



CETANZ

Civil Engineering Testing Association of New Zealand

EXHIBITOR MANUAL

BUILDING ROBUST TOMORROWS

6 - 8 August 2025
Trinity Wharf, Tauranga

Welcome

We would like to thank you for your support of the CETANZ 2025 Conference at Trinity Wharf Tauranga.

Please read this document carefully to ensure you have all the required information regarding exhibiting at CETANZ 2025.

All delivery and health and safety documentation can be found in the important documents section on the last page.

If you are unable to find the information you are looking for in this manual, please do not hesitate to contact:

Glenda Gallagher, Lucy Mackay or Stacey Schembri

Harding Conferences

P: +64 3 352 5598

E: glenda@hardingconferences.co.nz

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Harding Consultants Ltd trading as



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Venue Information

Name: Trinity Wharf Tauranga

Address: 51 Dive Crescent, Tauranga 3110

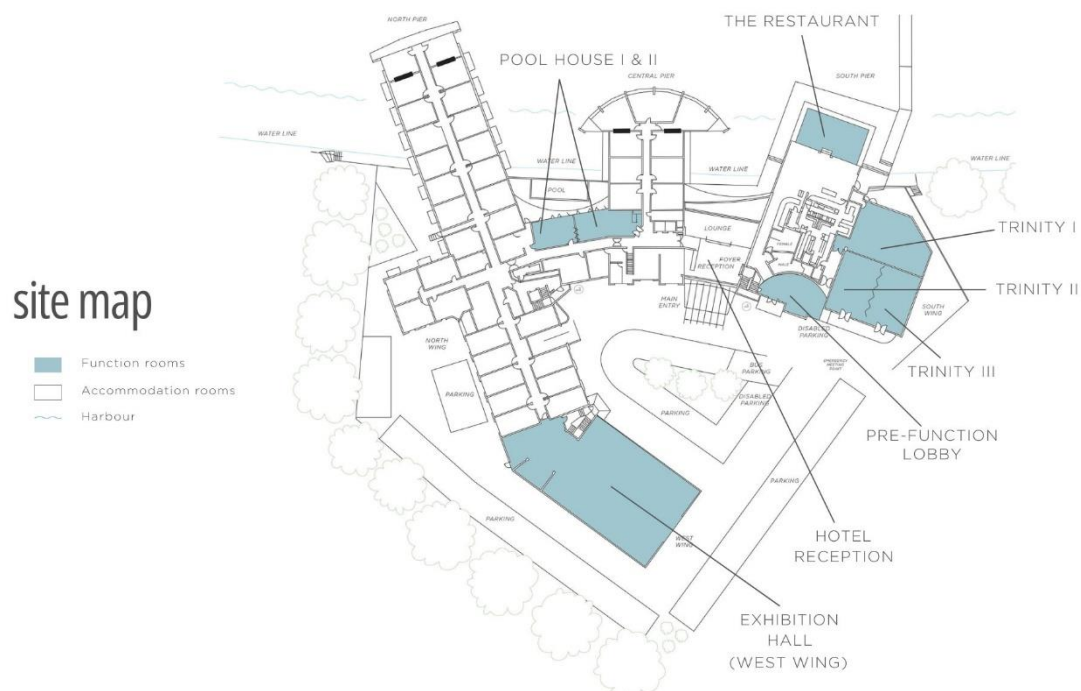
Telephone: 07 577 8708

Trinity Wharf Access

The main entrance to Trinity Wharf is on Dive Crescent. The exhibition is located on the ground floor of the hotel.

Loading Dock

When dropping off and delivering exhibitor items to Trinity Wharf, these will be done through the roller door to the exhibition hall. This is accessed via the carpark (marked west wing on the below map). No deliveries will be accepted to the main entrance/lobby of the hotel.



Health and Safety

As part of Harding Conferences' commitment to health and safety during CETANZ 2025, and in alignment with health and safety laws and legislation, **all trade exhibitors are required to complete a Contractor Declaration**. A link to this declaration can be found in the important documents section on page 9.

We also require a copy of your health and safety policy as by law all PCUB's (persons conducting a business or undertaking) must have a health and safety policy. Please advise us if you do not have one.

We require the signed declaration and your health and safety policy emailed back to stacey@hardingconferences.co.nz by **Friday 25 July**.

Pack in and pack out

	Starts	Concludes
Pack in	Wednesday 6 August @ 12:00pm	Wednesday 6 August @ 4:00pm
Pack out	Friday 8 August @ 2:25pm after the afternoon break. <i>Please do not clear your stand before this.</i>	Stands must be cleared by 7:00pm

Please register at the registration desk in the exhibition area prior to setting up your exhibition stand.

Deliveries

Deliveries of exhibition items can be made to Trinity Wharf. Please ensure that if you are having goods delivered that they are clearly labelled for the CETANZ Conference by attaching the supplied delivery label (on page 9) onto all your boxes. Please do not have your goods arrive at Trinity Wharf any earlier than Monday 4 August.

Trinity Wharf and Harding Conferences accepts no responsibility for the safety of your goods once delivered, it is left at the owner's risk.

Storage

Storage onsite is very limited. Please ensure you have enough space at your exhibition stand to store any items you may need.

Car Parking

Trinity Wharf Tauranga has on site free car parking.

