

TĀKINA EVENTS

Tākina Venue Guide

**Your venue guide to running a successful event at
Tākina Wellington Convention and Exhibition Centre**

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1. Welcome | Haere Mai

Tākina Events operates events within both the Museum of New Zealand Te Papa Tongarewa event spaces and Tākina Wellington Convention and Exhibition Centre event spaces. Tākina Wellington Convention and Exhibition Centre is owned by the Wellington City Council and managed by Te Papa through the Tākina Events team. You can learn more about the [Tākina Events](#) story on our website.

The contents of this guide will provide you with the guidance and current information needed to plan your event within the **Tākina Wellington Convention and Exhibition Centre** space specifically, with key information such as operational procedures, building / facilities services, and housekeeping details. For information about operating within our Museum of New Zealand Te Papa Tongarewa event spaces, please ask your venue contact for a copy of the relevant client venue guide.

We ask you to follow the requirements set out in this manual as you plan your event and while working on-site. Please ensure all necessary information is passed on to the relevant people, such as third-party clients, delegates, planning staff, contractors, exhibitors, and volunteers.

There may be cases when this manual will need to be updated and/or changed to reflect the current situation. Your dedicated Account Manager or Function Coordinator will provide you with the latest information or you can visit [Tākina Events](#) website to see all the latest offerings.

If you need further information or have any queries, please contact our Venues line on **+64 4 381 7272**.

We look forward to working with you to create and deliver a successful event.

2. Points of Contact

Prior to booking your event or to make future event bookings, please email us at enquiries@takinaevents.co.nz, or phone us at **+64 4 381 7272**.

Once you have made initial contact with our team you will be assigned an Account Manager who will be able to take you through the process from enquiry to contract.

Once your event is contracted you will be assigned a Function Coordinator and an Audio-Visual Coordinator who can assist you with your ongoing event planning process.

On the day of your event, you will be introduced to an operations team member who will be your primary contact throughout and will help you with any questions you may have on the day.

3. About Tākina

Tākina Wellington Convention and Exhibition Centre is located in the heart of New Zealand's capital city. The purpose-built venue combines two plenary halls of conference space with a public gallery that hosts an exciting programme of touring exhibitions and world-class events.

Tākina has been designed and built in a way that reduces negative impacts on the environment. It has been awarded Five Green Star Design certification – the first convention centre in the country to achieve this standard. The rating represents New Zealand excellence for environmental sustainability, energy efficiency and green building.

This guide for Tākina details the key planning details and critical building capabilities for the centre which may provide useful planning information for clients, hirers, and any third-party suppliers.

Tākina management are duty bound to safeguard all visitors and our workers and facilities by minimising the risks that might be encountered while working with us and ensuring the experience with Tākina is seen to be safe, enjoyable, and rewarding. All plans for your event should be provided ahead of your arrival time for review and approval by the Tākina Events team.

4. Getting to Tākina

4.1 Physical Address

50 Cable Street
Te Aro
Wellington, 6011
New Zealand
([Google Map](#))

4.2 By Car and Parking

There are no dedicated parking spaces available at Tākina Wellington Convention and Exhibition Centre. Instead, guests can park at any of the nearby parking facilities including the Te Papa car park, Barnett Street carpark, Century City car park and Reading on Wakefield car park. Tākina Events does not reserve any parking spaces at any of these car parks (including for the Car Parking Vouchers referred to in Section 4.8).

Te Papa has covered and uncovered parking spaces with a height restriction of 2.2m for the covered spaces. You can pay with cash, EFTPOS, or credit card.

Barnett Street Wellington City Council car park has uncovered parking spaces only. You can pay with the PayMyPark app, debit/credit card or cash (exact amounts only).

Century City has covered parking only and has a height restriction of 2m. You can pay with cash, card or payWave.

Reading on Wakefield car park has uncovered parking spaces only. You can pay with cash (exact amounts only), card or payWave.

The parking rates for all areas can be found at:

[Parking at Te Papa](#) | [Parking at Barnett Street Car Park](#) | [Parking at Century City](#) | [Parking at Reading on Wakefield](#)

4.3 By Bus

Most Wellington buses (including those from the airport and railway station) stop along Courtenay Place and Willis Street. From these stops it's just a few minutes' walk to Tākina.

[Metlink Bus Routes and Timetables](#)

4.4 Private Coach or Bus

Coach pick up and drop occurs on the Cable Street side of the building. This can either be by the front entrance of Te Papa (drop off only, no parking) or in the designated bus lane outside Te Papa (first come first served basis).

The bus lane can accommodate up to six buses. These cannot be reserved and buses cannot park overnight in the bus lane.

4.5 By Bike

The waterfront area around Tākina is bicycle friendly. However, please don't bring bikes inside the building instead park your bike at the public bike racks on Wakefield Street found outside the U Residence Hotel ([Google map](#)).

4.6 By Train

From Wellington Railway Station it is a 20-minute walk to Tākina. Alternatively, you can catch a bus or taxi.

[Metlink Train Routes and Timetables](#)

4.7 Taxis

[Wellington Combined Taxis](#) have a stand outside Te Papa. You can then cross the road at the designated crossing and enter through the Cable Street entrance to Tākina.

