venue staff. Freight forwarding companies can arrange off-site storage at a cost per m³.

Packing crates and wrapping are to be removed from the venue once loading of equipment has been completed.

TROLLEYS AND FORKLIFTS

The venue has two forklifts available for use to exhibitors and contractors. These come on a first-come, first-served basis.

If required, a forklift operator can be booked and charged separately on an hourly rate.

Forklift operator \$35 + GST per hour (minimum 4 hrs)

To check availability and order these services please contact nadja@wasteminz.org.nz no later than Friday 24 April.

Forklifts can also be brought on site with consent. Please contact nadja@wasteminz.org.nz if you are intending on bringing your own forklift to the venue.

Venues Wellington only allows trained and licenced forklift drivers to operate forklifts. Forklift drivers are required to present their licence with OSH Certificate to the Venue Manager at TSB Arena. They will need to conduct an inspection of the forklift prior to operating to ensure that it is free of damage and in working order. During forklift operations the driver and all other personnel part of the activity will be required to wear high visibility clothing.

Please note that forklifts cannot be used on the Arena floor. There will be three pallet jacks available for use to transport equipment to the Expo Hall.

There are flat deck trolleys at TSB Arena, 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 flooring.

other services

(in alphabetical order)

ACCESSIBILITY

Wheelchair access

The TSB Arena has wheelchair access to the ground floor. There is elevator access to the upstairs room for people with reduced mobility.

Parking and public transport

The Wilson car park at Queens Wharf, located under TSB Arena, has mobility parking spaces available. There is a drop-off zone close to the arena entrance, accessible from Jervois Quay.

If arriving or departing by bus, the nearest stops are located on Lambton Quay.

A taxi rank is located on the ring road at the side of TSB Arena. Taxi companies can also be contacted on the following numbers:

Wellington Combined Taxis

– 04 384 4444

Green Cabs – 0800 464 7336

Capital Taxis – 04 384 5678

Kiwi Cabs – 04 389 9999

ACCOMMODATION

Exhibitors are responsible for booking their own accommodation. WasteMINZ has negotiated discounted accommodation rates for conference attendees at Naumi Hotel (Dunlop Terrace), Naumi Studio (Cuba Street), James Cook Hotel (The Terrace), Mövenpick (The Terrace), Novotel (The Terrace) and Sojourn Apartment Hotel (Ghuznee Street).

These venues are approximately a 5-7 minute walk from the venue aside from Naumi Hotel, Naumi Studio and Sojourn Apartment Hotel which are a 15-20 minute walk. To ensure exhibitors get the discounted

rates go to: www.wasteminz.org.nz/accommodation-options-2026

ATM

The closest ATM to the venue is a Westpac ATM at 215 Lambton Quay. Alternatively there is an ANZ ATM at 170 Featherston Street.

BEVERAGE OR FOOD SAMPLES

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

The following guidelines must be adhered to when serving samples of food and beverage not purchased through our caterer:

- Portions are to be of normal tasting size only; Solid food should be no larger than bitesize 50 grams, and only served in individual portions
- Non-alcoholic beverages no larger than 100 ml
- Compliance form to be completed and approved by Venues Wellington and current food control plan documentation to be provided as required
- Restrictions on what cooking equipment can be brought on site applies, please consult with us to avoid any issues
- All electrical equipment must be certified as being compliant with Electrical Standard NZS 3760-2001, and power will not be provided for any equipment without a current tag

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 as well as the networking event and gala dinner.

There are numerous eateries close to the venue where exhibitors can purchase food and beverages on pack-in day, Monday 18 May.

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.

INSURANCE

It is essential that exhibitors organise appropriate insurance cover for theft or damage prior to and during the event, and while in transit. WasteMINZ and ALGA do 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 complimentary WiFi service to delegates. This is suitable for basic browsing, emails and social media. If exhibitors intend to use internet and video on their expo site we recommend a dedicated cabled internet connection.

The following additional service is available:

- Cabled internet: \$115 + GST to install (includes Cat5 cable), then \$52 + GST each subsequent day (includes de-install labour)

For exhibitors requiring this service, please contact Brendan at brendan@nwgroup.co.nz. Requests must be submitted no later than Monday 4 May.

