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WASTEMINZ  
ANNUAL  
CONFERENCE +  
EXPO

9—12  
JUNE  
2025

TE PAE  
CHRISTCHURCH  
CONVENTION  
CENTRE

EXHIBITOR  
TOOLKIT



wasteMINZ

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# KEY DATES

**Awards for Excellence Nominations open** Wednesday 5 February

**Registration opens** Thursday 13 February

**Call for Presentations close** Friday 21 February

**Awards for Excellence Nominations close** Thursday 13 March

**Preliminary Programme released** Thursday 3 April

**Super Saver Registration Deadline** Thursday 17 April

**Earlybird Registration Deadline** Thursday 15 May

**Last Minute Registration** from Friday 16 May

**Pre-Conference Workshops** Monday 9 June

**Opening of the Conference** Tuesday 10 June

**Awards for Excellence** Tuesday 10 June

**Networking Event** Tuesday 10 June

**Gala Dinner** Wednesday 11 June

**Closing of the Conference** Thursday 12 June



# TIMELINES

## FREIGHT DELIVERIES

**No earlier than 07.00 on FRIDAY 6 JUNE**  
**(unless specific arrangements have been made with the venue)**

## EXHIBITORS SET UP

**MONDAY 9 JUNE** **13.00 to 18.00**

## EXHIBITORS BREAK DOWN

**THURSDAY 12 JUNE** **11.00 to 12.30**

## EXHIBITION OPENING HOURS

**TUESDAY 10 JUNE**  
Registration tea & 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 11 JUNE**  
Registration tea & 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 12 JUNE**  
Registration tea & coffee 08.30 to 09.00  
Morning tea 10.30 to 11.00

