



EXHIBITION MANUAL

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CHECKLIST AND IMPORTANT DATES

Task	Deadline
Payment of exhibition stand	20 th of the month following invoice
Supply contact details of your exhibition build company (space only stands)	Now
Company logo, website link, social media platforms and profile for the conference app (via exhibition portal)	Now
Return signed exhibitor health and safety obligation form (via exhibition portal)	Monday 30 June
Tākina Events Health and Safety Induction completed	Monday 30 June
Confirm your stand signage (via exhibition portal)	Monday 30 June
Custom designed stands plans, including requests for hanging of banners due for approval	Thursday 31 July
Request trestle table and chairs (via exhibition portal)	Thursday 31 July
All staff to be registered	Thursday 31 July
Loading dock pack in delivery time arranged with Exhibition Hire Services	Thursday 31 July
Design build stands to organise access requirements to Exhibition Hire Services	Thursday 31 July
Earliest date for freight to arrive at the venue	Monday 18 August
Expo pack in from 1:00pm – 5:00pm	Thursday 21 August
Expo open (Friday & Saturday)	Friday 22 & Saturday 23 August
Expo pack out from 5:00pm – 10:00pm	Saturday 23 August
Last date for freight collection (Monday)	Monday 25 August

The content in this document is subject to change leading up to the NZDA Conference and Expo 2025. Please ensure you read all documents and emails sent from Conference Innovators.

KEY CONTACTS

Conference organiser

Brooke Miller | Exhibition Coordinator
Conference Innovators
T: +64 9 281 5587
E: brooke@conference.nz

Sarah Scott | Accommodation Coordinator
Conference Innovators
T: +64 3 353 2829
E: sarah@conference.nz

Exhibition Hire Services (EHS)

The company contracted to install the shell scheme is also able to assist with stand design, fascia signage, power, furniture and equipment for hire.

Nicola Ransome | Exhibition Hire Services
M: +64 27 495 2827
E: nicola@exhibitionhire.co.nz
W: www.exhibitionhire.co.nz

Venue

Tākina Wellington Convention and Exhibition Centre can also assist with any additional services you may require for your booth. These may include assisting in the approval of applications or permits for unique activities.

Please contact Brooke Miller (above) with any questions you may have for the venue.

EXHIBITION STAND INFORMATION

Design build (space only) inclusions

- Site space (3m x 3m or 3m x 2m)
- Power (10amp, 4-way switchable multi-box)
- Listing in the conference app
- Two exhibitor registrations (excludes NZDA Conference Dinner and Awards ticket)
- A list of conference delegates (name, organisation and city) sent one week before the conference. Excludes delegates who have requested privacy.

Custom stand design approval

- Exhibitors installing a custom designed stand must provide a design layout showing the dimensions and 3D plan of the stand design for approval by EHS prior to **31 July**. Please email all designs to [Brooke Miller](#).

Prefabricated site



- Prefabricated white partitioning either 3m x 3m or 3m x 2m
- Trestle table and 2 chairs (indicate via the exhibition portal if required)
- Fascia with company name in black
- Two spotlights facing into the stand
- Power (10amp, 4-way switchable multi-box)
- Listing in the conference app
- Two exhibitor registrations (excludes NZDA Conference Dinner and Awards ticket)
- A list of conference delegates (name, organisation and city) sent one week before the conference. Excludes delegates who have requested privacy.

Expo floor plan

Please [click here](#) to view the expo floor plan and a list of exhibitors.

PROGRAMME

Wednesday 20 August

Expo build* 7:00am – 9:00pm

Thursday 21 August

Expo build* 7:00am – 1:00pm
Exhibitor pack in** 1:00pm – 5:00pm

Friday 22 August

Expo open 8:00am – 5:00pm
First break amongst the expo 11:00am – 12:00pm
Second break amongst the expo 2:00pm – 3:00pm
Conference Dinner and NZDA Awards 7:00pm – late

Saturday 23 August

Expo open 8:00am – 5:00pm
First break amongst the expo 11:00am – 12:00pm
Second break amongst the expo 2:00pm – 3:00pm
President's Shout 5:00pm – 6:30pm
Expo pack out 5:00pm – 10:00pm

Monday 25 August

All freight must be collected from the venue by 4:00pm.