Exhibitors will be invoiced for this service directly by NW Group and payment will be required before the event.

MEDICAL CENTRE

Wellington Accident & Urgent Medical Centre

17 Adelaide Road
Mount Cook, Wellington 6021

Tel. +64 4 384 4944

SECURITY

Venues Wellington takes every precaution to create a safe and secure environment for its clients, guests, personnel, and equipment.

It is advisable to remove valuable items when you are not staffing your exhibit. The venue will be locked down overnight, but overnight venue security is not provided.

Entry is not permitted until the venue is re-opened the following day. WasteMINZ, ALGA, Venues Wellington 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 networking drinks, pre-gala dinner drinks and gala dinner.

SMOKING

Smoking and vaping is not permitted anywhere inside the venue.

SUPERMARKET

Countdown Lambton Quay,
280/284 Lambton Quay, Wellington Central

New World Metro Willis Street,
68/70 Willis Street, Wellington Central

TOILETS

Male and female toilets are located outside of the Exhibition Hall, close to the main entrance and access way to Shed 6. There are also accessible toilet facilities, which are also located near the main entrance on the ground floor.

WASTE MANAGEMENT

The WasteMINZ-ALGA conference is aspiring to be a Zero Waste event. TSB Arena and Shed 6 are also committed to best practices in resource recovery and recycling and have procedures in place to recycle as much waste as possible.

The exhibition area floor will be cleaned prior to the initial exhibition opening and venue staff will remove packaging and rubbish. Please help the venue by sorting your waste into the correct bin: Mixed recycling grades 1, 2 and 5 (cardboard, paper, plastics and aluminium), Glass and General Waste.

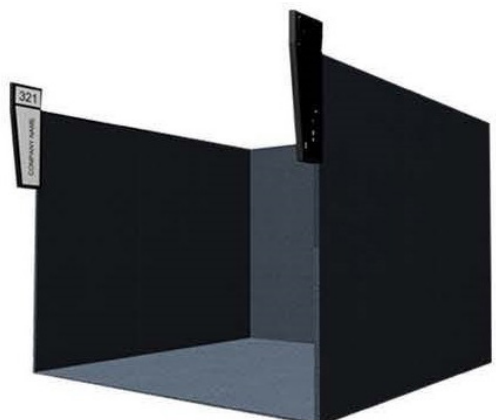
For further details and pricing of additional waste removal services contact nadja@wasteminz.org.nz by Monday 27 April.

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.

If your packaging is not recyclable, you will need to take it away with you. If this is not possible, extra charges will apply.

The cost of the appropriate disposal of any hazardous waste including any toxic or bio-hazardous materials – during event pack-in, operation, and pack-out – is the exhibitor's responsibility, must be removed safely and securely, and must not remain on the premises after pack-out. Discarding toxic chemicals or waste through the venue's drainage system or in the centre's general waste, is strictly prohibited and will incur significant remedial charges.

Cleaning does not include individual exhibition stands.



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 nadja@wasteminz.org.nz and provide an appropriate safety management plan to Venues Wellington for approval no later than Friday 24 April:

- LPG gas cylinders, compressed air (e.g. confetti cannons, t-shirt launchers)
- Flammable fuels
- Naked flame, including cooking equipment, barbecues, heaters, oil burners and candles
- Cooking demonstrations
- Motor vehicles
- Drones, lasers, strobes, helium balloons, pyrotechnics
- Any other item listed in the Hazardous Substances and New Organisms Amendment Act 2015

Exhibitors must ensure these are safely positioned and cannot be knocked over or come into contact with any person or flammable item. Fire extinguishers must be readily available in close proximity.

Smoking and vaping are not permitted anywhere within the building.

FIRST AID

There are multiple first aid kits distributed throughout the venue as well as one located at the WasteMINZ Registration Desk.

An unstaffed first aid room is also located on the ground floor, near the main entrance.

There is one defibrillator onsite which is located in the Atrium at the entrance on the ground floor.

