

2018 Exhibition & Sponsorship Manual

HiNZ Conference + NZNI Conference

Event organiser

HEALTH INFORMATICS NEW ZEALAND | WWW.HINZ.ORG.NZ

KEY DATES

Exhibitor registration	28 September Go to www.hinz.org.nz to register
Booth design & graphics	30 September To order custom booth design & build, or custom booth graphics, please contact Peek Exhibition at nicole@peek.co.nz
Booth furniture orders	19 October To order booth furniture/AV, please contact nicole@peek.co.nz
Food sample approval	31 October Any displays that provide delegates with food or beverage samples need venue approval. Please email exhibition@hinz.org.nz .
Overhead rigging order	31 October Your booth signage may be no higher than 2.48m unless arranged. Overhead rigging must be booked with the venue in advance. To arrange please email exhibition@hinz.org.nz
Wired internet order	31 October WIFI is free to all delegates but HiNZ requires all exhibitors to have a hardwire internet connection to their booth, if you are streaming or demonstrating anything online. Wired internet must be booked with the venue in advance. To order fill in the Wired Internet Order Form .
BOOK bag inserts	31 October Delegate bag inserts are free for exhibitors. To book an insert for delegate bag please fill in this online form: https://www.surveygizmo.com/s3/4164289/2018-Delegate-Bag-Insert-Bookings
Exhibitor pack in	Wednesday 21 November – midday to 5.30pm Access to the exhibition hall is not possible prior to midday on 21 November due to health & safety rules, <i>without prior arrangement</i> . The exhibition hall opens to delegates with the networking function at 5.45pm on 21 November.
Exhibitor pack out	Friday 23 November – 1.30pm to 3.30pm After lunch finishes.
Exhibition opening hours	Wednesday 21 November, 5:45pm to 7:45pm Thursday 23 November, 7:30am to 4:30pm Friday 23 November, 8am to 1.30pm

CONTACT DETAILS

HiNZ CEO & Event Director

Kim Mundell. Contact Kim with any queries

Email: ceo@hinz.org.nz

Mobile: +64 21 655 917

Phone: +64 9 444 2970

Website: www.hinz.org.nz

HiNZ Operations Manager

Steve Pinkerton. Contact Steve with freight delivery queries

Email: operations@hinz.org.nz

HiNZ Marketing Manager

Sue Clay. Contact Sue with marketing queries

Email: marketing@hinz.org.nz

HiNZ Administration Manager

Gloria Holliday. Contact Gloria with registration, membership or invoice queries

Email: conference@hinz.org.nz

Peek Exhibition (exhibition build, signage, furniture hire, AV hire)

Nicole Bass, Event Coordinator, Peek Exhibition Ltd

Email: nicole@peek.co.nz

Mobile: +64 21 791 891

Phone: +64 3 339 9786

Website: www.peek.co.nz

Peek Exhibition will email you a link to useful information on their services, including:

- Customised design & build booths
- Hire furniture
- Audio Visual equipment
- Plants & Shrubs
- Signage and banners (traditional or digital)

Deadline for booth design/ graphics: Peek Exhibition need to receive your order by **30 September**

Deadline for furniture hire orders: Peek Exhibition need to receive your order by **19 October**

VENUE ACCESS & PARKING

Car Park

There is no parking provided by the venue and all areas external to the TSB Arena building are tow-away zones. There are Wilson Parking buildings nearby:

- Wilson Parking Queen's Wharf - Covered parking beneath TSB Arena. Entry via Jervois Quay
- Wilson Parking Victoria Street - Entry via Willeston Street
- Wilson Parking Grey Street - Covered parking beneath the Intercontinental Hotel. Entry via Grey Street

For more information and prices, please go to www.wilsonparking.co.nz

Exhibition hall opening times

The exhibition hall is located in TSB Arena. There is a rear loading dock entrance for heavy or bulky materials. There is no parking at the loading dock. You will only be allowed to drive in and drop off. Any unattended cars will be towed away.