Dismantling

Please note that exhibition stands are expected to remain set until the conclusion of the last afternoon break at 2:25pm on Friday 8 August.

All stands and equipment are expected to be packed up and removed from Trinity Wharf Tauranga.

Pick up of items post conference

Trinity Wharf Tauranga is restricted on storage space so please ensure you take everything with you when you leave. In the event this is not possible, and items need to be couriered from the venue post event, please have all packages labelled and any relevant freight collection documents left outside of your stand (not within it).

Please ensure that every package has an outgoing dispatch label with your return address and the number of items on and remove all obsolete labels from packages.

All couriers picking up parcels for you must mention the event name and have proof of collection. Packages must be collected on the first business day after the conclusion of the conference.

All goods are to be collected within 48 hours following the conclusion of the event. If you do not adhere to this, your goods will be disposed of.

Stand Inclusions

The stand supplied has a 3 metre back wall, side walls of 1.8 metres and a height of 2.3 metres. All stand walls are Velcro receptive. Stands include one 10-amp power supply (4-way multi box) and two x 150-watt spotlights.

Exhibition Hire Ltd have a wide range of accessories for hire, as furniture at your stand is not included in your exhibition cost, other than a trestle table and 2 chairs from the venue which needs to be pre-booked. For all enquiries please contact:

Tatiyana Isaac

tatiyana@exhibitionhire.co.nz

www.exhibitionhire.co.nz.

+64 21 194 8305

WiFi

Trinity Wharf Tauranga has WiFi

WiFi name: TrinityWharfGuest

Password: harbour1

If you require a hardwired internet connection, this may be able to be purchased. Please contact stacey@hardingconferences.co.nz.

Catering Breaks

Pre-session tea and coffee, morning and afternoon breaks and lunches will be served in the exhibition area to encourage delegates to spend time viewing the exhibits. **Catering for exhibitors will be served 15 minutes prior to the conference breaks to allow all exhibitors time to eat before networking begins.**

Opening hours and conference session catering breaks

Thursday 7 August	
7:30am – 8:30am	Registration
10:00am – 10:30am	Morning break
12:00pm - 1:00pm	Lunch
2:30pm – 3:00pm	Afternoon break
7:00pm – 10:00pm	Conference dinner

Friday 8 August	
7:30am – 8:30am	Registration
9:45am – 10:05am	Morning break
11:50am - 12:50pm	Lunch
2:10pm – 2:30pm	Afternoon break

Conference Registration

Please refer to your confirmation email for the number of complimentary registrations allocated with your sponsorship level. Each exhibitor attending the exhibition will be required to complete an online registration form (including complimentary registrations). Please email stacey@hardingconferences.co.nz to be sent a personalised link to register.

Any extra people attending the conference outside of your complimentary registrations must register for the conference, including those who are manning the booths. Exhibitor registrations do not include attendance at conference sessions. A full registration will need to be purchased to attend sessions. The link to the registration page is [here](#).

Conference Check-in

Please pick up your name badge from the registration desk at pack in or when registration opens at 7:30am on Thursday 7 August. **All exhibitors must wear their name badge once inside the conference space.**

Company blurb

Your 100-word description provided to us when you committed to exhibit or sponsor will be added to the conference website with your logo. If you are exhibiting, we will also include your booth number. You can see this listed on the website [here](#).

Company brochures

You can also send us PDF's or web links to include against your profile if you desire. Please send these to stacey@hardingconferences.co.nz no later than **Friday 25 July**.

Exhibition Quiz

To ensure good visitor attraction to your stand we will be running an Exhibitors Quiz at the conference that will offer the added incentive of a \$100 Prezzy card as a prize. For this to be effective you will need to be creative with what you ask. Please feel free to contact us about this if you get stuck for ideas. Please send us your question/answer for this quiz no later than **Monday 21 July**.

Floor Plan

Please [click here](#) to view the live exhibition floor plan.

Sustainability

As conference organisers, Harding Conferences considers the concept of sustainability in every aspect of their planning.

When considering your exhibition booth, please consider sustainable options and choice by:

- Limiting the amount of packaging you bring onsite to only recyclables.
- Taking away all non-recyclables with you.
- Ensure sustainable packaging of your goods.
- Only offer sustainable and/or reusable goods to delegates.

Venue Environmental Commitment

There are a range of things that exhibitors can do to help us minimise waste, energy and water consumption while exhibiting at [Trinity Wharf Tauranga](#).

- Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic).
- Take away any non-recyclable items with you.
- Ensure you turn off your stand lights at the end of each day.
- Switch off and unplug any electronic equipment not required overnight.
- Leave any cardboard beside your exhibition stand to be recycled.

Next Steps

To be able to exhibit at CETANZ 2025 in a fun and safe manner these are the next steps you need to take:

- Complete Harding Conferences' Contractor Declaration.
- Send your H&S Policy to stacey@hardingconferences.co.nz
- Advise stacey@hardingconferences.co.nz if you require a trestle table and 2 chairs
- Check in with Exhibition Hire for all your requirements.
- Send us your exhibitor quiz question and answer.
- Register for the conference if you haven't already.

Important documents

Click on the links to open the documents.

- Delivery label for [EXHIBITOR GOODS](#)
- Delivery label for [DELEGATE GIFTS OR HAND OUTS](#)
- [Harding Conferences' Contractor Declaration](#)