## OTHER NETWORKING EVENTS

**TUESDAY 10 JUNE**  
Networking drinks (Expo Hall) 17.30 to 19.30

**WEDNESDAY 11 JUNE**  
Pre-gala dinner drinks (Expo Hall) 18.00 to 19.00  
Gala dinner (Rivers Room) 19.00 to 24.00

**THURSDAY 12 JUNE**  
Farewell lunch (Dobson Foyer) 12.30 to 13.30

# VENUE

## TE PAE, CHRISTCHURCH CONVENTION CENTRE

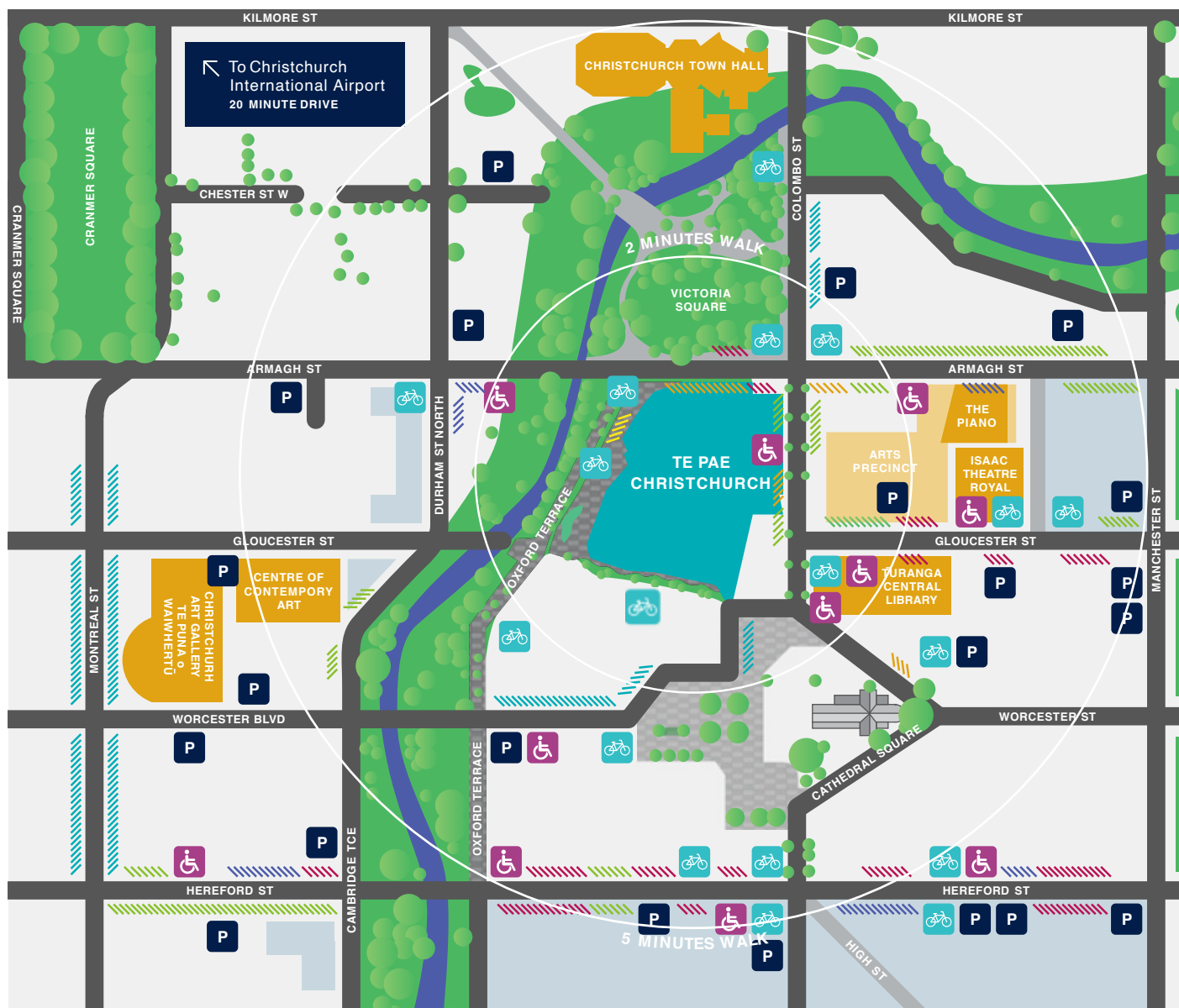
Te Pae is located at 188 Oxford Terrace, Christchurch Central City, Christchurch 8011

### KEY

- Parking
- Accessible
- Bike Rack
- Retail & Hospitality

### PARKING

- P5
- P10
- P60
- P120
- Loading Zone
- Pick Up and Drop Off





# CONTACT DETAILS

## WASTEMINZ EVENTS

### Nadja Hirzel

Membership & Events Manager, WasteMINZ

mobile **+64 22 044 1742**

email **nadja@wasteminz.org.nz**

wasteminz.org.nz

## TE PAE, CHRISTCHURCH CONVENTION CENTRE

### Benjamin Palmer

Event Coordinator - Exhibitions

mobile **+64 27 461 7940**

email **eventservices@tepae.co.nz**

tepae.co.nz

### Sam Perry

Audio Visual Project Manager

phone **+64 3 266 1471**

mobile **+64 27 271 1613**

email **sperry@tepae.co.nz**

tepae.co.nz

## EXHIBITION SITE BUILD, FURNITURE & PLANT HIRE

### Georgia Costain

Event Coordinator, Exhibition Hire

mobile **+64 21 469 762**

email **georgia@exhibitionhire.co.nz**

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.

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

## AUDIO VISUAL

Audio visual requirements can be ordered from Technical Event Solutions. Contact Brett Armstrong at [brett@tes.nz](mailto:brett@tes.nz)

## SETUP

If exhibitors have equipment to unload, they can access the one-way loading dock from 102 Armagh Street when they arrive at the venue to set up on Monday, 9 June.

The Loading Dock is strictly a NO PARKING zone, and the exit is located on Colombo Street.

