



2022 QuarryNZ Conference

13 – 15 July 2022 / New Plymouth

Exhibitors Handbook



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 New Plymouth on Wednesday 13th – Friday 15th 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

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

Kind regards

QuarryNZ Conference Committee

VENUE DETAILS

TSB Stadium
Rogan Street
Welbourn, New Plymouth 4310
Phone: +64 6 759 6060

The exhibitor area will be located in the North-West end of the TSB Stadium



KEY TIMES

*Please note times may vary slightly from those listed

TUESDAY 12th JULY	
8:00am – 3:00pm	Peek Display pack in
3:00pm – 6:00pm	Exhibitors pack in
WEDNESDAY 13th JULY	
8:00am	Registration opens
8:00am – 12:30pm	Exhibitor pack in continues (all exhibits must be ready by 12:15pm) All outside exhibits in place.
10:30am	Morning tea served in the Exhibition Area for exhibitors. Buses depart for tour of Vickers Rock Collection (exhibitors welcome – please ensure your stand is completed before going on this trip)
12:30pm	BBQ Lunch served in the exhibition area for delegates and exhibitors
12:30pm – 4:00pm	Exhibition area is open to delegates
1:30pm – 3:30pm	Conference begins
3:30pm – 4:00pm	Afternoon Tea is served in the Exhibition Area
6:00pm	Buses pick up delegates/exhibitors from Hotels and drop to Devon Hotel
6:15pm	Crushing and Mining Supplies NZ Pre-dinner drinks at Devon Hotel
7:15pm	Terra Cat Opening Night Dinner – Devon Hotel (Smart Casual – no jeans/company jackets)
10:30pm – 11:30pm	Buses shuttle from Devon Hotel to Hotels
THURSDAY 14th JULY	
7:00am:	Registration and Exhibition Area opens
7:00am – 5:00pm	MIMICO Gallery and Lounge open L2 TSB Stadium
7:00am – 8:00am	Bus shuttle from Hotels to TSB Stadium
7:15am – 8:00am	Breakfast for delegates and exhibitors served in the Exhibition Area
8:00am	Conference begins
9:45am – 10:15am	Morning Tea served in Exhibition Area
12:30pm – 1:15pm	Lunch served in Exhibition Area
1:15pm – 4:00pm	Buses depart for Field Trip to Oil and Gas/Hydrogen facility (exhibitors welcome)
4:30pm – 6:00pm	The Real Steel Hard Rock Club Happy Hour – TSB Stadium in the Exhibition Area (exhibitors to be on stands)
6:00pm	Buses depart for Hotels
FRIDAY 15th JULY	
7:00am	Registration and Exhibition Area opens
7:00am – 5:00pm	MIMICO Gallery and Lounge open L2 TSB Stadium
7:00am – 8:00am	Bus shuttle from Hotels to TSB Stadium
7:15am – 8:00am	Breakfast for delegates and exhibitors served in the Exhibition Area
8:00am	Conference begins
10:00am – 10:30am	Morning Tea served in Exhibition Area
12:30pm – 1:30pm	Lunch served in Exhibition Area
1:30pm – 3:30pm	Exhibitor SOFT PACK OUT ONLY – please note conference will still be going and any noise will travel through.
3:30pm	Conference concludes, buses to Hotels
3:30pm – 6:00pm	Exhibitor full pack out
3:30pm – 9:00pm	Peek Exhibition pack out
6:00pm	Buses pick up from Hotel and drop off Devon Hotel
6:00pm	Pirtek Pre Dinner Drinks at Devon Hotel (Black tie)
7:00pm	TDX Ltd Awards Dinner – Devon Hotel (Black tie)
10:30pm – 12:00am	Bus shuttle to Hotels

INTERNAL/OUTSIDE EXHIBITOR

Exhibition Times

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

Wednesday: 12:30pm - 4:30pm

Thursday: 7:00am – 1:30pm, 4:30pm - 6:00pm (during Real Steel Hard Rock Happy Hour in exhibition area)

Friday: 7:00am – 1:30pm

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
- 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

To book additional equipment please contact:

