



**Challenges &  
Opportunities**

ICNZ Conference, Tāmaki Makaurau Auckland  
Thursday 7 March 2024, Hilton Hotel

# Exhibitor manual



[www.icnzconference.nz](http://www.icnzconference.nz)



## Welcome

We would like to thank you for your support of the Insurance Council of New Zealand Conference for 2024 (ICNZ 2024) at the Hilton Hotel, Auckland.

Please read this document carefully to ensure you have all the required information regarding exhibiting at ICNZ 2024.

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, Lucy Mackay or Stacey Schembri

Harding Conferences

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E: [glenda@hardingconferences.co.nz](mailto:glenda@hardingconferences.co.nz)

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Harding Consultants Ltd trading as



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# Venue Information

**Name:** Hilton Hotel

**Address:** 147 Quay Street, Auckland CBD, Auckland 1010

**Events Coordinator:** Max Panzarella

**Email:** [max.panzarella@hilton.com](mailto:max.panzarella@hilton.com)

**Telephone:** +64 9 978 2012

## Hilton Access

The main entrance to the Hilton Hotel is on Quay 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 loading bay as per the image below. Please be aware that deliveries must be made between 8:00am and 4:00pm. No deliveries will be accepted to the main entrance/lobby of the hotel. A pallet jack is available at the Loading Bay however there is no forklift onsite. **Only vehicles under 2 meters in height can access this area.**

#### NOTES

1. Hotel lobby entrance

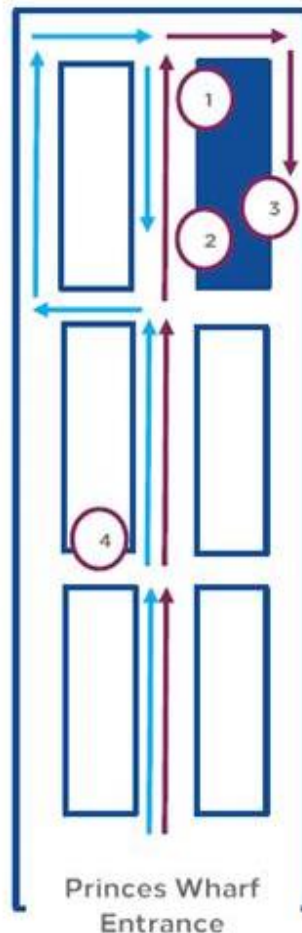


2. Dedicated event entrance for your guests



3. Anchorage Room access (for large item drop off) Hilton

4. Hotel loading bay entrance (vehicles not more than 2 meters in height)



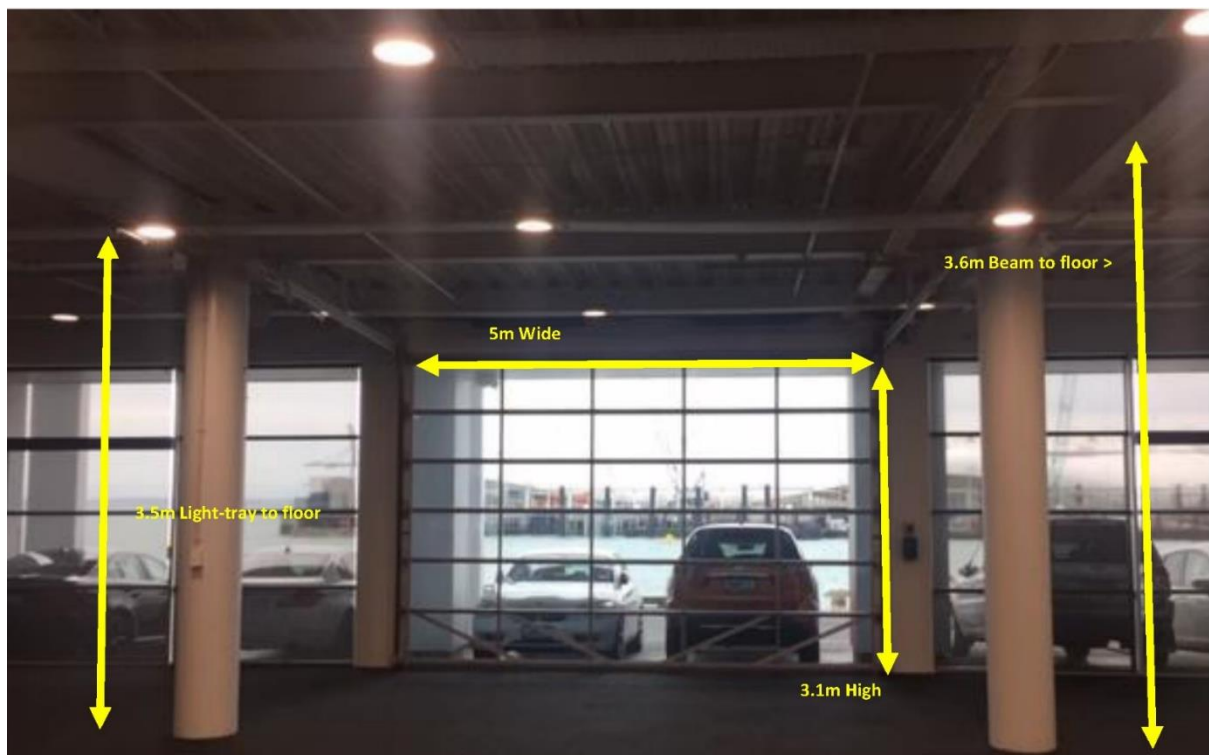
#### DIRECTIONS

- = Event pack-in.
- Drive down Princes Wharf towards the end.
  - Turn right at the end of the wharf.
  - Drive up the wharf and pack-in via #3 spot – Anchorage Room.