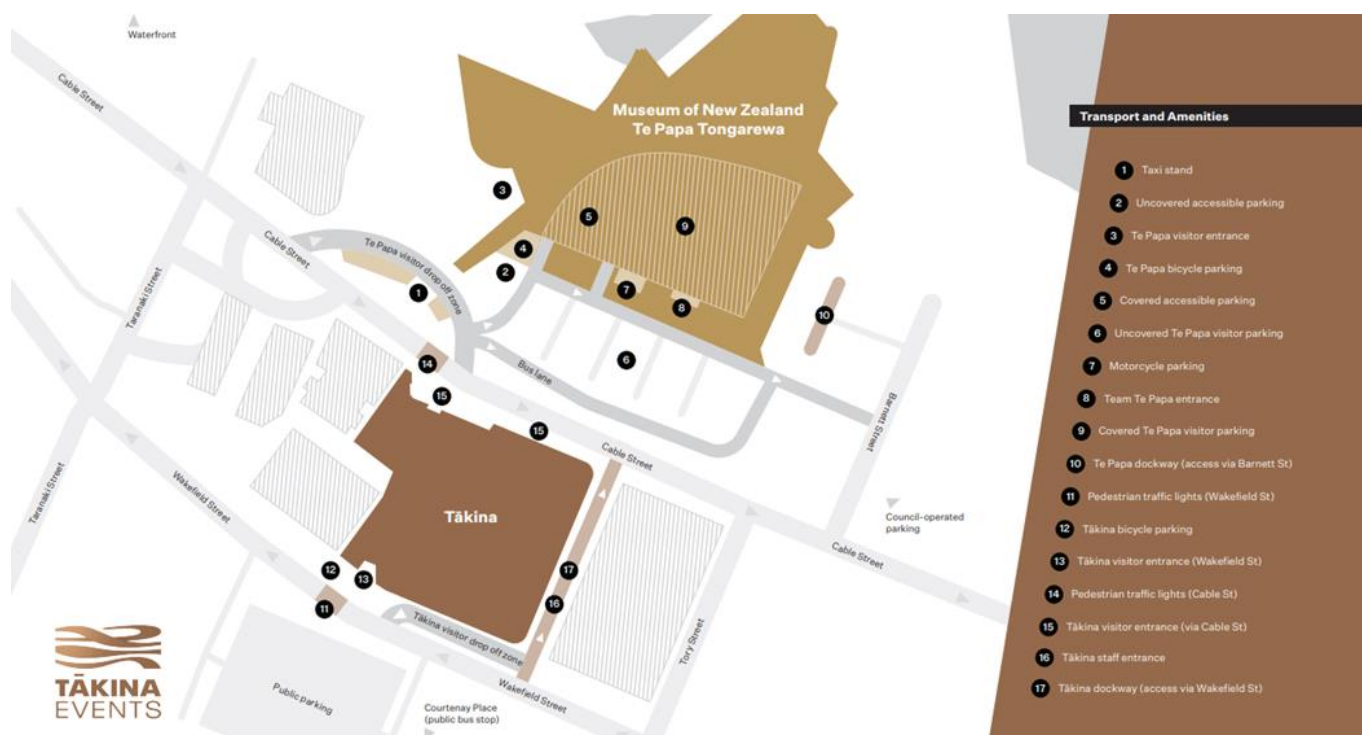
4.8 Car Parking Vouchers – Charged Back

We can issue car parking vouchers for the Te Papa car park should you choose to pay for the parking charges for some of the delegates and/or speakers. The cost will be added to your final invoice. These will need to be requested at least 3 working days ahead of time through your Function Coordinator. Please note, even with the car parking vouchers we are not able to reserve parking spaces. Instead, your account will only be charged for the vouchers that are used.

Please advise your Function Coordinator if you need parking vouchers to be charged back to your account and how many or there is a need to park a vehicle for longer than 24 hours (at Te Papa car park only) otherwise it will get towed or clamped at the owner's expense.

5. Building Access

There are three different public entrances to get into Tākina, with two entrances on Cable Street and one entrance on Wakefield Street



Guests can enter from any of the three entry points (please refer to the above map, specifically markers 13 and 15).

Clients are only permitted access to the building at times agreed ahead of time with the Function or Audio-Visual Coordinator. General access during the event must be through the Tākina public entranceways (on Cable or Wakefield Street). Please refer to Section 42 Pack In and Pack Out for information about access on dedicated pack-in/out days.

All access times are based on the signed contract. Speak to your Function Coordinator if you require access outside your contracted times. Tākina Events cannot guarantee all special access requests will be accepted and additional charges might apply depending on final requirements.

If you need to arrange a time to visit the facility in the months leading up to your event you can do this via your Function Coordinator. Tākina event spaces are not able to be accessed outside of your booked times so any site visits need to be pre-arranged.

If you want access to your venue space the day before your event and you have not paid for a dedicated pack-in day, then this is subject to the availability of the venue space and a staff member to accompany you on site. If there is availability for this, you are only permitted to drop a small number of items or have a site visit but no set up is to occur unless a pack-in day is booked and charged for.

6. Accessibility

The event organiser is responsible for advising Tākina Events of any attendees that are using wheelchairs, mobility scooters and anything a-like for evacuation purposes. Tākina Events is committed to providing for any accessibility needs but we will need prior notice to make sure of requirements.

Click [here](#) for more information about facilities and accessibility at Tākina.

Certified assistance dogs have the right to access Tākina when assisting a disabled person. Please ensure the dog wears the appropriate coat and carries a valid ID card. Please refer to Section 8 Animals for more information.

7. Aisle space

Floorplans and set ups require a minimum egress width of 850cm for spaces with more than 50 people. If less than 50 people are to be within the space, a minimum egress width of 700cm is required.

Access to emergency exits must not be obstructed and any objects doing so will be removed.

8. Animals

Approval is required from Tākina Events before bringing in any animals, including domestic pets, living animals and deceased animals. Please note that if approved, all animals must be appropriately retained and cared for during your event. Other conditions will apply depending on the specific situation.

Certified assistance dogs have the right to access Tākina when assisting a person with a disability. Please ensure the dog wears the appropriate coat and carries a valid ID card.

Please seek approval / discuss any questions you have with your Function Coordinator.

9. Announcement / Audio Systems

Tākina has built-in ceiling speakers located throughout the venue with the ability to programme selectable coverage across both front of house (FOH) and back of house (BOH) areas.

This is available for the provision of light background music (BGM), to make verbal announcements or play bells/chimes throughout the foyer spaces to signify the start of the next conferencing session or planned event activity.

There is the ability to connect customer-provided devices into the system. Please discuss available options with your allocated AV and/or Functions Coordinator.

9.1 Assisted Listening System

Tākina has an Assisted Listening System which can be used by attendees requiring assistance with hearing during events.

Users can use their own device to connect to the system by connecting to the Assisted Listening Wi-Fi network and downloading the 'Williams AV' application (Available for IOS and Android).

Alternatively, a limited number of portable (Wavecast) devices can be provided upon request along with basic 3.5mm plug-in headphones. Attendees are welcome to use their own headphones. For instructions and booking details please contact your AV Coordinator.