Venues Wellington staff are trained as first responders in first aid emergencies including the use of the onsite defibrillator. WasteMINZ staff CJ and Nadja are also trained in first aid.

In the event of a medical emergency, the Venue Manager will implement procedures and contact external agencies as required.

EMERGENCY EVACUATION

Venues Wellington staff will manage any emergency evacuation and lead all of the plans and procedures to address all medical, weather, fire, smoke, security, and other emergencies.

In the unlikely event of an emergency, please remain calm and follow the instructions of the TSB Arena/Shed 6 team. All available venue staff will assist in the process and detailed instructions will be given.

If the venue must be evacuated, public address system announcements will be broadcasted across the venue. In addition to audible alarms, instructions will be given by the Venues Wellington Safety Wardens who will be wearing Hi-Viz vests.

All emergency exits are clearly identified with illuminated green signs.

Do not return to the building until the all clear has been given by the TSB Arena/Shed 6 Emergency Response team.

ASSEMBLY POINTS

TSB Arena

- North End: Outside Dockside Restaurant OR The Academy of Fine Arts
- South End: Frank Kitts Park

Shed 6

- North End: Outside Dockside Restaurant OR The Academy of Fine Arts
- South End: Frank Kitts Park

HEALTH AND SAFETY

It is the responsibility of all exhibitors to comply with the venue health and safety guidelines. A copy of the Venues Wellington Safety as a Service guide can be obtained from the following link:

wellingtonnz.bynder.com/m/59a112275aaca8bb/original/Safety-as-a-Service-in-Our-Venues-Handbook.pdf

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.

- Safe handling of objects should include:
 - Having suitable trolleys or mechanical aids for the movement of large or heavy objects.
 - Proper storage for large or heavy items to eliminate or reduce manual handling risks.
 - Display of signage and posters reminding workers of correct manual handling techniques in high-risk areas.
- Provide adequate instructions and equipment to your staff and

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 licenses are available and current; to ensure that the safety and legality of any activity carried out within the venue is beyond question.
- Ensure as reasonably practicable that they or their workers are not exposed to noise levels that are the equivalent to 85 decibels averaged over 8 hours, or a peak noise level over 140 decibels.

- Ensure that their workplace is kept neat and tidy so as to avoid any trip hazards.
- Report all accidents, incidents or near misses to the WasteMINZ Event Manager, Nadja (nadja@wasteminz.org.nz), immediately.
- Familiarise yourselves with emergency exits and fire extinguishers and hoses within the exhibition hall.



checklist and forms

We have provided a checklist to help you with planning, setting up and running your exhibition stand at TSB Arena.

PLANNING - 30 BUSINESS DAYS PRIOR

STANDS REQUIRING APPROVAL

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

- Amusement rides and devices
- Temporary structures, marquees or scaffolding and custom build stands
- Animals on site
- Cooking, naked flames, pyrotechnics, medical activities
- Drones, lasers, firearms, weapons and helium balloons
- Food or beverage samples
- Loud noise
- Heavy loads
- Vehicles on display
- Imported containers being delivered to the venue

Be sure to obtain the consent or approvals well in advance of the event and no later than Monday 27 April

SAFETY

- Ensure your stand is designed to be safe for the public
- Ensure your stand is designed to meet the fire safety regulations
- When exhibiting in TSB Arena, site design is to be no higher than 2.3m (height from ground to services and fire detection beams)
- Advise WasteMINZ and the venue of any dangerous materials
- Advise WasteMINZ of any special waste requirements
- Electrical equipment is tagged and tested
- 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
- Banner hanging
- Audio visual requirements
- Special lighting requirements

Orders to be received no later than Monday 4 May

PAYMENT

- Orders to be sent to WasteMINZ no later than Monday 27 April

INSURANCE

- Organise insurance for your stand or check your current insurance is up to date

PLANNING - 10 BUSINESS DAYS PRIOR

DELIVERIES

- Prepare deliveries to the venue. Please label all packages and equipment correctly. A delivery label template is included at the end of this toolkit
- Advise WasteMINZ of any containers being delivered to the venue
- Advise the freight forwarder of any storage space required