For all conference programmes, catering breaks, speaker information and social events please visit the conference website www.nzdaconference.org.nz

** All enquiries regarding access times for custom stand contractors must be directed to Exhibition Hire Services. All custom stand contractors will be required to complete a site induction.*

*** If you plan to deliver your equipment by truck on Wednesday or Thursday, please contact Exhibition Hire Services in advance to arrange a delivery time slot.*

REGISTRATION

Exhibitor registration fees

Each exhibition stand includes **two** complimentary exhibitor registrations.

Additional exhibitor registrations can be purchased for \$350.00 including GST per person. All staff must be registered and paid in full by 31 July.

Please register your team via the exhibition portal. If you need assistance with the portal, please contact [Brooke Miller](#).

Social functions

A ticket for the President's Shout on Saturday 23 August is included with an exhibitor registration. Please indicate attendance as part of the registration process.

Tickets to the Conference Dinner & NZDA Awards can be purchased for \$180.00 including GST as part of the registration process.

Accommodation bookings

The conference organisers have secured room blocks at exclusive rates which can be booked via the registration process. Please view the hotel options available [here](#).

Catering for exhibition staff

Daily catering is provided for each registered expo staff member. Exhibitor catering will be served 30 minutes prior to delegates. All catering breaks will be in the expo area.

Barista coffee is available to exhibitors upon arrival and during the two scheduled one-hour breaks. Outside these times, barista coffee will be available for purchase.

EXPO PACK IN

Pack in is Thursday 21 August from 1:00pm – 5:00pm

Loading dock access for pack in

If you are bringing a truck with equipment on the day, please contact Exhibition Hire Services to book a delivery time slot no later than 31 July.

Please note the Tākina loading dock is one-way access only, via 217 Wakefield Street - [view map here](#). Access from the Cable Street side is not permitted.

When unloading at the dockway, vehicles must not be left unattended. You must unload your items promptly and move your vehicle immediately, as no parking is available in the loading dock area.

Delivery of goods

- Deliveries of exhibition materials will be accepted no earlier than **Monday 18 August**.
- Please advise the Exhibition Coordinator if you will have an excessive number of deliveries arriving or if you need access to a forklift or pallet jack to move your equipment.
- Access to Tākina dockway is permitted only during the designated pack in time.
- All large or heavy equipment and deliveries must be brought in through the Tākina dockway.
- Smaller items (packages under 25kg) will be moved into the exhibition space and placed in the stand if the package is labelled with the stand number. Any packages without clear labels will be placed in the middle of the exhibition space for exhibitors to collect themselves.
- Any larger items will be stored in the Dockway and will be up to the exhibitor to move to their stand. Trolleys and pallet jacks are available for use and Dockway staff on hand to assist where necessary.
- Tākina Events can only receive deliveries 48 hours prior to the conference.
- All items must have a Tākina Events delivery label (Appendix Two) attached with the correct information including accurate piece count (e.g. 1 of 3, 2 of 3, 3 of 3) and level 1.
- While Tākina Events may sign for deliveries, please note they accept no responsibility for lost, stolen or damaged items.
- **Important:** Please put the name and contact details of the company representative packing in and your company name on your consignment – NOT the conference organiser.

International deliveries

- Please ensure you allow sufficient time for your goods to arrive in Wellington, clear New Zealand customs, and be transported to the venue. Customs clearance is the responsibility of the sender.
- Due to the limited storage capacity at the venue, any freight arriving before the agreed pack in date may be declined or redirected to a freight handling agent at the sender's expense.
- All incoming freight must be clearly labelled using the Tākina delivery label (Appendix Two).

Rubbish

- All cardboard boxes for disposal must be broken down by the exhibitor before being left at your stand to be collected and disposed of.
- Plastic waste should be placed in the general waste bins provided in the space during pack in and pack out.
- Empty pallets must be moved by the exhibitor to the dockway to be disposed of.