10. Audio Visual

Tākina Events boasts an experienced and professional audio-visual event services department which can facilitate a range of exclusive technical production resource and provide support services throughout your eventing journey.

The Plenary Halls and Meeting Rooms located on Level 1 and Level 2 at Tākina feature permanently installed, user friendly and intuitive audio-visual systems allowing for ease of use, quality, and reliability without the labour resource associated to install, test, and remove it on a per event basis.

This includes networked and integrated AV systems, including laser projectors, motorised projection screens, audio reinforcement (PA's), and microphones. This equipment is included within the venue rental hire agreement therefore is commonly referred to as 'Standard AV Inclusions'.

Recommended presentation lighting and staging is available to book on your event at an additional cost.

Hybrid and virtual technology solutions are available and our friendly team of AV Coordinators will be happy to discuss these with you.

For any queries, please don't hesitate to contact the Audio-Visual Event Services Team at

AVECTeam@Takinaevents.co.nz

For a more detailed overview of available AV technology for your event, please refer to our 'Audio-Visual Systems at Tākina' document [here](#). Please note that AV requirements must be communicated 10 working days prior to your event.

Unless provided by an approved AV supplier, if you intend to use your own equipment on the day, all equipment will require approval from Tākina Events. Approval is required at least 14 days prior to the event and may be subject to an inspection to ensure the equipment adheres to Tākina brand expectations and health and safety requirements. Any Radio Frequency dependant microphones and associated frequency ranges need to be provided by customers and external AV suppliers to ensure frequencies are available.

Please refer to Section 50 for Rigging, Section 25.1 for Staging and Section 27 for Floor Plans and CAD Plans.

10.1 External AV Suppliers

There will be a charge applied when working with an external audio-visual supplier and externals may need to be inducted prior to your event.

Please advise your AV Coordinator if you will be using an external supplier for audio-visual services to determine arrangements.

11. Balloons

No Balloons permitted within Takina Convention Centre.

12. Brochures

Distribution of brochures and advertising material is limited to your designated hired event area, registration area or exhibitor stand. Approval is required prior to distributing material at Tākina, please

liaise with your Function Coordinator if you intend to distribute brochures, books, videos, or other advertising material at your event.

Note that any offensive material may not be approved for distribution.

13. Building Restrictions and Care

Tākina is a world-class venue so please support us in treating it with care throughout your events. If you have any questions regarding the below, please discuss these with your Function Coordinator.

It is prohibited to nail, screw, staple, put pins or holes into any wall, door, window, or other parts of the building. Gaffer tape, double sided tape, Velcro or other adhesives are not to be used on any walls. A penalty charge will apply to the event's account for any damage caused. Please refer to Section 13.3 Floor Markings for suitable options for any floor markings including event-specific decals.

The large, floor-ceiling adjustable walls located in Plenary Hall 1 and Plenary Hall 2 which can be moved to reconfigure spaces are not to be adjusted by event organisers or guests. This should be done by select Tākina Events team members only otherwise you will be liable for any damage caused.

Bubble machines, diffusers, and anything other than LED lighting are also prohibited. Approval is required from Tākina Events prior to bringing any large pieces of equipment over 2m x 2m and/or exceeding 300kgs.

We would also appreciate if all exhibitors could take note of our suggestions for sustainability under Section 61 Sustainability.

13.1 Carpet

Please take care in all carpeted areas of Tākina to avoid damage. If damage occurs during your event, charges will apply to cover additional cleaning or carpet replacement if required.

13.2 Floor Fixing

To avoid damaging the building, bolts and other methods of floor fixing are prohibited at Tākina.

13.3 Floor Markings

Any decals and tape used at Tākina must be low task adhesive and produced by a reputable supplier. While they should be suitable to hold in place for the duration of the event, they must also be easily removable. Costs will be incurred for any damage to the floors and carpet in addition to any additional cleaning required to remove floor markings.

13.4 Damages

The event account is responsible for damage to the property that is caused by its employees, contractors, sub-contractors, service providers and exhibitors during an event. A review of any damage will be completed to determine the responsible party and subsequently any charges associated with the damage will be forwarded to the event account holder.

14. Cashless Venue

Tākina Events offers cashless bar services at all events to deliver a more efficient service. Please ensure you notify guests before arriving on site that they are not able to use cash at any bar facilities.

15. Ceiling Heights

The ceiling heights vary throughout the venue. A full list of heights is provided in [Appendix B](#). The following table includes key areas for event planning.

Location	Usable ceiling height (mm)	Notes
Level 0 Ground Floor Foyer	5,400	To underside of ceiling fins
Level 0 Exhibition Gallery	5,400	To the underside of ceiling troffers
Level 0 Loading Dock	4,350	The usable height in the Loading Dock varies due to ductwork
Level 0 Loading Dock canopy	5,100	
Level 1 Loading area	5,190	Lowest point 2868, highest point 6025, drops to 5190
Level 1 Exhibition Hall	5,500	
Level 1 Plenary Hall 1	5,400	To underside of Operable Wall Bulkheads (lowest point in ceiling space). The ceiling troffers in each part of Plenary 1 are approximately 5,500 above floor level.
Level 1 Meeting Room 1A	5,500	
Level 1 Meeting Room 1B & 1C	3600	
Mezz Level	2,400	
Level 2 Loading area	2,695	
Level 2 Gallery	6,930	
Level 2 Plenary Hall 2	6,900	To underside of Operable Wall Bulkheads (lowest point in ceiling space). The ceiling troffers in each part of Plenary 2 are approximately 7,000 above floor level.
Level 2 Meeting Room 2A	6,900	

16. Children

Children under the age of 15 years must be under the supervision of an adult whilst at the venue. Please note that children must not enter the Dockway area at any time.

17. Cleaning

Tākina Events will provide cleaning services for the hired space following your event. However, please note that cleaning provided will be for the building (e.g. aisles, foyers, and bathrooms), and excludes any exhibitor stands.

Any special cleaning required beyond the standard room cleaning service will be charged at an additional cost. Similarly, the cost of any excess waste removal required will be passed on to the event organiser (also refer to Section 42.1 Pack In).

