

Conference Information Document

Table of Contents

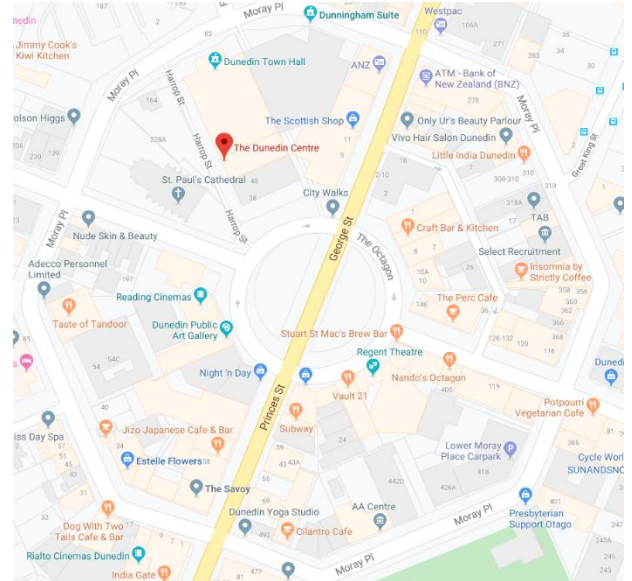
Table of Contents.....	2
Location.....	4
Event Schedules	4
Event Details	5
Exhibition Pack In and Out.....	5
Exhibitor Briefing	5
Exhibition Floor plans.....	5
Heavy Equipment.....	5
Forklift.....	5
Venue Trolleys.....	5
Deliveries.....	5
Storage	6
Animals.....	6
Candles/Flames.....	6
Haze and Smoke Machines	6
Photography and Film.....	6
Lost Property.....	6
Digital Signage.....	6
Furniture	6
Internet	6
Road Closures/Loading Ramp	7
Security	7
Audiovisual Services.....	7
Cleaning and Waste Management.....	7
Disability Services.....	8
Wheelchairs	8
Hearing Loops	8
Brail	8
Health & Safety	8
Emergency Procedures	9
Fire	9
Smoking.....	9
Hazards.....	9
Rigging.....	9

First Aid	10
Care of the Venue	10
Recommended Suppliers	10
Audiovisual.....	10
Exhibition Build	10
Theming	10
Florists.....	10
Plant Hire	10
Photographers	10
MC's	10
Bands/Entertainment	10
Transfers	11
Food and Beverage	11
Barista Coffee Machine.....	11
Dimensions.....	12
Lectern	12
Roof height.....	12
Loading ramp door into the Town Hall.....	12
Public Lift.....	12
Delegate Information.....	12
Accommodation.....	12
Restaurants	12
Public Transport	12
Parking	12
Nearest Facilities.....	13

If you are holding a conference/event with Dunedin Venues, this document should answer most of your questions. Otherwise if you need any further information or clarification please contact your Event Coordinator.

Location

The Dunedin Centre
1 Harrop Street
Dunedin Central, 9016



The Dunedin Centre combines the very best heritage features with state-of-the-art facilities. The grand baroque style of the Dunedin Centre makes an impressive setting for any event. Located in the centre of the city you will find the very best in conference, exhibition and performance facilities – it's the perfect blend of old-world style and modern convenience.

If you require high resolution images of the venue for your conference website, please contact your Event Coordinator.

Event Schedules

To ensure sufficient time for the venue to prepare for your event and roster staff all event details must be supplied to your Event Coordinator no less than 14 days prior to the event start date. These details should include:

- Expected access time
- Pack in and out times of the exhibition
- Technical requirements
- Catering selections and an updated projected attendance
- Floor plans and/or furniture requirements
- Signage for display (if required)

Event Details

Exhibition Pack In and Out

Exhibition pack in and out times must be discussed with your Event Coordinator.

Pack in or out of the exhibition is deemed HIGH RISK and the area is classed as a construction site. Therefore we have strict guidelines during this time that must be adhered to:

During pack in or out of the exhibition, all people onsite must be wearing high visibility clothing (at a minimum a high visibility vest). This includes all exhibitors, exhibition staff, contractors and suppliers.

Closed toe shoes must be worn at all times during an exhibition pack in or out.

Exhibitors will only be allowed access to the venue during the specified pack in/out times. The exhibition build must be complete before any access to exhibitors will be permitted.

Exhibitor Briefing

If you are holding an exhibitor briefing, the Event Coordinator can be present to answer any venue related questions that may be asked.

