



# 2026 QuarryNZ Conference

22 - 24 July 2026 / Invercargill

Back to basics - People, Plant and Profit

**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 Invercargill on **Wednesday 22nd - Friday 24th 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  
027 664 3080  
[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**

## VENUE DETAILS

**ILT Stadium**  
**Surrey Park Road, Glengarry**  
**Invercargill 9810**  
**New Zealand**

The exhibition area will be located inside the ILT Stadium, large machinery will be placed outside the entrance.

## AGENDA

### MONDAY 20th JULY

7am	Large machinery inside ILT Stadium pack in.
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### TUESDAY 21st JULY

7am - 3pm	Peek Display pack in
3pm - 6pm	Exhibitors pack in
8am - 4pm	External large machinery located outside ILT Stadium pack in

### WEDNESDAY 22nd JULY

8am	Registration opens
8am - 12pm	Field Trips
8am - 12pm	Exhibitor pack in continues (all exhibits must be ready by 11:45am)
10:30am	Morning Tea served in the Exhibition Area for exhibitors
12pm	Lunch served in the exhibition area for delegates and exhibitors
12pm - 3pm	Komatsu Youth Pathways Program
12pm - 4:30pm	Exhibition Area is open to delegates
1pm - 3pm	Technical Session
3pm - 4:30pm	IOQ and AQA AGM's begin in Plenary Space
2:30pm	Afternoon Tea served
6pm	Pre-dinner drinks - Exhibition Area (exhibitors to be in attendance)
7pm	Welcome Dinner - Plenary Space, ILT Stadium. Dress Code - Smart Casual
11pm	Welcome Dinner concludes

### THURSDAY 23rd JULY

7:15am	Registration and Exhibition Area opens
7:15am - 5pm	MIMICO Gallery and Lounge open - Exhibition Area
7:15am - 8am	Breakfast for delegates and exhibitors served in the Exhibition Area

8am	Conference begins in Plenary Space
10am - 10:30am	Morning Tea served in Exhibition Area
10:30am - 12pm	Conference continues
12pm - 1pm	Lunch served in the Exhibition Area
1pm - 2:30pm	Conference continues
2:30pm - 3pm	Afternoon Tea served in the Exhibition Area
3pm - 4:30pm	Conference continues
4:30pm - 6pm	Happy Hour - Exhibition Area (exhibitors to be in attendance)
6pm	Happy Hour concludes - FREE NIGHT

### FRIDAY 24th JULY

7:15am	Registration and Exhibition Area opens
7am - 1:30pm	MIMICO Gallery and Lounge open - Exhibition Area
7:15am - 8am	Breakfast for delegates and exhibitors served in the Exhibition Area
8am	Conference begins in Plenary Space
10am - 10:30am	Morning Tea served in Exhibition Area
10:30am - 12:30pm	Conference continues
12:30pm - 1:45pm	Lunch served in the Exhibition Area
1:45pm - 4:30pm	Exhibitor pack out including outside large machinery
3:30pm	Conference concludes
3:30pm - 6pm	Peek Exhibition pack out
6pm	Pre-Dinner drinks - ILT Stadium Foyer Dress Code: Formal
7pm	Awards Dinner - ILT Stadium Dress Code: Formal
11pm	Event Concludes

### SATURDAY 25th JULY

8am - 11am	Large inside machinery pack out
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\*Please note times may vary slightly from those listed

### Exhibition Times

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

**Wednesday:** 12pm - 4:30pm, 6pm - 7pm (during pre-dinner drinks)

**Thursday:** 7am - 6pm (including during Happy Hour in exhibition area)

**Friday:** 7am - 1:45pm



## EXHIBITION OPTIONS

### Exhibition Stand Inclusions:

- 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

### To book additional equipment please contact:

#### Fiona Lovell-Smith

Event Co ordinator, Peek Exhibition

Direct dial: +64 3 339 8361

Mobile: +64 21 849 969

[fiona.l@peek.co.nz](mailto:fiona.l@peek.co.nz)

Deadlines for booking Furniture and signage with Peek Exhibition

Furniture: Monday 13th July

Signage: Wednesday 1st July

### Large Machinery Space Inside:

- 5m wide x 10m deep
- Weight restrictions apply
- Machinery delivery is Monday 20th July and cannot be removed until Saturday 25th July