Fiona Lovell-Smith

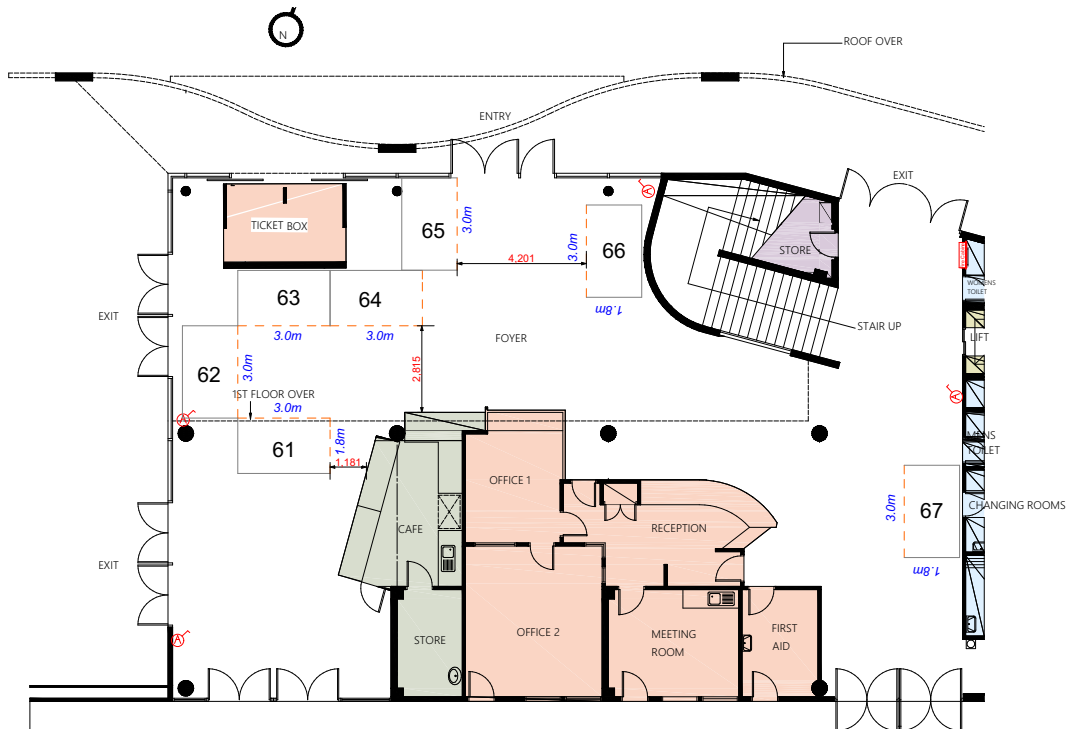