Exhibitor access to the exhibition hall is only at the following times:

- **Wednesday 21 November from midday to 5.30pm (pack in)**
- Wednesday 21 November from 7.30am to 7.45pm (exhibition hall open)
- Thursday 22 November from 7.30 to 5.30pm (exhibition hall open)
- Friday 23 November from 8am to 1.30pm (exhibition hall open)
- **Friday 23 November from 1.30pm to 3.30pm (pack out)**

For Health & Safety reasons, exhibitors will not be permitted into the exhibition hall during the exhibition build (from midday on Monday 19 November until midday on Wednesday 21 November).

If you have a supplier building you a custom booth, we can arrange for them to receive access earlier in the build but it needs to be arranged prior – please email us at exhibition@hinz.org.nz

EXHIBITOR REGISTRATION PROCESS

All company representatives at your booth must be registered as a conference delegate. Anyone without a delegate badge will be asked to leave the venue.

To register

Navigate to the conference registration page at www.hinz.org.nz

Choose the **FREE 'Exhibitor' delegate type and follow the onscreen instructions.**

Please register your staff **by 28 September** (to ensure they receive all the official delegate correspondence about the event and the conference app prior to the conference).

Your allocation of free passes

Each exhibitor/sponsor will receive a set allocation of free registrations, as specified in your HiNZ exhibitor agreement. The number of free passes you are eligible for depends on which package you booked.

HiNZ will maintain a list of the delegates passes issued to each exhibiting company. If your company claims more than its allocation of free registrations (stated in your exhibition agreement) then HiNZ will invoice your company at the rate of \$395 excl. gst per additional delegate.

The exhibitor delegate pass includes:

- Access to TSB Arena for exhibitor pack in on Wed 21 November from 1pm to 5.30pm
- Attendance at the HiNZ welcome function in the exhibition hall from 5.45pm to 7.45pm on Wed 21 November
- Unrestricted access to all sessions on Thu 22 and Fri 23 November
- A free ticket to the Networking Dinner at Te Papa on Thursday 22 November
- A delegate bag with conference handbook
- Access to the webcast library from 21 November to 30 November inclusive

Due to space constraints at this venue, your exhibitor delegate pass does **not** include access to the plenary hall on Wed 21 November. The HiNZ conference starts on Wednesday at 2.45pm with international keynote speakers. Exhibitors will be able to view this plenary session via live-stream displayed on a large LCD screen in the exhibition hall on Wed 21 November. However, if there are spare seats after the session has started, then the security guard may allow you access.

Additional delegate passes

Exhibitors can purchase additional three-day delegate passes for only \$395 excl. gst.

To order an extra delegate pass contact Gloria at conference@hinz.org.nz

Additional dinner tickets

Exhibitors can purchase additional dinner tickets for \$169 exc. gst.

To order an additional dinner ticket contact Gloria at conference@hinz.org.nz

Questions?

If you have questions about the registration process, or if you need clarification on your number of free registrations please email Gloria at conference@hinz.org.nz

PROMOTION & NETWORKING OPPORTUNITIES

Delegate bag inserts

To arrange for your promotional material to be inserted into the delegate bags please:

1. **Book** a delegate bag insert by filling in this online form:
<https://www.surveygizmo.com/s3/4164289/2018-Delegate-Bag-Insert-Bookings>
2. **Supply** us with up to 900 units of your promotional material. (You may supply less units if you wish.) These must be delivered to the Wellington venue by **Friday 16 November**.
3. **To make it hassle-free HiNZ can print your insert.** HiNZ has a printing service for exhibitors. Send us your insert material as a digital file and we will arrange printing of your delegate bag inserts in Auckland (the printing fee includes free freight by HiNZ to the venue). If you would like a quote, please email exhibition@hinz.org.nz
4. The **Delegate Bag Insert form MUST be clearly attached** to the outside of each box or your materials will not be inserted into the delegate bags (as your boxes will be delivered to your booth instead).

