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# 2022 Australasian Road Safety Conference

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28-30 SEPTEMBER • ŌTAUTAHI CHRISTCHURCH, NZ + ONLINE



**Changing today  
for tomorrow.**

**Exhibitor Manual**

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## Welcome

We would like to thank you for your support of the Australasian Road Safety Conference 2022 at Te Pae Christchurch Convention Centre.

Please read this document carefully to ensure you have all the required information regarding exhibiting at ARSC 2022.

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](mailto:glenda@hardingconsultants.co.nz)



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## Venue Information

**Name:** Te Pae Christchurch Convention Centre

**Postal address:** PO Box 889, Christchurch 8410, New Zealand

**Street address:** 188 Oxford Terrace

**Telephone:** +64 (0)3 266 1400

**Website:** <https://www.tepae.co.nz>

**Email:** EventServices@tepae.co.nz

## Te Pae Access

Drop off and pick up points for exhibitors are located on Oxford Terrace, Armagh Street and Colombo Street. Please use the main entrance on Oxford Terrace when entering and exiting the building and when bringing in your exhibitor materials. Please use this [map](#) as a tool for finding useful parking spots and where you can find access to the loading dock at Te Pae.

### Loading dock

Te Pae has a one-way loading dock. Entry is supervised to the loading dock and can only be used during the pack in and pack out times that can be found on [page 5](#).

## Health and Safety

Te Pae are a convention centre and take their health and safety very seriously. It is important to thoroughly read all the health and safety documents provided by Te Pae. If you plan to undertake any high-risk work at Te Pae it is important you fill out and sign the Job Safety and Environmental Analysis form. These can be found in the important documents section on page 9 of this document.

Te Pae also **requires you to complete a centre induction prior to your arrival**. This must be completed by every member assisting with your exhibition. This can be found in the important documents section on page 9 of this document.

Some activities need the venue's prior approval to occur such as vehicle display, food and beverage sampling and sales (lollies, chocolates wrapped snacks are fine, more for larger food items), custom build stands (if they have a covered ceiling, exceed the standard height etc.). These can all be found in our [online Toolkit](#) in the Health and Safety section under Application Forms.

As part of Harding Conferences commitment to health and safety during the Australasian Road Safety Conference 2022 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 page 9 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](mailto:glenda@hardingconsultants.co.nz) by **Monday 12<sup>th</sup> September**.

**Some key aspects to remember are:**

- Complete the Te Pae Christchurch Convention Centre induction prior to your arrival (this can be found in the important documents section on page 9 of this document).
- Ensure all electrical elements have up to date tagging.
- **High vis and closed in toe shoes are mandatory for pack in and pack out. No exceptions will be made.**

## Pack in and pack out

	Starts	Concludes
<b>Pack in</b>	9:00am Tuesday 27 <sup>th</sup> September	4:30 pm Tuesday 27 <sup>th</sup> September
<b>Pack out</b>	3:30pm Friday 30 <sup>th</sup> September (Conclusion of afternoon break)	Stands must be cleared by 6:00pm Friday 30 <sup>th</sup> September. If you have large equipment this will be discussed directly with the exhibitor.

Please register at the registration desk in the Te Pae foyer, prior to setting up your exhibition stand.

## Deliveries

Deliveries can be made to Te Pae under strict conditions. Pleasure ensure that if you are having goods delivered that you adhere to the following guidelines and thoroughly read the deliveries section on page 11 of the Te Pae [Exhibition Guide](#).

- Please send all delivery requirements to [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) and copied to [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz)
- Please ensure all deliveries are labelled correctly with the [centre's delivery label](#).

- Storage space is very limited. Deliveries can be made from **Friday 23<sup>rd</sup> September** onwards.
- Te Pae 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. Alternatively, you can store them off site. Te Pae accepts no responsibility for the safety of your goods, and it is left at the owner's risk.

## Car Parking

Te Pae does not have an onsite car parking facility. There is multiple pick up and drop off zones around the centre and multiple off-street parking sites are located nearby, operated by either the Christchurch City Council or private operators.

## Dismantling

Please note that exhibition stands are expected to remain set until the afternoon break concludes on Friday 30<sup>th</sup> September at 3:30pm.

All stands and equipment are expected to be picked up and removed from Te Pae by 6:00pm Friday 30<sup>th</sup> September. If you have large equipment this will be discussed directly with the exhibitor. It is the exhibitor's responsibility to arrange courier pick up of their own goods.

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. This label can be found in the important documents section on page 7.

All goods are to be collected within 24 hours following the conclusion of the event. If you do not adhere to this, storage charges will apply. Any goods not collected within 1 week after the conclusion of the event will be disposed of.

