



INFORMATION FOR TRADE EXHIBITORS

IMPORTANT: Trade Staff Registrations:

Please ensure that your company has booked and confirmed a booth, and have all staff registered. No entry will be permitted to unregistered persons.

Registration Desk Opening Times:

Tuesday 03 July 2018: 8.00am – 4.00pm

Wednesday 04 July 2018: 7.00am – 9.00am

Thursday 05 July 2018: 8.00am – 10.00am

Equipment Deliveries and Storage Information:

Contact Martin or the Operations Team at the (EEC) Energy Events Centre and they will provide contact & delivery details. Martin - 07 351 8672

Loading Guidelines for the timber floor in Exhibition area.

- Maximum point load is 500kg
- Definition of a point load - a load on a 100mm x 100mm square
- Maximum total load on a 1.0m x 1.0m square is 2000kg (2 Tonne)
- A single layer of plywood is to be laid under any stationary load on the floor (supplied by venue)
- Mobile hoist/ fork hoists (if used) are to have a layer of plywood laid under their wheel routes.
- Heavy equipment must have two layers of ply laid in the Arena, prior to placing in allocated space.
- Any heavy equipment that is part of your Exhibition, must be checked and approved by the Energy Events Centre Manager, please provide height weight and dimensions to your Event Coordinator at the Energy Events Centre. Contact Martin Large on (DDI) 07 3518672 or email him anytime at Martin.Large@rotorualc.nz

Motor Vehicles in Exhibitions

- If motor vehicles are being used as part of an exhibition, arrangements for access to buildings needs to be made through your Event Coordinator.
- Cars used as part of an exhibit should have minimum fuel; protective floor tray and batteries disconnected prior to public access.
- Carpet squares on ply must also be placed under tyres.
- Keys for the vehicle must be left onsite with the EEC, or duty operations personnel in charge of your event.

Machinery & other large Exhibits

- All machinery should be fitted with guarding, fencing, lock immobilisation etc to ensure a safe environment for staff and patrons. Signage is not acceptable as a protective method.
- Persons operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or license as required by law to operate such equipment.
- Machinery equipment or substances likely to jeopardise the health or safety of any person are prohibited, as referred to in the New Zealand Codes of Practice for the safe operations of machinery.

Health & Safety

- Every exhibitor/contractor/subcontractor shall take all practicable steps to ensure that no action or inaction of the exhibitor/contractor/subcontractor person while at EEC harms any other person.
- Every exhibitor/contractor/subcontractor shall 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.

Booth Facia Sign & Furniture

Please contact Lynnaire at Exhibition Hire Services to confirm the company name to appear on booth fascias, and/or confirm any furniture requirements – sales@exhibitionhire.co.nz or 09 579 9884. A furniture brochure can be downloaded from the conference exhibitor webpage.

Exhibitor Pack In: 03 July: 8am to 3pm

Exhibitor Pack Out: 06 July: 7am - 11am

Briefing for Exhibitors:

Please attend the exhibitor briefing to be held in the Rotorua Events Centre (Expo area) on Wednesday 04 July 2018 at 8.00am. All companies exhibiting must be in attendance please.

Trade Show:

Stands must be staffed at all trade show times including refreshment breaks held in the trade show areas. Refreshments during conference breaks will be dispersed equally around the trade exhibits to ensure traffic flow is continually spread throughout trade exhibits for the benefit of suppliers.

Workshop/Business Sessions:

We are delighted to offer delegates several workshops, tech streams and guest speakers throughout the event. Please note that some of these workshops run concurrently therefore we suggest you identify which topics you wish to attend take note of the respective locations which will be highlighted in your registration pack you will receive on arrival. All are welcome to attend.

Ice-Breaker Function – Convention Centre Lobby Tuesday 3rd July

Join attendee's for a casual get together to welcome you to Rotorua.

Dress: Casual

Welcome Networking Dinner – hosted by SkyJack: Wednesday 4th July

Special thanks to SkyJack for hosting all delegates this evening. The function includes Transportation, Dinner and Entertainment located offsite. The evening is fancy dress, the theme is yet to be released! Come and enjoy the ambiance and network with your peers. As always will be a great night!

Fancy Dress: Back to the 1970's

Hire Excellence Awards Dinner – hosted by Youngman Richardson & Co. Thursday 5th July

Special thanks to HIANZ Principal Sponsor, Youngman Richardson & Co Limited for hosting the Awards Evening. Tonight will include 3 Course Dinner, Hire Excellence Awards, and Entertainment. The evening will continue with background music and time to relax and enjoy the company of our fantastic membership.

Dress Code: Black Tie

Special thanks to our sponsors:

