

CETANZ



11 - 13 August, 2021
Rotorua, Distinction Hotel

In affiliation with



Exhibitor manual

He Tāngata: It Is People



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Welcome

The organising committee would like to thank you for your support and participation and look forward to welcoming you to CETANZ 2021 at Distinction Hotel, Rotorua.

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

All the delivery documentation and health and safety documentation can be found on the [Info for Exhibitors page of the conference website](#).

You will find information about:

Category	Page	Action
◆ Venue information	2	
◆ Booth inclusions – trestle table required?	3	Immediately
◆ Floor plan	3	
◆ Pack-in and pack-out timetable	3	
◆ Accessing Distinction Rotorua Hotel	4	
◆ Deliveries to Distinction Rotorua Hotel	5	
◆ Storage & dismantling exhibition booths	6	
◆ Catering breaks	7	
◆ Programme	7	
◆ Conference registration	7	Immediately
◆ Event app	8	
◆ Wi-Fi	8	
◆ Exhibition quiz	8	
◆ Health & Safety	9	

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

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Venue Information

Distinction Rotorua Hotel

Your Distinction Rotorua Hotel Event Planner can assist you with any of the above services that the venue can provide as outlined in this exhibitor guide. They can also assist with any questions you have regarding the venue itself.

All other enquiries should be directed to the conference organiser, Harding Conferences, who will be your primary point of contact for any non-venue related questions.

Event Planner representing Distinction Rotorua Hotel

Jane Rose Tapere

Events Coordinator

conference@distinctionrotorua.co.nz

DISTINCTION ROTORUA HOTEL

+64 7 3495200

021 223 5467

Venue Environmental Commitment

How can you help?

There are a range of things that exhibitors can do to help us minimise waste, energy and water consumption while exhibiting at Distinction Rotorua Hotel.

- ◆ Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic)
- ◆ Take away any non-recyclable items with you
- ◆ Ensure you turn off your stand lights at the end of each day
- ◆ Switch off and unplug any electronic equipment not required overnight
- ◆ Leave any cardboard beside your exhibition stand for Distinction Rotorua Hotel to recycle
- ◆ Encourage sustainable transportation options for delegates and event goers



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Booth Inclusions

- ◆ One booth with a 3 metre back-wall, side walls of 1.8 metres and a height of 2.3 metres.
- ◆ One x 10-amp power supply
- ◆ Two x 150-watt spotlights
- ◆ Trestle table with two chairs (available upon request – please email Harding Conferences to advise by Wednesday 4 August)
- ◆ Fascia sign placed on the back wall of your booth with company name in one colour 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 conference, including the welcome function. Additional staff must register, either with an exhibitor registration or full registration.
- ◆ 100-word profile in the event app and on the website
- ◆ Participation in the Exhibitors' Quiz
- ◆ Promotional literature and gifts can be handed out to delegates
- ◆ Access to delegate list, excluding those delegates who request privacy

Exhibition Company: fascia signage, furniture & custom builds

The company contracted to install the exhibition booths, 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:

John Culpitt

BOP Event Hire

Your Local Exhibition Hire Specialists

Mob: 027 475 2648

Email: john@bopeventhire.co.nz

bopeventhire.co.nz

Exhibition Floor Plan

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

If your booth is placed on end of a row, you have the option to have the exposed side wall removed. Please advise Harding Conferences of this preference by **Wednesday 4 August**.

Pack In & Pack Out

Please register at the conference registration desk on the ground floor, prior to setting up your exhibition stand.

Set up

Wednesday 11 August
2:00pm - 5:30pm

Thursday 12 August
7:30am - 8:00am

Pack down

Friday 13 August from 1:00pm
(after lunch concludes)



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Accessing Distinction Rotorua Hotel

Carparking

Complimentary car parking is available at the hotel including disability parking.

By Bus

Bus Timetables [can be found here](#).

By Taxi & Ride Share

Taxis can drop off guests in front of the hotel lobby.

By Bike & Scooter

Bike shed is located at the Sala Street Carpark. Key needs to be picked up from reception.

Disability Access

All areas are accessible by wheelchair.



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Deliveries to Distinction Rotorua Hotel

For your Exhibition Booth

OPTION A – Courier ahead of time between 5 – 10 August 2021.

Delivery labels can be found on the [Info for Exhibitors page of the conference website](#).

OPTION B – Bring collateral with you to the venue during pack in (Wednesday 11 August, 2:00pm-5:30pm).

We do allow exhibitors to bring their own items to the venue provided that:

- Freight items must be able to be carried in your hands
- All freight must be taken offsite by the exhibitor at the end of the event (any items left behind will be disposed of)
- Freight will only be allowed during the dedicated pack in or pack out windows. Delivery or dropping off freight outside these times will not be permitted.
- The freight cannot contain any dangerous goods

General notice about freight

Any freight sent to or collected from a Distinction Rotorua Hotel venue is the responsibility of the sender. Distinction Rotorua Hotel accepts no liability for any items delivered or sent from our venues.