SERVICES

- Last chance to order any services for your stand no later than Monday 27 April

SETTING UP - **PACK-IN DAY**

THINGS TO BRING

- Hi-Viz vest
- Closed toe footwear
- Forklift driver's license with OSH Certificate (if driving a forklift)
- A copy of the H&S Induction Form

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 WasteMINZ

ENVIRONMENTAL TIP

- Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic)
- Cardboard can be put in the recycling bins that will be available in the Loading Dock

DURING THE EVENT - **EVENT DAY**

DO NOT BRING

- Valuable personal items

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 WasteMINZ
- Report any venue hazards to the Venue Managers or WasteMINZ (who will report it to the venue)
- The Venue Managers 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
- Cardboard can be put in the recycling bins that will be available in the Loading Dock
- Ensure you turn off your stand lights at the end of each day
- Switch off and unplug any electronic equipment not required overnight

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

THINGS TO BRING

- Hi-Viz vest
- Closed toe footwear
- Forklift driver's license with OSH Certificate (if driving a forklift)

THINGS TO TAKE AWAY

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

ENVIRONMENTAL TIP

- Cardboard can be put in the recycling bins that will be available in the Loading Dock

Thanks for exhibiting at TSB Arena. We hope that you enjoy your time at the venue.



delivery label

Place on all freight items you are sending the to venue.



DELIVER

TO:

**Dockway
TSB Bank Arena
Queens Wharf
Jervois Quay
WELLINGTON 6011
NEW ZEALAND**

Delivery instructions: If dockway is unattended please call the number posted

EVENT NAME	
EVENT DATE(S)	
STAND/BOOTH #	
COMPANY NAME	
CONTACT NAME	
MOBILE #	
CONSIGNMENT NOTE #	
ITEM # (e.g. 1 of 2)	

DELIVERIES WILL NOT BE ACCEPTED PRIOR TO THURSDAY 14 MAY



outgoing courier confirmation form

Place on all freight items you are sending from the venue back to your premises and leave a copy at Venues Wellington Reception.

OUTGOING COURIER CONFIRMATION FORM

(For Guests, Clients and Exhibitors)

THIS FORM IS TO BE COMPLETED AND HANDED TO RECEPTION AS CONFIRMATION THAT YOU HAVE ITEMS THAT A COURIER OR OTHER PERSON WILL BE COLLECTING. IF THE CONSIGNMENT IS GOING INTERNATIONALLY PLEASE ENSURE THAT ALL YOUR PAPER WORK IS CORRECTLY COMPLETED

EXHIBITOR TO COMPLETE:

EXHIBITION BOOTH NUMBER (if applicable):	
EVENT NAME:	
TO (COMPANY NAME):	
CONTACT PERSON & NUMBER:	
PHYSICAL ADDRESS FOR DELIVERY:	
NUMBER OF ITEMS IN CONSIGNMENT:	
DETAILS OF COURIER/FREIGHT COMPANY:	
YOUR NAME AND CONTACT DETAILS:	NAME: PHONE (EMAIL IF INTERNATIONAL):

VENUES WELLINGTON TO COMPLETE WHEN COLLECTED:

Date/Time:	
Collected by:	

ATTENTION:

If you have boxes/items that you are leaving behind to be collected by a courier or other person, you will need to do the following:

1. Please ensure you have taped and securely closed all items.
2. Please complete a **Venues Wellington Outgoing Courier Confirmation** form and leave it with Venues Wellington Reception.
 - If your packages are going to 2 or more destinations, please complete a separate a form each destination.
3. Please also affix a copy of the completed **Venues Wellington Outgoing Courier Confirmation** form to each item.
 - If your packages are going to 2 or more destinations, please affix the correct form for each destination.
4. When liaising with your courier, please note that all packages must be collected no later than the next business day after the conference has finished.
5. Please leave packages at the Side Store by the Loading Dock and advise the Venue Manager that they are ready for pick up.

Should you require any assistance, please ask our any of our Venues Wellington staff.

Please note: Items are left at your own risk and if not collected within a reasonable¹ time frame run the risk of being destroyed.

Thank you for your cooperation.

