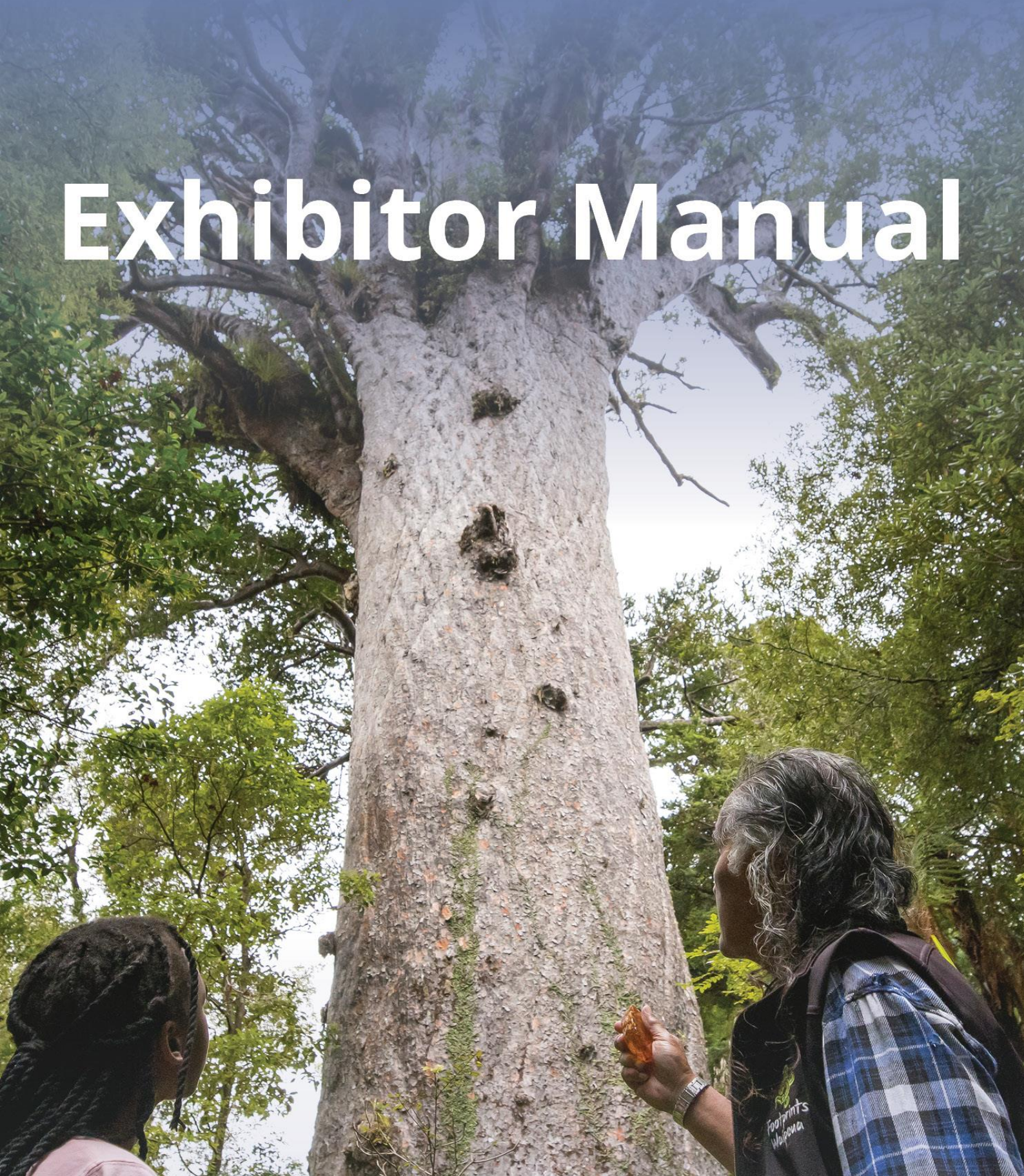




9th - 11th August, 2023

Distinction Hotel, Kirikiriroa Hamilton

Exhibitor Manual



Welcome

We would like to thank you for your support of the CETANZ Conference 2023 at Distinction Hotel, Kirikiriroa Hamilton

Please read this document carefully to ensure you have all the required information regarding exhibiting at CETANZ 2023.

All delivery and health and safety documentation can be found in the important documents section on the last page.

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

Glenda Harding

Harding Conferences

P: 03 352 5598

E: glenda@hardingconsultants.co.nz



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Venue Information

Name: Distinction Hotel Hamilton

Address: 100 Garnett Avenue, Te Rapa, Hamilton, 3241

Telephone: +64 (0)7 849 0860

Website: [Distinctionhotel.com](https://distinctionhotel.com)

Email: conference@distinctionhamilton.co.nz

Distinction Hotel Access

The main entrance to Distinction Hotel is on Garnett Avenues. The exhibition is located on the ground floor of the hotel. The conference rooms can be located directly from the car park into the conference foyer area.