Storage

- Tākina has limited onsite storage available before, during, and after the event.
- Goods will only be accepted and stored 48 hours prior and after the event.
- Any items not removed within this timeframe may be disposed of at the discretion of Tākina Events.

EXPO PACK OUT

Pack out is **Saturday 23 August from 5:00pm – 10:00pm**

Collection of goods

- Access to Tākina dockway is permitted only during the designated pack out time.
- All large or heavy equipment and deliveries must be removed through the Tākina dockway.
- Items for collection must be correctly labelled, including banners using the Tākina Event Courier Confirmation Form (Appendix Three).
- Exhibitors are responsible for providing all required documentation for international shipments including customs forms.
- Properly packed and labelled packages (including those on pallets) will be delivered back to the dockway by Tākina Events at the end of the night for collection.
- Exhibitors must organise collection of all packages from the dockway no later than **4:00pm Monday 28 August**.
- **Important:** Please put the name and contact details of the company representative packing out and your company name on your consignment – NOT the conference organiser.

Please ensure items are:

- Taped and securely sealed
- Clearly labelled with the full delivery details and total number of items
- Marked with consignment notes, as required by your courier.

Pick up address

Tākina Wellington Convention and Exhibition Centre
217 Wakefield Street
Wellington
New Zealand

Exhibitors are also responsible for the removal of all equipment, rubbish, and decorations after the expo closes.

Any items left in or near your stand after the designated pack out time that are not properly labelled or sealed will be considered abandoned and will be disposed of at the exhibitor's expense.

HEALTH AND SAFETY

The health and safety of all workers, exhibitors and attendees is a top priority at the NZDA Conference & Expo 2025. Please read the following information carefully and ensure all requirements are met:

Inductions and documentation

- All exhibitors **must** complete the [Tākina Events Health and Safety Induction Form](#) no later than 30 June 2025.
- Please review and sign the Health and Safety Obligation Form (Appendix One) and return it by 30 June 2025 or upload it via your exhibition portal.

Please advise [Brooke Miller](#), prior to **30 June 2025** if

- You plan to bring equipment or carry out activities that may pose a safety risk. Include details of the controls you will put in place to mitigate and manage this risk.
- You intend to suspend any banners, flags or similar from the ceiling.
- You are engaging an external contractor to assist with your stand (other than Exhibition Hire Services). A separate health and safety document needs to be emailed to them and an onsite induction schedule.

Onsite requirements

- All electronic equipment being brought to the expo (e.g. laptops) must be tested and tagged by a qualified electrician. Untested or expired items will be removed from the venue.
- You will not be allowed to access your stand before the official pack in time. **Please do not enter the expo area until authorised to do so.** At the end of the conference please ensure you only pack out during the allocated time.
- All contractors, subcontractors, and staff must sign in upon arrival at the venue.
- Bring a high-vis vest for use during pack in and pack out.
- All attendees and expo staff must wear their official conference name badge at all times while onsite.
- All bags and exhibitor items stored during the event must be logged and signed for. Any unregistered or suspicious items may be removed without notice.

Important notes

- There is an expectation during the conference that all workers, contractors, and exhibitors will work and act in a safe manner, and it is the exhibitor's responsibility to comply with current health and safety legislation.
- Please be aware if you fail to comply with the conference and venue's health and safety requirements or if you act in an unsafe manner during the conference, you may be asked to vacate your stand.

GENERAL AND VENUE INFORMATION

Address

Tākina Wellington Convention and Exhibition Centre
50 Cable Street, Te Aro
Wellington 6011

Aisles

Exhibitors must keep within their allocated stand area and must not extend into the aisles. This is essential to maintain required aisle widths and ensure clear access throughout the venue. Emergency exits and equipment, including power boxes located on walls above stands, must remain unobstructed at all times. During pack in and pack out, please keep aisles clear of debris to allow safe and efficient access for forklifts and contractors.