Event organisers and any exhibitors are responsible for keeping their space clean and tidy throughout the event. Please discuss this with your Function Coordinator if you have any questions.

18. Client Feedback

Tākina Events will send a survey following your event to allow you to provide feedback and enable Tākina to enhance the service we provide.

We welcome the opportunity for clients to debrief with their Function Coordinator. Please let us know if you'd like to schedule a feedback session.

19. Contractors

19.1 Contractor Induction

All contractors / sub-contractors must complete the Tākina induction prior to event pack in including the emergency procedures. Your Function Coordinator or AV Coordinator will provide you with the induction documents on request and schedule an on-site induction if required.

It is the responsibility of the event organiser to provide their Contractors with the induction information, ensure its completion, and submit it back to the Function Coordinator or AV Coordinator. Tākina Events will manage induction of Contractors engaged by the Tākina Events team only.

Contractors shall only undertake work where they have the skills, experience, or competency to do so. The level of training provided will depend on the hazards and risks of the workplace and the tasks and activities required to be performed by the individual.

Refer to Section 34.7 for general Induction requirements including exhibitor induction.

19.2 Contractor Code of Conduct

Contractors must always abide by the following Code of Conduct while working at Tākina:

- Comply with all laws, regulations, standards, codes, statutory licenses, and other legislative requirements which apply to our operations.
- Comply with all Tākina Health and Safety policies and take all practical steps to identify, reduce or eliminate risk and exercise a primary duty of care with respect to workers and visitors wherever work activities are conducted.
- Behave in a responsible, respectful, and professional manner at all times.
- Maintain good work practices and housekeeping while on the premises.
- Be trained and competent and fit to perform the work being done.
- Smoking is prohibited in all areas of the Tākina building as well as on the sidewalk outside the building. Use of all types of electronic smoking devices inside the building are also prohibited.

20. Customer Service at the Venue

There is no physical Customer Service desk at Tākina however you will be provided with a key contact for the day to meet you and ensure any questions you have will be answered.

We can provide you with a dressed trestle table to use as a registration desk for your event. However, please note that these will need to be included in your floor plans. Please speak to your Function Coordinator for more information.

21. Dockway

The Tākina Dockway is one-way access only with the entrance at 217 Wakefield Street. Please refer to the map below (specifically markers 16 and 17) or [Google map](#). Access is not available from Cable Street. Please note that the Tākina Dockway is not a general access way.

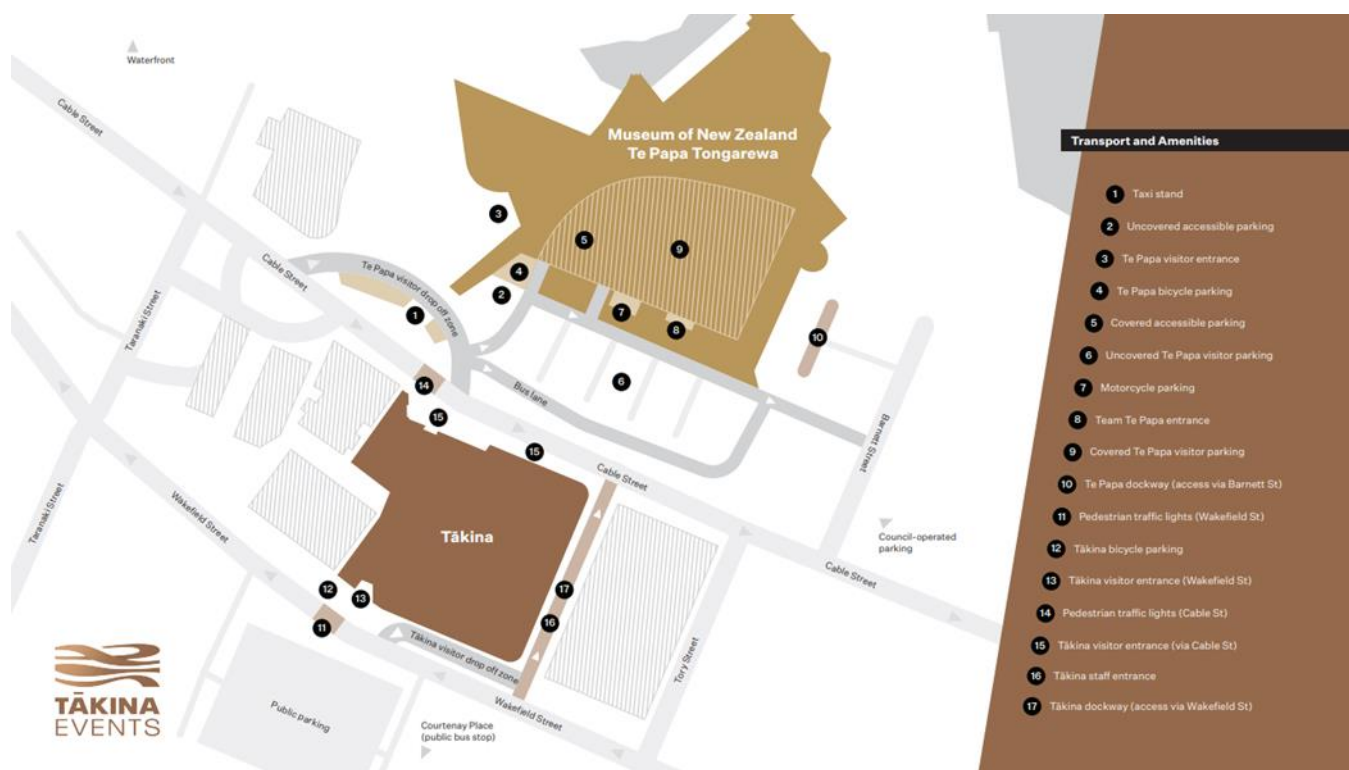
The Dockway is open between 8am to 4pm, Monday to Friday. Any weekend access must be pre-arranged with your Function Coordinator and may have additional charges.

The laneway is 7m across and has a height restriction for vehicles using the Dockway of 5.1m. It has been designed to accommodate a wide range of vehicles including semi-trailers (assuming up to 19m) and B-Trains (20m). There is also allowance for a HPMV B-Train at 23m to affect a turn into and out of the laneway. The width of the laneway allows passing space whilst vehicles are parked along one side.