Conference App

Each exhibitor has a customisable profile page on the app. This interactive tool is useful for making contacts, setting up meetings with delegates, building your personalised conference schedule and capturing leads and delegate contact details. The app also has a game feature to encourage networking and interaction by delegates. HiNZ will provide exhibitors with information prior to the conference about how to make the most of the app functionality to engage with delegates.

Conference catering breaks

All conference catering (except for the Conference Dinner) will be served in the exhibition hall. Catering will be available for 15 minutes prior/after conference session breaks to maximise your time networking with delegates during the breaks.

Networking Evening – Wednesday 21 November

Canapes and refreshments will be served from 5.45 to 7.45pm in the exhibition hall. This is a great opportunity to network with colleagues and clients.

Conference Dinner – Thursday 22 November

The Conference Dinner is a casual, stand up networking event at Te Papa, from 6.45pm to 10.30pm. The dress code is **professional attire**. You will have the opportunity to attend the acclaimed Gallipoli exhibition for free during this event. Te Papa is an easy 10-minute stroll along the waterfront from the conference venue.

Prize Draws – Lunch on Friday 23 November

Prizes are always popular with delegates. If you have a competition or business card draw at your booth, you may choose to have your winners announced during the end of the Friday lunch break. MC Greg Ward will be available with a microphone. If you wish Greg to come to your booth and draw a winner, please advise the registration desk before close of day on Thursday 22 November.

Food & Beverage samples

Displays that include food or beverage tastings need prior venue approval. If you intend to provide food or beverage samples to delegates please contact Kim on exhibition@hinz.org.nz.

YOUR BOOTH

Lighting & power

All booths come with 2 x 150watt spotlights and 1 x 10amp power point with 4way multi box.

If you require additional lighting or power this can be organised at your cost through Peek Exhibition.

Walls

All booths are built using Octanorm, a modular system using poles, rails and white infill panels.

The booth height is 2480mm (do not construct your display higher than 2480mm).

The image shows an example of a 3m x 3m booth with overhead fascia to display your company name. If you are on a corner booth, you may only have one side wall, keeping your booth open for maximum exposure.

Booth sign

Included in the cost of your booth is a black & white company name sign produced by Peek Exhibition (the sign is optional).

Should you require a custom-made sign with colour and/or your logo please order this from Peek Exhibition.

Booth boundaries

Exhibitors may not place any display material or exhibit, nor extend their stand structure and fittings, beyond their contracted boundary.

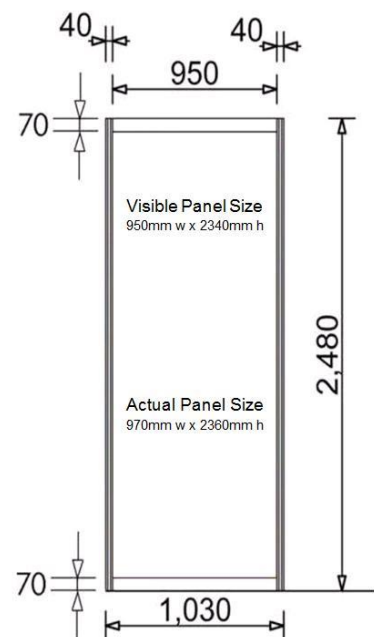
Booth height

The maximum permitted height of a booth or its signage is 2480mm, unless specific permission is arranged with HiNZ prior to the conference.

Booth graphics

If you would like to add visual impact to your booth with graphics, Peek Exhibition can produce these and build them into your booth. The actual panel size and what is visible may differ slightly.

(The images on this page show an example of a 3m x 2.5m booth. The booths at HiNZ are 3m x 3m. To get the exact panel sizes of your booked booth please discuss with Peek Exhibition.)