Blackout dates

To assist in maximising attendance at the conference, sponsors, exhibitors, and any associated companies represented on your stand agree not to stage any educational courses or seminars aimed at NZDA members during the blackout period of Thursday 24 July – Saturday 6 September 2025 (four weeks prior to the conference and two weeks following).

Cleaning

Tākina Wellington Convention and Exhibition Centre will clean the exhibition common areas each morning before opening. Exhibitors are responsible for keeping their own stands tidy at all times.

Food and beverage

Exhibitors may not bring in, distribute, or give away food or drinks without written approval from NZDA and Tākina. Unauthorised items will be removed.

Internet access

Free wi-fi is available to all exhibitors. If you require a hard-wired internet connection, this is available to book for \$50.00 + GST per connection. Please email Brooke at brooke@conference.nz if you would like to book.

Parking

Tākina does not offer onsite parking. Nearby options include:

- Te Papa: Covered/uncovered (2.2m height limit). Pay by cash, EFTPOS or card.
- Barnett Street Wellington City Council: Uncovered. Pay via PayMyPark app, card, or exact cash.
- Century City: Covered (2m height limit). Pay by cash, card, or payWave.
- Reading on Wakefield: Uncovered. Pay by exact cash, card, or payWave.

All parking is first-come, first-served. No bookings are available.

Security and insurance

Exhibitors are responsible for their stand's security and insurance. Do not use pins, nails, tape, or similar on venue surfaces. Ensure your goods are insured for theft/damage, including transit and public liability coverage. If you need public liability insurance as an exhibitor for a one-off event, please visit [EventCover](#) for more information.

Organisers and venue staff are not liable for any loss, damage, or injury. Exhibitors are liable for any damage caused to the venue or others' property. Remove valuables when your stand is unattended. The venue is locked overnight, but no overnight security is provided unless arranged.

All fire exits must remain clear, and materials must meet fire regulations.

Signage and banners

Exhibitors are welcome to display any number of free-standing banners within their stand space, as long as they do not obstruct foot traffic, block fire exits or cover fire exit signs.

If you wish to suspend signage, banners, or other materials from the ceiling, you must first obtain approval from the Exhibition Coordinator, [Brooke Miller](#). This is to ensure structural capacity and compliance with venue regulations.

Please note: additional charges may apply for hanging services, and all rigging costs are the responsibility of the exhibitor.

Storage

On-site storage is very limited. Exhibitors are strongly encouraged to plan ahead for their storage needs, especially for items such as packing crates and freight materials.

Please note:

- Boxes and packing materials may not be stored within your stand area during the conference.
- Any items left in aisles or public spaces after pack in will be treated as rubbish and removed by venue staff.

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

Brooke Miller | Exhibition Coordinator
Conference Innovators
T: +64 9 281 5587
E: brooke@conference.nz

APPENDIX ONE

Exhibitor health and safety obligation form

Form	Title
HS20	Exhibitor's Health & Safety Obligations

All Exhibitors are required to read the exhibitor's health and safety obligations as set out below and initial the lower right corner of the first page, and sign where indicated on the second page of two copies of this form. The contractor is to retain one copy and Conference Innovators will retain one copy on file on behalf of [NZDA Conference & Expo 2025] ("the Conference").

All exhibitors at the Conference (the principal) are required to:

