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**Rydges Hotel
Christchurch**

22 — 24 March
2015

ipenztg2015.co.nz

Exhibitor Manual



WELCOME

The organising committee would like to thank you for your support and participation and look forward to welcoming you to the IPENZ TG Conference 2015, Rydges Hotel - Latimer Square, Christchurch.

Please read this document **fully** to ensure you have accessed all the information you will need from this exhibition manual.

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

Glenda Harding

Harding Consultants

PO Box 5512

Christchurch

P: 03 352 5598

E: glenda@hardingconsultants.co.nz



GENERAL VENUE INFORMATION

Rydges Latimer Christchurch
30 Latimer Square
Christchurch

Phone: 0800 176 176

Fax: 03 943 5939

BOOTH INCLUSIONS

- One booth with a 3 metre back-wall, side walls of 1.2 metres and a height of 2.3 metres.
- One x 10 amp power supply (4-way multi-box)
- Two x 150 watt spotlights
- Trestle Table with two chairs. (please advise the Secretariat if you require this)
- Corflute sign with company name in one call with 20 letters allowed per sign. Your company logo may be added to the signage, but at an additional cost to yourself.
- One complimentary ticket to the entire conference, including social functions. NB additional staff must register, either with an Exhibitor Registration or Full Registration.
- Full page black and white advertisement in the conference handbook.
- Participation in an exhibitors quiz
- Promotional literature and gifts can be inserted in the conference bag (or equivalent) to a maximum size A4
- Access to delegate list, excluding those delegates who request privacy

Exhibition company: fascia signage, furniture and custom builds

The company contracted to install the exhibition booths, Displayworks, are also able to assist with stand design, fascia signage and have accessories for hire, as furniture at your booth is not included in your exhibition cost.

For further information please contact:

Displayworks Christchurch Ltd
Nicola Ransome
T: +64 3 338 4193
M: +64 27 495 2827
E: sales.chch@displayworks.co.nz
W: www.displayworks.co.nz

Exhibitor floor plan

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

PACK IN AND PACK OUT TIMETABLE

Please register at the conference registration desk in the hotel on the first floor prior to setting up your exhibition stand.

Set up

Sunday 22 March from midday

Pack Down

Tuesday 24 March from 5:00pm

PACK IN AND PACK OUT INFORMATION

Allowable Loadings

The Exhibition Room floor is re-enforced concrete. Please advise if any items are over 1275kg.

Service Lifts

The service lift is 1.45m (w) x 2m (l) x 2.3m (h) and has a maximum allowable weight of 1275kg - the door opening is 0.9m wide. If your item/s don't fit then they will need to be manually taken up the stairs to Level 1.

Forklift

There is no forklift available onsite.



Storage

No storage is available at the Rydges Latimer Hotel for storage of exhibits, or other items prior, during or after an exhibition. Rydges Latimer Hotel accepts no responsibility for the safety of the goods and it is left at the owners/clients own risk.

Carparking

Parking is available either on at the hotel car park (complimentary but - subject to availability)

Please advise the hotel reception team of your arrival – access to un-load is through the conference entrance, with dedicated service lift. Once your vehicle is unloaded please park in the main car park area.

Dismantling

Please note exhibition stands are expected to remain set until afternoon tea concludes on Tuesday. Stands should not be broken down before 3:30pm.

Please note that all stands and equipment must be picked up and removed from Rydges Latimer Christchurch by 6:00pm. There will be NO ACCESS to the exhibition area after this time. Exhibitors are urged to have a representative present on their stand at all times during breakdown.

Rydges Latimer Christchurch will not be providing any outbound courier services. It is the exhibitor's responsibility to arrange for collection of their own equipment. [Click here](#) to download a consignment note to use if you are arranging for your exhibition items to be collected by a courier.

Please ensure your stand and the surrounding area is cleared of all goods on your departure. The Exhibitor must remove exhibition waste or a removal charge will apply. Any items left in or near your stand after the event pack out time stated above will be deemed to be abandoned and will be disposed of at the exhibitor's expense.

Rydges Latimer Christchurch accepts no responsibility for exhibitor losses during the entire exhibition including setup and removal periods.

DELEGATE CATERING BREAKS

Catering

Pre session tea and coffee, morning teas, lunches and afternoon teas will be served in the exhibition area to encourage delegates to spend time viewing the exhibits. There will also be a separate tea and coffee station in the poster board room (Clarendon room). Catering for exhibitors will be served 15 minutes prior to the conference programme catering breaks to allow exhibitors time to eat before networking begins.

Opening Hours

Sunday 22 March

2:00pm – 6:00pm	Registration desk opens at Rydges Hotel
6:15pm – 9:00pm	Welcome Function, iLex, Botanical Gardens

Conference session catering breaks

Monday 23 March

08:00 - 09:00	Breakfast
10:00 - 10:30	Morning tea
12:30 - 13:30	Lunch
15:00 - 15:30	Afternoon tea
17:00 - 18:00	Happy Hour

Tuesday 24 March

08:00 - 08:30	Arrival tea and coffee
10:00 - 10:30	Morning tea
12:30 - 13:30	Lunch
15:00 - 15:30	Afternoon tea

Monday 23 March

7:30pm – 11:00pm	Conference Dinner, Cardboard Cathedral
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PROGRAMME

[Click here](#) to view the latest programme.



