



# EXHIBITION INFORMATION PACK

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## WELCOME

Thank you for your support of LIANZA Conference 2017 – we are delighted to host you in Christchurch. Here is some important information to help make your involvement in this event a success.

You can view information about the conference programme on the website [here](#). The full programme will be published on April 17<sup>th</sup>.

Everything you need to know should be in this pack but if you have any further questions, then please get in touch.

Joanna Matthew, Hayley Larsen & Penny Stock

### Who are my key contacts?

Your key contacts for LIANZA 2017 are:

**Joanna Matthew**

*LIANZA Executive Director*

*DDI +64 4 801 5542*

*Cell +64 27 284 3733*

[Joanna@lianza.org.nz](mailto:Joanna@lianza.org.nz)

**Hayley Larsen**

*Event Manager*

*DDI +64 4 562 8259*

*Mb +64 27 4106567*

[hayley@paardekooper.nz](mailto:hayley@paardekooper.nz)

**Penny Stock**

*Sponsorship Manager*

*DDI +64 4 562 8259*

*Mb +64 21 911420*

[penny@paardekooper.nz](mailto:penny@paardekooper.nz)

Other important contacts are:

**Nicola Ransome**

*Displayworks (Exhibition Build)*

*DDI +64 3 338 4193*

*Cell +64 27 495 2827*

[Sales.chch@displayworks.co.nz](mailto:Sales.chch@displayworks.co.nz)

## REGISTRATION

Each exhibitor attending the conference (as a complimentary or additional exhibitor) **MUST** be registered individually.

**Registration will open on Wednesday 26<sup>th</sup> April**; you will be sent a link to register online at this time. It really helps us managing catering and other logistics if you can register before early bird registrations close in mid-July.

### Accommodation bookings

Information regarding accommodation can be found on LIANZA website [here](#). You may book at any time. LIANZA will provide daily transport to the venue for a small fee.

## VENUE INFORMATION

### Address

Addington Raceway & Events Centre  
75 Jack Hinton Drive  
Addington  
Christchurch  
New Zealand

[www.addington.co.nz/events-centre/](http://www.addington.co.nz/events-centre/)



## Car Parking

Complimentary car parking is available on site as shown on the Addington Raceway map on page 5.

## Map

You can view a full map of the area [here](#).



## COLLATERAL

### Company Profile for the Conference Handbook

Please send your company logo in both JPEG and .eps/vector art format along with your company details and 50-word company profile to [penny@paardekooper.nz](mailto:penny@paardekooper.nz) by **Friday 25 August** for inclusion in conference marketing material. If you've already sent this to Joanna along with your registration form then don't worry – we have it on file.

You can use the online form [here](#) to provide the details below.

Organisation	
Address	
Contact name (optional)	
Mobile phone (optional)	
Email (optional)	
Website	
Description of your products and services (strictly maximum 50 words unless you are a sponsor)	

## INFORMATION FOR EXHIBITORS

### Venue

The exhibition will be on Level 2 in Silks Lounge. Welcome drinks, morning tea, lunch and afternoon tea will be held in this area.

On the day, your exhibition space will be clearly labelled when you arrive at the venue. Please check in with us to confirm your number if you are planning to produce printed material with your stand number on it.

### What's included

The **exhibition stands** are 2.4m wide x 1.2m deep x 2.3/2m high and include the following;

- Velcro receptive display panels
- 1 x 10 AMP power supply and a 4 pin multi-box
- 2 x spot lights
- A trestle table, tablecloth and 2 chairs (if requested)
- Signage with company name in a single colour background with single colour lettering (logo excluded).
- List of Conference delegates (excluding those who have not given permission for name publication) onsite at Conference
- Listing in the Conference Handbook including a 50-word profile of company or products and contact details (provided at conference)

NOTE: If you are using Velcro tabs, you will need the hook side. You may not drive nails, tacks, screws or pins into walls or furnishings.

### Stand Opening Times

Key times when delegates will be in the exhibition space are listed below (subject to change):

<b>Sunday 24 September</b>	Welcome drinks
<b>Monday 25 September</b>	Morning tea
	Lunch
	Afternoon tea
<b>Tuesday 26 September</b>	Morning tea
	Lunch
	Afternoon tea
<b>Wednesday 27 September</b>	Morning Tea
	Lunch

Please check the programme for times. To view the full conference programme please visit the LIANZA website [www.lianza.org.nz](http://www.lianza.org.nz). The full programme will be published on April 17<sup>th</sup>.



## Vendor sessions on the programme?

Vendors are welcome to submit abstracts for our programme, and these are due 10 March. Unfortunately due to space constraints in Christchurch we will only be able to include those presentations of general interest. Product updates will not be accepted. Please get in touch with Joanna ([Joanna@lianza.org.nz](mailto:Joanna@lianza.org.nz)) if you are interested in being included in the programme.

## Additional Requirements

Any additional requirements are your responsibility as an exhibitor and will be at your own cost. Please make sure you bring your own Velcro (hook), cables, extension cords etc as these cannot be provided on the day.

## Additional Requirements – Display Equipment

Any additional display equipment including furniture can be arranged at an additional cost through Displayworks.

Contact: Nicola Ransome  
T: +64 3 338 4193  
M: +64 27 495 2827  
E: [sales.chch@displayworks.co.nz](mailto:sales.chch@displayworks.co.nz)  
W: [www.displayworks.co.nz](http://www.displayworks.co.nz)

## Additional Requirements – Power

Exhibitors will be supplied with 10 amps of power and a 4 way multi-box. If you require any more than this, please let us know and we can arrange it at your expense.