Deliveries

Goods must be clearly marked as per the Materials Delivery form in the appendix. This enables us to deliver goods to your booth location. Failure to clearly label your goods will result in delays in the receipt of your goods during pack in.

Deliveries must arrive at the venue no earlier than Monday 19 November. HiNZ has arranged an offsite storage solution in Wellington for those exhibitors shipping important materials earlier than this date.

Please carefully read the delivery instructions sheet at the end of this manual and ensure you use the correct delivery forms, to avoid problems. If you have questions about the delivery process, contact Steve on operations@hinz.org.nz

All courier deliveries to the conference venue must be made between 9am and 4.30 pm on weekdays only. Delivery address labels, along with freight forwarding guidelines are provided in the exhibitor templates section of this document. Neither the venue, nor HiNZ, will accept responsibility for goods left unattended by couriers, nor for any damage or loss to goods.

Customs Clearance

All deliveries that require customs clearance must be via a Customs broker or Freight forwarder. For further information please check the New Zealand Customs website as follows:
www.customs.govt.nz/importers/Commercial+Importers/Temporary+Imports.htm

It is the responsibility of the individual exhibitor to arrange the freight of all material to and from the venue, incurring all relevant charges (including GST and custom clearance charges). Any goods incurring charges will not be accepted by the venue and will be held by the freight company pending payment. This may cause several days' delay in receiving your goods.

If sending deliveries from overseas, please ensure that you have familiarised yourself with NZ's customs declaration procedures and have paid any relevant tax prior to ensure a prompt delivery to the venue. **We strongly recommend that international exhibitors use a freight forwarder familiar with New Zealand import laws. We recommend Mainfreight - <https://www.mainfreight.com>**

If you have any questions about your freight, particularly if you are shipping from overseas, please contact us on exhibitor@hinz.org.nz so we can help you avoid problems.

Access to exhibition hall

Exhibitor pack-in is via the loading dock at the South end of the building.

When you arrive to pick up your delegate badge, all exhibitors will be directed to enter the building via the loading dock. You are unable to access the exhibition pack in area without signing the HiNZ 'health and safety induction form'. The registration desk staff at the loading dock will give you a wristband to wear after you have completed the induction. Only people with wristbands will be allowed entry to the exhibition hall by venue security.

Parking

Parking at the loading dock is for drop off and pick up only. Any vehicle that is left unattended may be towed away at the owner's expense.

Trolleys

Venue trolleys will be available for use subject to availability and are not guaranteed. All trolleys you bring with you must have pneumatic tyres with rubber wheels to protect the floor.

EXHIBITOR PACK OUT – 3.30pm to 4.30pm Friday 23 November

Dismantling your booth

Exhibitors are not permitted to dismantle or remove their exhibition booth prior to the closing time of the exhibition hall at 1.30pm Friday 23 November. **If you have a flight to catch and need to leave earlier this may be arranged but it MUST be organised in advance – contact exhibition@hinz.org.nz**

Packing materials

The venue does not provide packing materials so please come prepared with the materials you require to repackage your leftover goods.

Use of loading dock

If you are bringing a vehicle into the loading dock to collect your items, please ensure all your items are on the dock **BEFORE** you drive your vehicle in.

Courier collection

The venue does not provide outbound courier services. It is the exhibitor's responsibility to arrange for collection of their own material and it must be collected within 24 hours of the conference close, unless otherwise arranged with the venue.

An **Exhibitor Materials Collection** form is to be completed and returned to HiNZ registration desk by the exhibitor before their departure from the premises.

If you are leaving items for courier collection:

- Take your packaged items to the loading dock.
- Ensure your items are securely sealed.
- Label your items with the correct delivery details, and with mention of the total number of items (use the **Exhibitor Materials Collection form** in appendix).
- Label your items with consignment notes as required by your pre-arranged courier service.

Neither HiNZ nor the venue takes responsibility for goods left at the venue after the conference.