The speed limit in the Tākina Dockway is 10 KM per hour.

Appropriate footwear must be always worn when accessing the Dockway (i.e. no open toed footwear).

Please advise your Function Coordinator if you require loading in a vehicle to the building. Your Function Coordinator will provide further information and discuss protocols and rules around vehicle placement.



21.1 Deliveries

All large and heavy equipment and deliveries must be brought through Tākina Dockway and not via the public entrances. To ensure deliveries are directed to the correct location, packages must have the Tākina Events Delivery Form ([See Appendix D](#)) attached, which includes the following details:

- Tākina Dockway
- Name & Date of the Event
- Sender Details including Exhibitor Company name and stand number (if applicable)
- Box number and number of items (i.e. box 1 of 3)

Deliveries will be accepted during the Dockway opening hours of 8am to 4pm, Monday to Friday, however Tākina Events can only receive packages 48 hours prior to the event.

While Tākina Events may sign for a package, Tākina Events takes no responsibility for any lost, stolen, or damaged items.

All small and can easily be carried safely items can be brought to Tākina via the public entrances during your contracted event times (refer to Section 5 for Building Access) or the Dockway during a pack in or pack out day (refer to Section 42 for Pack In and Pack Out information).

Tākina Events does not offer courier services. It is the responsibility of the sender to arrange courier delivery/pick up and ensure all required documents are attached to the items (including documentation for international sending). All items to be picked up must be clearly labelled and left at the Tākina Dockway with a completed Trade Exhibitors Outgoing Courier Form within 1 working day ([See Appendix E](#)).

21.2 Dockway Access

Access to the Dockway is only available during scheduled pack in / pack out by clients, exhibitors, external suppliers, or inducted contractors. All times must be pre-arranged with your Function Coordinator or Audio-Visual Coordinator ahead of your event. If anyone from your event arrives to the Tākina Dockway outside of the pre-arranged hours they may not be able to gain access.

Due to local resource consent and location within the CBD, no access is permitted to the Tākina Dockway between 10pm and 7am nightly. Please take this into consideration when planning the pack in and pack out requirements for your event and discuss anything that may be affected by these hours with your Function Coordinator or Audio-Visual Coordinator ahead of time to look at possible options.

21.3 Forklifts, Trolleys, and Pallet Jacks

The Tākina forklift, which has a 2.5 tonne capacity, may only be used by a certified operator with the presence of spotter both with the correct personal protection equipment. Forklift use is limited to Contractors or another individual with prior consent.

The forklift must be booked in advance and is allocated on a first in, first served basis. Please discuss this with your Function Coordinator to book ahead of your event.

Tākina also has different sizes of trolleys and pallet jacks available. Anyone packing in from the loading Dockway is welcome to use these subject to availability on the day. Please note that trolleys and pallet jacks are in high demand and therefore must be unloaded and returned to the Dockway as soon as possible.

21.4 Dockway Traffic and Parking

When dropping items off at the Dockway you must not leave any vehicles unattended.

There is no carparking available in the Dockway area. You must unload your vehicle and then immediately move your vehicle out of the Dockway area.

22. Doors

The following table outlines the doors which provide a pathway from the service lane through to the main areas of the venue. A full list of doors can be found in [Appendix A](#).

The venue has large removable walls / doors throughout the venue which can be moved to reconfigure spaces. Please do not attempt to adjust these walls. This should be done by select Tākina Events team members only and you will be liable for any damage caused.

Ground Level

Door Location	Dimensions W x H (mm)	Notes
L0 Loading dock door 1 & 2	6,000 x 3,600	Size for each roller door
L0 Loading dock to Expo space	3,521 x 3,000	
L0 Loading Dock to foyer	1,820 x 2,358	
L0 Foyer to Exhibition Hall	3,521 x 2,400	
L0 Main entry Cable St West	1,500 x 2,400	
L0 Main entry Cable St West	1,500 x 2,400	
L0 Main entry Wakefield St	1,500 x 2,750	
L0 Main Entry Wakefield St (internal)	1,500 x 2,400	

Level 1

Door Location	Dimensions W x H (mm)	Notes
L1 Goods lift / loading area to BOH corridor	1,520 x 2,370 1,520 x 2,100	
L1 Goods lift / loading area to Exhibition Hall	2,500 x 2,955	
L1 Exhibition area to Plenary area	1,820 x 2,358	3 sets of doors
L1 Exhibition area to Car Lift foyer	3,100 x 2,955	

Level 2

Door Location	Dimensions W x H (mm)	Notes
L2 Goods lift lobby to corridor (to plenary)	1,520 x 2,380	
L2 Gallery to Terrace balcony	2,400 x 2,400	
L2 Gallery to Plenary Hall 2	1,970 x 2,958	One door is slightly narrower
L2 Car lift foyer to Gallery	1,420 x 2,358	
L2 Car lift foyer to Plenary (sliding wall)	3,416 x 2,958	
L2 Car lift foyer to Plenary (door)	1,520 x 2,358	

23. Dressing Rooms

Tākina can provide dressing rooms, however these are subject to availability. Please discuss with your Function Coordinator for more information and availability for your event.

24. Electrical Connections

Below are details around the available internal and external electrical connections at Tākina.

If you require more information or advice for event related electrical connections, please discuss with your allocated Audio-Visual Coordinator.

Note that anyone performing maintenance, wiring, or fitting work must be appropriately certified before beginning work. Please review Section 29 Forms and Permits to determine other requirements.

Please also refer to Section 34.10 Testing and Tagging of Electrical Equipment.

24.1 Internal Power

Access to power is available throughout Tākina via a combination of floor boxes, wall mounted outlets and ceiling power providing flexibility to where you draw your power.

