The Paediatric Society of New Zealand
Te Kāhui Mātai Arotamariki o Aotearoa

2026

77th Annual Meeting

9th to 12th November 2026

Massey University

Te Whanganui-a-Tara / Wellington

2026 EXHIBITION MANUAL

WWW.PSNZCONFERENCE.ORG.NZ

Contact us for more information: conference@fp2.co.nz 027 649 2081

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ONLINE FORM REQUIREMENTS

The below online forms will be distributed to your lead contact for completion:

- Exhibition Table Requirements & Event Health and Safety Hazard Plan (**deadline** Wednesday 14 October 2026)
- Sponsor/Exhibitor Personnel Registration (**deadline** Wednesday 14 October 2026)

DOWNLOADABLE

- Stand Goods Delivery Courier Label (for your use at the time of conference) CLICK HERE
  Do not send prior to Friday 6 November 2026
- Return Freight Delivery Label (for your use returning goods to your company) CLICK HERE

CONFERENCE AND EXHIBITION MANAGERS

ForumPoint2 Conference Partners

Paula Armstrong | Project Manager
Telephone: 027 649 2081
Email: paula@fp2.co.nz
Website: www.fp2.co.nz

Melanie Robinson | Project Coordinator
Telephone: 021 113 0289
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FORUMPOINT2 CONFERENCE PARTNERS

THANK YOU FOR PARTNERING WITH US

Dear Valued Partner

Thank you for your support of The Paediatric Society of New Zealand Te Kahui Matai Arotamariki o Aotearoa Annual Meeting being held at the Massey University in Wellington.

Who will attend the Conference?
We expect approximately 250 delegates are expected to attend the Meeting.

VENUE

The Great Hall, Massey University, Wallace Street, Mt Cook, Wellington
Please note: A change of exhibition venue was required due to University requirements. The Exhibition will be located at the back of the main plenary along with catering. Please keep noise level to a minimum while in session.

If you have queries relating to the venue, please contact Melanie Robinson at ForumPoint2 in the first instance email: melanie@fp2.co.nz or phone +64 21 113 0289.

EXHIBITION PACK IN / OUT

Exhibitor Pack In - Monday 9 November 2026, 5.00pm - 6.00pm
(Please note pack in commences following session completion in Great Hall)

- Tuesday 10 November 2026, 7.00am - 8.30am sharp

All sponsor and exhibitor personnel must be inducted prior to entering the exhibition build. The online health and safety induction must be done prior to arrival to the venue. Further information regarding the online induction will be sent when personnel have registered for the conference.

If you are contracting a build company, please provide contact details of the supplier to melanie@fp2.co.nz. Contractors must report to the conference registration desk on arrival and complete a Health and Safety briefing prior to entering the exhibition area.

Exhibition Pack-Out - Thursday 12 November 2026, from 3.00pm
All display material must be removed from the venue by 5.00pm on Thursday 12 November 2026.

EXHIBITOR REGISTRATION

All company representatives *must* be registered for the conference, including complimentary registrations. *Please do not be offended if we refuse access for casual representatives who drop in and are not pre-registered*. Registration name badges will be available for collection from the conference registration desk from 2.00pm on Monday 9 November 2026 the Massey University Foyer. Please note pack in commences following session completion.

EXHIBITION FLOOR PLAN

Refer to page 7 of the exhibition manual for the exhibition table space floor plan. Floor plan is subject to change.

CONFERENCE PROGRAMME

Keep up to date with conference information by visiting the Conference website www.psnzconference.org.nz

EXHIBITION CHECKLIST AND DEADLINES

ALL SPONSORS AND EXHIBITORS :

Company Logo - Email to melanie@fp2.co.nz	Due: Now

ALL EXHIBITION STANDS :

Deadline for Sponsor/Exhibitor Payments	Due: Now
Exhibition Stand Requirements Form and a copy of your current Broadform Public Liability Insurance Policy for a minimum of NZD $10,000,000.00 ($10M)	Due: Wednesday 14 October 2026 *Online forms distributed to lead contact*
Health and Safety Hazard Plan	
Additional Items approved - (All beverages, food and giveaways on your stands must be approved by ForumPoint2 and the venue. Please advise details of items via email).	
Sponsor and Exhibitor Personnel Registrations	REGISTER YOUR TEAM HERE

CUSTOM DESIGN AND BUILD STANDS ONLY:

Stand design plans (Designs must be approved by ForumPoint2 and the venue)	Due: Wednesday 14 October 2026 *Please email documents to melanie@fp2.co.nz*
Time the design / build company expects to arrive to set-up and pack down your stand (see exhibition pack in / pack out times listed below)	

ALL EXHIBITION STANDS :

Deliveries - Boxes must be clearly labeled with your company details as well as stand number.	Friday 6 November 2026 and not before please.
Pack In - Exhibition	Monday 9 November 2026, 5.00pm - 6.00pm Tuesday 10 November 2026 7.00am - 8.30am
Pack Out - Exhibition (All goods to be removed or collected by 5.00pm on Thursday 12 November 2026)	Thursday 12 November 2026, from 3.00pm

EXHIBITION CONTRACTORS

Please contact melanie@fp2.co.nz for any queries or requirements in the first instance.

EXHIBITION ENTITLEMENT PACKAGES

TABLE STAND INCLUSIONS

Exhibitors will be able to display their products and/services to allow deep engagement with delegates. Refreshment and lunch break catering will be provided in the exhibition area ensuring excellent exposure to delegates. The Welcome Function will be held at Massey University.

