



## Welcome

The organising committee would like to thank you for your support and participation and look forward to welcoming you to 2WALKandCYCLE 2021 at the Dunedin Centre.

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 [Exhibition Manual page of the conference website.](#)

You will find information about:

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Immediately

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

Glenda Harding  
Harding Conferences  
PO Box 5512  
Christchurch  
P: 03 352 5598  
E: [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz)





## Venue Information

Venue Contact Details:

Dunedin Centre

1 Harrop St, Dunedin 916

P 03 479 2823

F 0800 24 64 64

Your Dunedin Centre 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 any the venue itself.

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

Event Planner representing Dunedin Centre at 2WALKandCYCLE 2021:

**Ashlee Baird**

+64 21 952 407

## 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 the Dunedin Centre.

- ◆ 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 Dunedin Centre 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 (4-way multi-box)
- ◆ Two x 150-watt spotlights
- ◆ Trestle table with two chairs (available upon request – please email [Harding Conferences](mailto:Harding Conferences) to advise by Friday 26 February)
- ◆ ID Fin 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 entire conference, including social functions. Additional staff must register, either with an exhibitor registration or full registration.
- ◆ 100-word profile in the event app
- ◆ Participation in the Exhibitors' Quiz
- ◆ Promotional literature and gifts can be inserted in the conference bag (or equivalent) to a maximum size A4
- ◆ 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:

Exhibition Hire Christchurch Ltd  
Kelly Hird  
T: +64 3 338 4193  
M: +64 21 824 917  
E: [kelly@exhibitionhire.co.nz](mailto:kelly@exhibitionhire.co.nz)  
W: [www.exhibitionhire.co.nz](http://www.exhibitionhire.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 us of this preference by [Friday 26 February](#).





## Pack In & Pack Out

Please register at the conference registration desk in Fullwood Room, prior to setting up your exhibition stand.

### Set up

Tuesday 16 March from midday  
Concluded by 6:00pm

Wednesday 17 March from 7:00am  
Concluded by 8:30am

### Pack down

Friday 19 March from 1:30pm  
(after lunch concludes)

### A note about Multiple Event Spaces

The Dunedin Centre has multiple event spaces available for hire and there will be regular concurrent events occurring. Please be aware that pack in / out activities must not disrupt other events and pack in / out procedures may be modified at short or no notice to minimise any disruption.

## Dunedin Centre Access

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.

### By Bus

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

By Taxi & Ride Share

Taxis and Ride share vehicles are able to use the drop off zone in Harrop St.

Pedestrians

Pedestrian access is via Harrop St.

By Bike

Bike Racks are located in Moray Place, outside the Dunedin Public Library.

Scooter

People arriving via scooters are asked to park them away from the entrance doors and not to obstruct any emergency exits.

## Dunedin Centre Disability Access

Disability Parking

Harrop Street can be accessed for disability pickup/drop off. For parking, refer nearby Wilsons or Dunedin City Council parking.

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.

Disabled 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.

Braille

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

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## Deliveries to Dunedin Centre

### For your Exhibition Booth

OPTION A – Courier ahead of time by Friday 12 March

Delivery labels can be found on the [Exhibition Manual page of the conference website](#).

OPTION B – Bring collateral with you to the venue during pack in (Tuesday 16 March from 12pm – 6pm).

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 drop off of 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 Dunedin Centre venue is the responsibility of the sender. Dunedin Centre accepts no liability for any items delivered or sent from our venues.

Dunedin Centre 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.

### For Conference Bag Inserts

If you would like to provide material to go into the conference bag such as a pen, pad or alternative gift could you please let us know 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 150 – 180 copies/items (final numbers to be determined).

**You have only one option to make deliveries for the conference bag inserts.**

**Deliveries for conference bags must be delivered by Friday 12 March to Dunedin Centre.**

The Conference Bag Insert delivery label can be found on the [Exhibition Manual 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 the CONFERENCE BAGS.





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

## Storage at Dunedin Centre

There are limited storage facilities onsite at Dunedin Centre. 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.

**Dunedin Centre accepts no responsibility for the safety of the 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 Friday.

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

Dunedin Centre accepts no responsibility for exhibitor losses during the entire exhibition including setup and removal periods.

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## Delegate 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.

## 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, your link to register was included in your letter.

### Conference check-in

Name badges and conference satchels can be collected from the registration desk at pack in on Tuesday or from 8:30am when the registration desk opens on Wednesday morning. All exhibitors must wear their name badges once inside the conference space at the Dunedin Centre.

### Social functions

One ticket to the networking function on Wednesday 17 March and the conference dinner on Thursday 18 March is included with each complimentary registration.

Additional tickets to these functions can be purchased during the online registration process.

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## 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.

### Company Blurb

We ask that sponsors and exhibitors provide us with a 100-word brief description of their company and/or services which will feature in the event app. We will also include your logo. If you are exhibiting, we will include your stand number.

The deadline for receiving your description is **Friday 26 February**.

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.

### 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 **Friday 26 February**.

### Website advertising

We have some new and exciting advertising opportunities. If you're interested in this please check them out on the website following this [link](#).

## 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 just 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 **Friday 26 February**.

## 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 [Exhibition Manual 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 **Friday 26 February**.

Please ensure you also read the Dunedin Venue Conference Venue Information which outlines health & safety at the venue. This can be found on the [Exhibition Manual page of the conference website](#).

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