

Exhibitor Manual 2023

<p>Wairarapa HOME & INTERIORS SHOW</p> <p>www.homeandinteriors.nz</p>	 <p>25-26 MARCH</p> <p>Carterton Events Centre 10AM - 4PM DAILY</p>
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CONTACT:

Camilla Railton - Show Director
022 412 5811 /
camilla@homeandinteriors.nz

Tristan Smith - Client Support
029 973 8724 /
tristan@pulseexhibitions.co.nz

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Exhibitors Manual 2023

DATES AND TIMES

Saturday	25th March	10am – 4pm
Sunday	26th March	10am – 4pm

EXHIBITOR ACCESS TIMES

Saturday & Sunday 8am - 4pm (during the show)

BUILD UP

Thursday 23 March	12pm -5pm by special arrangement
Friday 24 March	9am - 5pm

If you require extra time for build-up, please contact Tristan Smith on Tristan@pulseexhibitions.co.nz
ALL STANDS MUST BE SET UP BY 9.30am on Saturday morning

BREAK DOWN

Sunday 26 March - 4pm to 6pm
Monday 27 March - 8am to 12noon

NB: Your exhibition stand must not be dismantled prior to 4pm on Sunday evening without permission from the Home & Interiors staff and must be removed by 12 noon on Monday.



1/8 PAGE HORIZONTAL
61mm width x 43mm height

SHOW HANDOUT

Included in your stand is an 1/8 page advert in our show handout (61mm width x 43mm height). This will be handed out at the show and also sent to our subscribers. To take advantage of this opportunity please send your pre-designed advert to camilla@homeandinteriors.nz by **1 March 2023**.

If you are interested in taking out a larger advert please contact camilla@homeandinteriors.nz.

HOME & INTERIORS RECEPTION DESK

The office and administration will be located in the Foyer of the Carterton Events Centre. This office will be open during exhibitor build, event days and exhibitor breakdown.

EXHIBITOR PASSES

- Every exhibitor will require an Exhibitor Pass to enter the event.
- All exhibitors must register and collect their Exhibitor Passes from the Home & Interiors desk on arrival.
- Passes are not required for staff who are only assisting with your setup.
- Exhibitor Passes can be ordered on-line [CLICK HERE](#)
- Exhibitors are not permitted to enter the event before 8.00am each day without prior arrangement.
- Outside the event hours the security staff are instructed not to allow entry without an Exhibitor Pass.
- Badges are not permitted for any use other than stand personnel.

SHOW MARKETING

To make the most of being at the show it is vital to ensure you that maximise on marketing your business at the show.

Please ensure you promote your stand at the show to your database and via your social media:

- Show logo - we will send you the show logo to include on your emails and website
- Show poster - let us know if you have access to a visible space where we can erect a show poster
- Pic of team at the stand - post to your Facebook page
- Complimentary tickets - send to your clients and staff
- Show special - create a show special to attract visitors to your stand
- Advert for showguide - send us your advert for the show guide
- Wairarapa Times Age Feature - we have negotiated a special rate for you to place an advert alongside our promotion in the newspapers

SHOW INVITATIONS

Our entry fee for this show is \$5. Complimentary tickets are a great marketing tool, to create an incentive for your customer to reconnect with you whilst coming to the show. Visiting the show gives them an opportunity to add value to their plans for their homes and get some inspiration and ideas. Your promotion at the show gives you a great opportunity to create some excitement around your brand. We can supply printed complimentary tickets FREE OF CHARGE and will be sending you the digital version. You are welcome to use them for valued clients, staff members, family or friends or use them to promote your presence at Home & Interiors on your website or Facebook page. [CLICK HERE](#) to order complimentary tickets.

DELIVERIES, COLLECTIONS & STORAGE

To assist in the smooth delivery of goods complete a Delivery Form in full and attach to each item. A Delivery Form template is provided on Page 7 of the Forms section of this manual.

Please ensure this label is attached to all exhibition materials you send to the venue.

There is limited space available at the venue for storing packaging materials. It is suggested that you use a freight forwarding company to assist with arrangements for both delivery and off-site storage.