REVISION OF LAYOUT

The organisers reserve the right to revise the layout of the floor plan, or to transfer an exhibiting company to an alternative site, or alter the shape or size of any table space. Any such change will be advised in writing by the organising committee and an alternative provided.

DESIGN AND BUILD SPACES

If your company is using an external design and build company (someone other than our Exhibition Contractor) please be aware of the following guidelines. **Please supply drawings of layout plans to melanie@fp2.co.nz by Wednesday 14 October 2026.**

- Please ensure subcontractors wear appropriate identification at all times. They must report to the registration desk upon arrival before entering the pack in area
- It is the responsibility of the sub-contractor to supply sufficient staff for unloading and loading of stand items at the venue in a timely, safe and non-disruptive manner
- Sub-contractors and their staff must supply their own tools, including ladders and trolleys
- The venues equipment cannot be used without prior approval
- It is the responsibility of all persons working on site to comply with the venue health and safety guidelines and all work must be carried out in a safe manner
- The venue and ForumPoint2 reserve the right to refuse access to sub-contractor and/or equipment not considered to be of a suitable standard.

ONLINE REGISTRATIONS

REGISTER YOUR TEAM HERE

Sponsors and Exhibitors are entitled to complimentary/inclusive registrations to attend the conference. If you are unsure of your entitlements, please check in the Sponsorship Prospectus or contact melanie@fp2.co.nz to reconfirm details.

A reminder, all company representatives must be registered to attend.

Registration Deadline: Wednesday 14 October 2026.

EXHIBITION TABLE SPACE

Table Space	Table size 1.8m x .75m
Company Sign	Each table will be identified with one standardised sign displaying the preferred company name
Power	Power is available in The Great Hall but not dedicated to your table space. Contact ForumPoint2 if this is of an issue.
Banners	Banners may NOT be hung over your table space
Furniture	Should you need additional services i.e. furniture for your table space please contact Exhibition Hire for any furniture requirments.
Additional Services	Should you need additional services please contact the conference organisers

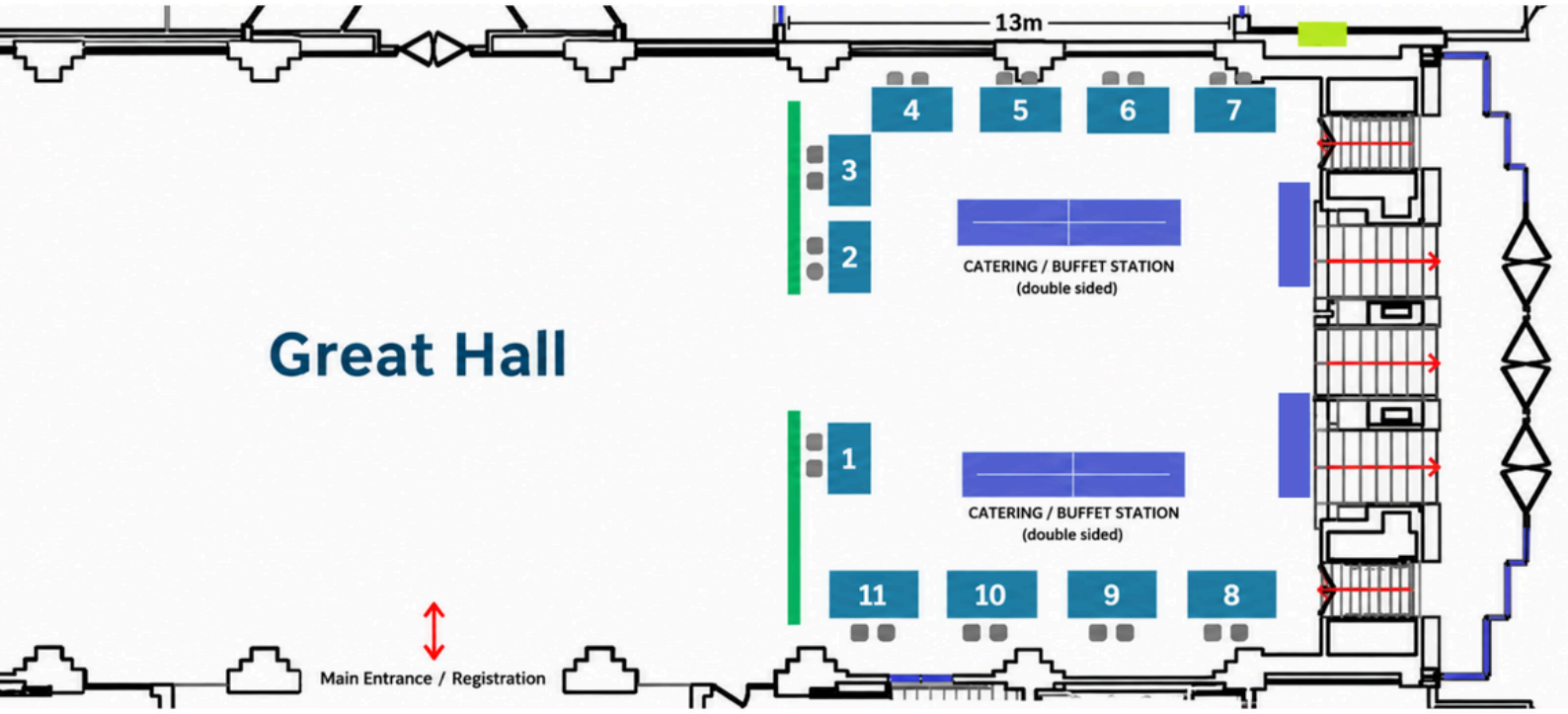
TABLE SPACE PERIMETER

All display material, furniture and equipment must be kept within the perimeter of your tablespace. No obstacles are to be placed in the aisles.