Please ensure that you bring any additional multi boxes and power cords you need for your exhibition as we are unable to provide any on the day.

## Additional Requirements – Technical and AV Support

If you have any additional technical and AV support requirements for your trade exhibition please contact the [conference organiser](#) to discuss your requirements.

## WiFi and Cabled Internet

WiFi is available free of charge at Addington Racecourse and a user name and password will be provided to you on the day.

**There is an additional cost for cabled internet however**, so please get in touch with the [conference organiser](#) if you have cabled internet requirements and we will organise a quote for you. **This must be pre-arranged at least 1 month prior to the event date.**

## Exhibition Freight

The venue is only able to take delivery of equipment on **Thursday 21 September**. Please use the delivery form at the end of this pack on each of your boxes. Your courier will need to be directed to come to the following address;

LIANZA 2017 Conference  
The Stables  
Addington Raceway & Events Centre  
75 Jack Hinton Drive  
Addington  
Christchurch  
New Zealand

Please get in touch with the [conference organiser](#) if you are planning for this so that we can expect the delivery.

## ON THE DAY

### Exhibitor Name Badges

Your exhibitor name badges will be available from the registration desk on arrival. The desk will be positioned on the ground floor. For security purposes please wear these name badges at all times.

### Trade Exhibition Pack In

Trade Exhibition pack in will take place on the morning of **Sunday 24 September**. The LIANZA 2017 exhibition space will be located in the Silks Lounge, Level 2 of the Metropolitan Stand at Addington Raceway. The access to level 2 is via an escalator, stairs or a lift.

Please note that the dimensions of the lifts at Addington Raceway are,

- inside 2.1m tall x 2.1m deep x 1.57m wide
- door 1.3m wide x 2.09m high
- maximum weight is 1700kg.

Due to the limited access, it is necessary to stagger pack in for exhibitors. In order for us to manage the pack in, please complete the online form [here](#) to indicate your preferred pack in time.

### Trade Exhibition Pack Out

Pack out is expected to take place following lunch on Wednesday 27<sup>th</sup> September. However due to health and safety and also noise effecting the conference sessions, large items may need to be removed from the venue following the close of the conference.

You must arrange for the removal of all equipment. If you are unable to remove all equipment during the pack out period, please contact us to discuss. Any items not pre-identified will be deemed abandoned and the venue will remove as rubbish.

## Trolleys

These are not available at the venue. It is recommended that you bring your own as necessary.

## Storage

Storage space is limited and in high demand at the venue and will be dependent on space availability on the day.

## Tag and Testing

It is a venue requirement that for the safety of event patrons and for protection of the venue, all electrical appliances and leads for a **commercial or public use** must be tested and tagged with a current test tag. Should any leads not have a current safety tag they will not be allowed to be used.

If you are not sure about any items, please get in touch via [email](#) as soon as possible so we can help advise you.

## Exhibitor Giveaways

Any exhibitors planning to have food or beverage related giveaways or enticements on their stands, require venue approval before they arrive onsite with the product. Please be aware that any food and beverage brought onsite that has not been approved may incur a charge.

## Exhibitor Catering

For exhibitors, all catering will be available 30 minutes prior to break times to allow you to enjoy your refreshments before the delegates break.

## Security

Addington Raceway is a privately booked venue, however, care should be taken with your belongings. Exhibitors are responsible for the security of their own stand and valuables during the conference. Any expensive items of equipment such as computers should be removed from the venue overnight. If you have any concerns, please discuss these with Paardekooper and Associates staff on the registration desk.

## Insurance

Each exhibitor is responsible for ensuring that their stand and any goods on display are adequately insured for theft and damage.

All exhibitors shall insure, indemnify and hold LIANZA, the organising committee or Conference managers harmless in respect of all costs, claims, demands and expenses relating to any loss or damage occurred in organising or attending this exhibition. 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.

## Promotion

Sponsors and exhibitors are invited to promote their involvement in the 2017 LIANZA Conference through emails, letterheads, accounts, websites, and other customer communications, in addition to the promotion provided by LIANZA to its members. Please contact Joanna (joanna@lianza.org.nz) if you would like any help with your promotion.

## Exhibitor Cancellation Information

Notifications of exhibition cancellation received prior to 1 July, 2017 will be provided with a full refund less an administration charge of \$150. After that date no refunds will be made.

LIANZA reserves the right to cancel the exhibition in case of circumstances beyond their control. In such a case, all monies paid to date will be refunded in full. The liability of the organisers will be limited to that amount.

## DELIVERY FORM

**DELIVER TO:**                    **LIANZA 2017 Conference**  
**The Stables (see map below)**  
**Addington Raceway & Events Centre**  
**75 Jack Hinton Drive**  
**Addington**  
**Christchurch**  
**New Zealand**

EVENT NAME	LIANZA 2017 Conference
EVENT DATE (S)	Sunday 24 – Wednesday 27 September 2017
VENUE	Silks Lounge Level 2
STAND/BOOTH #	
COMPANY NAME	
CONTACT NAME	
MOBILE #	
Consignment Note #	
ITEM # (e.g. 1 of 2)	

**DELIVERIES WILL ONLY BE ACCEPTED ON THURSDAY 21 SEPTEMBER**



## APPENDIX ONE

### Displayworks Catalogue