Rubbish

Any items left in or near your booth after 3:30pm Friday 23 November - will be deemed to be abandoned and will be disposed of.

Peek Exhibition's builders will remove any building rubbish from the venue during the pack out process, but Peek Exhibition is not responsible for disposing of an exhibitor's packaging rubbish and/or booth signage that they leave behind.

Exhibitors must dispose of any unwanted signage and materials by removing it from the venue. Failure to do so means that the venue may charge your company a rubbish removal fee.

INFORMATION & SERVICES

Cleaning

The venue will clean all public areas, exhibition rooms and will organise rubbish removal from stands on exhibition operational days, prior to arrival each day. All rubbish to be removed from stands is to be placed in aisles for disposal at the end of each exhibition day. All cardboard is to be flattened and placed beside the bins in the aisles. It is however the responsibility of the exhibitor to maintain their booths in a tidy condition as these will not be cleaned by venue personnel.

HiNZ can organise with the venue for removal and dumping of bulk rubbish and individual stand cleaning services with the venue on request - additional charges may apply.

The Exhibitor is responsible for the removal and disposal of pellets, crates and large packaging items. After the conference, the venue will charge for the removal and disposal of these items.

Electrical

All power requirements are to be arranged through Peek Exhibition. Power irregularities beyond the control of a venue have been known to occur. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate Surge Protection Equipment. HiNZ reserves the right to disconnect electricity supplies to any exhibitor whose installations are in violation of venue regulations, are dangerous or are likely to cause annoyance to visitors or other exhibitors.

All electrical installation work at the exhibition can only be carried out with the approval from the venue or Peek Exhibition. If for some reason, you require an external contractor for exhibitors requiring special arrangements - different voltages and frequency or special connections to equipment please contact exhibition@hinz.org.nz

Fire & Emergency signs

Exhibitors must ensure that all fire hoses, fire extinguishers, EDR switches and manual call points remain visible and accessible. (Do not cover anything like this with your display materials!) Emergency exit signs must be visible at all times. Emergency signage that may be obscured from view must be pre-approved by the venue and additional signage installed. A clear egress of 3 metres from emergency exits must be retained. Exhibitors requiring the use of a naked flame or pyrotechnics must be approved in writing and supervised by the venue's appropriate personnel.

Fire & Emergency Evacuation Procedure

A fully compliant, registered and approved evacuation plan is maintained onsite at the venue. Venues Wellington staff will manage any emergency evacuation. Please ensure that doorways are kept clear of any objects which may hinder egress. All display materials or equipment used on your stand must comply with fire and safety legislation.

Food & Beverage samples

The venue has sole rights for the sale and distribution of all food and drink onsite. No exhibitor or person shall distribute, sell or give away any item of food or drink not supplied by the venue, to trade exhibition visitors without the express written consent of the venue.

Displays that include food or beverage tastings need venue approval. If you intend to provide food or beverage samples to delegates, please contact exhibition@hinz.org.nz. The venue reserves the right to remove and food or beverage not authorised to be at the venue.

Furniture hire

Peek Exhibition offers a complete service with everything delivered to your booth and collected after the event. If you require any custom furniture or additional equipment please view the Peek Exhibition online catalogue at www.peek.co.nz. Peek Exhibition will contact you direct to assist with any requests for extra equipment hire services or design and build.

Health & Safety

All exhibitors will need to follow the health and safety rules set down by the venue at all times. Exhibitors will not be permitted on site during the exhibition build.

Heavy items

Any heavy equipment (over 500kg) that is part of your booth must be checked and approved by the venue. Please notify exhibition@hinz.org.nz

Insurance and Liability

Neither HiNZ nor the venue shall be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor's employees (public or other) or property from any case whatsoever prior to, during and subsequent to the period covered by the exhibition contract. The exhibitor, on contracting for an exhibition booth expressly releases HiNZ and the venue from, and agrees to indemnify the same against, any and all claims for such direct loss damage or injury. Exhibitors shall indemnify and hold blameless HiNZ and contractors from all liability (damage and accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. It is strongly advised that each exhibitor seek to cover their equipment, exhibits and display material with adequate insurance at the exhibitors own expense.