Exhibition Floor plans

All exhibition floor plans must be supplied to the venue no later than 14 days prior to the event start for approval.

Heavy Equipment

Any heavy equipment that is part of your exhibition, must be checked and approved by the Event Coordinator prior to the event start date. Please provide weight and dimensions.

If motor vehicles are being used as part of an exhibition, arrangements for access to the building needs to be made through your Event Coordinator.

Forklift

The Dunedin Centre does not own a venue forklift. They are available to hire from local branches that specialise in heavy machinery, we would recommend Hirepool. If a forklift is being hired in to be used onsite then you must advise your Event Coordinator no later than 14 days prior to the event start date as a specific Traffic Management Plan needs to be put in place and there may be additional costs for this.

Anyone operating a forklift must have a driver licence for the appropriate class and an F (forklift) drivers licence endorsement together with a Forklift Operator Certificate. Any forklift brought onsite must also be registered and have a current warrant of fitness. Dunedin Venues will need to take a copy of the licence of anybody operating the forklift.

Venue Trolleys

The venue has a number of trolleys onsite that can be made available to assist with pack in and out. There is also one pallet jack onsite that can be utilised.

Deliveries

Deliveries can be made to the venue within general working hours, Monday to Friday 8.30am – 5.00pm no earlier than 5 days prior to the event start date. If deliveries are made earlier than this then the venue do not have to accept the goods.

Please use the supplied delivery label (sent by your Event Coordinator) and ensure that all goods are labelled clearly with the event name, sender and contact phone number. The delivery, receipt and custody of all goods are the sender's responsibility.

It is the responsibility of the hirer or exhibitor to arrange collection of any goods after the event has finished. Please have them labelled with a return address and contact phone number and call a courier to come and collect on the next business day from the Dunedin Centre.

Any goods left at the venue for longer than one week after the hire period will be deemed abandoned and will be disposed of by the venue.

Storage

Storage onsite is strictly limited and in high demand – please discuss directly with your Event Coordinator.

Animals

No animals or pets are permitted at the Dunedin Centre with the exception of seeing-eye dogs.

Candles/Flames

Naked flames are not permitted at the Dunedin Centre. Any candles on display must be contained within a vessel.

Haze and Smoke Machines

Haze and smoke machines are permitted at the Dunedin Centre upon written consent from your Event Coordinator. Smoke detectors will be isolated in situations where haze or smoke machines are in use.

Photography and Film

Dunedin Venues reserves the right to photograph or video any events held on the premises of the Dunedin Centre. These images or films will be used for historical, marketing and/or promotional purposes.

Lost Property

Any lost property must be handed in to a Dunedin Venues staff member. The venue will keep a record of all goods. All reported items will be kept up to 30 days or until claimed.

Digital Signage

The Dunedin Centre has a number of TV's situated throughout the venue that you can use for digital signage. The format needs to be 1920 x 1080 or 16:9 and either a jpeg or png file. Please discuss any particular signage needs with your Event Coordinator.

Furniture

The Dunedin Centre has an extensive inventory of standard furniture available for use as part of your venue hire. We can supply exhibitors with a clothed 1.8m trestle table and two chairs at a cost of \$10 + GST each. Please advise your Event Coordinator if you require this.

We would recommend contacting your exhibition supplier for any furniture over and above this.

Internet

The Dunedin Centre has free Wi-Fi throughout the venue.

Network: DVML_Guest_Internet

Password: Guest@DV

Alternatively, our IT provider can set up a unique network for your conference at no additional cost. The network and password can be the same, it just needs to be a minimum of 8 characters long. Please advise your Event Coordinator if you would like to set this up.

If you would like hard wired internet setup either at registration or an exhibition stand, there will be a cost of \$150 + GST for this. Please advise your Event Coordinator if this is required.

Road Closures/Loading Ramp

If the loading ramp is required for pack in and out of the exhibition then a Traffic Management Plan needs to be put in place to close off Harrop Street. The cost for this is \$300 + GST for each closure.



Security

Red Badge are the exclusive security provider. As a health and safety requirement security will be required onsite if the event falls outside the hours of Monday – Friday 8.30am to 5.00pm and/or there is alcohol being served. The cost is \$35 + GST per guard, per hour and the number of guards required will be determined by the Event Coordinator. If you have any special security requests, please get in touch and we will assist wherever possible.

The Dunedin Centre is monitored by 24-hour surveillance cameras. Cameras are in numerous locations throughout the venue.

