



EXHIBITOR GUIDE WELLINGTON FEB 2018

Sun 18 Feb 9AM-4PM		
TSB Bank Arena, 4 Queens Wharf Wellington		
On the day Contact – Expo Manager	Jessica Ellis	021 826 513
www.flightcentre.co.nz/expos/exhibitors		

VENUE INFORMATION

Access & Pack In

Pack in:	Sat 17 Feb	1400 - 1800
Pack out:	Sun 18 Feb	1615 - 1730

Exhibitors will not be provided access prior to 2pm on Saturday 17 Feb

Please be on site by 8:30am on show days. An empty booth looks unprofessional so please do not arrive late or leave early. If you are running late, contact Expo Manager.

Canvassing

You are not able to canvas or distribute promotional material other than within your exhibition stand.

Cocktail Function

Unwind at the after show drinks and nibbles function on Sunday afternoon from 1615 – 1730 on the mezzanine floor.

Emergency Procedure/Evacuation

For any critical emergencies (e.g. heart attack, physical assault) please call the appropriate emergency service immediately and then notify the Expo Manager.

Pack Out

Booths can be dismantled from 4PM Sunday 18 Feb.

Parking

Flight Centre does not provide parking for our Wellington show. There is a Wilson carpark located underneath the venue.

Refreshments

Bottled water will be delivered to booth prior to show opening. Refreshments during the day are at the exhibitor's own expense and the café will be open from 8am on show day.

Security

Security will be onsite during pack in, overnight and during the show however please ensure valuables are stored securely and out of sight – this is your responsibility.

Storage During the Show

See floor plan for storage area. You are responsible for goods placed in this area, please keep the door shut at all times.

Time out Exhibitor Lounge

See floor plan for 'Time Out' exhibitor lounge. Complimentary tea and coffee is available in the Time Out room from 8am-4pm.

GENERAL INFORMATION

Cleaning and Rubbish Removal

Place any rubbish in the aisle in front of your booth on pack in day and before **8.30am on show day** for removal. Boxes and cardboard to be flattened and placed next to bins.

Competitions and Giveaways

Exhibitor giveaways and competitions are permitted at this show; however Flight Centre will not promote these and must sign off on any competitions/prizes. Any information collected by exhibitors for database purposes must be made available to Flight Centre (NZ) Ltd.

Contact Information and Private Bookings

All supplier contact information is limited to flyers only; no Business Cards are distributed or on display. As a preferred supplier of Flight Centre and in conjunction with our Terms and Conditions, no private bookings are to be made at the show.

Travel Presentations

Presentation schedule is available on the exhibitor website: <http://www.flightcentre.co.nz/expos/exhibitors/documents>
We recommend visiting the technician 5-10 minutes prior to your presentation to familiarize yourself with the equipment.

HEALTH & SAFETY

The detailed regulations of the Health and Safety Work Act 2016 are available on the governments' regulations page found here: <http://www.legislation.govt.nz/>

High Visibility Vests and closed toe shoes must be worn at all times during pack in and out. Please provide your own high visibility vest for ALL staff attending during these times

You, your staff and any contractors you employ must comply with relevant H&S legislation as well as all requests by the venue both on pack in and show day. Flight Centre Limited will not be responsible for the actions of any exhibitors who do not enforce safe practices with their own staff.

First Aid and Emergencies

First Aid will be located by the events room at the entrance. Please report ANY incidents or potential hazards to the Expo Manager. This is a health and safety requirement.

COURIER DELIVERY & PICK UP

The courier note for deliveries to the venue is available on the 'Useful Documents' page of the exhibitor website:

<http://www.flightcentre.co.nz/expos/exhibitors/documents>

Flight Centre (NZ) Limited and TSB Bank Arena take no responsibility for your deliveries to the venue and/or collection on completion of the shows. We suggest that you have the contact details of your chosen courier company at the show should there be any problems with your deliveries.

For deliveries to the venue:

- Clearly label all boxes with the incoming label along with your courier sticker.
- Boxes can be delivered between **9am and 5pm** on Fri 16 Feb and Sat 17 Feb. Any deliveries outside these times may not be accepted by the venue.
- Your courier needs to deliver to the reception and if unattended, then the loading dock.
- Please ensure your booth numbers are specified on the incoming label.

For courier pick up from the venue:

- After the show all items for pick up must be clearly labelled with outgoing label and courier stickers.
- Any unlabeled items and items outside the designated area will be considered rubbish and discarded.

Courier pick-up needs to be arranged for straight after the event or before 5PM on Monday 19 Feb – NO LATER. Any items that are not collected will be disposed of by the venue



BOOTH INFORMATION

Exhibitor Booth Details

Booths are 3.6m wide x 2.4m deep and 2.3m high.

Includes:

- Black wall panels with Velcro compatible fabric
- 2 x spotlights or suspended floodlight
- Four point plug
- Trestle table and table cloth
- Chair
- Fascia (booth sign)

Keep inside your contracted space and keep aisles clear – they are legally required to be a certain width and must be kept unobstructed.

Floor Plan and Booth Allocations

See the Useful Documents page of the exhibitor website: <http://www.flightcentre.co.nz/expos/exhibitors/documents>

Fascia (Booth) Signs

If you do not require your fascia please place it out in the aisle on pack in day and the cleaning service will remove it.

Banners and Posters

No promotional material is to be attached to the venue walls or outside of your booth, including adjacent walls. Please do not screw or nail any items to the panels as you will be billed for any damage to them. Bring 'free standing' point of sale material or Velcro your posters/ banners to your booth. We do not provide Velcro.

Booth Design and Theming Contacts

Exhibition Hire Services – equipment and theming
Aleisha Midgley – 027 535 8845, aleisha@exhibitionhire.co.nz

Production Associates – audio visual equipment
Conan Richards – 021 446 188,
conan@productionassociates.co.nz

Venue – phone lines and internet requests
Carly Johnston – 021 227 8170,
Carly.Johnston@wellingtonnz.com

Exhibit Group – display and signage
Christina Dumper – 09 570 3640, christina@exhibit.co.nz

PC Rentals – specialist audio visual equipment
Darryl – 021 473 363, darryl@pcrentals.co.nz