



# Exhibitors Handbook

**2021 QuarryNZ Conference**

**14th - 16th July 2021 / Wellington**



Dear Conference Trade Exhibitor,

Please find enclosed within this document all of the information you need in order to plan for your attendance at the QuarryNZ Conference in Wellington on the Wednesday 14<sup>th</sup> – Friday 16<sup>th</sup> July.

If you cannot find the answers to your questions within this document, or if you have any further queries regarding the conference as a whole, please feel free to contact Melissa Bahler:

**Melissa Bahler**  
Event Manager  
0276643080  
[positiveeventsplus@extra.co.nz](mailto:positiveeventsplus@extra.co.nz)

Thank you for taking the time and interest in supporting QuarryNZ.

Kind regards

**QuarryNZ Conference Committee**

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## VENUE DETAILS

**Sky Stadium Wellington**  
**105 Waterloo Quay, Wellington 6140**  
**Phone: +64 4 473 3881**

The exhibitor area will be located in the Sky Stadium Concourse on Level 1



## KEY TIMES

\*Please note times may vary slightly from those listed

TUESDAY 13th JULY	
7:00am – 3:00pm	Peek Display pack in
3:00pm – 6:00pm	Exhibitors pack in
WEDNESDAY 14th JULY	
8:00am	Registration opens
10:30am	Morning tea served in the Exhibition Area for exhibitors
8:00am – 12:30pm	Exhibitor pack in continues (all exhibits must be ready by 12:30pm)
12:00pm	Lunch served in the Exhibition Area for exhibitors
1:00pm – 7:00pm	Exhibition area is open to delegates (includes pre-dinner drinks 6:00 – 7:15pm)
1:00pm – 3:30pm	Conference begins – AGMs in the Members Gallery L4
3:30pm – 4:00pm	Afternoon Tea is served in the Exhibition Area
5:45pm	Buses pick up delegates/exhibitors from Hotels and drop to Sky Stadium
6:15pm	Crushing and Mining Supplies NZ Pre-dinner drinks at Sky Stadium in the Exhibition Area (exhibitors to be on stands)
7:15pm	Terra Cat Opening Night Dinner – Sky Stadium Level 4 (Smart Casual - no jeans/company jackets)
10:30pm – 11:30pm	Buses shuttle from Sky Stadium to Hotels
THURSDAY 15th JULY	
7:15am:	Registration and Exhibition Area opens
7:00am – 5:00pm	MIMICO Gallery and Lounge open L2 West Lounge
7:00am – 8:00am	Bus shuttle from Hotels to Sky Stadium
7:15am – 8:00am	Breakfast for delegates and exhibitors served in the Exhibition Area sponsored by Liebherr
8:00am	Conference begins
9:45am – 10:15am	Porter Group Morning Tea served in Exhibition Area
12:30pm – 1:30pm	Lunch served in Exhibition Area
1:45pm	Buses depart for Field Trip to Real Steel, Upper Hutt (exhibitors welcome)
3:30pm – 5:00pm	The Real Steel Hard Rock Club Happy Hour – BrewTown, Upper Hutt (smart casual)
4:00pm – 5:00pm	Buses depart for Hotels
FRIDAY 16th JULY	
7:15am	Registration and Exhibition Area opens
7:00am – 5:00pm	MIMICO Gallery and Lounge open L2 West Lounge
7:00am – 8:00am	Bus shuttle from Hotels to Sky Stadium
7:15am – 8:00am	Breakfast for delegates and exhibitors served in the Exhibition Area sponsored by Liebherr
8:00am	Conference begins
10:00am – 10:30am	Porter Group Morning Tea served in Exhibition Area
12:30pm – 1:30pm	Lunch served in Exhibition Area
1:30pm – 4:00pm	Exhibitor pack out
3:30pm	Conference concludes
3:30pm	Buses to Hotels
3:00pm – 9:00pm	Peek Exhibition pack out
5:45pm	Buses pick up from Hotel and drop off Te Papa
6:00pm	Pirtek Pre Dinner Drinks and Dali Exhibition – Te Papa (Black tie)
7:00pm	TransDiesel Volvo Awards Dinner – Te Papa (Black tie)
10:30pm – 12:00am	Bus shuttle to Hotels

## INTERNAL EXHIBITOR

### Exhibition Times

Please ensure someone is on your stand at these times especially during the delegate catering breaks:

**Wednesday:** 1:00pm – 5:00pm, 6:15pm – 7:15pm (during pre-dinner drinks)

**Thursday:** 7:00am – 1:30pm

**Friday:** 7:00am – 1:30pm

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## EXHIBITION STAND INCLUSIONS

These are as follows:

- Booth: 3m wide x 1.8m deep
- Walls 2.3m high, black velcro receptive walls (each exhibitor must keep within their display dimensions of the booth)
- Lighting: 2 x 150watt directional spotlight
- 1 x 10amp 4way power outlet
- Signage: Two company signs per stand -internal facing ID Fins with conference logo, company name and stand number (max 20 characters)
- Trestle table and chairs (on request)
- Wireless internet access