In addition to the range of locations power can be accessed, there is a range of power draw options available including:

- Standard 10amp outlets
- 15 and 20 amp outlets
- 32 amp single and 3 phase
- 63 amp three phase
- Power lock, for when significant power draw is required

Key

Outlet Name	Contents
Floor Box Type 1	4 x power outlets, 4 x network data outlets
Floor Box Type 2	2 x 32a 3 phase outlets
Floor Box Type 3	Standard power, data and AV links to wall panels
Wall Box Type 1A & 2C	2 x double 10amp outlets
Wall Box Type 2A & 2B	2 x double 10amp outlets + 1 x 32amp 3 phase outlet)

Level 0

Area	Low level outlets	Ceiling based outlets
Ground Floor Exhibition	• 9 x Floor Boxes (Type 1) • 10 x Wall Boxes (Type 1A) • 2 x 32A three phase outlets	• 18 x quad general 10amp outlets • 1 x 63A three phase outlet

Level 1

Area	Low level outlets	Ceiling based outlets
Exhibition Hall	• 9 x Floor Boxes (Type 1) • 5 x Floor Boxes (Type 2) • 3 x Floor Boxes (Type 4) • 3 x Wall boxes (Type 2C)	• 16 x quad general 10amp outlets
Meeting Room 1A	• 2 x Floor Boxes (Type 3) • 6 x general 10amp outlets • 1 x 15A single phase outlet (intended for sound desk) • 2 x 32A single phase outlet	• Nil
Meeting Room 1B	• 2 x Floor Boxes (Type 3) • 4 x general 10amp outlets • 15A single phase outlet (intended for sound desk)	• Nil
Meeting Room 1C	• 2 x Floor Boxes (Type 3) • 7 x general 10amp outlets • 15A single phase outlet (intended for sound desk) • 20A single phase outlet	• Nil
Plenary Hall (Whole Hall)	• 6 x Wall Boxes (Type 2A) • 12 x general 10amp outlets • 1 x 63A three phase outlet	• 6 x quad GPO • 6 x 32A three phase outlet

Area	Low level outlets	Ceiling based outlets
	• 1 x Power Lock 1 250A	

When the Level 1 Plenary Hall space is split with operatable walls, the power supply is split as follows:

Area	Low level outlets	Ceiling based outlets
Plenary 1.10a	• 2 x Wall Boxes (Type 2A)	• 2 x 32A three phase outlet
Plenary 1.10b	• 2 x Wall Boxes (Type 2A)	• 2 x 32A three phase outlet
Plenary 1.10c	• 2 x Wall Boxes (Type 2A) • 1 x 63A three phase outlet • 1 x Power Lock 1 250A	• 2 x 32A three phase outlet

Level 2

Area	Low level outlets	Ceiling based outlets
Gallery (Pre-Function Space)	• 2 x Floor Box (Type 1) • 1 x Floor Box (Type 2) • 2 x Wall Boxes (Type 2C) • 10 x double 10amp outlets	• 9 x quad general use 10amp outlets
Meeting Room 2A	• 2 x Floor Boxes (Type 3) • 6 x double 10amp outlets • 15A single phase outlet (intended for sound desk) • 2 x 32A single phase outlet	• Nil
Plenary Hall 2.10 (Level 2)	• 2 x Floor Boxes (Type 1) • 2 x Floor Boxes (Type 2) • 8 x Wall Boxes (Type 2A) • 13 x double 10amp outlets • 1 x 63A three phase outlet • 1 x 400A Power Lock 2	• 12 x quad general use 10amp outlets • 6 x 32A three phase outlet

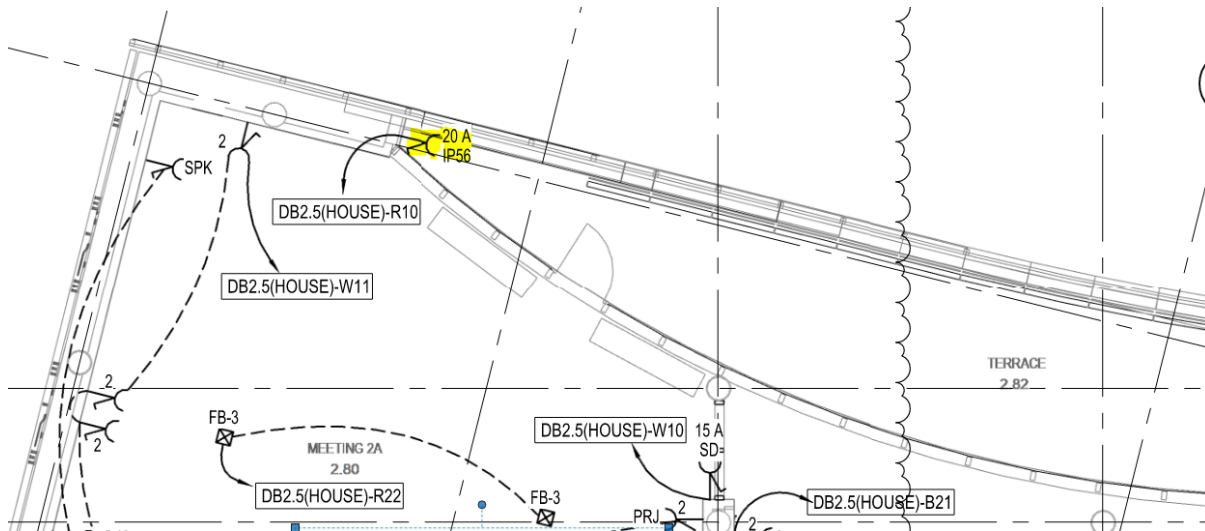
When the Level 2 Plenary Hall space is split via the operable walls, the power supply is split as follows:

Area	Low level outlets	Ceiling based outlets
Plenary 2.10a	• 2 x Wall Boxes (Type 2A)	• 1 x 32A three phase outlet
Plenary 2.10b	• 1 x Floor Box (Type 1) • 1 x Floor Box (Type 2) • 1 x Wall Boxes (Type 2A)	• 1 x 32A three phase outlet
Plenary 2.10c (Level 2)	• 2 x Wall Boxes (Type 2A) • 1 x 63A three phase outlet • 1 x 400A Power Lock	• 1 x 32A three phase outlet
Plenary 2.10d	• 2 x Wall Boxes (Type 2A)	• 1 x 32A three phase outlet
Plenary 2.10e	• 1 x Floor Box (Type 1) • 1 x Floor Box (Type 2) • 1 x Wall Box (Type 2A)	• 1 x 32A three phase outlet
Plenary 2.10f	• 1 x Wall Box (Type 2A)	• 1 x 32A three phase outlet