Deliveries are not accepted prior to 8am on Thursday 23rd March without prior arrangement. Any deliveries must be clearly marked with Home & Interiors, company name, contact name, contact mobile number and stand number. The delivery, receipt and custody of all material is the sender's responsibility. Any advance deliveries will be received on the basis that Carterton Events Centre and Home & Interiors has no liability for loss or damage during storage (both before and after the event).

UNLOADING

Your freight will be stored at the Venue. Please enquire at our desk for collection.

Temporary parking for drop off/pick up is available in the dockway (maximum of 10 minutes).

Home & Interiors have a limited number of courtesy trolleys available for use. If time is limited, it is recommended that you have your own trolleys to avoid delay.

A forklift may be made available on request and **must be booked in advance** plus you are able to use floor jacks in the Venue. Contact Camilla Railton 022 412 5811 to arrange these.

AUDITORIUM

Access via loading dockway or via main front entrance at Holloway Street, Carterton. Temporary parking for drop off/pick up is available in the dockway. To assure we have a smooth build up, please unload your items as quickly as possible and then move your vehicle to allow others to unload. Do not leave your vehicle in the dockway while you are setting up your stand.

YOUTH CENTRE

Access from behind the Carterton Events Centre.

Door Heights

- The entrance way to the Auditorium from the loading dock is 2.95m wide x 4m high
- The entrance way to the Youth Centre is 2.05m wide x 2.1m high

STORAGE

Exhibitors may not leave empty boxes and packing material on their display area during the event. Ask us for access to storage areas. Any materials left in aisles after setup will be considered rubbish and will be removed by venue staff.

GOODS FOR COLLECTION

At the conclusion of the Event please ensure all items are clearly labelled. Include the Shipper/ Courier company and expected collection date/pick up time and leave smaller items at the Home & Interiors desk for collection. Large items may be left in the aisle by your stand for collection and **MUST** be collected by 12 NOON ON MONDAY 27th March.

Please note: Items are left at your own risk.

AISLES

The aisles between stands are legally required to be a certain width for safe visitor movement. It is imperative that exhibitors keep within their contracted space and do not encroach into the aisles with either display material or to conduct business.

STAND PARTITIONS

Black partitions (2.3m high) will be provided and positioned vertically on the back and side boundaries of each site as shown on your floor plan. If you require a different panel configuration this must be discussed prior to the event – email camilla@homeandinteriors.nz. Promotional material can be attached to these partitions using Velcro dots or strips. Whilst Velcro is the recommended medium, drawing pins and tape is also acceptable. “S” hooks can be used to hang light weight items on the panels.



ELECTRICAL CONNECTIONS

Our electrical providers and we have contracted them to supply each stand with a 10amp power supply and two spotlights per stand.

If you require additional lighting or power supply or have specific electrical needs, please contact:

Shaun Dalgetty | Nationwide Trade Manager

s.dalgetty@showlight.co.nz

cell : +64 21 556 184

DDI: +64 9 822 5106

Office: +64 9 822 5100

Web: www.showlight.co.nz

Please note the cost of any additional power and lighting is at the Exhibitors expense.

All electrical work on your stand must be approved by before going live.

All Exhibitors MUST ensure that all electrical leads are tested and tagged. It is illegal to use your leads, appliances or apparatus without a current tag. Showlight can provide a test and tag service on site, please contact Shaun to arrange a time in advance.

VENUE REGULATIONS

The following are not permitted in the venue without prior written consent from Carterton Events Centre:

- Helium Balloons (strictly not permitted, approval will not be granted)
- Vehicles/forklifts
- Naked flames/ smoke machines/ pyrotechnics/ fireworks
- Animals, birds, insects or pets with the exception of seeing-eye and hearing dogs

Care of The Venue

In respect of the Venue, you must:

- not drive nails tacks, screws or pins into walls, furnishings, floors or ceilings.
- not write, decorate, attach posters or disfigure any walls or surfaces.
- protect all floors, walls and doors at all times including during the packing in, installation and removal of displays, exhibits and equipment.
- take particular care to protect the Carterton Event Centre's wooden floor and ensure that the floor is appropriately covered and protected at all times. This includes protection from any machinery or equipment used, from dragging or moving large objects across the floor. Water must not be brought onto the floor without prior written consent from your Operations Manager.
- accept liability for any damage your company or suppliers may cause to the Venue.