EXHIBITION TABLE SPACE FLOOR PLAN

THE GREAT HALL, MASSEY UNIVERSITY, WELLINGTON

PLEASE NOTE: THE CONFERENCE ORGANISERS RESERVE THE RIGHT TO AMEND THE FLOOR PLAN AS REQUIRED.



Allocation of exhibition stand spaces: Stand spaces will be allocated firstly by sponsorship level, then on a first received basis, taking competitor avoidance into consideration.

Catering stations: Catering stations will be situated throughout the exhibition area, however actual placement of the stations will be confirmed at the time of conference.

The conference organisers reserve the right to amend the floor plan as required.

EXHIBITION OPEN TIMES

Exhibition times are subject to change. Updates will be provided or visit the conference website.

TUESDAY 10 NOVEMBER 2026	
10.30am - 11.00am	Collab, Industry Exhibition and Morning Tea
12.30pm - 1.30pm	Collab, Industry Exhibition and Lunch
3.00pm - 3.30pm	Collab, Industry Exhibition and Afternoon Tea

WEDNESDAY 11 NOVEMBER 2026	
10.00am - 10.30am	Collab, Industry Exhibition and Morning Tea
12.45pm - 2.15pm	Collab, Industry Exhibition and Lunch
3.45pm - 4.15pm	Collab, Industry Exhibition and Afternoon Tea

THURSDAY 12 NOVEMBER 2026	
10.30am - 11.00am	Networking, Industry Exhibition and Morning Tea
12.30pm - 1.15pm	Collab, Industry Exhibition and Lunch
3.00pm	Exhibition Pack Down

The Exhibition will be located at the back of the main plenary along with catering. Please keep noise level to a minimum while in session.

PACK IN / PACK OUT

PACK IN

- **Monday 9 November 2026, 5.00pm - 6.00pm.** No access will be permitted before 5.00pm due to session in progress.

- **Tuesday 10 November 2026, 7.00am - 8.30am sharp**

All sponsor and exhibitor personnel must be inducted prior to entering the exhibition build. The online health and safety induction must be done prior to arrival to the venue. Further information regarding the online induction will be sent when personnel have registered for the conference.

DELIVERIES TO THE VENUE

Goods to be delivered to the venue no earlier than Friday 6 November 2026 only.

Any freight sent to or collected from Massey University is the responsibility of the sender. The exhibition managers and Massey University accepts no liability for any items delivered to or sent from the venue.

Ensure one of your onsite representatives has full details of your shipment, including airway bill numbers/consignment number and they are always carried with them. This enables goods and equipment to be readily traced at customs and freight forwarding companies.

PACK OUT

Pack-Out is at the **conclusion of the final session on Thursday 12 November 2026 from 3.00pm.**

RETURN FREIGHT

Please ensure you have organised your freight company to **collect all goods by 5.00pm on Thursday 12 November 2026.** All items left at the venue for collection must be clearly labelled with the delivery address and contact details using correct supplied Outwards Goods Courier Label. Please note: The venue will not provide any outbound services. It is the exhibitor's responsibility to arrange for collection of equipment and complete delivery forms correctly. Massey University, PSNZ and ForumPoint2 take no responsibility for the return of goods or goods left on the premises.

Any goods remaining after this point will be deemed abandoned and disposed of accordingly at the exhibitor's expense.

All goods must be clearly marked with the following information and attached to the boxes:

- Name of company, contact name , contact phone number
- Delivery address
- Pick up date
- Number of boxes: i.e., 1 of 10
- Name of courier/transport company collecting the goods
- Courier/transport company contact phone number

EXHIBITION VENUE INFORMATION

FLOOR COVERING

Any damage to the flooring will be the responsibility of the exhibiting company to rectify.

INTERNET

Complimentary Wi-Fi is available throughout the conference venue. Log in details can be found at the Conference Registration desk.

STORAGE

There is NO storage on site. Please make your own arrangements for storage of display containers and materials during the conference.

PARKING

Parking is available at Massey University.

FOOD/BEVERAGE

No food or beverage may be brought onto the premises for consumption before, during or after an event, without the prior approval from ForumPoint2. Please contact melanie@fp2.co.nz if you wish to provide food/beverage of any type on your stand by Wednesday 14 October 2026.

SECURITY

Please do not leave your stand unattended during the day. The venue will be locked at the end of each day. Entry will not be permitted until the exhibition re-opens the following morning. The venue and organising personnel do not accept responsibility for exhibitors' goods.

CLEANING AND RUBBISH REMOVAL

Massey University will clean all public areas, meeting and exhibition rooms and will organise rubbish removal from stands on exhibition operational days, prior to arrival each day. All rubbish to be removed from stands is to be placed in aisles for disposal at the end of each exhibition day. Please ensure you do not create any trip hazards. All cardboard is to be flattened and placed beside the bins in the aisles. The exhibitor is responsible for the removal and disposal of pallets, crates and large packaging items. Should there be an excess quantity of rubbish, additional charges to the exhibitor may apply.