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

Exhibitors must then report to WasteMINZ's registration desk to pick up their registration badge.

**During setup, all people 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 or from Exhibition Hire, and must be worn when requested).**

The exhibition build is due to be completed by 13.00 on Monday, 9 June. 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.

## BREAKDOWN

**During breakdown, all people 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. These can be purchased from Te Pae's registration desk for a cost of \$13.50 if needed. Hard hats are available from the WasteMINZ Registration Desk or from Exhibition Hire, and must be worn when requested.**

**The expo closes at 11.00 on Thursday 12 June, 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 Dobson Foyer in front of the Dobson rooms.

**All materials must be removed from the venue by 17.00 on Thursday 12 June.**

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 HEIGHT OF VENUE

The maximum height of items to be brought into the exhibition hall is 2.5 metres.

For any items over and above this limit, please contact [nadja@wasteminz.org.nz](mailto:nadja@wasteminz.org.nz)

## CUSTOM SIGNAGE

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

## 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](mailto:nadja@wasteminz.org.nz) for further details.

Goods or hazardous substances includes but is 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.

Te Pae Christchurch Convention Centre 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 for an event and where they will be stored.

The venue does not have a facility for the overnight storage of LPG cylinders. Overnight storage within the exhibition space is not permitted. These need to be removed from the venue when leaving each night.

In addition, Te Pae has no provision for the disposal of other toxic or hazardous liquid substances such as solvents, oils etc. Any toxic substances must be removed from site.

Te Pae reserves the right to accept or reject any application.

## 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 Te Pae.**

Te Pae reserves the right to check commercial and personal equipment (excluding laptops) and remove any unsafe leads or equipment. Exhibitors will be liable for any costs or damages to Te Pae due to the use of electrical devices that have not been tagged or tested.

Te Pae 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 Te Pae Christchurch Convention Centre staff only.

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

Danger tags and locking off methods are required whenever electrical equipment is de-energised to allow electrical work to be carried out. These must be in place for the duration of the works and must only be removed when the work is complete.

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.

## EXHIBITION AREA FLOOR

The venue floor is covered in grey carpet. Care must be taken in carpeted areas to avoid causing any damage. Charges will be applied in case of any damage, extra cleaning or replacement of carpet.

## FLOOR PLAN

The expo is located in Hall 3 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 [georgia@exhibitionhire.co.nz](mailto:georgia@exhibitionhire.co.nz). Orders must be received no later than 12 May.

## 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 [nadja@wasteminz.org.nz](mailto:nadja@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.

## INDUCTIONS

All visitors, contractors, service providers, organisers and exhibitors operating at Te Pae Christchurch are required to complete a health and safety induction prior to entering the venue. **View here.**

The induction includes the Health, Safety and Wellness Policy, Emergency response, evacuation, first aid, and incident reporting and other relevant procedures.

## LIGHTING & POWER

Three-phase power is available at the venue. Exhibitors must advise [nadja@wasteminz.org.nz](mailto:nadja@wasteminz.org.nz) 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 [georgia@exhibitionhire.co.nz](mailto:georgia@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 [georgia@exhibitionhire.co.nz](mailto:georgia@exhibitionhire.co.nz).



## SIGN RESTRICTIONS

Venue signage is limited to the licensed 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 [nadja@wasteminz.org.nz](mailto:nadja@wasteminz.org.nz) so that WasteMINZ can ensure the signage fits within WasteMINZ' 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 [georgia@exhibitionhire.co.nz](mailto:georgia@exhibitionhire.co.nz) for more details and costings. Orders to be received no later than 12 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

Each site will be provided with a sign 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](mailto:nadja@wasteminz.org.nz) if they would like the name that appears on their fin to be different from their company name.

## TABLECLOTHS

Tablecloths are available to hire through the venue. Contact Benjamin at [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz).