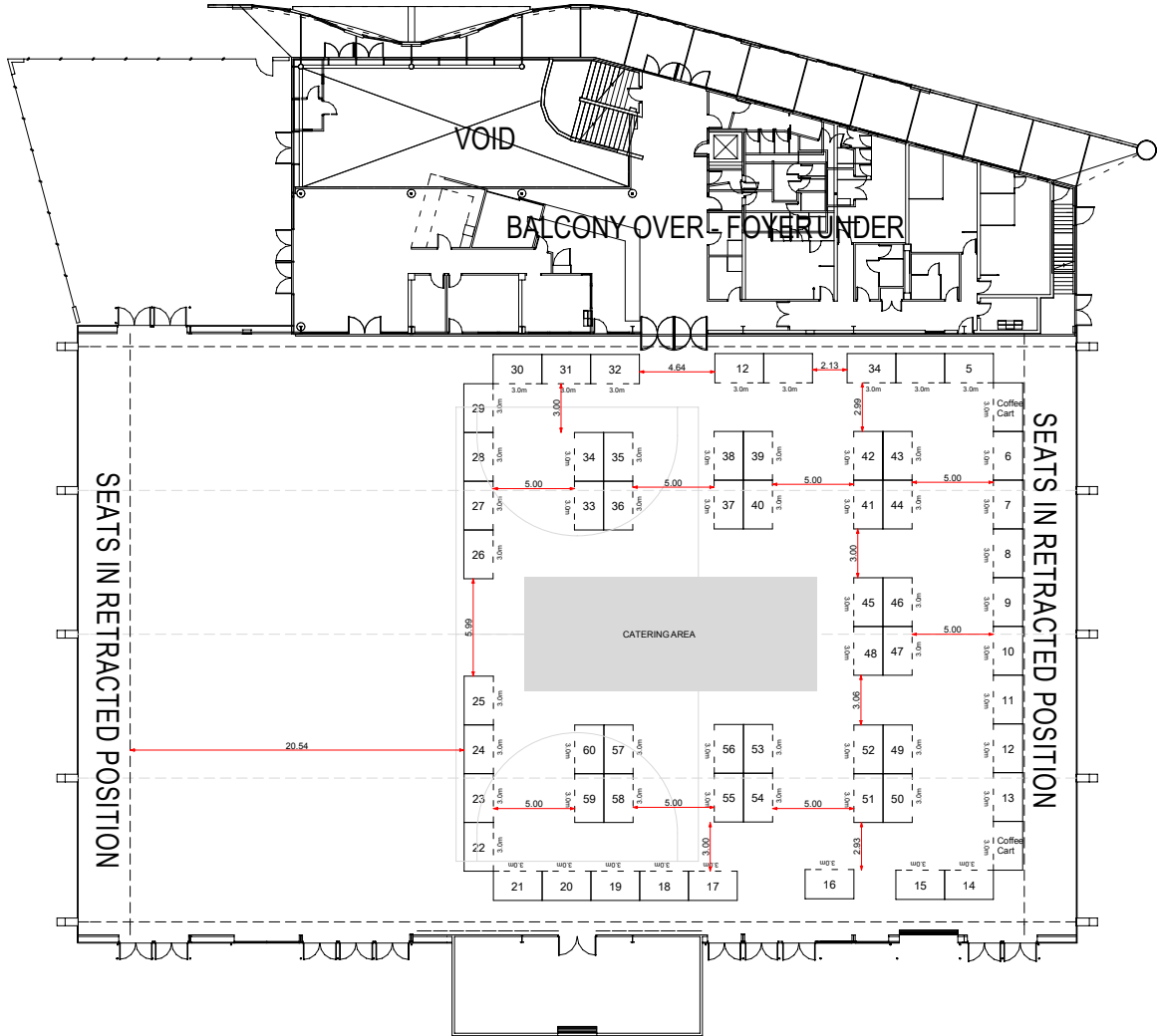
Event Co ordinator, Peek Exhibition Ltd