REGISTRATION

Please refer to your stand inclusions for the number of complimentary exhibitors allocated with your sponsorship level.

Each exhibitor attending the exhibition will be required to complete an online registration (including complimentary registrations). We will then convert all complimentary registrations to FOC.

REGISTER NOW

Accommodation Bookings

Exhibitors will be able to book accommodation at the conference hotel where competitive room rates have been negotiated during the registration process.

Conference Check-in

Name badges and conference satchels can be collected from the Registration desk at pack in or from 2:00pm when the registration desk opens. All exhibitors must wear their name badges once inside Rydges Latimer Christchurch.

Social Functions

One ticket to the Welcome Function on Sunday 22 March and the Conference Dinner on Monday 23 March is included with each complimentary registration. Additional tickets to these functions can be purchased during the online registration process.

Attendance at the breakfast on Monday 23 March at 8:00am and the Happy Hour on Monday 23 March at 5:00pm are inclusive for ALL attendees.

CONFERENCE BAG

If you would like to provide material to go into the conference bag such as a pen, pad or alternative gift could you please let us know as soon as possible what you would like to provide. Please note the maximum size of the material is A4 and you will need to provide 180 copies/items.

Please ensure that all material for the conference bag is delivered using the delivery label no later than Friday 20 March 2015. [Click here](#) to download the delivery docket.

Please do not arrange for delivery earlier due to limited storage space. To ensure insertion you should also email us to let me know what you have sent. Please ensure that you mark on the label if it is **Conference Bag Material**.

EXHIBITOR 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 prezzie card as a prize. For this to be effective you need to be creative with what you offer. Some suggestions include:

- 🎯 Have an activity based challenge on your stand
- 🎯 Offer an exciting activity such as a Wii on your stand
- 🎯 Have a coffee cart based at your stand (please note this will require approval from the venue)
- 🎯 Have a reward for entering a competition. Let us know if we can help with the winning draw and announcement of the winner at the conference

If you have just a "pull up" banner at the conference, then the answer to your question could be gained by reading the pull up banner.

Please send us your questions/activity and answer for this quiz no later than Friday 13 March 2015.

CONFERENCE HANDBOOK ADVERTISING

A conference handbook, which details general information, conference programme, layout, exhibitors and speakers, will be produced.

Sponsors (excluding Support Sponsors who can purchase space if they like) and Exhibitors are eligible to place an advertisement about their company and/or services in this handbook at no additional charge. ALL artwork must be provided.

The advertisement size is A4 (210 x 297mm) and is preferred to be portrait. However if you wish to have it landscape that is okay, but people will need to 'turn' the book around to view the advertisement. Please ensure you allow for a 20mm margin down both sides for binding purposes.

You may provide the required article on disk or email in the following formats:

- a) Press-Ready PDF (preferred option)
- b) Freehand File with Links included and Fonts converted to paths
- c) InDesign File with Links included and Fonts converted to outlines

NOTE:

If you are unable to supply the article in one of above formats, you may send a "Microsoft Word" document but be sure that page size is set to A4 as sometimes elements of a document may move if page size is set to anything other than A4. We cannot accept responsibility if the article does not reproduce perfectly from Microsoft Word.

Please note that the advertisement will be printed in black ink only, therefore only provide a black & white advertisement for reproduction.

Additional Advertising Opportunity

There is an additional advertising opportunity to purchase advertising rights to the handbook cover back, inside back and inside cover, which looks very impressive. It will also give you additional profile. This price does not include any artwork or design – you would need to provide this.

Outside back cover	\$1,500.00 + GST	SOLD
Inside back cover	\$1,000.00 + GST	
Inside front cover	\$1,000.00 + GST	SOLD

COLOUR

You can upgrade your advertisement to colour and provide the file to us to print. The cost for this is \$500.00 + GST.

COURIERS

Please ensure all display material sent to the venue is clearly marked with your company details and exhibition stand number. [Click here](#) to download a delivery address label template. **Deliveries will only be accepted on Friday 20 March due to limited storage space at the Rydges Latimer Christchurch.**

For large deliveries, these must be delivered after prior arrangement with Sarah Ball - 03 943 5924. Large deliveries are deemed to be those which won't fit through a standard sized doorway and require more than one person to lift.

Please note if delivery labels do not clearly show where they are intended; i.e. exhibition display or conference bags, there is a risk that they will either miss insertion into the bags; or they will be inserted where you don't want them. It is your responsibility to ensure that material is accurately labelled. If it is not marked correctly then we cannot take responsibility.

If you are shipping from overseas please ensure you allow sufficient time for your items to clear customs. We strongly recommend you use a freight forwarder/customs clearance company. It is a regular occurrence that exhibitors have an empty booth while they wait for their items to clear customs.