## VELCRO

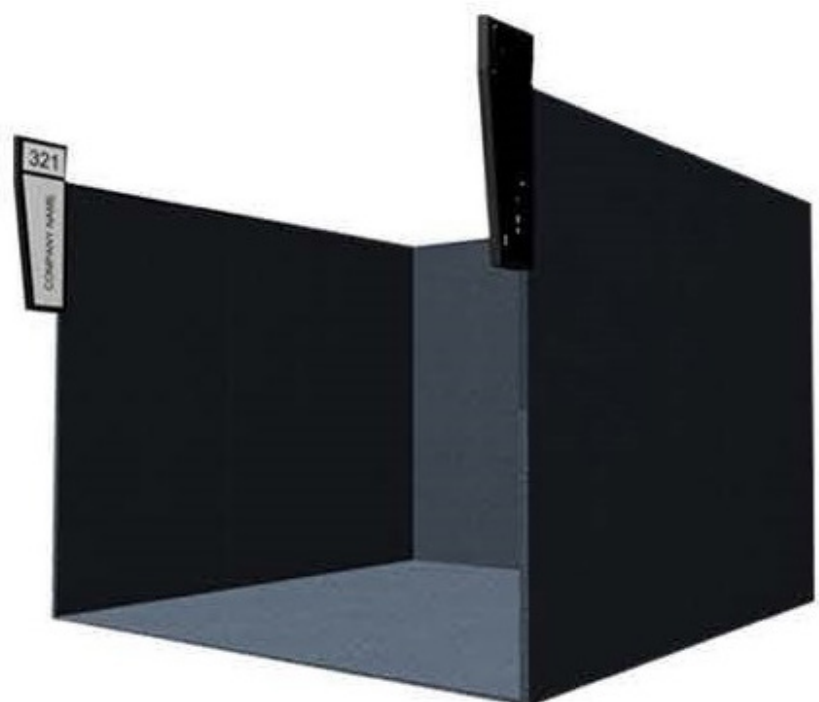
The expo site walls are Velcro receptive so it is best to use Velcro hook dots to put up posters. Velcro strips would be more suitable if the posters are heavy. Please do not use Blu Tack or any other sticky substance. Staples, pins or small household picture hooks can be used, but must be removed before pack-out.

## 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](mailto:nadja@wasteminz.org.nz) for permission.



# SITE PLAN









Exhibitors can access the loading dock through the entry located at **102 Armagh Street** and exit on to **Colombo Street**.

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.

Exhibitors must then report to the WasteMINZ registration desk to collect their badge.

## GROUND FLOOR

- Meeting Rooms
- Foyers
- Auditorium
- Halls
- Speaker Prep and Organisers' Offices
- Boardroom, Hospitality Suite & Te Poe Lounge
- Circulation Front of House
- Back of House
-  Stairs
-  Escalator
-  Passenger Lift
-  Back of House Lift
-  Toilets
-  Toilets - Accessible
-  Parents Room
-  Operable Walls



# ACCESS TO VENUE

## DELIVERIES

**Deliveries should arrive at the Loading Dock no earlier than Friday, 6 June at 07.00 and will only be accepted between 07.00 and 16.00 on weekdays. Exhibitors must contact the venue and make special arrangements for deliveries prior to this date.**

Loading Dock hours are from 07.00 – 16.00 Monday to Friday.

Due to a busy event schedule and limited storage at the venue, we recommend you use the venue's freight forwarder, Method Logistics for all freight delivery, collection and storage requirements.

Nathan Tibbotts  
Managing Director – Method Logistics  
T: 0800 463 846  
M: +64 21 047 7712  
nathan@methodglobal.co.nz  
methodglobal.co.nz

For any deliveries to the centre, 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 Te Pae Christchurch delivery label for incoming goods as this captures all information we need. The centre will not take responsibility for any incorrectly labelled goods. The centre will accept and sign for deliveries, however, upon receipt, Te Pae Christchurch will not be responsible for checking the status or condition of goods delivered and will not be responsible for any payment to delivery companies.