FIRE AND SAFETY

- Fire extinguishers and venue fire-fighting equipment must be visible and accessible at all times and must not be interfered with. There must be at minimum an area of 1m clear access around equipment. Display materials and exhibitor site displays must be well clear of such areas and equipment.
- All fabric and display materials used to dress the room or exhibition areas must comply with fireproof regulations and must be made of non-combustible materials or non-flammable materials.
- Fire exits must remain clear at all times. There must be a clear path as wide as the doorway that is not obstructed by equipment.

EMERGENCY EVACUATION

A fully compliant, registered and approved evacuation plan is maintained onsite at the venue. CEC and Home & Interiors staff will manage any emergency evacuation. Please ensure that doorways are kept clear of any objects which may hinder exiting. Security and Insurance

Exhibitors are responsible for the security of their own stand and valuables during the event.

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 event. Neither Home & Interiors, Carterton Events Centre, 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 event. 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 Carterton Events Centre or any other exhibitor, individual or company. It is advisable to remove valuable items when you are not staffing your exhibit.

BANNERS / HANGING SIGNS

Large banners or signs may not be hung beyond the confines of your stand without prior approval from Home & Interiors and the Venue. Please contact Camilla Railton 022 412 5811 or camilla@homeandinteriors.nz

WASTE MANAGEMENT & CLEANING

The exhibition area floor will be cleaned prior to the initial event opening and venue staff will remove packaging and rubbish. Cleaning does not include individual exhibition stands.

EXHIBITOR LOUNGE

We have a very comfortable Exhibitors Lounge located in the Carterton Events Centre. You are welcome to have your meal breaks here.

HIRE OF STAND, FURNITURE AND ACCESSORIES

Extra wall panels, counters, tables, chairs, desks, etc are available from Exhibition Stand Hire, the contact details are below. Please ensure you orders are placed with them by 23 February.

Lu Budden / Wellington Branch Coordinator

m. +64 21 672 465

e. Lu@exhibitionhire.co.nz

w. exhibitionhire.co.nz

NOISE

Amplifiers, loud speakers and microphones are not permitted on your stand.

HEALTH & SAFETY REGULATIONS

You must:

- take all reasonably practicable steps to care for your own health and safety, the health and safety of your workers, and the health and safety of others
- take no action or inaction that may cause harm to any worker or any other person
- report all hazards immediately to Carterton Event Centre managers or Home & Interiors staff.
- comply with any reasonable instruction that is given by CEC
- cooperate with any reasonable policy or procedure of CEC relating to health or safety at the workplace that has been notified to you
- understand the need to collaborate, coordinate and cooperate with the health and safety plans of all other individuals or organisations operating within the venues

Personal protective equipment (PPE)

Depending on the risk of a particular task or hazard, PPE may be required. Please review www.donesafe.com to ensure you have the necessary PPE with you. You will be required to wear enclosed footwear when working during build up and break down. Steel cap shoes must be worn if your team is working with machinery or working on an elevated work platform or with a pallet jack. Note: If you do not have the appropriate PPE, please locate a CEC worker who will assist you.

ORDER FORMS

Delivery Form Template

DELIVER TO:

**Reception
Carterton Events Centre
Holloway Street
Carterton
WAIRARAPA**

EVENT NAME	Home & Interiors
EVENT DATE(S)	25th-26th March 2023
STAND NUMBER	
COMPANY NAME	
CONTACT NAME	
MOBILE	
CONSIGNMENT NOTE	
ITEM (e.g. 1 of 2)	

DELIVERIES WILL NOT BE ACCEPTED BEFORE 8AM ON THURSDAY 23RD March 2023

COLLECTION FORM TEMPLATE

COLLECTION FROM:

**Reception
Carterton Events Centre
Holloway Street
Carterton
WAIRARAPA**

EVENT NAME	Home & Interiors
EVENT DATE(S)	25-26 March 2023
STAND NUMBER	
COMPANY NAME	
CONTACT NAME	
MOBILE	
CONSIGNMENT NOTE	
ITEM (e.g. 1 of 2)	

All collections to be scheduled by 12pm, Monday 27 March 2023.