

## IMPORTANT - Exhibition Material Delivery Instructions

The conference venue in Wellington will NOT accept exhibition material deliveries prior to Monday 19 November, as they have other events running prior to the HiNZ Conference. They are unable to store your items. If you send anything earlier, you risk it being returned to sender.

HiNZ has arranged for freight to be stored at Mainfreight Wellington prior to the conference. Mainfreight will accept and securely store your items. On Tuesday 20 November, Mainfreight will ship your materials to the conference venue and HiNZ staff will be on site to coordinate incoming freight. Your boxes will be waiting at your booth, when you arrive for exhibitor pack-in at midday on Wednesday 21 November. There is no charge to exhibitors for this service.

### Step 1: Select the correct form

#### Are you sending materials internationally, from outside of New Zealand?

- You MUST send your materials to Mainfreight. Use delivery form 1.
- Every parcel being delivered early to Mainfreight MUST also have delivery label 3 attached so that they store it in the correct place.
- **Send international materials early:** Last month, New Zealand Customs changed its import processing criteria. This may delay clearance of your materials. Please make sure your freight agent is aware of the changes to NZ customs importing criteria. It is vitally important that you do not leave international shipping until the last minute as HiNZ is unable to speed up the customs process and we cannot accept any risk for goods delayed at the border. We recommend sending your goods early so that they arrive at Mainfreight by Monday 12 November 2018 latest.
- **Delegate materials:** If one of your boxes contains delegate bag inserts, please make sure this is clearly marked by having the *delegate materials label* stuck to the individual box.

#### Are you sending materials, from within NZ, that will arrive earlier than Monday 19 November?

- You MUST send your materials to Mainfreight. Use delivery form 1.
- Every parcel being delivered early to Mainfreight MUST also have delivery label 3 attached so that they store it in the correct place.
- **Delegate materials:** If one of your boxes contains delegate bag inserts, please make sure this is clearly marked by having the *delegate materials label* stuck to the individual box.

#### Are you sending materials from within New Zealand, that are guaranteed to arrive no earlier than Monday 19 November?

- You are welcome to send your materials to the conference venue. Use delivery form 2.

### Step 2: Put the correct labels on EVERY box

- Every box must have a HiNZ delivery form on the outside of the box (so we know which booth it belongs to).
- Every box containing delegate materials must have a HiNZ DELEGATE INSERT label stuck to the outside of the box (or your inserts won't end up in the delegate bags).

### Step 3: Notify us when you send freight

Email Steve at [operations@hinz.org.nz](mailto:operations@hinz.org.nz) with notification of how many items you have shipped. This will enable us to maintain an accurate list of what freight is expected and to tick things off as they arrive at the conference venue.

**Questions?** If you are unsure about this process, please email Steve at [operations@hinz.org.nz](mailto:operations@hinz.org.nz)  
Or call Steve on +64 27 444 2970. We are happy to help!