Peek Display are the exhibition company for the conference. Extra furniture and AV equipment can be hired through them directly and a full catalogue can be found at [www.peek.co.nz](http://www.peek.co.nz)

To book additional equipment please contact:

**Jessica Vercoe**  
Event Co-ordinator, Peek  
Exhibition Ltd

Direct dial: +64 3 339 9785

Mobile: +64 21 141 8668

[jessica@peek.co.nz](mailto:jessica@peek.co.nz)

Booth No.	Business Name
34	Pirtek New Zealand
35 & 51	Orica
36	Maxam Tyres
37	TRS Tyre & Wheel Ltd
38/39	Oil Distributors
40	Optibelt NZ
41	Alemlube
41A	AQA & MinEx
41B	SI Lodec NZ Ltd
42	TR Industries Ltd
43	Engineering & Plant Services
44	Condor Pumps
45	Rocktec Ltd
45A	IMG
45B	Transmission House Limited
46	PGG Wrightson Turf
47	SITECH Construction NZ
48	Crush and Screen Ltd
49	Lincom NZ
50	Equip2 Ltd
52/53	TransDiesel Ltd
54	Media Booth
55	Cable Price
56	Hydraulink
57	Porter Group
58/59	Terra Cat



## Pack In/Out Access and Parking:

Exhibitors pack in: Tuesday 13<sup>th</sup> July 3:00pm – 6:00pm (please note all exhibitors must be offsite by 6:00pm), Wednesday 14<sup>th</sup> July 8:00am – 12:30pm. Pack out Friday 1:30pm – 4:00pm  
If you require more time please advise Melissa.

Exhibitors are required to pack in/out via the Sky Stadium inner plaza. No vehicles will be permitted inside the Concourse, no trucks will be permitted inside the Inner plaza. Cars can enter and drop off goods then park to the side.

Parking: Exhibitor parking on Event Days will be available at Sky Stadium Inner Plaza (approx. 50 spaces are available - please advise if you require parking).

Sky Stadium Concourse entry dimensions – note access is restricted to 1 pair of entry doors, clear entry available is Height - 2.380 Width 2.690

## Large Item Pack In:

There is a load limit of 2.5 tonne in all areas of the Stadium i.e. inner plaza, concourse, ramp to inner plaza. Please contact Melissa if you have any large items that will need to be brought into the Stadium so we can arrange this.

## Delivery and Storage:

**All items must be delivered on Monday 12 July ONLY** – please instruct your courier driver that deliveries before this date will not be accepted. Trucks will be required to park/drop off at the security hut on level 1 – then the items can be forklifted into the stadium) please ensure your courier driver has a hand truck or pallet jack in the tail lift to convey your items to the concourse.

## Delivery Procedure and Address Details:

All goods being sent to the venue must be clearly labelled. The Conference Committee and Sky Stadium Wellington will not take any responsibility for loss of items or items not arriving in time.

Please use the “Deliveries template” provided at the back of this document or if using your own, ensure that the following is noted:

- Event name: QuarryNZ Conference 2021
- Date of event: 14<sup>th</sup> July – 16<sup>th</sup> July
- Stand number and number of boxes i.e 1 of 2 etc.
- Sender details: your Company name, name and phone number of your representative who will be on site during conference.

All deliveries are to report to the Security Hut at the top of the ramp. Deliveries will be distributed to the correct location by Sky Stadium. Sky Stadium will sign in all small deliveries as ‘received not checked’, and will hand over once the organiser is on site. Sky Stadium will take care with deliveries prior to your arrival on site, however they accept no responsibility for damage or loss. Unpacking and setting up of the Trade Display is the responsibility of the owner of the goods.

## Storage:

Storage space at Sky Stadium Wellington is limited and charges may apply. Transfer and storage of all items is the responsibility of the exhibitor. Please notify Melissa if you require storage.

## Collection Procedure:

Any items should be arranged for pick up Friday afternoon. **No collection is available on Saturday or Sunday.** Sky Stadium Wellington takes no responsibility for goods left on the premises after this time. If you need items to be picked up after Friday please arrange with Melissa.

All items left for collection by freight or courier companies must be clearly labelled with company name, contact name and contact mobile number. Any items not pre-identified will be deemed abandoned and the venue will dispose of these accordingly and on-charge the cost.

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## SERVICES AND EQUIPMENT

### Internet Access:

WIFI is available throughout the duration of the conference. Please use the following details to log on:

**User-name - Functions Sky Stadium**

**Password - poneke21**

### Forklift:

Sky Stadium Wellington have a forklift which will be operated by Peek Exhibition, if you will require items to be moved for setup and breakdown and require the forklift please contact Jessica at Peak Exhibition to arrange this.