Kind regards
Venues Wellington

¹ Reasonable being within two weeks of the Event

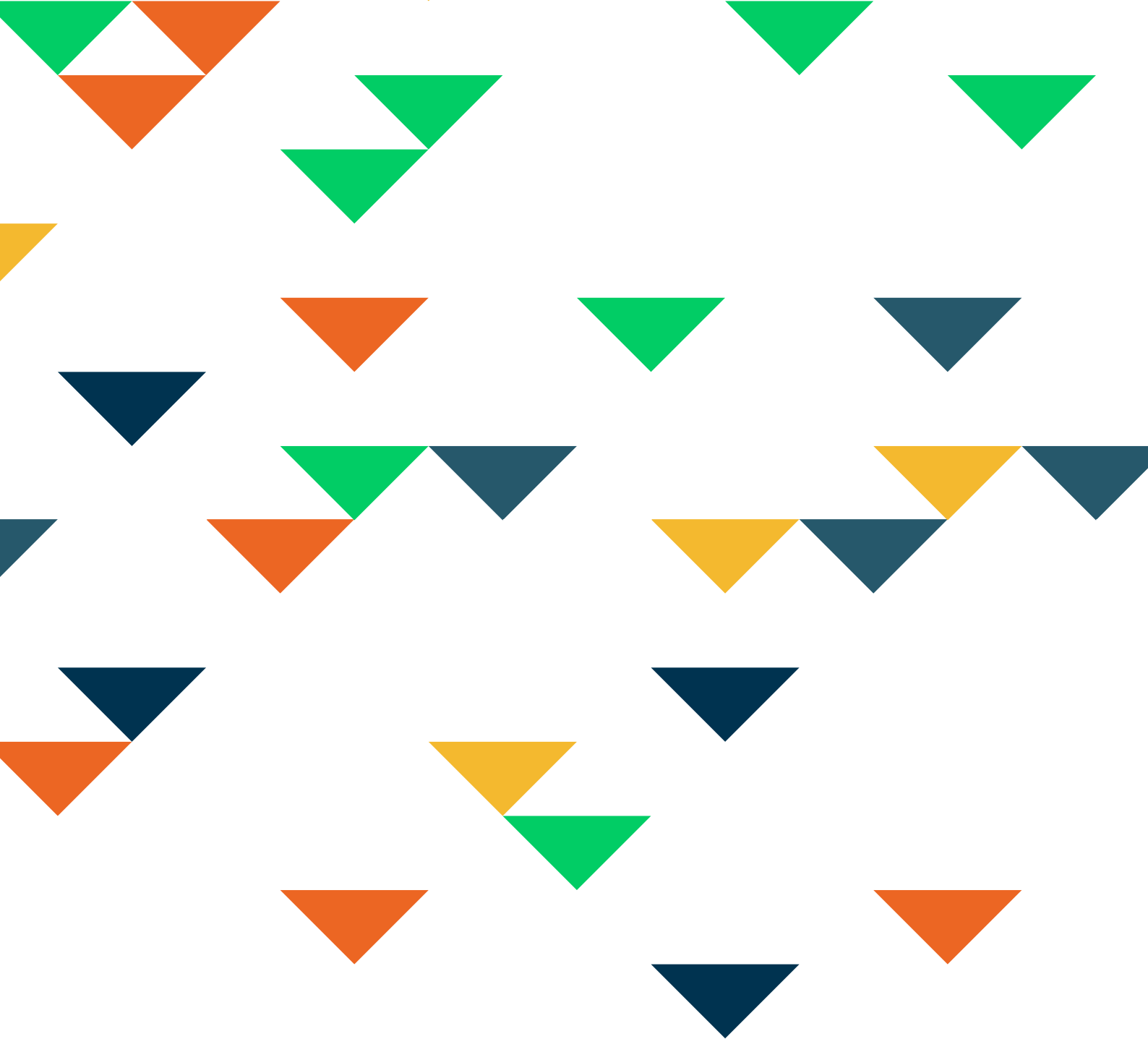


exhibitor compliance form

All exhibitors are required to fill in a copy of the Exhibitor Compliance Form and return it back to nadja@wasteminz.org.nz by Monday 27 April.