Health and Safety

As part of Harding Conferences commitment to health and safety during the CETANZ Conference 2023, and in alignment with health and safety laws and legislation, **all trade exhibitors are required to complete a Contractor Declaration**. This declaration can be found in the important documents section on the last page of this document.

We also require a copy of your health and safety policy as by law all PCUB's (persons conducting a business or undertaking) must have a health and safety policy. Please advise us if you do not have one.

We require the signed declaration and your health and safety policy emailed back to glenda@hardingconsultants.co.nz by **Friday 28th July**.

In the event of an emergency and alarm will sound, please evacuate the hotel via the nearest fire exit. The emergency evacuation assembly point is at the far end of the car park.

Pack in and pack out

	Starts	Concludes
Pack in	12:00pm Wednesday 9 th August	5:30pm Wednesday 9 th August
Pack out	3:00pm Friday 11 August	Stands must be cleared by 5:00pm Friday 11 August

Please register at the registration desk in the exhibition hall on the main floor of Distinction Hotel prior to setting up your exhibition stand.

Deliveries

Deliveries of exhibition items can be made to Distinction Hotel Hamilton. Please ensure that if you are having goods delivered that they are clearly labelled for the CETANZ Conference by attaching the delivery label in the important documents section, onto all of your boxes. Please do not have your goods arrive at Distinction Hotel any earlier than Monday 7th August.

CETANZ, Distinction Hotel and Harding Conferences accept no responsibility for the safety of your goods once delivered, it is left at the owner's risk.

Storage

Storage onsite is very limited. We do have one room that can be used for storing items, but please try and minimise the quantity.

Car Parking

Distinction Hotel Hamilton has free on site car parking.

Dismantling

Please note that exhibition areas are expected to remain set until the conclusion of the afternoon break at 3:00pm on Friday 11th August.

All equipment is expected to be packed up and removed from Distinction Hotel Hamilton.

If you are having freight collected it is important to bring a consignment note with you and make sure this is completed correctly.

Exhibitor Inclusions

We will supply a 1.2 metre back wall (unless agreed otherwise) which has a height of 2.3 metres, along with a clothed trestle table and 2 x chairs. It will also include one 10-amp power supply (4-way multi box).

Exhibition Hire have a wide range of accessories for hire, as furniture at your area is not included in your exhibition cost, other than a trestle table and 2 chairs from the venue which needs to be pre-booked. For all enquiries please contact:

Kelly Butterill

kelly@exhibitionhire.co.nz

www.exhibitionhire.co.nz.

+64 21 824 917

WiFi

Distinction Hotel Hamilton has WiFi. Please note these details may change.

WiFi name: Conference distinction

A password isn't required

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** to allow all exhibitors time to eat before networking begins. Our Icebreaker and Welcome function will also be held in the Exhibition area. We encourage you to have your stands set before this begins, to promote mingling with conference delegates.

Opening hours and conference session catering breaks

Wednesday 9 th August	Thursday 10 th August	Friday 11 th August
5:30pm – Icebreaker function 7:00pm	8:00am - Registration, tea & 8:30am coffee 9:30am – Morning tea 10:00am 12:30pm – Lunch 1:30pm 2:30pm – Afternoon tea 3:00pm	8:00am - Registration, tea & 8:30am coffee 9:30am – Morning tea 10:00am 12:00pm – Lunch 1:00pm 2:30pm – Afternoon tea 3:00pm

Conference Registration

Please refer to your confirmation email for the number of complimentary registrations allocated with your sponsorship level. Each exhibitor attending the exhibition will be required to complete an online registration form (including complimentary registrations). Please email rachael@hardingconsultants.co.nz to be sent a personalised link to register.

Any extra people attending the conference outside of your complimentary registrations must register for the conference, including those who are manning your display. Exhibitor registrations do not include attendance at conference sessions or tickets to social functions. A full registration will need to be purchased to attend sessions. The link to the registration page is [here](#).

Conference Check-in

Please pick up your name badge from the registration desk at pack in or when registration opens at 4:30pm on Wednesday 9th August. **All exhibitors must wear their name badge once inside the conference space at Distinction Hotel Hamilton.**

Sustainability

As conference organisers, Harding Conferences considers the concept of sustainability in every aspect of their planning.

When considering your display., please consider sustainable options and choices by:

- Limiting the amount of packaging you bring onsite to only recyclables.
- Taking away all non-recyclables with you.
- Ensure sustainable packaging of your goods.
- Only offer sustainable and/or reusable goods to delegates.

Floor Plan

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

Next Steps

To be able to exhibit at CETANZ 2023 in a fun and safe manner these are the next steps you need to take:

- Complete Harding Conferences' Contractor Declaration.
- Send your H&S Policy to glenda@hardingconsultants.co.nz
- Check in with Exhibition Hire for all your requirements.
- Register for the conference if you haven't already.

Important documents

Click on the links to open the documents.

- [Delivery label for any exhibition materials](#)
- [Delivery label for conference bag items](#)
- [Harding Conferences Contractor Declaration](#)