Audiovisual Services

We do not have an exclusive audiovisual provider, therefore you are welcome to bring in your own company however we will require them to complete the provided health and safety documentation along with an induction when they arrive onsite. If a company that is not a Dunedin Venues approved contractor is working within the venue, a venue technician needs to be onsite for pack in and out and for any truss movements. The cost is \$60 + GST per hour.

Cleaning and Waste Management

All cleaning services at the venue will be supplied by the exclusive cleaning provider. For multi day events, the venue will be cleaned pre and post of each day. Anything outside of a standard clean will be oncharged to the hirer at \$30 + GST per hour. The hirer must advise if there are any specific waste requirements as additional charges may apply.

The exhibitor is responsible for the removal and disposal of pallets, crates and large packaging items. Failure to remove these items for the venue may incur additional charges.

Disability Services

Wheelchairs

All areas in the Dunedin Centre are accessible by wheelchair. Access to the main Town Hall entrance is via either a lift at the Metro Theatre entrance off Moray Place or the door on the corner of Harrop Street and Moray Place. There are no obstructions to access the Glenroy Auditorium entrance.

We have one venue wheelchair onsite to be used for emergency situations only.

Disable toilets are located in the basement and upper ground levels.

Hearing Loops

A hearing loop is available throughout the Dunedin Centre, signage is placed around the building.

Brail

Brail is available inside each of the public lift sings to assist patrons finding their way to various levels throughout the Dunedin Centre.

Health & Safety

A health and safety initial assessment will be issued to the hirer and any other contractors involved with the event. Once completed and reviewed, the Safety & Wellness Advisor will be in touch if any further action is required.

For any exhibitor involved in the event, a separate health and safety assessment form must be completed. Dunedin Venues need to know exactly what is being brought onsite and any electrical equipment MUST have a current test tag. Any completed health and safety forms can be sent directly to the Event Coordinator.

The hirer must ensure all fire extinguishers, hoses, alarm panels, switches and emergency exits remain visible and accessible at all times. The Event Coordinator will undertake regular premises checks, if something is not safe the hirer will be notified immediately to rectify.

Upon arrival to the venue, a health and safety induction will be completed. The hirer, any contractors and all trade exhibitors must be inducted before commencing work.

Prior approval is required for the following:

- Naked flames including cooking equipment
- Confetti canons
- Lasers
- Flammable/hazardous substances
- Welding or cutting equipment
- Gas
- Helium balloons
- Building a temporary structure over 1.5m high

Please submit a proposal in writing to your Event Coordinator outlining the purpose and how it will be used no later than two weeks (14 days) prior to the event start date to allow time for approval to be issued.

Emergency Procedures

In the event of an emergency, staff at the Dunedin Centre are trained in emergency response to ensure patron and staff safety from the possibility of injury or death. If the need for an emergency evacuation due to any circumstance should arise please be assured patrons will be well informed throughout and their safety is paramount at the Dunedin Centre.

If the need for an emergency evacuation all patrons are to leave the venue as safe and quickly as possible. All event personnel, contractors and Dunedin Venues staff are to meet in the DCC carpark located on Harrop Street where further instructions will be given.

Fire

In the event of an emergency and the alarm system sounds, please evacuate the building using your nearest fire exit. The meeting point is the Dunedin City Council carpark located on Harrop Street. Do not re-enter the building until the Head Warden has given you the all clear.

- If you or a delegate discovers a fire:
- Operate the nearest fire alarm box
- Telephone the Fire Service
- Dial 111
- When you hear an alarm:
- On the continuous sounding of the fire alarm leave the building using the nearest fire exit
- Move quickly but do not run
- Assemble at Harrop Street carpark
- Follow all instructions given by fire wardens/Dunedin Centre staff
- Do not linger in rooms or passageways
- Do not return to the building until the 'all clear' signal is given

Earthquake

In the event of an earthquake please remain in the building:

- Move away from any equipment or windows
- Drop to the ground, get under cover and hold on.
- Do not evacuate the building (unless instructed to do so)

Bomb Threat

- Advise Dunedin Centre staff of any suspicious letter or package – do not touch or move it
- Evacuation will be by word of mouth
- Follow instructions from the Dunedin Centre Staff or Police Officers

Smoking

The Dunedin Centre is a SMOKE FREE venue. Dedicated butt bins are located at each of the main entrances of the venue.

Hazards

A detailed hazard register is available upon request with your Event Coordinator.

Rigging

To ensure all health and safety standards are met, all overhead rigging must be installed by an approved contractor.