### Outside Exhibition Plaza:

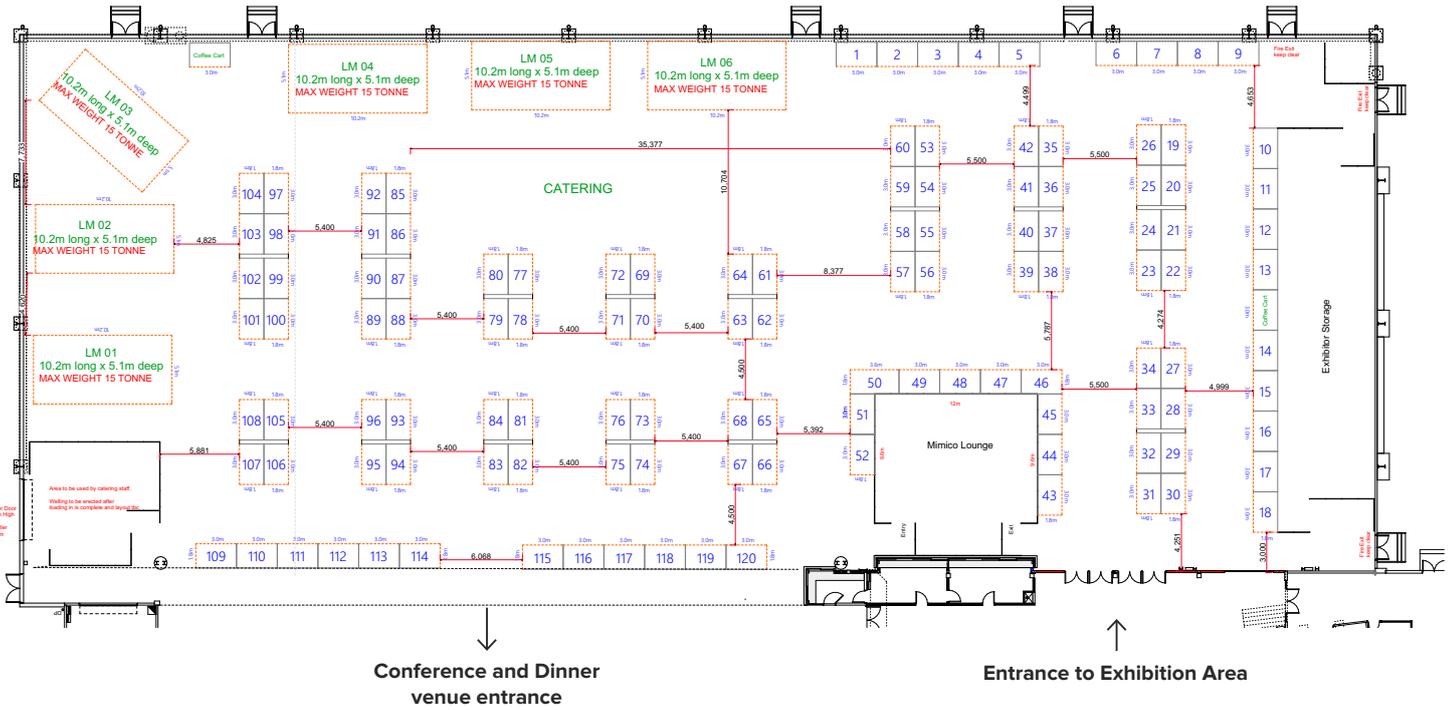
- Various sizes available
- Security outside - A guard will be in place overnight from 5pm - 7am Tuesday, Wednesday and Thursday nights
- Traffic management person on site

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)

### Exhibitor Catering:

If you wish to provide any food and beverage samples or giveaways you must seek prior approval from ILT Stadium - please contact Melissa.

## EXHIBITOR FLOOR PLAN



## EXHIBITOR PACK IN / PACK OUT INFORMATION

### Inside Exhibition Booths:

**Timings for pack in / pack out:** Tuesday 21st July 3pm - 6pm, Wednesday 22nd July 8am - 11:45am. Pack out Friday 24th July, 1:45pm - 4:30pm. Large Machinery inside spaces, pack in Monday 20th July, 7am - 9am, Pack out Saturday 8am - 11am. If you require more time please advise Melissa.

