

2026

AOTEAROA NEW ZEALAND SOCIETY OF UROLOGY NEW ZEALAND UROLOGICAL NURSES SOCIETY INC CONFERENCE

Napier War Memorial Conference Centre | Napier

28 - 30 October 2026



PARTNERSHIP & EXHIBITION MANUAL

WWW.UROLOGYNZ.CO.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 Stand and Event Health and Safety Hazard Plan (deadline **Wednesday 16 September 2026**)
- Sponsor/Exhibitor Personnel Registration (deadline **Wednesday 16 September 2026**)

DOWNLOADABLE

- Stand Goods Delivery Courier Label (for your use at the time of conference)
- Return Freight Delivery Label (for your use returning goods to your company)

[click here](#)

[click here](#)

CONFERENCE AND EXHIBITION MANAGERS

ForumPoint2 Conference Partners

Paula Armstrong | Project Manager
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Email: paula@fp2.co.nz
Website: www.fp2.co.nz

Melanie Robinson | Project Coordinator
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Email: melanie@fp2.co.nz
Website: www.fp2.co.nz



THANK YOU FOR PARTNERING WITH US

Dear Valued Partner

Thank you for your support of the ANZSU - NZUNS Conference 2026 being held in Napier, 28 - 30 October 2026.

EXHIBITION OVERVIEW

The 2026 conference programme is being held on Thursday 29 October and Friday 30 October and includes plenary sessions, oral presentations, industry exhibition, a networking welcome function and conference dinner.

VENUE

Napier War Memorial Conference Centre,
48 Marine Parade, Napier 4110

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

Exhibition Build (Peek Exhibition only) - **Wednesday 28 October 2026 from 7.00am - 12.00pm**
Exhibitor Pack In - **Wednesday 28 October 2026, from 1.00pm - 4.30pm**

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 other than Peek Exhibition, 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 - Friday 30 October 2026 at the conclusion of lunch.

The exhibition contractors will move in at 3.00pm. All display material must be removed from the venue by 5.00pm on Friday 30 October 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 1.00pm on Wednesday 28 October 2026 at the Napier War Memorial Conference Centre.

EXHIBITION FLOOR PLAN

Refer to page 7 of the Exhibition Manual for the exhibition floor plan.

CONFERENCE PROGRAMME

Keep up to date with conference information by visiting the Conference website www.urologynz.co.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 16 September 2026

Health and Safety Hazard Plan

Online forms will be distributed to the lead contact

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 16 September 2026

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)

Please email documents to melanie@fp2.co.nz

ALL EXHIBITION STANDS :

Deliveries - Boxes must be clearly labeled with your company details as well as stand number.

Tuesday 27 October 2026

Pack In - Exhibition

Wednesday 28 October 2026
1.00pm - 4.30pm

Pack Out - Exhibition

(All goods to be removed or collected by 5.00pm on Friday 30 October 2026)

Friday 30 October 2026
1.30pm - 5.00pm

EXHIBITION CONTRACTORS

Peek Exhibition

Lynette Guthrie | Sales & Event Coordinator|

website: www.peek.co.nz | email: mailto:lynette.g@peek.co.nz

Peek Exhibition
design & display since 1927

EXHIBITION ENTITLEMENT PACKAGES

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 also be held in the exhibition area. Display booths measure 3m (wide) by 2m (deep).

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 booth. Any such change will be advised in writing by the organising committee and an alternative provided.

DESIGN AND BUILD STANDS

If your company is using an external design and build company (someone other than Peek Exhibition) please be aware of the following guidelines. Please supply drawings of layout plans to melanie@fp2.co.nz by **Wednesday 16 September 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 16 September 2026.

EXHIBITION STAND CONSTRUCTION

Stand Size	Single stand size 3m wide x 2m deep
Height	Panel height 2.48m high
Stand System	Shell Scheme "Octonorm" stand system. Bracing may be required in some stands to support the walls. Please check with ForumPoint2 if you have multiple stands. (Articles may be secured to the panels by means of Velcro "hook" and "loop" attachments. Pins and screws may not be used.)
Company Sign	Each stand will be identified with one standardised sign displaying the preferred company name
Power	Each stand space will be supplied with one power outlet (1 x 10 amp 4-way power).
Lighting	Each stand space is to be supplied with two 150 watt spotlights.
Banners	Stand height for custom display stands is limited to 2.48m Banners may NOT be hung over your stand
Furniture	Should you need additional services i.e. furniture for your stand please contact Peek Exhibition
Additional Services	Should you need additional services please contact the conference organisers



NB: Please note sample above shows a 3m x 3m corner stand
Flooring and fascia system is not included.
Bracing may be required in some stands to support the walls.
Please check with ForumPoint2 if you have multiple stands.