Distinction Rotorua Hotel reserves the right to turn away any freight that does not meet the conditions required under this exhibitor's guide, the venue hire agreement and / or the venues conditions of entry.

Delegate handouts

It is important for us to know if you intend to provide material to go into a conference bag such as a pen, pad. Alternatively, if you have another idea, please advise us 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 120 copies/items.

Deliveries for handouts must be delivered between 5 – 10 August to Distinction Hotel.

The delegate handout delivery label can be found on **the [Information for exhibitors' page of the conference website](#)**.

To ensure insertion you should also email us to let us know what you have sent. Please ensure that you mark on the label if it is for **[DELEGATE HANDOUTS](#)**.

It is your responsibility to ensure that material is accurately labelled. If it is not marked correctly, then we cannot take responsibility.



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Storage at Distinction Rotorua Hotel

There are limited storage facilities onsite at Distinction Rotorua Hotel. Exhibitors are advised to make provision for the removal to other premises, of all materials not required for their stand for the period of the event.

Distinction Rotorua Hotel accepts no responsibility for the safety of their goods, and it is left at the owners/client's own risk.

Dismantling Stands

Please note exhibition stands are expected to remain set until lunch concludes on Wednesday.

Please note that all stands, and equipment must be picked up and removed from the Distinction Rotorua Hotel by 5:00pm. There will be NO ACCESS to the exhibition area after this time. Exhibitors are urged to always have a representative present on their stand during breakdown.

Please ensure your stand and the surrounding area is cleared of all goods on your departure. As a reminder, you must arrange with a courier to have your goods returned to you or alternatively you can remove them yourself.

The exhibitor must remove exhibition waste that is non-recyclable, 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.

Distinction Rotorua Hotel accepts no responsibility for exhibitor losses during the entire exhibition including setup and removal periods.



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Catering Breaks

Pre-session tea and coffee, morning and afternoon breaks and lunches will be served in the exhibition area to encourage delegates to spend time viewing the exhibits. Catering for exhibitors will be served 15 minutes prior to the conference programme catering breaks to allow exhibitors time to eat before networking begins.

The Icebreaker and Welcome Function, to be held on Wednesday 11 August from 5:30pm to 7:00pm, is also being held in the exhibition area (Fenton Foyer) spilling out to poolside.

Programme

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

Registration

Please refer to your confirmation email 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).

Click on the following titles, to be taken to the relevant registration sites:

[Complimentary online registrations](#)

[Paying additional exhibition/sponsorship registrations](#)

If you already have an account in our database, please email us for your personalised link rachael@hardingconsultants.co.nz.

Conference check-in

Name badges and conference satchels can be collected from the registration desk at pack in on Wednesday between 4:00pm – 5:30pm or from 8:00am when the registration desk opens on Thursday morning. All exhibitors must wear their name badges once inside the conference space at the Distinction Rotorua Hotel.

Social functions

One ticket to the Ice Breaker and Welcome Function on Wednesday 11 August is included with each complimentary registration.

Tickets to the dinner and additional tickets to either function can be purchased during the online registration process.



He Tāngata: It Is People

Event app

In the interest of sustainability there is no conference handbook this year. Instead, delegates will be encouraged to use the event app. This will detail all the general information, conference programme, layout, exhibitors, and speakers. Please download the app; which is called The Events App by EventsAir. Once you have downloaded it the event app code is: cetanz. [Check out the website for the download instructions.](#)

Company brochures

We can publish any softcopy brochures under your profile on the event app. Email them through to us and we can load them for you.

The deadline for receiving your softcopy brochure/s is **Wednesday 4 August**.

Wi-Fi

Wi-Fi will be provided free of charge at the venue, but should you wish to purchase a hardwired connection, please contact the conference organisers for a quote.

Exhibition 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 Prezzy 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 on your stand
- 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 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 **Wednesday 4 August**.



He Tāngata: It Is People

Health & Safety requirements

As part of our commitment to meet all the current H&S laws and new legislation, all trade exhibitors are expected to complete an Exhibitor Initial Assessment. This can be found on the [Information for Exhibitors page of the conference website](#). More details may be required based on your answers on this declaration.

By law, all PCBU's (persons conducting a business or undertaking) must have a health and safety policy. **All exhibitors must also provide us with a copy of their health and safety policy.** Please advise us if you do not have one.

We require your signed declaration and health and safety policy returned to us by **Wednesday 4 August**.

COVID-19

To ensure exhibitor areas are clean and safe we will provide you with a spray to clean the surfaces in your booth after each break. Please ensure you do this.

In addition, we will be including the usual COVID-19 hygiene and contact tracking in our processes.

Please also be aware that contract tracing will be in place and we will be using barcode scanners to scan you in of all conference sessions. This will have photo identification to ensure we have the correct contact details in the unlikely event of a COVID breakout.