Direct dial: +64 3 339 8361

Mobile: +64 21 849 969

fiona.l@peek.co.nz

EXHIBITOR FLOOR PLAN



EXHIBITOR LIST

Inside Booths	Business Name
1	Loadsense
2	Optibelt NZ
3	Biox International
4 & 5	Prime Pump
6	Pilbrow Surveying Ltd
7	METTLER TOLEDO
8	Bonfiglioli Transmission NZ
9	NES Hire Ltd
10	SITECH Construction NZ Ltd
11	Bridgestone NZ Ltd
12	Drill Connex Ltd
13	Condor Pumps
14	Landpro Ltd
15	Russet
16	Access Environmental Systems
17	Kayasand
18	Youngman Richardson
19	Worksafe New Zealand
20	Civhire Ltd
21	Alemlube
22	GoodYear & TDNZ
23	Engineering and Plant Services
24	A & G Price Ltd
25	TR Industries Ltd
26	Sandvik
27	TESMEC NZ Limited
28	IMG
29 & 30	Equip2
31	Mufflers NZ
32	EMC Industrial Group Ltd
33 - 36	TDX Ltd
37 & 38	Terra Cat
39	Pirtek New Zealand
40	Komatsu
41	ACT Safety

Inside Booths	Business Name
42	Liebherr
43	CablePrice (NZ) Ltd
44	Finlay Group
45 & 48	Orica
46 & 47	ATRAX Group (NZ) Ltd
49 & 50	Position Partners Pty Ltd
51 & 52	MIMICO
53	Porter Group
54	Hydraulink
55	Applied Industrial Technologies
56	Real Steel Ltd
57	Rocktec Ltd
58	Industrial Lubricants and Services Ltd
59	Mobile Screening and Crushing
60	Wrightzone International Ltd
61	Media
62	AQA & MinEx
63	DUROWELD
64	Webforge Locker
65	IOQ
66	SI Lodec NZ Ltd
67	Envoco
Outside Booths	Business Name
1	MIMICO
2	MIMICO
3	NES Hire Ltd
4	Biox International
5	Condor Pumps
6	Mobile Screening and Crushing

Pack In/Out Access and Parking:

Exhibitors pack in: Tuesday 13th July 3:00pm – 6:00pm (please note all exhibitors must be offsite by 6:00pm), Wednesday 14th July 8:00am – 12:30pm. Pack out Friday 1:30pm - 3:30pm **SOFT PACK OUT ONLY**, main pack out 3:30pm - 4:30pm.

If you require more time please advise Melissa.

Exhibitors are required to pack in/out via the TSB Stadium back entrance, accessed via driveway to the left of the stadium. Please drop off goods and then move your vehicle to one of the carparks.

Parking: Exhibitor parking on Event Days will be available at TSB Stadium in the grassed carpark to the left of the TSB Stadium.

Outside Displays:

Displays should be no more than 40 tonne maximum and fit into 10m x 10m exhibit space.

Please note: there is no turning for transporters and all track machines must be tired only or use rubber mats or boards to put equipment into place. Setup for outside displays must be completed Wednesday morning. A security guard will be on site Wednesday and Thursday overnight from 5pm - 7am. All displays must be removed Friday.

Large Item Pack In:

There is a load limit of 2 tonne in all areas of the Stadium, with a 500kg point maximum. Please note forklifts are not able to operate inside the TSB Stadium, pallet jacks will be available. TSB Stadium roller door entry dimensions: Height 3.0 Width 3.340. 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 11 July ONLY – please instruct your courier driver that deliveries before this date will not be accepted.

Delivery Procedure and Address Details:

All goods being sent to the venue must be clearly labelled. All deliveries are to report to the main reception at the front of the Stadium. The Conference Committee and TSB Stadium New Plymouth 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 2022
- Date of event: 13th July - 15th 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.

Deliveries will be distributed to the correct location by TSB Stadium. TSB Stadium will sign in all small deliveries as ‘received not checked’, and will hand over once the organiser is on site. TSB 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 TSB Stadium is limited. 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 or Monday morning. **No collection is available on Saturday or Sunday.** TSB Stadium takes no responsibility for goods left on the premises after this time. If you need items to be picked up outside of these times 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.

SERVICES AND EQUIPMENT

Internet Access:

WIFI is available throughout the duration of the conference.

Username: **NPDC Events**

Password: **BowlSummer22**

Forklift:

If you will require items to be moved from your vehicle/trailer to the entrance to the TSB Stadium, Peek Exhibition will have a forklift, please contact Jessica at Peak Exhibition to arrange.

PLEASE NOTE: Forklifts are not able to be used inside TSB Stadium.

Trolleys:

There are 2 flat deck trolleys at the venue which are free to use for pack-in and pack-out (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, TSB Stadium 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. TSB Stadium 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 TSB STADIUM

Care of the Venue:

Please take care of the venue during your time at TSB Stadium. 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 attached velcro dots to any venue walls (use white tack). Black exhibition walling - please only use velco dots.)

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 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 TSB Stadium 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.

Heavy Loads:

Load limit is 2 tonne in all areas of TSB Stadium with a load point of 500kgs. If you anticipate heavy loads will be involved in your site, you need to discuss this with Melissa and TSB Stadium will need to be notified.

Written approval from TSB Stadium 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

TSB Stadium 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:

TSB Stadium (QuarryNZ Conference)

Rogan Street, Welbourn,
New Plymouth 4310

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 11 July 8:00am – 5:00pm TSB Stadium phone: +64 6 759 6060			

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 TDX Ltd Awards Dinner you will need to purchase tickets separately on the registration portal (you can log into your online registration to check this). Both field trips 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

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.