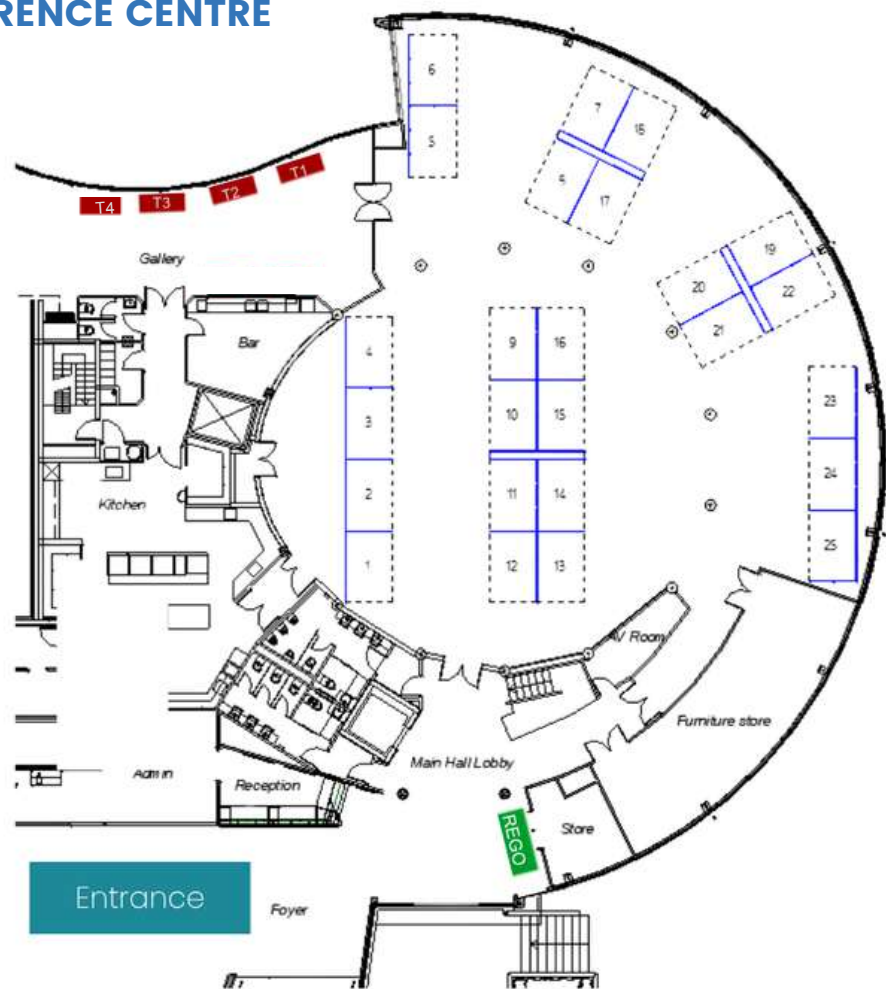
Specifications:
Octonorm – Aluminium Extrusion with 3mm vinyl panels
(require both hook and loop Velcro for attaching)
Colour – white
Panel height – 2480mm high (overall)
Panel width 950mm wide
Post Diameter – 40mm diameter

STAND PERIMETER

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

EXHIBITION FLOOR PLAN

NAPIER WAR MEMORIAL CONFERENCE CENTRE



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.

Table Spaces - as indicated in Partnership & Exhibition Prospectus - no daily catering is provided in this area. Tea/Coffee may be made available

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.

WEDNESDAY 28 OCTOBER 2026	
5.30pm - 7.00pm	Welcome Function

THURSDAY 29 OCTOBER 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

FRIDAY 30 OCTOBER 2026	
10.30am - 11.00am	Networking, Industry Exhibition and Morning Tea
12.30pm - 1.30pm	Networking, Industry Exhibition and Lunch
From 1.30pm	Exhibition Pack Down

PACK IN / PACK OUT

PACK IN

Wednesday 28 October 2026, 1.00pm - 4.30pm. No access will be permitted before 1.00pm.

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 Tuesday 27 October 2026.**

Any freight sent to or collected from Napier War Memorial Conference Centre is the responsibility of the sender. The exhibition managers and Napier War Memorial Conference Centre 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 lunch on Friday 30 October 2026.**

Peek Exhibition will move in at 3.00pm to dismantle the stands.

RETURN FREIGHT

Please ensure you have organised your freight company to **collect all goods by 5.00pm on Friday 30 October 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. Napier War Memorial Conference Centre 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.

CEILING HEIGHT FOR ACCESS TO THE INDUSTRY EXHIBITION

Absolute maximum height of any stand exhibition is 2.48m.

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

Onsite parking is available at Napier War Memorial Conference Centre.

USE OF VENUE TROLLEYS

Limited trolleys are available at Napier War Memorial Conference Centre.

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 16 September 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

Napier War Memorial Conference Centre 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.

EXHIBITION VENUE INFORMATION

CUSTOMS CLEARANCE

It is the responsibility of the sponsor/exhibitor to arrange all customs clearance for goods in New Zealand. The venue, ForumPoint2, ANZSU and NZUNS 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 Napier War Memorial Conference Centre from **Tuesday 27 October 2026**.

PUBLIC AND PRODUCT LIABILITY INSURANCE

Whilst every care will be taken by the venue and organising personnel, neither the Napier War Memorial Conference Centre, ANZSU, NZUNS or ForumPoint2 will 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 Napier War Memorial Conference Centre, ANZSU, NZUNS 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 16 September 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 Napier War Memorial Conference Centre, 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 Napier War Memorial Conference Centre
- 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.