First Aid

First aid kits and a defibrillator are located through the Dunedin Centre and are available for use by the hirer. Dunedin Venues staff have completed first response training, but further professional service providers can be organised by Dunedin Venues upon request.

Care of the Venue

In respect of the Dunedin Centre, you must take care not to:

- Deface the venue or venue property in any way
- Write, stick, tack, screw or nail into walls, floors furnishings or ceilings
- Protect floors, walls and doors at all times especially during pack in and out of large installations or exhibitions
- Accept liability for any damage that guests or exhibitors may cause to the venue

Any damage may be oncharged to the hirer.

Recommended Suppliers

Audiovisual

Strawberry Sound

Impressions Audiovisual

Gravity Events

Exhibition Build

Exhibition Hire Services

Peek Exhibition

Theming

Gravity Events

Strawberry Sound

Visual Effects

Florists

Estelle Flowers

Plant Hire

Ribbonwood Nurseries

Blueskin Nurseries

Photographers

Clive Copeman

Derek Morrison

MC's

Steve Davie

Doug Kamo

Bands/Entertainment

LA Social

DKCM

Ynot

Transfers

Go Bus

Preston Black

Food and Beverage

Compass Catering are the exclusive catering provider and all food and beverage being consumed within the Dunedin Centre must be purchased through this provider.

Compass Catering require the following information:

- I. Projected attendance of the event four weeks (28 days) prior to the start date
- II. An updated forecast of attendance, food selections and timings of service no later than two weeks (14 days) prior to the start date
- III. Final minimum catering numbers and special dietary requirements no later than one week (7 days) prior to the start date

Any modification to these deadlines may incur an additional payment over and above the quoted pricing.

Barista Coffee Machine

Compass Catering can provide up to three barista coffee machines for your event. They take care of the setup, operation and cleaning of the machine. Opening and closing times of the machine are to be discussed with your Event Coordinator. A 3-phase connection is required, if a cable needs to be run this will be at a cost of \$60 + GST. If the machine is placed nearby a 3-phase connection there will be no charge. Your Event Coordinator can advise where a 3-phase connection is available.

Full Day: \$750 + GST

With 150 cups included, additional cups are \$3.20 + GST each

Half Day: \$600 + GST

With 120 cups included, additional cups are \$3.20 + GST each

Dimensions of the trolley: 146cm wide x 70cm high



Dimensions

Lectern

110cm high x 60cm wide

Roof height

Glenroy Auditorium

Full height: 7.72m

Mezzanine height: 3.24m

Town Hall

Full height: 16.60m

Mezzanine height: 3.00m

Loading ramp door into the Town Hall

2.2m wide x 2.1m high

Public Lift

1.0m wide x 2.4m long x 2.1m high

Delegate Information

Accommodation

Dunedin Venues recommends the Scenic Group as a preferred accommodation partner. For further information including exclusive rates and availability please contact your Event Coordinator.

Restaurants

Vault 21

Prohibition Smokehouse

Bacchus

All of these restaurants are located in the Octagon which is just a short 1-minute walk from the Dunedin Centre.

Public Transport

Bus

The bus hub is just a short 5-minute walk from the Dunedin Centre located on Great King Street.

Taxis

A taxi rank is located in the centre carriageway in the Octagon. If you need a taxi service arrange please communicate with your Event Coordinator or the Receptionist.

Parking

There is no dedicated visitor carpark at the venue. Pay and display carparks are available in the Octagon and in surrounding streets.

Located in close proximity to the Dunedin Centre is a secure covered Wilson carpark complex. This facility provides casual parking including early bird parking. Fees listed below:

Wilson's Parking

Upper Moray Place

Monday - Sunday

Casual fees: \$2.50 per hour

Early bird – in before 10am and exit between 1-7pm: \$9.50 flat rate

Dunedin City Council Parking

Corner of Filleul Street and Moray Place

Monday – Friday (9am – 6pm)

\$2.50 per hour

Saturday (9am – 6pm)

\$1.00 per hour

Parking outside of these hours is free of charge

Nearest Facilities

Medical Centres

Urgent Doctors Dunedin

18 Filleul Street, Dunedin

03 479 2900

Dunedin Public Hospital

Emergency Department

Great King Street, Dunedin

Pharmacy

Antidote Pharmacy

Corner of the Octagon and George Street (Across the road from the Dunedin Centre)

Urgent Pharmacy

18 Filleul Street, Dunedin

03 479 2900