Approval is required from Te Pae in advance for all large or special deliveries. Contact nadja@wasteminz.org.nz so that she can seek approval. Requests must be received by 1 May 2025.

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](http://www.mpi.govt.nz).

The delivery label at the end of the toolkit must be used.

Should you not require use of the Loading Dock, we kindly ask that you access the venue via the main entrance on Oxford Terrace during your scheduled pack in and pack out times.

## COURIER PICK UP

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

**Te Pae Christchurch Convention Centre reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.**

If you intend to dispatch your goods via a courier from Te Pae Christchurch after the event, it is important for you to:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly. Te Pae Christchurch will not sign any consignments on your behalf
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5)
- Remove all obsolete labels from packages

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

The delivery label needs to be completed accurately and arrangements made with Te Pae.

All goods must be clearly marked with the following information:

- Delivery name and address
- Courier company
- Description of items (eg cartons, pallets etc)
- Number of items
- Dispatch date
- Exhibitor company
- Contact name
- Sender phone
- Event name: WasteMINZ conference
- Site number

Loading Dock hours are from 07:00 – 16:00 Monday to Friday

Items need to be deposited at the correct collection point in 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 are taken to the Loading Dock.

## LOADING DOCK

Te Pae Christchurch has a one-way loading dock area with **entry located at 102 Armagh Street** and exits on to Colombo Street.

Please note the Armagh Street bridge is subject to the following weight restrictions: Gross weight 85% Class 1; weight restriction on any one axle: 5350kg.

The speed limit in the centre's loading dock is 5km.

The loading dock exit is located on Colombo Street. Speed limit in the central city precinct is 30kmh.

Both entry and exit gates measure 6.5m wide x 4.8m high.

The Loading Dock is strictly a NO PARKING zone.

Exhibitors must then report to WasteMINZ's registration desk.

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.

## MOTOR VEHICLE DISPLAY

If exhibitors wish to display motor vehicles at Te Pae, they must advise [nadja@wasteminz.org.nz](mailto:nadja@wasteminz.org.nz) no later than 8 May 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 Te Pae

- 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

## PARKING

Te Pae does not have an onsite parking facility. There are multiple off-street parking sites operated by either Christchurch City Council or private operators (e.g. Wilsons).

Some parking options are listed below:

### Hereford Street Car Park

158 Hereford Street  
Walking distance from Te Pae:  
500m (6 minutes)  
Hours: 7 days/week – 6am to 9pm

### The Crossing

71 Lichfield Street  
Walking distance from Te Pae:  
700m (9 minutes)  
Hours: 7 days/week – 6:30am to Midnight

### Lichfield Street Car Park

33 Lichfield Street  
Walking distance from Te Pae:  
900m (12 minutes)  
Hours: 7 days/week – 24 hours

### Electric Car Charging

Electric car charging stations are located within a short distance from the centre. The closest station is in the Botanical Gardens car park (8 Riccarton Avenue, Christchurch Central). Another charging station is available at 297 Moorhouse Avenue.

## 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.

## STORAGE

Te Pae Christchurch does not provide storage on site. Exhibitors are advised to arrange storage via the centre's third-party storage provider, Method Logistics.

Nathan Tibbotts  
Managing Director – Method Logistics  
T: 0800 463 846  
M: +64 21 047 7712  
[nathan@methodglobal.co.nz](mailto:nathan@methodglobal.co.nz)  
[methodglobal.co.nz](http://methodglobal.co.nz)

Storage is not permitted in the venue's Loading Dock. Packing crates and wrapping are to be removed from the venue once loading of equipment has been completed. Waste removal can be organised by the venue – additional charges would apply.

## TROLLEYS AND FORKLIFTS

The venue has one forklift available for hire to exhibitors and contractors. The forklift can be hired with or without a driver and charged separately on an hourly rate.