CUSTOMS CLEARANCE

It is the responsibility of the sponsor/exhibitor to arrange all customs clearance for goods in New Zealand. The venue, ForumPoint2, PSNZ are unable to clear items through customs for the conference. Please complete the necessary paperwork and goods authorisation prior to your goods arriving in New Zealand. Failure to do so may result in delays in delivery of items to the conference venue. Further information can be obtained from the New Zealand Customs Service website www.customs.govt.nz.

A delivery address label is available CLICK HERE to use this document for equipment or cartons being delivered to Massey University from Friday 6 November 2026.

PUBLIC AND PRODUCT LIABILITY INSURANCE

Whilst Massey University, PSNZ or ForumPoint2 will not be held responsible for any loss or damage to any exhibit or property of any exhibiting company by theft or fire or any other cause whatsoever. The same parties are released from accountability or liability for any damage or loss of goods sent to the venue before or remaining after the exhibition, nor whilst in transit to or from the exhibition, or during the exhibition. All exhibitors shall insure, indemnify and hold the Massey University, PSNZ or ForumPoint2, blameless in respect of all costs, claims, demands and expenses. Exhibitors are responsible for any injury to persons and damages to property in the conference environment caused during the setting up, the operation of, and dismantling and removal of the exhibition.

All exhibitors must hold a **current broadform Public Liability Insurance policy for a minimum of NZD$10,000,000.00**. This information must be completed (on the Exhibition Stand Requirements form) and returned to ForumPoint2 by Wednesday 14 October 2026.

REGULATIONS

The following regulations apply:

- Any exhibitor wishing to use or display an electrical device must ensure the device has a current test tag attached, including laptop, phone or device chargers
- Nails, tacks, screws or pins are not to be driven into the walls or furnishings and no writing, disfigurement or decorating or posters to be made on, or attached to any wall by any means. All floors are to be protected during packing in, installation and removal of all displays, exhibits and equipment, etc. If damage occurs the exhibitor will incur the repair costs
- Signage or advertising displayed in the foyer areas or outside the venue is not permitted
- Exhibitors must ensure fire rated materials are used in the construction of temporary fixtures and structures involving materials. Evidence of fire ratings must be made available at the request by the Massey University, ForumPoint2 or Local Fire and Health Authorities
- No unauthorised or unqualified persons are to operate any mechanical or electrical equipment or appliance in the venue
- No obstacles, including raised floors are to be placed in aisles or across aisles. All components of an exhibit are to be contained within the stand boundaries
- The repair of any damage caused to the venue by the Exhibitor or agents in any manner whatsoever will be charged to the Exhibitor
- No animals are permitted in the Massey University,
- The presence of children under 14 years old during the build and breakdown is not permitted
- No alcohol is permitted or to be consumed during build up or break down
- Emergency exits and fire equipment must be visible and accessible at all times
- In order to conserve power and keep costs down, it is recommended that all power be turned off at the end of each day and restored at the beginning of the next.
- No banners can be hung over aisles or public areas or above exhibit space.

FIRE PROOF MATERIALS

No fuels, gases, flammable, combustible or explosive material can be stored in the exhibition area at Massey University, under escape stairs or in the immediate vicinity of the room, unless expressed written permission is given by Venue Management. No approval can be given until evidence is provided; demonstrating that all safety precautions have been taken and approvals have been received from all appropriate departments.

CONTRACTORS/SUBCONTRACTORS WORKING AT THE MASSEY UNIVERSITY

- All contractors must be registered as external contractors when completing the Health and Safety Hazard Plan or Exhibition Build Requirements Form. This must be completed by **Wednesday 7 October 2026**
- All contractors, upon arrival at the conference venue, must report to the conference registration desk to sign in and out
- Subcontractors must supply on request their Health and Safety Hazard Plans by **Wednesday 7 October 2026**
- It is important that all contractors comply with the Massey University, to ensure consistency of service, public safety, and compliance with statutory obligations
- The safety and legality of any activity carried out within theconference venue must be beyond question
- Any contractor working within the Massey University, must meet minimum levels of certification and insurance
- When working within the venue, contractor personnel are seen by venue clients and patrons and we expect that all contractor staff will meet minimum levels of presentation, behaviour and compliance with the venue's operational procedures and policies.

DESIGN AND BUILD

- Drawings of layout plans, structural and schematic wire diagrams must be submitted to melanie@fp2.co.nz for review by **Wednesday 7 October 2026**
- If your company is using a design and build company, please be aware of the following guidelines:
- All contractors must be registered as external contractors using the External Contractors Form. This must be supplied to melanie@fp2.co.nz by **Wednesday 7 October 2026**
- All contractors, upon arrival at the meeting venue, must report to the conference registration desk to sign in and out and complete an induction
- Ensure appropriate or supplied identification is worn at all times while work is carried out
- Provide adequate instruction and equipment to their employees so that they are able to comply with safe work procedures specific to the job
- It is the responsibility of the sub-contractor to supply sufficient staff for unloading and loading of transport vehicles in the loading dock in a timely, safe and non-disruptive manner
- Sub-contractors and their staff must supply their own tools, including ladders and trolleys
- Massey University, shall not be used without prior approval
- Subcontractor will not allow or permit any damage to the Massey University, or any fixtures, nor shall any alterations to the structure be allowed. Painting, gluing, drilling, taping or nailing is not allowed on venue finishes. If a subcontractor damages the venue, the exhibitor will be liable for the repair costs incurred
- Sub-contractors shall ensure the removal of all debris, rubbish, packing materials from the premises. In the event the Massey University, has to perform these tasks on behalf of the sub-contractor, charges incurred shall be borne by the company concerned
- It is the responsibility of all persons working on site to comply with the venue health and safety guidelines and all work must be carried out in a safe manner. Failure to do so will result in a request to vacate the premises
- Massey University, PSNZ or ForumPoint2 reserves the right to refuse access to sub-contractor and/or equipment not considered to be of a suitable standard
- The venue is non-smoking at all times for clients, guests, visitors, staff and contractors.