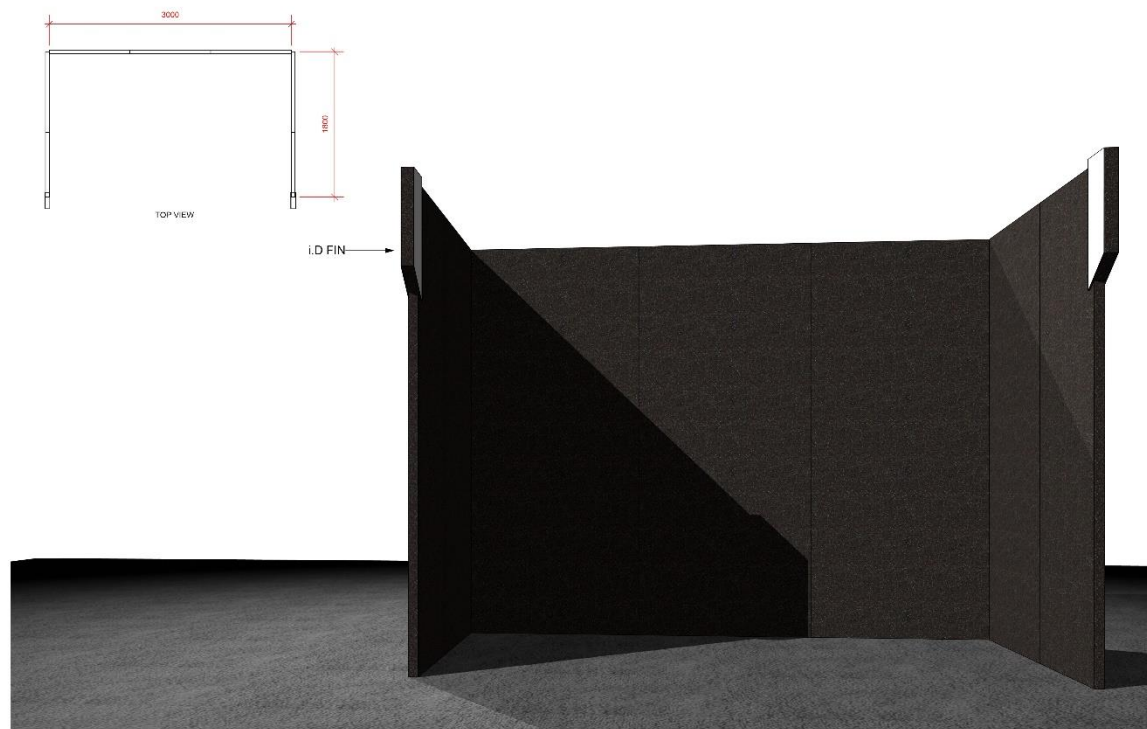
## Forklifts and pallet jacks

Pallet jacks are free of charge to use, there will be a couple floating around for exhibitors to use.

We are currently adjusting the process of Forklift hire – if you require a forklift please contact [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) to arrange this.

## Booth Inclusions

The booth supplied have 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), two x 150-watt spotlights and an ID fin for signage and company name in one colour with 15 letters allowed per sign. If you have multiple booths, then the equipment is representative of how many booths you have.



Displayworks

EXHIBITION HIRE

Corinthian Booth 1.8m x 3m

View: TBC | Stand Size: 1.8m x 3m | Stand Number: TBC

Coordinator: Kate McManney  
Event Date: TBC - Book Date: TBC  
Drawn By: J.M. 09/05/17  
Scale: A3  
Drawing: Corinthian Booth 1.8m x 3m\_V02

V02

## Exhibition extras

Te Pae can offer additional furniture such as a trestle table and two chairs for hire at an extra cost of \$40 for the first day and \$20 for the second day. This must be ordered no later than 14 days prior to the event. Please email [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) for enquiries.

Exhibition hire Ltd have a wide range of accessories for hire, as furniture at your stand is not included in your exhibition cost. For all enquiries please contact:

Lauren Fisher

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

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

+64 21 824 917

## WiFi

There is a dedicated WiFi for everyone to use:

WiFi name: **ARSC**

Password: **arsc2022**

If you required a personalised, premium internet service, this needs to be requested by emailing [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz).

You are not allowed to use external wireless access points other than the venues wireless infrastructure.

## 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

Wednesday 28 September		Thursday 29 September		Friday 30 September	
7:30am - 8:30am	Registration	8:00am - 8:30am	Registration	8:00am - 8:30am	Registration
10:30am - 11:00am	Morning tea	10:30am - 11:00am	Morning tea	10:00am - 10:30am	Morning tea
12:30pm - 1:30pm	Lunch	12:30pm - 1:30pm	Lunch	12:30pm - 1:30pm	Lunch
3:00pm - 3:30pm	Afternoon tea	3:00pm - 3:30pm	Afternoon tea	3:00pm - 3:30pm	Afternoon tea

## 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](mailto: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 from 9:00am Tuesday 27<sup>th</sup> September or when registration opens at 7:30am Wednesday 28<sup>th</sup> September. **All exhibitors must wear their name badge once inside the conference space in Te Pae.**

## Abley 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 speak information.

## Company blurb

Your 100-word brief description has been 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 PDF's or web links to include against your profile if you desire.

Please send us your files no later than Friday 16 September.

## Exhibition 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 \$200 Prezzy card as a prize. For this to be effective you will need to be creative with what you offer. 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 12<sup>th</sup> September.

## Sustainability

Te Pae values and considers the concept of sustainability in every aspect of their venue. It is one of their core values and they are constantly striving to reduce, reuse and recycle in an ethical manner.

When considering your exhibition booth, you can help Te Pae work towards their sustainability goals by:

- Limiting the amount of packaging you bring onsite to only recyclables
- Please take 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 exhibition floor plan.

## Next Steps

In order to be able to exhibit at the Australasian Road Safety Conference 2022 in a fun and safe manner these are the next steps you need to take:

- Complete online induction for Te Pae
- Complete Contractor Declaration
- Send your H&S Policy to [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz)
- Request your covered trestle table and 2 chairs or any other services you may need from [EventServices@tepae.co.nz](mailto:EventServices@tepae.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
- Read Te Pae's Health and Safety Guide
- Read Te Pae's Venue Guide
- Read Te Pae's Exhibition Guide

## Important documents

Click on the links to open the documents.

- [\*Health and Safety Guide\*](#)
- [\*Exhibition Guide\*](#)
- [\*Delivery label\*](#)
- [\*Venue induction\*](#)
- [\*Outgoing goods label\*](#)
- [\*Harding Conferences Contractor Declaration\*](#)
- [\*Job Safety and environmental analysis\*](#)