The forklift can be hired on a half day or full day basis, alternatively there is a cost per lift that can be applied for smaller loads.

To check availability and order these services contact [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

Use of the forklift for extended periods is subject to availability and should be prebooked to ensure it is available on your required date.

Access to the forklift will only be guaranteed upon payment in advance. For ad hoc lifts, these can be paid on site via EFTPOS.

Forklifts can also be brought on site with consent. Te Pae only allows trained and licenced forklift drivers to operate forklifts. Forklift

# OTHER SERVICES

drivers are required to present their licence/qualification registered with Te Pae Christchurch Convention Centre (note: an F Endorsement on a licence does not indicate currently trained forklift operators' status). 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.

There are flat deck trolleys and pallet jacks at Te Pae, which are free to use for pack-in and pack-out (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.

## ACCOMMODATION

Exhibitors are responsible for booking their own accommodation. WasteMINZ has negotiated discounted accommodation rates for conference attendees at Ibis Christchurch (Hereford Street), Crowne Plaza Christchurch (Colombo Street), Novotel Christchurch Cathedral (Cathedral Square), Distinction Christchurch Hotel (Cathedral Square), and Hotel Elms (Papanui Road). These venues are approximately a 5-7 minute walk from the venue aside from Hotel Elms which is a 15-minute car ride. To ensure exhibitors get the discounted rates go to: [www.wasteminz.org.nz/conference/accommodation](http://www.wasteminz.org.nz/conference/accommodation)

## ATM

The closest ATM to the venue is located at Tūranga Central Library on Colombo Street.

## BEVERAGE 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](mailto:nadja@wasteminz.org.nz) for approval no later than 26 May.

## BUSINESS SERVICES

Photocopy and printing facilities are available for minimal use at Te Pae's reception. Please contact WasteMINZ' Event Manager, Nadja, at the conference 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 café to the venue

where exhibitors can purchase food and beverages on pack-in day, Monday, 9 June is Miro, just a 100m stroll down riverside Oxford Terrace.

## 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 additional services from Te Pae to clean their sites, they must contact [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) no later than 20 May.

## 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. This is suitable for checking emails, basic browsing and social media. If exhibitors intend to use internet and video on their expo site, WasteMINZ recommends a dedicated cabled internet connection.

The following options are available:

- Single wired connection (up to 1000 Mbps): \$220+GST per day
- 8 port network switch: \$110+GST per day

For exhibitors requiring this service, please fill in the Exhibitor Services Order Form at the end of this document and send it to Ben at [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz).



Requests must be submitted no later than 20 May.

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

## MEDICAL CENTRE

24 Hour Surgery, 401 Madras Street,  
Christchurch Central City  
T: 03 365 7777

## SECURITY

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

The venue has 24-hour general building security augmented with CCTV cameras and alarm systems. The security personnel will respond quickly and professionally to any potential security issues or incidents.

All function rooms are locked and alarmed once all exhibitors have left the building, however exhibitors are encouraged to not leave personal items on their sites.

Entry is not permitted until the conference centre is re-opened the following day. WasteMINZ, Te Pae 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

FreshChoice City Market  
71 Lichfield Street  
Christchurch Central City

KOSCO METRO  
651 Colombo Street  
Christchurch Central City

## TOILETS

Toilet facilities are located outside of Hall 3 and accessible toilet facilities are located on both the ground and first floors outside of the Main Auditorium.

## WASTE MANAGEMENT

WasteMINZ is aspiring to be a Zero Waste event. Te Pae is also committed to best practices in resource recovery and recycling.

The centre will provide facilities to enable segregation of waste materials generated during event pack-in, operational and pack-out (such as mixed recyclables, cardboard and paper, food organics, glass, plastic wrap and untreated timber). Please assist the centre by using the waste facilities provided.

Additional cardboard can be taken to the cardboard bins in the loading dock. 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.