SPONSOR / EXHIBITOR PERSONNEL

REGISTRATION

All exhibitor personnel are required to register using the online Sponsor and Exhibitor Registration form.
Sponsors, please refer to your individual entitlements and contact Melanie Robinson, melanie@fp2.co.nz

Daily Conference Catering	✓
Attendance to all conference sessions	✓
One ticket to the Welcome Function	✓

REGISTER YOUR TEAM HERE

PURCHASING ADDITIONAL PERSONNEL REGISTRATIONS

Additional personnel registrations can be purchased using the online Sponsor and Exhibitor Registration form.

Additional Sponsor and Exhibitor Registrations	**$450.00 including GST** **Full Conference**, includes catering during conference programme and 1 x ticket to Welcome Function. **Please note: Conference Dinner tickets are an additional cost.**

Additional Conference Dinner Tickets:	**Conference Dinner**	**$155.25 inc GST**

HOW TO REGISTER PERSONNEL

All staff must be registered using the online Sponsor and Exhibitor Registration form, link included within the Exhibition Manual email or by clicking above.

All staff working on an exhibition stand are required to be individually registered regardless of the length of time spent at conference. Entry to the exhibition area is by display of the official conference name badge and lanyard only.

REGISTRATION CANCELLATION POLICY

All cancellations must be emailed to melanie@fp2.co.nz . You may assign your registration to another person. If you are unable to attend, the following cancellation fees apply: 14 days before the conference start date: Refund less $200 administration fee. Following which, refunds will be made at the discretion of the organising committee. Refund payments will be made after the conference.

EXHIBITOR NAME BADGES

Each representative is to collect their own name badge from the registration desk from 2.00pm Monday 9 November 2026. In the interest of security, please ensure your name badges are clearly visible at all times when in the conference venue. Name badges are non transferable.

PLEASE COMPLETE ALL COMPANY REGISTRATIONS NO LATER THAN WEDNESDAY 14 OCTOBER 2026 FOR ALL PERSONNEL

SOCIAL FUNCTION AND ACCOMMODATION

WELCOME FUNCTION

Date: **Tuesday 10 November 2026**
Time: 5.00pm - 6.30pm
Venue: To be advised
Catering: Beverages and canapés will be served. Dinner by own arrangements
Cost: **Sponsor / Exhibitor Registration** - One ticket to the Welcome Function function is included

PAEDIATRIC SOCIETY OF NEW ZEALAND CONFERENCE AND AWARDS DINNER

Date: **Wednesday 11 November 2026**
Time: 7.00pm - late
Venue: The Boathouse
Dress: Smart Casual
Ticket includes dinner and limited beverages. Cash bar, contactless payment will be available.

Cost: $155.25 incl GST per person
Sponsors, please refer to your individual entitlements.

ACCOMMODATION

Accommodation reservations are to be made online during the registration process for your personnel.

Click here for further accommodation information.

Naumi Studio Wellington

213 Cuba Street,
Te Aro Wellington

Rates:

Zing Queen Room $206.00 (including GST per room per night)
Zest Queen Room $218.00 (including GST per room per night)

ForumPoint2 Conference Partners have contracted a block with Naumi Studio Wellington and is our preferred accommodation option for the conference.

Stay at Naumi Studio Wellington in the heart of Wellington city centre, right on Cuba Street. Expect expressive interiors, boutique comfort, and a stay that doesn't blend in. You're minutes from Wellington Waterfront, Te Papa Museum of New Zealand, and the city's best food, bars, and culture. A central base for work, play, or a quick city escape.

Accommodation is subject to availability.

HEALTH AND SAFETY

EVENT HEALTH AND SAFETY HAZARD PLAN AND REGULATIONS

You are required to submit online your company's Event Health and Safety Hazard Plan to ForumPoint2 by Wednesday 14 October 2026. You will be required to identify risks associated with your exhibition space and advise how these risks are mitigated by you as a PCBU. All sponsor and exhibitor personnel must be inducted prior to entering the exhibition area. Online health and safety induction must be done prior to arrival to the venue. Further information regarding the online induction will be sent when personnel have registered for the conference.

HEALTH AND SAFETY REQUIREMENTS:

Massey University, PSNZ and ForumPoint2 take all reasonable precautions to avoid accidents. All exhibitors and/or suppliers must be familiar with, and comply with, the provisions of the Health and Safety in Employment Act 1992, the Health and Safety At Work Act 2015 and Health and Safety guidelines as set out in the Exhibition Manual.

