

Exhibitor Manual



Nga Huringa Hou
i roto i te Pakihi

Cordis Hotel,
83 Symonds St,
Tāmaki Makaurau Auckland
5 - 8 September 2023



New Journeys
in Mobility
for Aotearoa



Welcome

We would like to thank you for your support of the Trafinz Conference for 2023 at the Cordis Hotel, Tāmaki Makaurau Auckland.

Please read this document carefully to ensure you have all the required information regarding exhibiting at Trafinz 2023.

All delivery and health and safety documentation can be found in the important documents section on the last page.

If you are unable to find the information you are looking for in this manual, please do not hesitate to contact:

Glenda Harding

Harding Conferences

P: 03 352 5598

E: glenda@hardingconsultants.co.nz





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Venue Information

Name: Cordis, Auckland

Address: 83 Symonds Street, Grafton, Auckland, 1010

Telephone: +64 (0)9 379 5132

Website: cordishotel.com

Email: apple.kidjawas@cordishotels.com

Cordis Access

The main entrance to the Cordis Hotel is on Symonds Street. The exhibition is located on the ground floor of the hotel.

Loading Dock

When dropping off and delivering exhibitor items, you must use the Cordis loading dock on Liverpool Street. These deliveries must be made between 8:00am – 4:00pm. No deliveries will be accepted to the main entrance/lobby of the hotel.

Health and Safety

Cordis Hotel take their health and safety very seriously. It is important to thoroughly read all the health and safety documents provided by the Cordis Hotel.

As part of Harding Conferences' commitment to health and safety during Trafanz Conference 2023, and in alignment with health and safety laws and legislation, **all trade exhibitors are required to complete a Contractor Declaration**. This declaration can be found in the important documents section on the last page of this document.

We also require a copy of your health and safety policy as by law all PCUB's (persons conducting a business or undertaking) must have a health and safety policy. Please advise us if you do not have one.

We require the signed declaration and your health and safety policy emailed back to glenda@hardingconsultants.co.nz by **Monday 28 August**.



Pack in and pack out

	Starts	Concludes
Pack in	12:00pm Tuesday 5 September	6:00pm Tuesday 5 September
Pack out	1:15pm Friday 8 September	Stands must be cleared by 4:00pm Friday 8 September

Please visit us at the registration desk in Great Hall I prior to setting up your exhibition stand.

Deliveries

Deliveries of exhibition items can be made to the Cordis Hotel. Please ensure that if you are having goods delivered that you adhere to the following guidelines and thoroughly read the deliveries section on page 1 of the exhibitor information document. The hotel will not accept any deliveries that are made more than 2 business days prior to the event.

- Please ensure all deliveries are labelled correctly with the centre's delivery label.
- Storage space is very limited.
- The Cordis hotel, Trafinz and Harding Conferences accepts no responsibility for the safety of your goods once delivered, it is left at the owner's risk.

Storage

Storage onsite is very limited. Please ensure you have enough space at your exhibition booth to store any items you may need.

Car Parking

The Cordis Hotel does not have an onsite car parking facility. The closest public carpark is the Wilson Car Park located at the rear of the hotel off Liverpool Street. It is a pay and display carpark and is subject to availability. Valet car parking at the hotel is available at a cost of \$55.

Dismantling

Please note that exhibition stands are expected to remain set until the lunch break concludes on Friday 8 September at 1:15pm.

All stands and equipment are expected to be packed up and removed from Cordis Hotel.

It is important to bring a consignment note with you and make sure the consignment note is completed correctly. Please ensure that every package has the outgoing dispatch label with your return address and the number of items on it and remove all obsolete labels from packages.

Please leave all your labelled packages at your booth. All couriers picking up parcels for you must mention the event name and have proof of collection. Please ensure all packages are collected on the first business day after the conclusion of the conference.

All goods are to be collected within 14 days following the conclusion of the event. If you do not adhere to this, your goods will be disposed of.



Booth Inclusions

The booth supplied has a 3 metre back wall, side walls of 1.8 metres and a height of 2.3 metres. They include one 10-amp power supply (4-way multi box) and two x 150-watt spotlights. Exhibition Hire Ltd have a wide range of accessories for hire, as furniture at your stand is not included in your exhibition cost, other than a trestle table and 2 chairs from the venue which needs to be pre-booked. For all enquiries please contact:

Kelly Butterill
kelly@exhibitionhire.co.nz
www.exhibitionhire.co.nz
+64 21 469 762

WiFi

The Cordis Hotel has WiFi

WiFi name: Cordis

Password: trafinz

If you require a hardwired internet connection, this can be purchased for \$30.00 incl GST. Please contact glenda@hardingconsultants.co.nz if this is something you require.