- = Bus drop off.
- Drive down Princes Wharf.
  - Turn left before the hotel block.
  - Drive towards the end of the wharf and turn right.
  - Drive up the wharf and stop at #2 spot – Dedicated Event Entrance.

## Height at venue

Please be aware of heights in the venue; see below. Please contact us if this creates any issues.



## Health and Safety

As part of Harding Conferences' commitment to health and safety during ICNZ Conference 2024, and in alignment with health and safety laws and legislation, **all trade exhibitors are required to complete a Contractor Declaration**. A link to this declaration can be found in the important documents section on page 10 and on the conference website [here](#).

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 [stacey@hardingconferences.co.nz](mailto:stacey@hardingconferences.co.nz) by **Friday 16 February 2024**.

## Pack in and pack out

	Starts	Concludes
<b>Pack in</b>	Wednesday 6 March @ 1:00pm	Wednesday 6 March @ 7:00pm
<b>Pack out</b>	Thursday 7 March @ 6:00pm after networking drinks conclude.	Stands must be cleared by 7:00pm

Please register at the registration desk in the exhibition area prior to setting up your exhibition stand.

### Deliveries

Goods will not be accepted more than 3 working days prior to the event date. Any goods or items remaining after the event, must be collected at the conclusion of your event or by prior written arrangement of the Event Coordinator.

Any items delivered prior to 3 days in advance of the event or remaining items onsite after 2 days of event conclusion, will incur a daily storage fee of \$100.00 per day, alternatively Hilton Auckland reserves the right to courier all items left from the Event to the Organiser at their expense.

- Please ensure all deliveries are labelled correctly with the centre's delivery label. (A link to this can be found on page 10 and on the conference website [here](#))
- Storage space is very limited.
- The Hilton hotel 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 Hilton Hotel does not have an onsite car parking facility. Valet car parking is available at the hotel at a cost of \$55.

There are 2 public pay and display car parks close by:

- Downtown car park located at 31 Customs Street West
- Viaduct car park located at 15-17 Sturdee Street, Auckland CBD

## Dismantling

Please note that exhibition stands are expected to remain set until the networking drinks conclude on Thursday 7 March at 6:00pm.

All stands and equipment are expected to be packed up and removed from Hilton Hotel by 7:00pm to allow for Exhibition Hire to dismantle.

## Pick up of items post conference

For packages being couriered from the venue to offices/company locations post event, please have all packages labelled and leave these along with their corresponding commercial invoice outside of your booth (not within it). 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 7 days following the conclusion of the event. If you do not adhere to this, your goods will be disposed of.

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 an outgoing dispatch label with your return address and the number of items on 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. If goods aren't collected within 14 days following the conclusion of the event your goods will be disposed of.

## Stand Inclusions

The stand 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:

Georgia Costain

[georgia@exhibitionhire.co.nz](mailto:georgia@exhibitionhire.co.nz)

[www.exhibitionhire.co.nz](http://www.exhibitionhire.co.nz)

+64 21 469 762

## WiFi

The Hilton Hotel has complimentary WiFi.

**WiFi name:** Hilton Honors

**Select:** I have a promotional code

**Password:** Aqua2

If you required a hardwired internet connection, this can be purchased for \$115.00 per day incl GST. Please contact us if this is something you require.

## Catering Breaks

Pre-session tea and coffee, morning and afternoon breaks and lunches 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

Thursday 7 March	
7:30am - 8:30am	Registration
10:30am - 11:00am	Morning tea
12:00pm - 1:00pm	Lunch
2:45pm - 3:15pm	Afternoon tea
4:30pm - 6:00pm	Networking function



## 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 [stacey@hardingconferences.co.nz](mailto:stacey@hardingconferences.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 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 7:30am on Thursday 7 March. **All exhibitors must wear their name badge once inside the conference space at the Hilton.**

## 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 description provided to us when you committed to exhibit or sponsor will be added to the app along with your logo. If you are exhibiting, we will also include your booth number. Do let us know if any of this requires amending. You can see this listed on the website [here](#).

## Company brochures

You can also send us PDF's or web links to include against your profile if you desire. Please send these no later than **Friday 23 February 2024** to be uploaded to [stacey@hardingconferences.co.nz](mailto:stacey@hardingconferences.co.nz).

## Exhibition Quiz

To ensure good visitor attraction to your stand 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 **Friday 23 February 2024**.

## Floor Plan

Please [click here](#) to view the live exhibition floor plan.

## 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 and choice 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.

## Venue Environmental Commitment

How can you help?

There are a range of things that exhibitors can do to help us minimise waste, energy and water consumption while exhibiting at Hilton Auckland.

- Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic).
- Take away any non-recyclable items with you.
- Ensure you turn off your stand lights at the end of each day.
- Switch off and unplug any electronic equipment not required overnight.
- Leave any cardboard beside your exhibition stand for Hilton Auckland to recycle.

## Next Steps

To be able to exhibit at ICNZ 2024 in a fun and safe manner these are the next steps you need to take:

- Complete Harding Conferences' Contractor Declaration.
- Send your H&S Policy to [stacey@hardingconferences.co.nz](mailto:stacey@hardingconferences.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.

- Delivery label for [EXHIBITION ITEMS](#)
- Delivery label for [DELEGATE GIFTS](#)
- Harding Conferences Contractor [Declaration](#)