Every exhibitor and/or supplier should:

- Ensure staff are registered including external contractors
- Wear high-visibility clothing during set up and breakdown
- Take all practicable steps to ensure that no action or inaction while at the venue harms any other person
- Provide the necessary resources and documentation to ensure that the work that is carried out is done with strict compliance to health and safety requirements
- Provide adequate instructions and equipment to their employees so that they are able to comply with the health and safety procedures specific to the job
- Ensure that all the necessary insurances and licences are available and current; to ensure that the safety and legality of any activity carried out within the venue is beyond question
- Ensure that their exhibition stand is kept neat and tidy so as to avoid any trip hazards
- Any exhibitor wishing to use or display an electrical device must ensure the device has a current test tag attached
- ***Report all accidents, incidents or near misses to Paula Armstrong, ForumPoint2, 027 649 2081***

FIRE AND EARTHQUAKE PROCEDURES

Please do not do any of the following:

- Block or congest emergency exits or obscure emergency exit signs
- Store equipment or any other item in fire stairs
- Block open fire or smoke doors leading to fire stairs

FIRE AND/OR FIRE ALARM

- On the discovery of fire, immediately activate an alarm and notify a staff member
- Upon hearing alarms, evacuate immediately. Please follow all directions given from venue staff
- Proceed immediately to your nearest exit by using the stairs and not the lift
- Await further instructions or clearance for an orderly re-entry into the venue
- Fire hoses and fire alarms switches must remain visible and accessible to the public at all times

HEALTH AND SAFETY

ForumPoint2, in conjunction with the PSNZ Conference Organising Committee and venues are morally and legally responsible to provide a safe and healthy environment for all attendees at the conference. This commitment extends to ensuring the PSNZ Conference operations do not place the local community at risk of any injury, illness or property damage. All measures within our ability will be undertaken to ensure that attendees are as informed as possible about any potential hazards they may face whilst attending conference.

All attendees will need to:

- Listen to the Health and Safety briefing onsite and/or read the Health and Safety document held at the Conference Registration desk
- Ensure all Health and Safety concerns; and all accidents or near accidents are immediately reported to the Health and Safety officer on site. All attendees are encouraged to be responsible at all times, and to promote a safe and healthy working environment for the entire conference duration.

MINISTRY OF HEALTH GUIDELINES

We respectfully advise attendees, the conference will be following any guidelines as set down by Government in place at the time of conference regarding the COVID-19 Protection Framework and/or relevant advice set for public events and mass gatherings. Prior to conference, we would remind you:

- If you are: unwell, a confirmed or probable case of COVID-19, waiting a COVID-19 test result or self-isolating, please do not attend.

INSURANCE

It is the responsibility of each exhibiting company to ensure that their display materials are insured for theft or damage.

UNAVOIDABLE OCCURRENCES

In the event that the Conference and Exhibition is cancelled or delayed outside the control of the Organiser, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, work stoppages, slow downs or disputes, attendee health and safety, Governement imposed restrictions and regulations or other similar events then the Exhibitor may be issued a refund after all fixed expenses are paid, any remaining funds will be distributed to Exhibitors. The Exhibitor shall not claim for any loss or damage.

PSNZ and ForumPoint2 reserves the right to refuse to accept a registration form or refuse entry to any exhibitor, delegate or visitor to the PSNZ Conference event at any time and for any reason.

TERMS AND CONDITIONS

1. DEFINITIONS
In these Terms and Conditions the following words and expressions shall have the following meanings:
The term 'Exhibitor' shall include all employees and agents of any Company, Partnership, Firm or individual to whom space has been allocated for the purpose of exhibiting.

The term 'Exhibition' shall mean the PSNZ Conference 2026 exhibition.

The Term 'Exhibition Venue' shall mean the Massey University.

The term 'Organisers' shall include all employees and agents of PSNZ Conference 2026 and ForumPoint2 Ltd, organisers of the PSNZ Conference 2026 exhibition.

The term 'Landlord' shall mean the owners and management of the appointed Exhibition venue, its employees or agents.

The term 'Contract' shall mean the contract for space or shell scheme stand at the Exhibition entered into between the Organisers and the Exhibitor, which incorporates these Regulations.

The term 'Authorities' shall mean the Local Authority and the Fire Authority.

The term 'Exhibition Manual' shall mean the manual to be prepared by the Organisers and distributed to Exhibitors prior to the Exhibition, setting out practical aspects of their participation and of the Exhibition.

2. PARTICIPATION COST
The cost of space only does not include any stand fitting unless specified.

3. APPLICATION FOR SPACE
All Stand participants must complete the online Sponsorship and Exhibition Registration form to reserve space at the Exhibition. The Exhibitor will receive a confirmation of the allocated space by the Organisers in writing, constituting establishment of the rental contract between the Organisers and Exhibitor.

Alteration of space allotted
The contract constitutes a licence to exhibit and not a tenancy. The Organisers reserve the right to deviate from the confirmed position, size and shape of space allotted to the Exhibitor. No alteration to the space allotted will be done in such a way as to impose on the Exhibitor any greater liability for rental than that undertaken in the Contract. Exhibition space should be taken to promote products in accordance with the subject matter of the exhibition. The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal.

Sub-letting
The Exhibitor shall not assign the Contract, sub-let or part with his/her site or stand or any portion of it without prior consent from the organisers

Conditions of payment
The participation cost shall be paid by the Exhibitor with full balances payable at the time of submitting the booking.

UNDER NO CIRCUMSTANCES WILL THE EXHIBITOR BE PERMITTED TO ERECT OR OCCUPY A STAND OR SITE IF THE RENTAL HAS NOT BEEN PAID IN FULL.