24.2 External Power

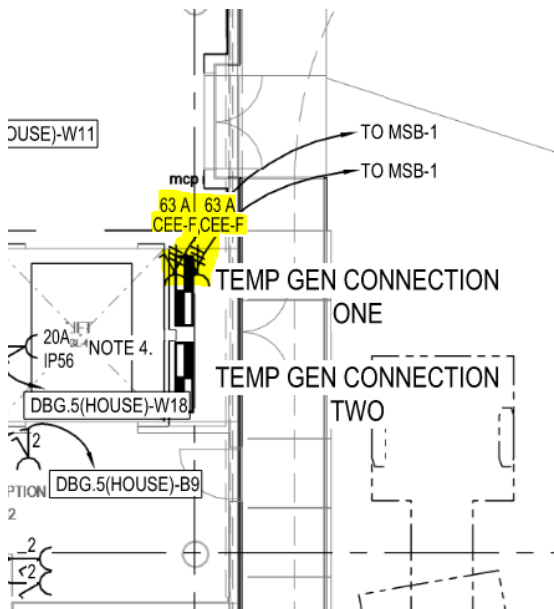
Level 2 Terrace

A 20-amp power outlet is available on the Level 2 Terrace, as marked on the diagram below.



Dockway Laneway | Service Lane

If power is required in the laneway 2 x 63A CEE-Form outlets are available in the temporary generator connection cupboard (access from Laneway). Refer to the diagram below for the location.



Additional Power with Generators

The centre does not have a permanent standby generator onsite however there is infrastructure available for events that wish to provide their own generator. This would need to be in the service laneway.

There are 2 temporary generator connection points located in the generator cupboard accessed from the laneway. The building loads are split between base build and exhibition loads. The temporary generator connection points allow the user to run half or all of the building load on generator(s). We anticipate this may be useful for events that would be of high load to avoid overloading the mains. The changeover between generator and mains is a manual process.

Diagrams are available on request to show the layout and a cable path for cable runs from each level of the centre back to the laneway (i.e. for outside broadcast use).

25. Equipment

Tākina Events provides a limited amount of equipment onsite for your event. This includes coatracks, tables, chairs, and standard catering setups such as buffet stations and tea/coffee stations. Please speak to your Function Coordinator if you wish to discuss any other equipment needs that you may have.

Additional equipment, such as bar leaners, dance floors, full length black or white damask table cloths and black napkins can be hired at an additional cost. Please speak to your Function Coordinator for more information.

Any items that we do not have available will need to be hired in externally for your event. Please talk to your Function Coordinator if you need any company suggestions.

25.1 Staging

Staging is available to book for your event at an additional cost. Please refer to the [Audio-Visual Systems at Tākina](#) guide for stage sizes and prices per space and discuss with your Audio-Visual Coordinator for more information.

Tākina Events requests that all requirements regarding staging are communicated a minimum **21 working days** prior to the event start date and that final requirements are confirmed a minimum **10 working days** prior to the event start date.

25.2 Exhibitor Guide Equipment Dimensions

Equipment Type	Standard Equipment Size
Trestle tables	1800 x 600mm
Oval	1600 x 2200mm
Chairs	510mm W x 570mm D
Buffet Station	5m x 3m (this includes clearance space)
Tea and Coffee Station	2m x 1m
AV Operating Positions	<i>Discuss with your AV Coordinator</i>
Stages	<i>Refer to Section 25.1</i>

26. Floor Loading

Tākina has been designed to accommodate event infrastructure of varied weights. Whilst the venue can withstand heavy loads, there are considerations that must be considered when planning your event.

The following table provides the weight limitations for each section of the building. Please note that on Level 1 and Level 2, there are areas around the side of the exhibition / foyer spaces that will be lower weight ratings. Please discuss with your Function Coordinator for more information.

Tākina Events must approve all heavy equipment before it is loaded into the venue. If you are unsure about floor loading capacity please consult with your Function Coordinator in advance.

Space	Floor Rating (Distributed / Concentrated)
L0 Foyer	5KPa / 31kN
L0 Expo Space	7.5KPa / 31kN
L1 Exhibition Hall	5KPa / 20kN (main area only, not to side or around meeting rooms)
L1 Plenary	5KPa / 20kN
L2 Gallery	5KPa / 20kN (main area only, not to side or around meeting rooms)
L2 Plenary	5KPa / 20kN

For reference, the following conversion factors have been used when calculating these weight limits:

5kPa	500kg/m ²
7.5kPa	750kg/m ²
31kN	3.1T
20kN	2.0T

The following design considerations must be accounted for in your infrastructure design:

- Maximum concentrated point loads are to be spread over minimum 200 x 200 mm (40,000mm²). Contact area of lower loads may be pro-rated down to a minimum of 100mm x 100mm. Plywood or similar can be used to spread the load over a larger area.
- Each area within the building is split by bays of approximately 9.5m x 9.6m, please request the site plan from your Function Coordinator for details of the layout. This should be used when considering the maximum load within each floor area bay.
- Multiple concentrated loads are allowed per bay as long as their average pressure does not exceed the maximum distributed value.

To assist in interpreting the load limits the following examples have been provided to illustrate the application of the load limits:

Example 1: One 3 tonne (30kn) car (5m long x 2m wide) in the 5kpa / 20kn zone

- **Concentrated load check**
 - Concentrated load = 30kn / 4 wheels = 7.5kn. This is less than 20kn so okay.
 - Pressure area required is $40000 \times 7.5/20 = 15,000\text{mm}^2$ i.e. 120mm x 120mm. Typical tire contact area is ~200mm x 200mm ok*.
 - Note: check assumptions of equal force on wheels and tire contact area with supplier if close (within 50%) to critical.
- **Distributed load check**
 - Distributed load = $3t (30kn) / (5.5m \times 2m) = 1.8kpa$ okay as less than 5kpa.