For any queries regarding deliveries please contact the Rydges Latimer Christchurch Conference Sales Manager:
Sarah Ball

D: +64 3 946 5924

E: sarah_ball@rydges.com

INTERNET AND PHONE LINE ACCESS

Wireless Internet

To access wireless internet you will need to access the Rydges Guest Network and accept the terms and conditions. This is free of charge.

Wired Internet

Wired internet connections are \$65.00 and include unlimited data. If you wish to purchase a wired internet connection for your stand please contact Sarah Ball.

Phone Line

If you wish to purchase a hardwired phone line for your stand please contact Sarah Ball.

Sarah Ball
Conference Sales Manager
Rydges Latimer Christchurch
30 Latimer Square, Christchurch, New Zealand
Hotel: 0800 176 176 | Direct: +64 3 943 5924 | Fax: +64 3 943 5939
Email: sarah_ball@rydges.com

EXHIBITION RULES & REGULATIONS IMPOSED BY RYDGES LATIMER CHRISTCHURCH

Exhibition Booths

Exhibitors may not place any display material or exhibit, nor extend their stand structure and fittings, beyond their contracted boundary.

Contractors/subcontractors working at Rydges Latimer Christchurch

It is important that all Contractors comply with Rydges Latimer Christchurch's policies to ensure consistency of service, public safety, and compliance with statutory obligations. The safety and legality of any activity carried out within the hotel must be beyond question. Any Contractor working within the hotel must meet minimum levels of certification and insurance. When working within the venue, contractor personnel are seen by venue clients and patrons as such, we expect that all Contractor staff will meet minimum levels of presentation, behaviour and compliance with the centre operational procedures and policies. All Contractors involved in exhibition stand setup must be notified to the Exhibition provider – Displayworks and the Rydges Latimer Christchurch at least 20 working days in advance of their involvement.

Fire / Emergency Evacuation

In the event of an emergency, please follow the instructions of the Rydges Latimer Christchurch Fire wardens – nearest emergency exits will be pointed out on arrival.

Safety

Moving machinery must be fitted with safety devices when the machines are in operation. Working machines must be placed at a safe distance from the audience. We recommend the use of safety guards. All pressure vessels or equipment under pressure must conform to the New Zealand safety standards and regulations. Approval for use is required from Rydges Latimer Christchurch prior to the beginning of the event. No motors, engines or power driven machinery may be used without adequate protection against fire. No naked or open flame, temporary gas or live electrical fittings may be used in Rydges Latimer Christchurch at any time.

Food and Beverage

No exhibitor and/or person shall distribute or give away any item of food, drink or tobacco not supplied by Rydges Latimer Christchurch, to members of the public or trade exhibition visitors without the express written consent of Rydges Latimer Christchurch. Notice of intent for trade must be lodged with the venue at least one (1) month prior to the beginning of the event. Rydges Latimer Christchurch reserves the right to remove any food and beverage not authorised in the venue. Any exhibitor wishing to serve alcohol as "on stand" hospitality must enter an "agency agreement" with the venue to ensure the sale of Liquor Act is not contravened. Copies of the agreement are available when alcohol is delivered to the stand.



Noise Level

The nature of exhibitions is such that noise is unavoidable. Exhibitors must expect and accept a certain level of noise in their booth area. In the event of justifiable complaints from other exhibitors, Rydges Latimer Christchurch reserves the right to determine the acceptable sound level and extent of demonstrations.

Cleaning

Rydges Latimer Christchurch will provide general cleaning of the exhibition common areas i.e. aisles, prior to the opening of the exhibition and daily thereafter. It is however the responsibility of the exhibitor to maintain their stands (exhibits and furniture) in a tidy condition at all times. Exhibitors are to make their own arrangement for removal of items not for display purpose and rubbish resulting from unpacking exhibits i.e. carton boxes, crates, plywood, materials for their stand construction and interior fittings, from the exhibition areas before the exhibition opens. At the close of the event all exhibits and constructed items should be removed immediately after the close of the exhibition.

Animals

No animals are permitted in the venue except for Guide Dogs.

Children

The presence of children during pack-in and pack-out times is strongly discouraged. No responsibility will be taken for any accidents.

Exits

Exits must not be obstructed. A clearance of at least three (3) meters must be allowed. Exit signs must always remain visible.

Insurance

It is the exhibitor's responsibility to insure their own goods, fittings and other property against loss or damage. This insurance should cover the total duration of the conference, including setup and breakdown periods.

All exhibitors shall insure, indemnify and hold IPENZ or the conference secretariat and Rydges - Latimer Christchurch harmless in respect of all costs, claims, demands, and expenses.

Exhibitors are responsible for any injury to persons and damage to property in the conference environment caused during the setting up, the operation of, and dismantling and removal of the exhibition.

Sales Literature & Competitions

Printed promotional materials may be distributed only from within an exhibitors own exhibition space. They are not to appear in any other public space within the Exhibition area with the exception of bonafide sponsors under the sponsorship guidelines. Demonstrations, other direct sales activities, and "give-away" items are also restricted to the exhibitors own space.