Should an Exhibitor be prevented from occupying his site for this reason, all participation costs paid shall be forfeited and the balance shall be recoverable forthwith by the Organisers. The Organisers shall be entitled to utilise the site, which had been allotted to such Exhibitor in such manner as the Organisers shall think fit and to recover from the Exhibitor any expenditure incurred in so doing.

5. REDUCTION OF STAND SIZE / CANCELLATION
Without prejudice to the rights and remedies of the Organisers in respect of any breach of the Contract on the part of the Stand Co-ordinator, the Exhibitor may reduce his stand size or cancel his participation subject to the following conditions:
(a) The Exhibitor must give written notice to the Organisers setting out the amount of space by which he/she wishes to reduce or stating his/her desire to withdraw.
(b) On receipt of the Exhibitor's notice, the Organisers will notify the Exhibitor of the proportion of Rental of the relinquished space payable, notwithstanding the reduction, or of the consideration payable for release from the Contract as follows: prior to 1 July 2026 a cancellation fee of 25% of the sponsorship/exhibition charge of your selected stands will be charged;
cancellations received after 1 July 2026 – no refund is applicable.
(c) Any changes to the overall stand dimensions as a result of a request to reduce space will be at the Organisers' discretion.

6. OCCUPATION & COMPLETION OF SITE
The Exhibitor and contractors must comply with the move in and move out times and conditions as set out in the Exhibition Manual.

THE EXHIBITOR UNDERTAKES THAT THEIR SITE OR STAND WILL BE READY AND INSTALLED AND ARRANGED THEREON FOR DISPLAY AND ALL ARRANGEMENTS IN CONNECTION THERE WITH COMPLETED BY 4.30PM ON MONDAY 9 NOVEMBER 2026.

THE EXHIBITOR WILL NOT REMOVE ANY OF HIS EXHIBITS PRIOR TO 1.15pm ON THURSDAY 12 NOVEMBER 2026.

The Organisers reserve the right to prevent work being carried out by or on behalf of any Exhibitor who has not submitted stand design drawings in accordance with this regulation.

Table Space – The overall height of stand fitting should not exceed 2.48 metres from the floor level.
Requests to exceed this height will only be considered provided they are submitted in writing and accompanied by drawings (conditions may apply).

All Table Spaces
The Organisers may, at the expense of the Exhibitor, remove or alter anything in or forming part of any stand, if, in their opinion, it is desirable to do so in the interests of the Exhibition.

Electrical Installations – all electrical installations must be carried out by the contractor appointed by the Organisers for the area in which the stand is situated. Any exhibitor wishing to use or display an electrical device must ensure the device has a current test tag attached.

7. FIRE REGULATIONS AND SAFETY
All exhibitors must fully comply with:
a) the Landlord's and the Authorities' regulations in respect of Fire, Health & Safety and Emergency Access and Exits.
b) All requirements under the Health and Safety in Employment Act 1992, the Health and Safety At Work Act 2015 and Health and Safety guidelines as set out in the Exhibition Manual.

8. EXEMPTIONS
Applications for any consent by the Organisers must be in writing and must set out full details of the matters for which consent is sought.
Exemptions from any Regulation may be granted at the Organisers' discretion. No exemption given by the Organisers will be effective unless it is in writing.

9. DISMANTLING
Stands shall not be dismantled or goods removed from the exhibition area prior to the closing of the exhibition on the last day a company is registered to exhibit. Prior removal will only be permitted when notice has been agreed in writing.

10. GENERAL REQUIREMENTS
No Admittance of Children during Exhibition
Build. Children under the age of 14 shall not be admitted into the Exhibition venue during Exhibitor pack in and pack down. This is required for safety reasons.

11. BADGES & PASSES
The Organisers will issue official badges of admission for Exhibitors, contractors and subcontractors. No Exhibitor, contractor or sub-contractor will be admitted to the Exhibition without his badge issued to him by the Organisers. The Organisers reserve the right, at their discretion, to withdraw any Badge issued to any attendee, if complaints have been received concerning his or her conduct.

12. STAND CLEANING
It is the responsibility of the Exhibitor to ensure that his stand is kept clean and tidy during the period of the Exhibition.

TERMS AND CONDITIONS

13. CONDUCT OF EXHIBITORS
Every Exhibitor shall ensure that his/her stand is open to view and staffed by competent representatives during Exhibition hours. In the event of any Exhibitor failing to open his stand or uncover his Exhibits, the Organisers may do so or arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any charges that may be incurred. The Organisers will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.
The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition. Every Exhibitor, and all persons for whom he may be responsible, must conduct themselves in an appropriate manner. Any person failing to comply with his regulation, may, at the discretion of the Organisers, be removed from the Exhibition Venue and refused re-entry during the period of the Exhibition. The Exhibitors will comply with all requests and directions of the Exhibitors, which are not consistent with these terms and conditions.

14. DAMAGE TO THE EXHIBITION VENUE
Nails, screws or other fixtures may not be driven into any part of the Exhibition Venue including the floors, nor should any part of the Venue be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

15. INSURANCE / INDEMNITY
Exhibitors must ensure that they are fully covered against all risks at the Exhibition. Particular attention is drawn to the need for the following:

Third Party Claims – the Exhibitor is responsible for all claims, actions or costs for personal injury and loss of damage of property caused by or arising from the erection and dismantling of the Exhibitor's stand. The Exhibitor must take out and maintain Public Liability Insurance providing a minimum indemnity of NZD$10,000,000.00 for the duration of the Exhibition including the construction and dismantling periods.

