



2WALK and CYCLE

People power:
The path to low carbon transport
18 - 19 March, 2024



Exhibitor Manual



Tākina Convention Centre
Te Whanganui-a-Tara Wellington



Welcome/Haere Mai

We would like to thank you for your support of the 2WALKandCYCLE 2024 Conference at Tākina Convention Centre, Te Whanganui-a-Tara Wellington.

Please read this document carefully to ensure you have all the required information regarding exhibiting at 2WALKandCYCLE 2024.

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@hardingconferences.co.nz

Harding Consultants Ltd trading as





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Venue Information

Name: Tākina Convention Centre

Address: 50 Cable Street, Te Aro, Wellington 6011

Telephone: +64 (0)4 387 7272

Website: takina.co.nz

Email: tara.terry@takinaevents.co.nz

Tākina Access

There are three public entrances to get into Tākina:

- Two entrances on Cable Street
- One entrance on Wakefield street

You are able to enter from any of the three entry points. The exhibition area is located on the second floor in the [Tāwhirimatea foyer](#).

Loading Dock

When dropping off and delivering exhibitor items, you must use the loading dock located at 217 Wakefield Street. The loading dock is open from 8:00am to 4:00pm. No deliveries will be accepted to the main entrance of Tākina. Items must have the required delivery label attached.

Health and Safety

Tākina Convention Centre take their health and safety very seriously. It is important to thoroughly read all the health and safety documents provided by Tākina and Harding Conferences. All exhibitors are required to complete a Health and Safety induction for Tākina via this [link](#).

As part of Harding Conferences' commitment to health and safety during 2WALKandCYCLE 2024, 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@hardingconferences.co.nz by **8 March 2024**.



Pack in and pack out

	Starts	Concludes
Pack in	12:00pm Sunday 17 March	4:00pm Sunday 17 March
Pack out	3:30pm Tuesday 19 March	Stands must be cleared by 5:30pm Tuesday 19 March

Please visit us at the registration desk in the Tāwhirimātea foyer prior to setting up your exhibition stand.

Deliveries

Deliveries of exhibition items can be made to Tākina Convention Centre. Please ensure that if you are having goods delivered that you adhere to the following guidelines and thoroughly read the deliveries section on page 1 of the exhibitor information document. The hotel will not accept any deliveries that are made more than 2 business days prior to the event.

- Please ensure all deliveries are labelled correctly with the correct delivery label.
- Storage space is very limited.
- Tākina Convention Centre, 2WALKandCYCLE Conference and Harding Conferences accepts no responsibility for the safety of your goods once delivered, it is left at the owner's risk.

Storage

Storage onsite is very limited. Please ensure you have enough space at your exhibition booth to store any items you may need.

Car Parking

There are no dedicated parking spaces available at Tākina Wellington Convention and Exhibition Centre. There are three nearby parking facilities:

- [Te Papa car park](#)
- [Barnett street car park](#)
- [Reading on Wakefield car park](#)

Dismantling

Please note that exhibition stands are expected to remain set until the afternoon break concludes on Tuesday 19 March at 3:30pm.

All stands and equipment are expected to be packed up and removed from Tākina.

It is important to bring a consignment note with you and make sure the consignment note is completed correctly. Please ensure that every package has the outgoing dispatch label with your return address and the number of items on it and remove all obsolete labels from packages.

It is the responsibility of the exhibitor to arrange any required courier delivery/pick up and ensure all required documents are attached to the items. All items to be picked up must be clearly labelled and left at the Tākina Dockway with a complete [Trade Exhibitors Courier Form](#).



Booth Inclusions

The booth supplied has a 3 metre back wall, side walls of 1.8 metres and a height of 2.3 metres. They include one 10-amp power supply (4-way multi box) and two x 150-watt spotlights. Exhibition Hire Ltd have a wide range of accessories for hire, as furniture at your stand 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:

Georgia Costain

georgia@exhibitionhire.co.nz

www.exhibitionhire.co.nz

+64 21 469 762

WiFi

Tākina Convention Centre has WiFi

WiFi name: Tākina Events

Password: events

If you require a hardwired internet connection, this can be purchased for \$30.00 incl GST. Please contact glenda@hardingconferences.co.nz if this is something you require.

Catering Breaks

Pre-session tea and coffee, lunches, morning and afternoon breaks 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.

Opening hours and conference session catering breaks

Sunday 17 March	
12:00pm – 4:00pm	Exhibitor pack in
5:00pm – 7:00pm	Welcome function

Monday 18 March	
7:30am – 8:30am	Registration
10:30am – 11:00am	Morning break
12:30pm – 1:30pm	Lunch
3:10pm – 3:40pm	Afternoon break

Tuesday 19 March	
8:00am – 8:30am	Registration
10:20am – 10:45am	Morning tea
12:30pm – 1:30pm	Lunch
3:00pm – 3:30pm	Afternoon break
5:15pm	Conference close



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@hardingconferences.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 the booths. Exhibitor registrations do not include attendance at conference sessions. A full registration will need to be purchased in order 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 from 7:30am on Monday 18 March. **All exhibitors must wear their name badge once inside the conference space at Tākina.**

Attendee App

An attendee app will be available for use during the conference. Within the app, attendees will find general information, the conference programme, exhibitors, layout and speaker information. Information on how to download this app will be provided to exhibitors before it is released to delegates.

Company blurb

Your 100-word brief description will be added to the app along with your logo. If you are exhibiting, we will also include your booth number.

Company brochures

You can also send us or upload yourself, PDF's or web links to include against your profile if you desire. Please send these no later than 8 March 2024 to be uploaded.

Exhibitor Quiz

To ensure good visitor attraction to your table 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 will need to be creative with what you ask. Please feel free to contact us about this if you get stuck for ideas. Please send us your question/answer for this quiz no later than 8 March 2024.

Sustainability

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

When considering your exhibition booth, please consider sustainable options 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.

Tākina

Is also a sustainable venue and you can read about their features [here](#).



Floor Plan

Please [click here](#) to view the live exhibition floor plan. Please be aware we may need to amend numbering.

Next Steps

To be able to exhibit at 2WALKandCYCLE 2024 in a fun and safe manner these are the next steps you need to take:

- Complete the Tākina Health and Safety Induction
- Complete Harding Conferences' Contractor Declaration.
- Send your H&S Policy to glenda@hardingconferences.co.nz.
- Respond to Exhibition Hire for all your requirements.
- Send us your exhibitor quiz question and answer.
- Register for the conference if you haven't already.

Important documents

Click on the links to open the documents.

- [Tākina Health and Safety Induction](#)
- [Delivery label exhibitor items](#)
- [Delivery label delegate gifts](#)
- [Harding Conferences H&S Exhibitor Declaration](#)
- [Trade Exhibitors Courier Form](#)