



## **Cordis Auckland Exhibitors Information**

### **Package Delivery**

- To enable us to fully track and monitor all parcels coming into the hotel for your event, please complete and attach a copy of the hotel delivery form to every box/piece being sent to the hotel
- All deliveries should be addressed to:  
Cordis, Auckland  
Liverpool Street Loading Bay  
Auckland
- All deliveries must be received at the hotel between the hours of 8.00am and 4.00pm, Monday to Friday.
- No deliveries will be accepted via the main entrance of the hotel. All deliveries must be to the Liverpool Street loading bay. The Liverpool Street loading bay is located directly behind the hotel.
- The loading bay is a drop off zone area only and no car parking is available here. Please unpack your equipment and then move your vehicle.
- Should your deliveries require Customs Clearance, this must be arranged in advance and the venue cannot be held responsible for clearing any packages.  
For more information on this please check New Zealand customs website directly:  
[www.customs.govt.nz/importers/Commercial+Importers/Temporary+Imports.htm](http://www.customs.govt.nz/importers/Commercial+Importers/Temporary+Imports.htm)

Please note that NZ Customs does charge tax and duties for equipment imported into New Zealand for use at an exhibition, even if that equipment will be returned overseas following the conference. This charge is payable by the importer, i.e. the company sending the equipment. Exhibitors must arrange customs clearance and payment directly with their shipping company. Customs clearance can take a number of days so international exhibitors are advised to send their shipments early to allow time for NZ Customs to clear the shipment.



## Package Collection

- Please leave your labelled packages at your exhibition stand and the hotel will take these packages to the loading bay ready for collection the following business day.
- Any items which are left at your stand and not labelled for collection, will be treated as rubbish and disposed of accordingly by the hotel.
- Exhibitors are responsible for arranging for their own packages to be collected.
- Please complete and attach a copy of the hotel package collection form to every box/piece being sent to the hotel
- All packages must be collected from the loading bay between the hours of 8.00am and 4.00pm, Monday to Friday only.
- Should you have a Courier coming to pick up, they must mention your event name and show us proof of collection. No parcel will be given to them if they cannot show documentation.
- The pickup address is:  
Cordis, Auckland  
Liverpool Street Loading Bay  
Auckland
- All packages must be collected on the first business day after the event conclusion. Cordis, Auckland takes no responsibility for goods left on the premises after this time and cannot be held responsible for storage of any item, or damage or loss
- Any items not picked up 14 days after the event will no longer be stored and will be disposed of.
- Should you have a Courier coming to pick up, they must mention your event name and show us proof of collection. No parcel will be given to them without these information

### Ground Floor Event Spaces Floor Plan





### **Exhibition Area The Great Room**

- Ceiling height is 4.3m. The main door onto the exhibition area is 4.4m wide x 3.3m high.

### **Bringing Food And Drinks Onto The Exhibition Area**

- Should you wish to bring your own food or drinks for delegates to sample, please inform your conference organiser. Authorisation will be at the hotel's discretion, depending on purpose, item and quantity.

### **Internet**

- Cordis Auckland has wireless internet available complimentary throughout the hotel.
- Hardwired internet connections can be purchased at \$30.00 incl GST per connection, per day with advanced notice. Please contact your conference organiser. If exhibitors require wired connection, the hotel will not take individual payments, we will charge costs to the master account.

### **Motor Vehicles In The Great Room**

- Please ask us for H&S safety information.

### **Smoking Policy**

- Cordis Auckland operates a non-smoking policy inside the hotel. If you would like to smoke please use the City Road Lower Lobby which is located on the ground level.

### **Fire Evacuation**

- Cordis Auckland has prescribed Fire and Evacuating policies and procedures in place to minimise damage and injury in the event of a fire or other emergencies.
- We are equipped with smoke and heat detectors, fire hose reels, fire extinguishers and a fire sprinkler system to prevent, detect and combat fires in the hotel. If the alarm is activated, please evacuate the building immediately and proceed to the assembly point
- Fire evacuation signs, fire hoses and fire alarm switches must remain visible and accessible at all times.
- The assembly point is located at City Road. Cordis staff will guide you there. Do not re-enter the hotel unless the hotel is declared safe by the fire department.
- Follow all instructions given by the designated Fire Warden/Duty Manager who will be wearing a high visibility jacket

### **Car Parking**

- The closest public car park is the Wilson Car Park located at the rear of the hotel off Liverpool Street. It is a pay & display car park and is subject to availability.
- You can check parking rates here: : [http://www.wilsonparking.co.nz/park/827\\_Liverpool-Street\\_35-Karangaharpe-Road-Auckland-CBD](http://www.wilsonparking.co.nz/park/827_Liverpool-Street_35-Karangaharpe-Road-Auckland-CBD)

## Loading Dock Procedures

Please familiarise yourself, and any person you are responsible for who may visit this area, with the map and the numbered areas designated for use.



1. PEDESTRIAN WALKWAY. This pedestrian walkway is for pedestrians entering the car park as well as for our staff and contractors crossing the loading area. Do not park on, or block any pedestrian walkway. On occasion for large vehicles permission may be granted to temporarily park on a walkway.
2. ENGINEERING GARAGE DOOR. No parking is permitted in front of the Engineering Garage Door.
3. LOADING AREA. This demarcated area is reserved for vehicles waiting for loading and off-loading product in the Loading Dock only (This does not include loading into event spaces/function rooms). Vans, light vehicles and cars are not permitted to use this area for parking.
4. LOADING DOCK: Please do not use this area as a parking bay. This area needs to be kept clear at all times as we accept deliveries 24 hours per day.
5. 2 MINUTE COURIER PARKING. Only to be used for deliveries by commercial couriers or stop-and-drop deliveries.
6. THE GREAT ROOM ROLLER DOOR: Arrangements are to be made with the Banquets Manager for the roller door to be opened when making deliveries /collections. Please note the hotel will only accept one vehicle at a time for loading and unloading into The Great Room or other event space. If multiple vehicles are required for your delivery, you must arrange alternative parking for additional vehicles to wait their turn outside of the hotel loading dock area. One option may be Wilsons Carpark immediately adjacent to the hotel, where applicable daily/hourly rates will need to be paid.
7. CONTRACTOR PARKING: This area is only to be used by contractors working at the hotel with arrangements agreed to by Management eg plumbers, electricians, painters etc