Stand Insurance – All risks on loss or damage to Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects whilst in the Exhibition Venue must be fully covered by the Exhibitor. The Organisers shall not be responsible for loss of or damage to exhibits or other property in the custody of the Exhibitor, howsoever caused.

Force Majeure - Exhibitors must insure against costs and expenses which they may incur in the event of the Exhibition being abandoned, cancelled, postponed or curtailed in whole or in part for causes outside the Organisers' control (by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, attendee Health and Safety, Government imposed restrictions).
The Organisers may at their discretion repay the Rental paid by the Exhibitor or part thereof, but shall be under no obligation to do so. Neither shall the Organiser be liable to the Exhibitor in respect of any actions, claims, losses costs or expenses which may be brought about against or suffered or incurred by the Exhibitor as a result of the happening of any such event.

Indemnity - The exhibitor agrees to indemnify PSNZ and the conference managers, ForumPoint2 Ltd, against claims arising from loss or damage to exhibits for any damage caused to the space, walls, ceilings, furniture, fittings and furnishings caused by us, our agents or Contractors at the Massey University, during the move-in period, occupancy and move-out period.

16. AUDIO VISUAL EQUIPMENT & PUBLIC PERFORMANCE
The Exhibitor must fully comply with the Landlord's and the Authorities regulations in respect of audio visual equipment. There will be no public performances allowed within the exhibition halls during the PSNZ Conference 2026. Any hospitality or entertainment format provided by exhibitors should be confined to within their stand area only and sound levels must be restricted to a minimum so as not to offend exhibitors on nearby stands. In the event of complaints, the organisers reserve the right to suspend any entertainment formats for the remainder of the exhibition.

17. ORGANISERS' RIGHT TO TERMINATE CONTRACT
If any Exhibitor fails to observe or perform any of the provisions of the Contract, the Organisers shall have the right to terminate the Contract forthwith by notice in writing to such an Exhibitor. In such an event the exhibits of such Exhibitor shall be removed from the Exhibition premises at a time to be stated by the Organisers and thereafter such Exhibitor shall not be entitled to access thereto or to the Exhibition. The Organisers shall be entitled, if necessary, to remove and despatch the said exhibits and property (at the expense of the Exhibitor) to the Exhibitor's address, as stated on the Contract. All Rental paid by the Exhibitor shall be forfeited to and retained by the Organisers.

18. ORGANISERS' RIGHT TO CANCEL EXHIBITION
The Organisers shall have the right at all times to abandon, cancel or suspend the Exhibition in whole or in part in the event that there is likely to be insufficient exhibitor participation in and support for the Exhibition. In such circumstances, the decision of the Organiser shall be final. In the event of such an abandonment, suspension or cancellation the Exhibitor shall be entitled to receive repayment of all Rental paid, but the Organisers shall not be further responsible to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as the result of the abandonment, cancellation or suspension of the event.

19. BANKRUPTCY OR LIQUIDATION
Should an Exhibitor being an individual or firm become bankrupt, have a Receiving Order made against him or them or make any arrangement with his or their creditors, or being a limited liability company, go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) or have a Receiver appointed, the Contract with such Exhibitor shall terminate forthwith save that all Rental paid shall be forfeited and the balance of the Rental shall become due and payable forthwith and such termination shall be without prejudice to any claim of the Organisers against the Exhibitor in respect of any antecedent breach.

20. FAILURE OF SERVICES
The Organisers will use their best endeavours to ensure the supply of the services of the Landlords and of those mentioned in the Exhibitor's Manual, but they shall not incur any liability to the Exhibitor for any loss or damage, if such services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of capital paid or due.

21. RIGHTS OF THE ORGANISERS AND LANDLORD
The Organisers and the Landlord and those authorised by them respectively have the right to enter the Exhibition Venue at any time to execute works, repairs and alterations and for other purposes. No compensation will be payable to an Exhibitor for damage, loss or inconvenience so caused.

22. DISPUTES
This contract shall be governed by New Zealand law and the parties must consent to the exclusive jurisdiction of the New Zealand courts in all matters regarding it.

23. SECURITY
The venue is locked and secured at the end of each day. We strongly recommend you do not leave any valuables on stands overnight. Entry will not be permitted until the Exhibition re opens the following morning. The venue and exhibition managers do not accept responsibility for exhibitor's goods.

24. POSTPONEMENT OR ABANDONMENT
In the event the exhibition is postponed or abandoned due to any reason beyond the control of the exhibition organisers, the organisers will be entitled, on giving notice in writing, to refund in whole or in part, any payment made by exhibiting companies.

25. PERSONNEL
At least one Exhibitor must be in attendance at the stand at all times during the exhibition opening hours. Two complimentary registration has been included in the stand cost to ensure this requirement is met. Failure to do so may affect the right to exhibit at future PSNZ Conferences.

26. DISPLAY MATERIAL
Advertising displays and activities should not interfere or dominate other stands and must be contained within the stand area. All exhibiting companies are each entitled to their own sight lines into stands. Exhibits within the stand must not be positioned so as to cause obstruction of the aisles.

27. COMPANY ORGANISED FUNCTIONS AND/OR MEETINGS
Company organised function and/or meeting requests must be submitted in writing to the event managers for approval by the meeting organising committee.

28. PROTECTION OF FACILITY
Fire exits are not to be blocked at any time. It is a fire regulation that exhibits be confined within the exhibitor's stand. All materials used must comply with fire regulations.