- 1 Comply with the Venue's induction procedures as outlined in the Exhibition Manual upon arrival at the Conference venue during pack-in and ensure any exhibitor staff visit the Conference Registration Desk to register and receive a name badge and lanyard which must be worn throughout the duration of the Conference.
- 2 Observe and comply with the restriction that all buildings are designated No Smoking areas.
- 3 Under no circumstances operate or make adjustments to any on-site plant or equipment without authorisation from the venue operator.
- 4 Refrain from entering designated "Staff Only" areas not relevant to the work being carried out without authorisation from the venue's Health & Safety Manager or delegated site manager.
- 5 Report all incidents/accidents/near misses including all hazardous spills/discharges, to Conference Innovators site personnel or delegated site manager as soon as possible.
- 6 Provide first aid facilities for their employees and subcontractors unless agreed otherwise with the principal.
- 7 Adhere to any/all health and safety requirements of the venue.
- 8 Nominate an on-site representative who will be responsible and accountable for health and safety and environmental pollution in areas under their control.
- 9 Maintain compliance with all relevant legislation that pertains to the services/products being provided to the Conference.
- 10 Understand their obligations under the relevant health and safety legislation and other regulations, and ensure that all their employees and subcontractors are informed of the same, and that no person is permitted to work without being so informed.
- 11 Carry out a systematic identification of hazards likely to be encountered and develop controls for all those identified as being significant hazards before beginning work.
- 12 Conduct a hazard assessment of the work being carried out and advise Conference Innovators personnel immediately of any new hazard created during the contract and take all practicable steps to avoid harm being caused to any person as a result of such hazards.
- 13 Have a health and safety management system in place that ensures their compliance with the relevant health and safety legislation in connection with the work being undertaken and make this available to Conference Innovators personnel for inspection on request.
- 14 Provide safety protection appropriate to their trade, industry, or profession, follow safe work practices and not take unnecessary risks.

- 15 Provide the Conference with a copy of their occupational health and safety policy and procedures that pertain to the work being undertaken as required.
- 16 Ensure that their employees and subcontractors have been adequately trained and have adequate knowledge and experience of the kind of work, plant or substances that they are required to use. Electrical appliances shall have been tested in accordance with AS/NZS 3760:2001.
- 17 Unless otherwise agreed, it is the responsibility of the exhibitor to ensure that all permits, approvals and legal authorities have been met prior to the commencement of any work.
- 18 Good housekeeping standards are to be observed throughout the Conference; the exhibition area shall be kept tidy with escape exits and other access ways clear of any obstructions; and any spillage shall be contained and cleaned up in a tidy manner.
- 19 The use of language and/or gestures that may be of an objectionable nature towards the employees, visitors, other exhibitors or contactors on the Conference sites will not be tolerated.
- 20 The Conference Event Manager (Conference Innovators) or the Venue's Health & Safety Manager or designated site manager reserves the right to stop work or ask an exhibitor to vacate their stand where the above requirements are not met or where health and safety concerns are not adequately addressed.

The contractor to complete and sign

I/we have read and understood the obligations listed above and agree to abide by them.

Signed (Exhibitor's name and signature)

Company Name

Date

APPENDIX TWO

Delivery label

DELIVERY ADDRESS:

*Tākina Dockway
217 Wakefield Street, Wellington
New Zealand 6011*

**ATTN:**

EVENT NAME			
EVENT DATE			
EVENT ROOM NAME			
SENDER DETAILS			
SENDER NAME		COMPANY NAME & STAND NUMBER	
ADDRESS		CONTACT NUMBER	
EQUIPMENT DESCRIPTION			
NUMBER OF BOXES	1 of XXX		

By signing for delivery of this shipment Tākina Events does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding all responsibility remains with the sender.

***Goods are to be delivered the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please contact the Tākina Loading Dock Office on arrival.*

APPENDIX THREE

Courier confirmation form



Trade Exhibitors Courier Confirmation Form

ALL COURIER BOOKINGS MUST BE MADE DIRECTLY BY THE EXHIBITORS.
THE ITEMS MUST BE REMOVED FROM THE SITE AS SOON AS POSSIBLE.

EXHIBITORS ARE TO COMPLETE THIS FORM AND ATTACH TO THE ITEMS TO
BE PICKED UP BY THE COURIER.

COURIER COMPANY TO UPLIFT	
PICK UP DATE BOOKED	
CONTACT NAME FOR PARCEL COLLECTION	
SENDER CONTACT PERSON	
SENDER CONTACT NUMBER	
DELIVERY ADDRESS	
DESCRIPTION OF ITEMS	
NUMBER OF ITEMS	

**Tākina Events does not take any responsibility for the condition of the goods or quantity dispatched. This label is attached to each item with the understanding that all responsibility remains with the sender.*

***Goods are to be dispatched from the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please Contact the Tākina Loading Dock Office on arrival.*