EXHIBITION VENUE INFORMATION

FIRE PROOF MATERIALS

No fuels, gases, flammable, combustible or explosive material can be stored in the exhibition area at Napier War Memorial Conference Centre 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 NAPIER WAR MEMORIAL CONFERENCE CENTRE

- 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 16 September 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 16 September 2026**
- It is important that all contractors comply with the Napier War Memorial Conference Centre to ensure consistency of service, public safety, and compliance with statutory obligations
- The safety and legality of any activity carried out within the Napier War Memorial Conference Centre must be beyond question
- Any contractor working within the Napier War Memorial Conference Centre 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 16 September 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 16 September 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
- Napier War Memorial Conference Centre shall not be used without prior approval
- Subcontractor will not allow or permit any damage to the Napier War Memorial Conference Centre 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 Napier War Memorial Conference Centre 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
- Napier War Memorial Conference Centre, ANZSU, NZUNS 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.

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	\$575.00 including GST Full Conference , includes catering during conference programme and 1 x ticket to Welcome Function. Please note: The Conference Dinner is an additional cost.
Additional Welcome Function Tickets:	Welcome Function \$97.75 inc GST
Additional Conference Dinner Tickets:	Conference Dinner \$201.25 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 1.00pm Wednesday 8 October 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 16 SEPTEMBER 2026 FOR ALL PERSONNEL

SOCIAL FUNCTION AND ACCOMMODATION

WELCOME FUNCTION

- Date:** Wednesday 28 October 2026
Time: 5.30pm- 7.00pm
Venue: Industry Exhibition Area, Napier War Memorial Conference Centre
Catering: Beverages and canapés will be served. Dinner by own arrangements
- Cost:** **Sponsor / Exhibitor Registration** - One ticket to the Welcome Function function is included
Additional tickets can be purchased at a cost of **\$97.75** incl GST per person.

ANZSU - NZUNS CONFERENCE DINNER

- Date:** Thursday 29 October 2026
Time: 7.00pm - late
Venue: Napier War Memorial Conference Centre
- Cost:** **\$201.25** 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.

Scenic Hotel Te Pania 45 Marine Parade, Napier

- Rate: Room Only \$255.00
Bed and breakfast single occupancy \$285.00
Bed and breakfast double occupancy \$315.00



ForumPoint2 Conference Partners have contracted a block with Scenic Hotel Te Pania and is our preferred accommodation option for the conference. Located directly across the road from the Napier War Memorial Conference Centre, the hotel offers exceptional convenience for delegates, allowing you to move easily between accommodation and conference sessions.

Overlooking the stunning Hawke's Bay coastline, Scenic Hotel Te Pania provides modern, comfortable rooms, on-site dining, and warm hospitality. Its central location also places you within walking distance of Napier's Art Deco precinct, waterfront, and local cafés, making it an ideal base for both conference participation and leisure time.

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 16 September 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:

Napier War Memorial Conference Centre, ANZSU, NZUNS 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

HEALTH AND SAFETY

ForumPoint2, in conjunction with the ANZSU - NZUNS 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 ANZSU - NZUNS 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, Government 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.

ANZSU, NZUNS and ForumPoint2 reserves the right to refuse to accept a registration form or refuse entry to any exhibitor, delegate or visitor to the ANZSU - NZUNS 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 ANZSU - NZUNS Conference 2026 exhibition.

The Term 'Exhibition Venue' shall mean the Napier War Memorial Conference Centre .

The term 'Organisers' shall include all employees and agents of ANZSU - NZUNS Conference 2026 and ForumPoint2 Ltd, organisers of the ANZSU - NZUNS 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. An exhibition stand is inclusive of rear and sidewalls, as necessary, stand signage bearing the company name.

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:

- 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.
- 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.
- 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 5.00PM ON WEDNESDAY 28 OCTOBER 2026.
THE EXHIBITOR WILL NOT REMOVE ANY OF HIS EXHIBITS PRIOR TO 1.30PM ON FRIDAY 30 OCTOBER 2026.

7. CONSTRUCTION & ERECTION OF STANDS/SHELL SCHEME STANDS

Stand Fittings – All interior stand fittings must be contained within the shell scheme stand structure and must not exceed 2.48 metres in height.

Space Only Stands – Design & Build

Stand Design – Exhibitors are responsible for their own stand design and construction. A visual plan of the proposed stand installation, showing the ground plan, elevation and electrical must be submitted in duplicate to the Organisers for examination and approval 14 days prior to move in date. All interior stand fittings must be contained within the stand area and should not extend into the aisle area. All stand plans will be subject to the approval of both the Organisers and the Landlord and must fully comply with the Landlord's regulations.

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.

Stand Height – 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 Stands

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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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

14. 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.

15. 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.

16. 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 USANZ, NZUNS 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 Chateau on the Park during the move-in period, occupancy and move-out period.

17. 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 ANZSU - NZUNS 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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 ANZSU - NZUNS Conferences.

27. 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.

29. 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.