Venue flat deck trolleys are available for use subject to availability. If you are bringing your own please ensure these have pneumatic tyres. Forklift - If your stand requires the use of a forklift for unloading delivery trucks etc., please book your requirements ahead of time.

### Large machinery/vehicles

Please take note of the strict safety requirements that apply.

The following safety procedures apply to vehicles:

- Portable fire extinguishers must be provided and located near all vehicles
- Vehicles within the venue must be driven at walking pace, with a spotter walking in front
- Fuel tanks must have sufficient fuel, to enable the vehicle to be moved in case of emergency
- Fuel cap must be sealed or secured to prevent unauthorised removal
- Once on display, vehicles must not be started without prior permission in writing from ILT Stadium
- All vehicles must have oil drip trays in place
- Absolutely no detailing or silicon usage in the venue unless proper drop sheets are used
- If a vehicle presents a safety risk, it must be removed from the building immediately.

### Storage:

Storage of large crates is available behind stands 10 - 18.

### ILT Stadium Internal Access:

Access is via the side roller door (see location map on page 6)

Roller/load in doors are 4.3m x 4.6m high. Any items over 1 tonne in weight or 4.6m in height require approval from the venue prior to pack in. A single layer of plywood is to be laid under any stationary load on the floor. When considering the overall weight of your equipment please also add into account the weight of the equipment putting the item into place. Mobile hoist / fork hoists are to have a layer of plywood laid under their wheel routes.

The venue have limited amounts of plywood available for moving equipment, if you need plywood for under your exhibit please bring this with you.

Any heavy equipment that is part of your Exhibition, must be checked and approved by ILT Stadium.

**Car Parking:** is available during setup days and during the event at no charge. ILT Stadium staff will direct you to the area for exhibitors to park.

### Outside Space Exhibits:

#### Timings for delivery / removal:

Delivery of outside equipment/machines: Tuesday 21st July. All outside displays must be in place by Tuesday 4pm.

Removal of outside equipment/machines: All equipment and machines must be removed Friday 24th July. Please liaise with Melissa on timings of arrival/removal of equipment.

All track machines and any equipment with load feet must use rubber mats or boards to put equipment into place.

**Security:** A guard will be in place outside overnight from 5pm - 7am Tuesday, Wednesday and Thursday nights.

**High visibility clothing and closed toe shoes must be worn during build and pack down of the exhibit space. Please bring a hi-vis shirt with you.**

## Pack out and Collection Procedure:

If you have materials needing freight or courier, please make sure you leave these in the designated area, properly packed and labelled for couriers to pick them up.

Any items should be arranged for pick up Friday afternoon or Monday morning. **No collection is available on Saturday or Sunday - all items must be picked up by next business day after event conclusion.** ILT 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.

## Electrical Appliances:

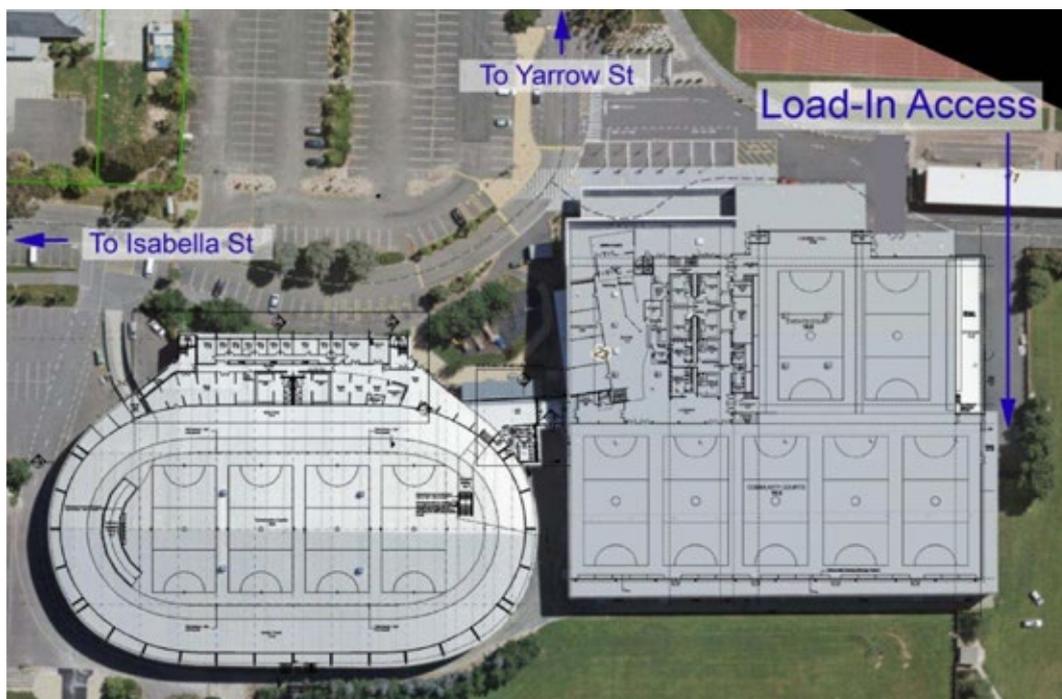
For the safety of event patrons and for protection of the venue, all electrical appliances and leads for commercial or public use must be tested and tagged with a current test tag.