Restricted items needing permit

If your event will be using any of the following, special preparation and permits may be needed and written notification is required. Please forward all requests to exhibition@hinz.org.nz

- Open flames
- Snow machines/confetti
- Lasers
- Running of combustion engines
- Flammable substances
- Welding or cutting equipment
- Water / drainage
- Gases / helium /Co2 etc
- Drones not permitted.

Photography

The venue reserves the right to photograph any events held on their premises and use the images for marketing and promotional purposes.

Rubbish Removal

Peek Exhibition's builders will remove any building rubbish from the venue during the pack out process, but Peek Exhibition is not responsible for disposing of an exhibitor's packaging rubbish and/or booth signage that they leave behind. Exhibitors must dispose of any unwanted signage and materials by removing it from the venue. Failure to do so means that the venue may charge your company a rubbish removal fee.

Safety

Moving machinery must be fitted with safety devices when the machines are in operation. Working machines must be placed at a safe distance from the audience. We recommend the use of safety guards. All pressure vessels or equipment under pressure, must conform to the New Zealand safety standards and regulations. Approval for use is required from the venue prior to the event.

Sales Literature

Printed promotional materials may be distributed only within an exhibitor's own booth space. They are not to appear in any other public space within the venue. Demonstrations, other direct sales activities and giveaway items are restricted to the exhibitor's own booth.

Security

Exhibitors are responsible for the security of their own stand and valuables during the exhibition. Exhibitors are responsible for taking out all necessary insurance cover to ensure that goods on display are adequately insured for theft and damage prior to, during and whilst in transit to and from the exhibition. Your insurers should be advised to extend your cover to include public liability insurance for the event. Neither the organisers, nor venue, nor any of their staff, employees, agents or other representatives, shall be held accountable for, or be liable for, any damage, loss, harm or injury to the person or any property of the exhibition. Individual exhibitors will be liable for any damage or loss that they may cause to the venue, stand structure and/or goods or property of the venue or any other exhibitor, individual or company. It is advisable to remove valuable items when you are not staffing your exhibit. The venue will be locked down overnight, but overnight venue security is not provided unless otherwise arranged. We recommend that you leave any personal items of value at home.

Signage - overhead rigging

All overhead rigging must be installed and/or approved by an event technician to ensure all Occupational Safety and Health standards are met and maintained. Banners, flags, posters and other hanging display materials can be suspended from existing rigging points with prior approval from the venue. All rigging must be coordinated with the venue. To arrange overhead rigging please notify exhibition@hinz.org.nz

Signage - restrictions

Your product, furniture, signage and all display material must fit into your contracted booth space. Signage, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces in any way. Damage resulting from installation will be directly charged to the exhibitor.

If you wish to put any signage outside of your booth, you need to obtain approval from HiNZ so we can ensure your signage fits within our existing sponsorship arrangements.

Encroachment of displays into aisles is both a fire hazard and unfair to fellow exhibitors. Any sound utilized on a booth is to remain at a low level so as not to interfere with other exhibitors. Certain areas must be kept clear and free access retained. These areas include: fire exits, lighting and sound controls, fire appliances and power distribution boards. Please comply with staff requests to remove objects blocking these areas. Should cables need to run across floor areas, floor mats or cable covers must be used.

Smoking

The venue is non-smoking at all times to clients, guests, visitors, staff and contractors in accordance to the Smoke-free Environments Act 1990 and the Smoke-free Environments Amendment Act 2003. This includes the use of E-Cigarettes.

Questions?

If you have any other questions, please contact us at exhibition@hinz.org.nz

We look forward to welcoming you to the HiNZ Conference.