EXHIBITOR STAND (POTENTIAL) HAZARD - PLEASE FILL OUT						Check ✓▪
Name of event:						
Name of person operating the stand:						
Name of stall:						
Contact phone number:						
What's happening at your stand, please give us a brief description:						
Alcohol (tick all that apply). Please also supply VW with a copy of your Special Licence and/or Duty Managers Licence Sampling <input type="checkbox"/> ▪ Consumption (on-site) <input type="checkbox"/> ▪ Consumption (off-site) <input type="checkbox"/> ▪						<input type="checkbox"/> ▪
Animals*						<input type="checkbox"/> ▪
Audience participation						<input type="checkbox"/> ▪
Cables (keeping walkways clear)						<input type="checkbox"/> ▪
Compressed air (e.g., confetti cannons, t-shirt launchers)*						<input type="checkbox"/> ▪
Custom builds/temporary structures (e.g., scaffolding)*						<input type="checkbox"/> ▪
Drones *						<input type="checkbox"/> ▪
Electrical power (insert all the apply) – power requests only if not arranged through your event organiser - All electrical equipment (including band equipment) bought into VW's venues must conform to AS/NZS 3760 : In-service safety inspection and testing of electrical equipment (or an international equivalent) - The electricity supply is 230 volts, 50 hertz. Equipment designed for different voltages will require a transformer. Safety testing records must be produced on request.						<input type="checkbox"/> ▪
Appliance:	How many watts?	How many amps?	Will it have a current test tag?	Require testing on the day?	Special Power Requests:	
Eg: Coffee Machine	2400w	9.6	No	Yes	20A single phase	
Fairground rides*						<input type="checkbox"/> ▪
Food (tick all that apply) - Please note you will be required to complete a food compliance form Preparation <input type="checkbox"/> ▪ Service <input type="checkbox"/> ▪ Samples <input type="checkbox"/> ▪ Stalls <input type="checkbox"/> ▪ Trucks <input type="checkbox"/> ▪						<input type="checkbox"/> ▪
Gas or Butane (appliances)/live cooking – Note limits on LPG in building and if you are live cooking you will need to complete a food compliance form						<input type="checkbox"/> ▪
Hanging banners/signage – please only use blu tac, nothing is to be pinned, nailed or taped						<input type="checkbox"/> ▪
Hazardous goods on site (if yes, please state below) and provide an MSDS *						<input type="checkbox"/> ▪

Land-borne inflatables (e.g., bouncy castles)*						<input type="checkbox"/> ■
Lasers/Strobes*						<input type="checkbox"/> ■
Loud noise effects						<input type="checkbox"/> ■
Open flame (e.g., fire/candles)*						<input type="checkbox"/> ■
Physical activities (i.e., running, ball games, throwing)*						<input type="checkbox"/> ■
Power tools						<input type="checkbox"/> ■
Appliance:	How many watts?	How many amps?	Will it have a current test tag?	Require testing on the day?	Special Power Requests:	
Eg: Coffee Machine	2400w	9.6	No	Yes	20A single phase	
Rigging – If yes, a rigging plan with weights per point (and total weight) to be supplied*						<input type="checkbox"/> ■
Stage-building						<input type="checkbox"/> ■
Theatrical performers (i.e., fire eaters, aerialists)*						<input type="checkbox"/> ■
Theatrical props (i.e, swords, knives etc)						<input type="checkbox"/> ■
Vehicles/Traffic (i.e., vehicles involved in delivery/set up and within the venue) if yes within venue state the weight and size of vehicle (or caravan including wheel and axle count						<input type="checkbox"/> ■
Water (i.e., spa pools)						<input type="checkbox"/> ■
Working at height (including ladders)						<input type="checkbox"/> ■
Comments:						
IF YOU HAVE TICKED ANYTHING WITH AN * PLEASE PROVIDE A RELEVANT SWMS OR SSSP						



**For all sponsorship and exhibitor enquiries,
please contact:**

WasteMINZ members

Nadja Hirzel at nadja@wasteminz.org.nz

ALGA members

Michael Seller at michaels@landandgroundwater.com