### Trolleys:

There are 5 flat deck trolleys at the venue which are free to use for pack-in (subject to availability). You are welcome to bring your own flat deck trolleys or hand trucks into the venue.

### Security:

While every reasonable precaution is taken, Sky Stadium Wellington and the Conference Committee will not accept any responsibility for any loss or damage to any equipment, merchandise or valuables left on the premises prior to, during, or after the event.

It is recommended that all exhibiting companies take out their own public liability and property insurance that covers them and the exhibition stand.

It is advised that all valuable items are not left at the exhibition stand unattended and not left over night. Sky Stadium Wellington provide a static Security Guard at all times that public are on site. The venue is locked and alarmed every night once all exhibitors have left the building.

## GUIDELINES FOR EXHIBITING AT SKY STADIUM WELLINGTON

### Care of the Venue:

Please take care of the venue during your time at Sky Stadium Wellington. Here are some guidelines to prevent damage to the venue:

- Protect all walls and floors at all times including during the pack-in, installation and removal of displays, exhibits and equipment
- Do not drive nails tacks, screws or pins into walls, furnishings, floor ceilings (use white tack, or talk to Melissa about alternative options)
- Do not write, decorate, attach posters or disfigure any walls or surfaces or furniture
- Do not attach velcro dots to any walls (use white tack)

As an exhibitor you accept liability for any damage you have caused to the venue.

### Electrical Appliances:

For the safety of event patrons and for protection of the venue, all electrical appliances and leads for a commercial or public use must be tested and tagged with a current test tag.

Should any leads not have a current safety tag they will not be allowed to be used. Exhibitors will be liable for any costs or damages to the venue that arise due to the use of electrical devices that have not been tagged or tested. Please note, there will not be anyone on-site to perform any last-minute tag and testing. Please note that laptop power cords and phone chargers are currently exempt from tag and testing as they are personal items. Please also note only licensed contractors approved by Sky Stadium Wellington or Peek Exhibition Group may access power, water or other services provided. Only the provided power outlets are available to be used. No connections are to be made into electrical mains. All power boxes should be fitted with an RCD for protection of the power supply.

### Rigging and Banner Hanging:

There is no rigging or banner hanging at Sky Stadium due to ceiling heights. Please do not hang anything from the steel cables or power trays.

### Heavy Loads:

Load limit is 2.5 tonne in all areas of Sky Stadium. If you anticipate heavy loads will be involved in your site, you need to discuss this with Melissa and Sky Stadium Wellington will need to be notified.

Written approval from Sky Stadium Wellington is required to bring in any heavy or vibrating equipment.

### Exhibitor Catering:

You are welcome to bring confectionery only on-site, for stand giveaways. If you were wanting to bring anything else prior approval needs to be sought.



## Safety Procedures:

### Personal Protective Equipment

Sky Stadium Wellington requires all exhibitors and contractors to wear the following personal protective equipment during pack-in and pack out periods:

- High-visibility safety vest
- Closed in shoes

All contractors and exhibitors are expected to wear the personal protective equipment appropriate for the activity.

## What to Bring:

Please ensure that you bring the following items with you.

- Packing tape (for rebinding, packing cases)
- Velcro dots to attach posters etc to your stand
- Multi boxes and extension cords if required
- Delivery labels for re-packaging of items for delivery once the conference is finished
- High-visibility safety vest
- Closed in shoes

DELIVER TO:			
<b>Sky Stadium Wellington (QuarryNZ Conference)</b>			
105 Waterloo Quay, Wellington 6140			
COURIER COMPANY	DESCRIPTION OF ITEMS (e.g. cartons, palets etc)	NUMBER OF ITEMS	OTHER INFORMATION
SENDER ADDRESS:		SENDER NAME:	
		SENDER PHONE:	
EVENT DETAILS			
EVENT NAME:		EVENT DATE(S):	
STAND CONTACT: (please provide a contact number)		STAND # / ALLOCATION	
Deliveries accepted Monday 12 July 8:00am – 5:00pm Sky Stadium phone: Belinda - 027 628 6777			

## Social Events

The social programme consists of 3 functions. The delegate and partner registration packages include tickets for each of these functions. If exhibitors wish to attend the Terra Cat Opening Night Dinner or TransDiesel Volvo Awards Dinner you will need to purchase tickets separately on the registration portal (you can log into your online registration to check this). The field trip and Real Steel Hard Rock Club Happy Hour are free for exhibitors to attend.

If you have any questions at all about the information contained in this document or have any further queries, please feel free to contact Melissa Bahler.

**Melissa Bahler**

Event Manager

0276643080

[positiveeventsplus@xtra.co.nz](mailto:positiveeventsplus@xtra.co.nz)

Again, we thank you for supporting QuarryNZ.

Kind regards

**QuarryNZ Conference Committee**

\*Please note this document may be revised from time to time leading up to the event, this can be found on the QuarryNZ Conference website on the exhibitors page.