



Dear Exhibitor,

Exhibition Hire Services are once again proud to be appointed the official exhibition contractor for the HGSA Conference 2026 at Te Pae Christchurch Convention Centre

Key dates for this conference are as below:

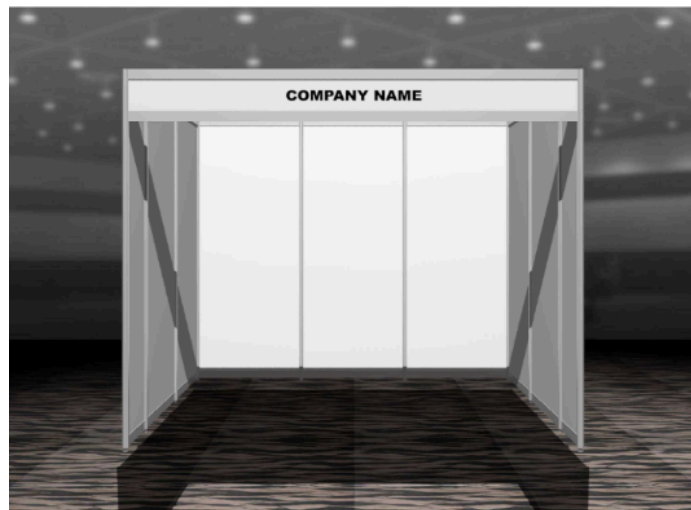
Final date for stand orders (signage, flooring, furniture): by midday Wednesday 1st July 2026 - note print ready artwork would also be due by this date

As part of your stand cost we will be supplying to each stand:

As part of your stand cost we will be supplying to each stand:

Single 3m x 2.5m stand

- White octanorm 2.5m high walling system - this has a smooth flat surface and not velcro receptive.
- Company Name signage on fascia rail system - please confirm the wording on the supplied form
- 10amp Power Supply, with a 4 way multibox
- 2 x 150w spotlights





As a way of dressing up your stand and giving it the “WOW” factor, we have the following products available for you to hire

Hire Furniture:

Perhaps one of the best ways of improving the overall aesthetics of your stand is through the use of furniture and display equipment. Exhibition Hire Services has a large variety of high quality furniture from designer couches and chairs to showcases, work tables and desks, you can be sure that we have something to suit your requirements.

Flooring:

For a cost-effective way to improve the look of your stand from the floor up then why not look at a carpet colour change? We can provide you with carpet colour changes from as little as \$24.00 + gst per square metre.

To view our extensive range of products, please visit our website

<https://exhibitionhire.co.nz/hire-furniture/> - please ensure you have Christchurch selected as your city of event.

Signage upgrades:

I have included some basic options for signage upgrades for your booth below

Design and Build Stands/ stand customisation:

For those exhibitors who require a stand with a distinctive look and feel, we offer a design and build service where we work with you to create a unique and custom-built looking stand. Working with our experienced team of designers, we can help you to create a completely unique display. Please visit our website www.exhibitionhire.co.nz to see examples of the types of stands we have created in the past, or please view options below.

We strongly advise considering signage / printing for your stand, as well as one of our many furniture options, or colored flooring options such as carpet, clip lock flooring to enhance your exhibition space, and take it to the “next level” -- by elevating the overall presentation of your booth and helping you to **stand out from the crowd!**



Booth Printing / Signage - printing individual panels

The sizes and information on wall prints are as per the below - note these are individual panels separated by a frame / pole as per the image below (furniture/arm flood lights and flooring not included)

The cost for this is \$380.00+ gst per 968mm x 2355mm panel (Panel A) / \$185.00+ gst per 473mm x 2355mm panel (Panel B)

\$1140.00 + gst PER 3M wall

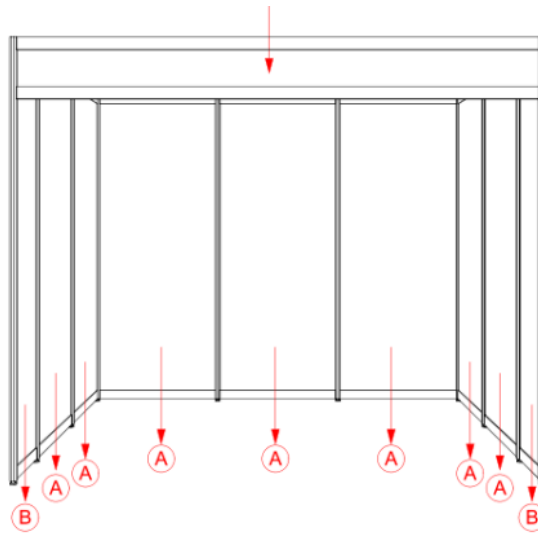
\$945 + gst PER 2.5m wall

Labour / installation

Back wall only \$225.00 + gst

Side walls (each) \$62.50 + gst

3D render cost - \$480.00 + gst - optional



Artwork would be required sized to the above dimensions - with a 5mm bleed on all edges (no crop marks)



Seamless printing option

Stretch banner digitally printed installed onto a hired frame to give you a seamless finish - note the frame ownership is retained by EHS, however the banner is yours to keep. (furniture/ arm flood lights not included)

\$1863.00 + gst PER 3M wall (includes Frame hire)

\$1580.00 + gst PER 2.5m wall (includes Frame hire)

Labour / installation

Back wall only \$247.50 + gst

Side walls (each) \$187.50 + gst

3D render cost - \$480.00 + gst optional



Artwork would be required sized to the correct dimensions which will be supplied on confirmation of order - with a 50mm bleed on all edges (no crop marks)



Digital Print Artwork Requirements

All files must be supplied as press quality PDF files at 100% size.

Files must be prepared to exact panel size and bleed added when specified (check material list below).

Resolution is advised to be no less than 300 dpi at 100% (extra-large formats can be lower res).

Printing colour mode is CMYK - use Pantone (PMS) colours where possible for exact match.

All text must be outlined in the PDF's and transparencies flattened if gradients/drop shadows used.

Other file formats (EPS, AI, PSD, TIFF) can be accepted as long as images are embedded and text is outlined.

We do not accept files created in Office programs such as Word or PowerPoint.

For sending files larger than 15mb, please send via a file share service (DropBox, WeTransfer, Hightail etc.)

Artwork must be supplied as press quality PDF files at 100% size.

Artwork that is spread across multiple panels must be split into individual files.