A range of pre- and post-event additional exhibitor waste removal services are available in the following instances:

- Additional or excess waste removal including cages and skips
- Document Destruction – destruction certificate
- Additional waste streams and bins

For further details and pricing of waste removal services contact [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) or submit an Exhibitor Services Order Form (at the end of this document) to book.

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.

Please do not leave any rubbish behind. Packaging materials need to be correctly disposed of through recycling bins. If your packaging is not recyclable, you will need to take it away with you. If this is not possible, extra charges will apply.

# 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](mailto:nadja@wasteminz.org.nz) and provide an appropriate safety management plan to Te Pae for approval no later than 8 May:

- 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.

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.

A dedicated first aid room is also located on the ground floor, near the Bealey Rooms.

There are two defibrillators onsite, one is kept in the first aid room, and one at the Te Pae Guest Services Desk, located in the Ground Floor Foyer.

Te Pae has several personnel that are trained as first responders in first aid emergencies including the use of onsite defibrillators. WasteMINZ staff CJ and Nadja are also trained in first aid.

In the event of a medical emergency, the venue's Security Control Room will implement procedures and contact external agencies as required.

## EMERGENCY EVACUATION

Te Pae has a trained Emergency Response Team that will 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 automated emergency system and the Te Pae Christchurch 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, evacuation messages will be displayed on the Centre's digital screens and their team will be able to assist.

All emergency exits are clearly identified with illuminated green signs.

- The Assembly Area is located on the "Green" directly opposite the exhibition halls/ Lot 3 (next to the river walk).

Do not return to the building until the all clear has been given by the Te Pae Emergency Response team.

## 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.
- 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 signage and posters reminding workers of correct manual handling techniques in high-risk areas.
- 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 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 themselves 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 Te Pae.

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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:

- ☐ 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 (resource consent required)
- ☐ Heavy loads (loads greater than 7.5 kA or two tonnes per m<sup>2</sup>)
- ☐ Vehicles on display
- ☐ Imported containers being delivered to the venue

**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
  - ☐ When exhibiting in Hall 3, site design is to be no higher than 2.5m (height from ground to services and fire detection beams)
  - ☐ Advise WasteMINZ and Te Pae of any dangerous materials
  - ☐ Advise WasteMINZ and Te Pae 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

**Orders to be received no later than 20 business days (12 May) before the start of the event.**

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### PAYMENT

- ☐ Orders to be received no later than 10 business days (26 May) before the start of the event.
- 

### INSURANCE

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

## PLANNING - 10 BUSINESS DAYS PRIOR

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### DELIVERIES

- ☐ Prepare deliveries to the venue.
  - ☐ Please label all deliveries correctly, an address label template is included at the end of this toolkit.
  - ☐ Advise Te Pae of any containers being delivered to the venue
  - ☐ Advise Method Logistics of any storage space required
- 

### RESOURCES

- ☐ Visit [www.tepae.co.nz/resource-centre](http://www.tepae.co.nz/resource-centre) to download resources for your event including venue plans and maps
- 

### SERVICES

- ☐ Last chance to order any services for your stand (no later than 26 May)
-

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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
- ☐ Commercial food or beverages (unless arranged with the venue prior to your arrival)

### 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 taken to the cardboard bins in the loading dock.

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

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### DO NOT BRING

- ☐ Valuable personal items
- ☐ Commercial food or beverages (unless arranged with the venue prior to your arrival)

### 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 Te Pae or WasteMINZ (who will report it to the venue)
- ☐ A Te Pae 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
- ☐ Cardboard can be taken to the cardboard bins 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

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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
- ☐ Tacks, pins, Velcro dots or adhesive from panels should all be removed
- ☐ All equipment and belongings unless prior arrangement has been made

### ENVIRONMENTAL TIP

- ☐ Cardboard can be taken to the cardboard bins in the loading dock.
- 

Thanks for exhibiting at Te Pae. We hope that you enjoyed your time at the venue.