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 only licensed contractors approved by ILT 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.

## 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
- Delivery labels for re-packaging of items for delivery once the conference is finished
- High-visibility safety vest
- Closed in shoes



## SERVICES AND EQUIPMENT

### Internet Access:

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

**Network: Event media wifi**

**Password: QuarryNZ!**

### Security:

While every reasonable precaution is taken, ILT 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. The venue is locked and alarmed every night once all exhibitors have left the building.

An outside Security Guard will be in place for the outside exhibits from 5pm - 7am Tuesday, Wednesday and Thursday nights.

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## GUIDELINES FOR EXHIBITING AT ILT STADIUM

### Safety Procedures:

Personal Protective Equipment

ILT 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.

### Exhibition Safety Inspection

On the opening day of your event, a final safety inspection will be carried out by a ILT Stadium safety warden to make sure that all safety regulations are being observed.

Should they find anything they deem to be unsafe, it will be removed and it will be the responsibility of the exhibitor to source an appropriate replacement.

### Care of the Venue:

Please take care of the venue during your time at ILT 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
- Do not write, decorate, attach posters or disfigure any walls or surfaces or furniture
- Do not attached velcro dots to any venue walls.
- Peek black exhibition walls - only use velcro dots

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



## 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 Welcome Night Dinner or TDX Ltd/Volvo Awards Dinner you will need to purchase tickets separately on the registration portal. The Real Steel Hard Rock Club Happy Hour is 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.

Again, we thank you for supporting QuarryNZ.

Kind regards

**QuarryNZ Conference Committee**

**Melissa Bahler**

Event Manager

0276643080

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

**\*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 contacts page.

## DELIVERY INFORMATION AND DELIVERY LABEL

All goods being sent to the venue must be clearly labelled. The Conference Committee and ILT Stadium will not take any responsibility for any damage, loss of items or items not arriving in time. Deliveries will be accepted at the venue no earlier than Monday 13 July.

Please use the "Deliveries template" provided at the back of this document and ensure that the following is noted:

- Event name: QuarryNZ Conference 2026
- Date of event: 22 - 24 July 2026
- Stand number and number of boxes i.e 1 of 2 etc.

- Sender details: Company name and name and phone number of your representative who will be on site during conference.

Deliveries will be distributed to the correct location by ILT Stadium. ILT Stadium will sign in all deliveries as 'received not checked', and will hand over once the organiser is on site.

**PLEASE NOTE: All goods/property brought into ILT Stadium or onto ILT Stadium land, is done so at the sole risk of the persons responsible. ILT Stadium is not responsible for any damage to or theft of the items from the event.**

<b>DELIVERY ADDRESS:</b>			
<b>ILT Stadium Southland</b> <b>18 Surrey Park Road</b> <b>Invercargill</b> <b>9810</b>			
Event Name:			
Event Date:			
Room:			
CONSIGNMENT DETAILS			
Sender:		STAND #	
Contact Name:		PHONE	
Courier Name:	Description of Items (eg cartons, pallets, boxes of satchel inserts)	Item No.	of
<b>ALL GOODS TO BE DELIVERED MONDAY TO FRIDAY 8.30AM TO 5.00PM</b>			