Catering Breaks

Pre-session tea and coffee, lunches, morning and afternoon breaks will be served in the exhibition area to encourage delegates to spend time viewing the exhibits. **Catering for exhibitors will be served 15 minutes prior to the conference programme** to allow all exhibitors time to eat before networking begins.

Opening hours and conference session catering breaks

Wednesday 6 September	
8:00am – 9:00am	Registration
10:15am – 10:45am	Morning tea
12:00pm – 12:50pm	Lunch
2:00pm – 2:30pm	Afternoon tea

Thursday 7 September	
8:00am – 8:30am	Registration
10:10am – 10:40am	Morning tea
12:30pm – 1:30pm	Lunch
3:15pm – 3:45pm	Afternoon tea

Friday 8 September	
8:00am – 8:30am	Registration
10:00am – 10:30am	Morning tea
12:00pm – 1:00pm	Lunch
3:00pm	End of conference



Conference Registration

Please refer to your confirmation email for the number of complimentary registrations allocated with your sponsorship level. Each exhibitor attending the exhibition will be required to complete an online registration form (including complimentary registrations). Please email rachael@hardingconsultants.co.nz to be sent a personalised link to register.

Any extra people attending the conference outside of your complimentary registrations must register for the conference, including those who are manning the booths. Exhibitor registrations do not include attendance at conference sessions. A full registration will need to be purchased in order to attend sessions. The link to the registration page is [here](#).

Conference Check-in

Please pick up your name badge from the registration desk at pack in or when registration opens at 8:00am on Wednesday 6 September. **All exhibitors must wear their name badge once inside the conference space at the Cordis.**

Attendee App

An attendee app will be available for use during the conference. Within the app, attendees will find general information, the conference programme, exhibitors, layout and speaker information. Information on how to download this app will be provided to exhibitors before it is released to delegates.

Company blurb

Your 100-word brief description will be added to the app along with your logo. If you are exhibiting, we will also include your booth number.

Company brochures

You can also send us or upload yourself, PDF's or web links to include against your profile if you desire. Please send these no later than Monday 28 August to be uploaded.

Exhibitor Quiz

To ensure good visitor attraction to your table we will be running an Exhibitors Quiz at the conference that will offer the added incentive of a \$100 Prezzy card as a prize. For this to be effective you will need to be creative with what you ask. Please feel free to contact us about this if you get stuck for ideas. Please send us your question/answer for this quiz no later than Monday 28 August.

Networking function: Wednesday 6 September

At Trafinz 2023, we're encouraging attendees to engage with our exhibitors by running a 'Get to know your trade show bingo'. Each conference attendee will receive a card. Please send us your answers to the questions (that are outlined in the email) for this Bingo game no later than Wednesday 23 August. (We need to design and print this so your urgent attention is necessary).



Sustainability

As conference organisers, Harding Conferences considers the concept of sustainability in every aspect of their planning.

When considering your exhibition booth, please consider sustainable options by:

- Limiting the amount of packaging you bring onsite to only recyclables.
- Taking away all non-recyclables with you.
- Ensure sustainable packaging of your goods.
- Only offer sustainable and/or reusable goods to delegates.

Floor Plan

Please [click here](#) to view the live exhibition floor plan. Please be aware we may need to amend numbering.

Next Steps

To be able to exhibit at Trafinz 2023 in a fun and safe manner these are the next steps you need to take:

- Complete the Cordis contractor questionnaire and declaration.
- Complete Harding Conferences' Contractor Declaration.
- Send your H&S Policy to glenda@hardingconsultants.co.nz.
- Check in with Exhibition Hire for all your requirements.
- Send us your exhibitor quiz question and answer.
- Register for the conference if you haven't already.

Important documents

Click on the links to open the documents.

- [Cordis Exhibitor Information](#)
- [Delivery label exhibitor items](#)
- [Delivery label delegate gifts](#)
- [Harding Conferences H&S Exhibitor Declaration](#)
- [Cordis Collection label](#)