**DELIVER TO:**

**Te Pae Christchurch Convention Centre  
Loading Dock, 102 Armagh Street  
Christchurch  
New Zealand 8011**



**DELIVERY LABEL:**

<b>Event Name:</b>			
<b>Event Date:</b>			
<b>Exhibitor Stand Name:</b>		<b>Stand #:</b> (Exhibition only)	
<b>Contact Name:</b>		<b>Mobile #:</b>	
<b>Delivery to:</b> (Tick one only)	Exhibition <input type="checkbox"/>	Satchel Packing <input type="checkbox"/>	Organisers Office <input type="checkbox"/>
<b>Special Instructions:</b>			
<b>Deliver On:</b>		<b>Item ____ of ____</b>	

By signing for delivery of this shipment Te Pae Christchurch does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding that all responsibility remains with the sender. **Goods are to be delivered to the Loading Dock between 07:00-16:00 Mon-Fri. Please contact Te Pae Christchurch Loading Dock Office on arrival at the Centre.**

## ATTENTION:

Name:

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Address:

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## OUTGOING DISPATCH LABEL:

<b>Pick Up/Courier Name:</b>			
<b>Dispatch Date:</b>			
<b>Exhibitor Company:</b>		<b>Stand #:</b>	
<b>Contact Name:</b>		<b>Mobile #:</b>	
<b>Item Description:</b>		<b>Item # _____ of # _____</b>	

Te Pae Christchurch does not take any responsibility for the condition of the goods or quantity dispatched. This label is attached to each item with the understanding that all responsibility remains with the sender. **Goods are to be dispatched from the Loading Dock between 07:00-16:00 Mon-Fri. Please contact Te Pae Christchurch Loading Dock Office on arrival at the Centre.**

## Safe Delivery, Storage and Return of Your Items

The delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Loading Dock hours are from 07:00 – 16:00 Monday to Friday.

Please note: Goods will not be accepted any earlier than Friday 6 June.

If you intend to dispatch your goods via courier from Te Pae Christchurch after the event, it is important you:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your reference and the tracking of goods through your courier company.

Goods are to be collected by Friday 13 June.

Please note: storage charges will apply for goods not collected after this time.

Te Pae Christchurch Convention Centre reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

***PLEASE NOTE: All goods/property brought into Te Pae Christchurch or onto Te Pae Christchurch land, is done so at the sole risk of the persons responsible. Te Pae Christchurch Convention Centre is not responsible for any damage to or theft of the items from the event.***

Please complete and submit this form no later than 14 days prior to the hiring period (by 20 May) of the event by using the “Submit” button at the end of this form. For assistance, please contact:

**Phone:** +64 3 266 1400

**Email:** [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

Name		Company Name	
Phone Number		Company Address	
Email Address		Company Phone	
Name of Event		Stand Name	
Event Dates		Stand Number	
Name of stand representative on the day			

Please refer to the Exhibitor Services Menu for full details and restrictions on items available. Items are charged per day.

[illegible]

## Order Form

Special requirements:			
<b>Item</b>	<b>Delivery date</b>	<b>Collection date</b>	<b>Quantity</b>
Special requirements:			
<b>Item</b>	<b>Delivery date</b>	<b>Collection date</b>	<b>Quantity</b>
Special requirements:			
<b>Item</b>	<b>Delivery date</b>	<b>Collection date</b>	<b>Quantity</b>
Special requirements:			

## Terms and Conditions

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items, along with a tax invoice and details for payment.

All orders must be paid for before services will be rendered.

Payment can be made by:

- Credit card (Mastercard or Visa only) – please note there is a 1.5% charge incurred for all credit card payments
- Direct deposit.

International bank and intermediary fees are to be incurred by the sender.

☐ I have read and understood the terms and conditions and all sections relevant to the ordering of these items as stated in the Exhibition Guide.





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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North Shore 0757  
Unit 2, 5 Orbit Drive  
Rosedale 0632, New Zealand

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