Example 2: Two 2 tonne (20kn) statues in the 5kpa / 31kn zone

- **Concentrated load check**
 - Concentrated load = 20kn this is less than 30kn so okay**.
 - Pressure area required is $40000 \times 20/30 = 26,000\text{mm}^2$ i.e. 170mm x 170mm. Base to be minimum 170mm x 170mm**.
- **Distributed load check**
 - Statues need to be spread apart such that their weight averages to less than 5kpa. $20kn / 5kpa = 6m^2$ or 2.45m x 2.45m square.
 - Statues need to be spaced no closer than 2.45m apart.

****for heavy or tall objects which may pose a hazard to the public of falling over during a seismic event, it is recommended that a specific engineering assessment be carried out to check if specific fixings / bracing is required.**

27. Floor Plans and CAD Plans

Please ensure you provide your detailed floor plans to your Function Coordinator prior to the event to allow time for review in accordance with Tākina's health and safety requirements.

Layer-able PDF documents and CAD files of the venue spaces can be requested from your Function Coordinator or Audio-Visual Coordinator. Due to the file size of the CAD Plans an online file transfer platform is the preferred option for sending.

If changes are required following approval please advise your Function Coordinator for approval.

28. Food & Beverage

All catering services are provided in house with our mission being to nourish people and ideas with local, sustainable, and delicious cuisine. Please note that all food and beverages must be consumed within the hired venue space.

Our team is here to make sure everything runs smoothly on the day. With friendly and experienced staff on hand, you can be confident service will flow from start to finish. We provide sustenance by cultivating a thriving, vibrant and diverse hospitality industry, nurturing Mana Taonga and Aotearoa New Zealand culture, and treasuring our environment and local produce.

28.1 Alcohol

Tākina Events holds an on-license liquor license for Level 1 and Level 2 of the venue and is therefore authorised to sell and supply alcoholic beverages within the contracted service times agreed with Tākina Events.

If required, Tākina Events can also supply alcohol on the ground floor, please speak to your Function Coordinator if this is required. Please note that consumption of alcohol on the Tāwhirimātea Balcony is prohibited for health and safety reasons.

Tākina Events reserves the right for the supply of all alcoholic beverages and all beverages must be purchased and consumed within the hired venue space. Off-premise alcohol is not permitted.

Alcoholic beverages are not to be served / given to individuals under the age of 18 and identification may be requested in order to verify age.

28.2 Cooking at the Venue

As items / equipment that produce open flames and extreme heat are prohibited in the event spaces, live cooking demonstrations cannot take place during your event at Tākina.

28.3 Dietary Requirements

Our menus include good selections to cater for standard dietary requirements. Please talk to your Function Coordinator at least 21 working days prior to the event should there be any requests for special dietary meals or bespoke special menus to arrange with our kitchen team prior to the event.

Note that our in-house catering team will aim to cater for any medical or religious dietary requirements however we do not cater for any lifestyle choices (e.g. diets like paleo, keto etc) or personal preferences. All of our meats are halal except for pork.

28.4 Food Safety

Tākina Events enforces strict food safety procedures to ensure quality and safety for both guests and staff.

If food sampling is to occur at your event, appropriate food handling and hygiene procedures must be practiced. Details of the ingredients and any allergens in food samples must be displayed or be made available upon request.

28.5 Commercially Produced Food / Beverage

Approval from Tākina Events is required before bringing commercially produced food and/or beverage items that are not wrapped (for sale or sample) including coffee machines, cakes, sandwiches etc. Please discuss this with your Function Coordinator.

Commercially produced food items that are wrapped, such as lollies, chocolates and muesli bars are permitted without approval.

Details of ingredients must be displayed for all approved items including any allergens.

28.6 Barista Coffee Carts

Tākina Events does not provide barista coffee carts for your event. Event organisers and exhibitors are welcome to bring an external coffee cart provider following the below guidance:

- All pack-in and pack-out times must be agreed with your Function Coordinator.
- All equipment must be PAT tested within the last 12 months (refer to Section 34.10)
- A mat must be used behind the machine.
- The provider must bring their own takeaway cups for service.
- The provider must provide their own baristas.
- The provider must provide their own fridges.
- If there is any mess left on the carpet/floor afterwards a cleaning fee will be charged.

Please ensure you notify your Function Coordinator if you or any of your exhibitors have intentions to bring in a coffee cart.

For external coffee cart requiring power supplies, refer to Section 24 or confirm these with your Function Coordinator. Tākina has limited areas with 3 phase power. Additionally, you will need to bring all your own supplies and equipment.

28.7 Menus

Ideas, like people, need nourishing. Our chefs create menus designed to feed ideas and creativity giving your guests a taste of Aotearoa's provenance, culture, and talent.

Click [here](#) to see our current food and beverage menus.

29. Forms and Permits

The below categories of work require that a permit is obtained in advance and/or that certain requirements and procedures are followed. If undertaking work in these categories, Contractors must have signed approval before undertaking the work.

Note that this process may require completion of a specific form or submission of a safety plan and risk assessment. Various standard forms, such as for hazardous work, can be found at [Worksafe](#).

Please enquire with the Manager Health and Safety at Te Papa for more information, forms, and any other requirements for completion, unless noted otherwise below.

These include:

- Working in confined spaces
- Crane works
- Cars or vehicles
- Animals (enquire with Function Coordinator)
- Large pieces of equipment over 2m x 2m and / or 300kgs
- Weapons / other equipment that may cause harm
- Commercially produced food and/or beverage items that are not wrapped (for sale or sample) including coffee machines, cakes, sandwiches etc (enquire with Function Coordinator)
- Scaffolding above 5m
- Hot work / welding
- Elevated work platforms and working at heights
- Excavations / Trenching
- Working with asbestos
- Work requiring lockout procedures
- Powder actuated handheld fastening tools
- Isolation of smoke detection systems / haze
- High voltage work
- Working with hazardous chemicals
- Work requiring traffic control or management
- Equipment or containers holding liquid over 100 litres in capacity
- Medical grade oxygen tanks
- Untreated plants
- Isolation of Services.

30. Gambling

Tākina Events do not have a gambling license. Consequently, any form of gambling is not permitted on the premises. For events involving competitive aspects, proper licensing and adherence to the statutory regulations of New Zealand are mandatory.

Note that under the Auctioneers Act, auctions can only be carried out by registered auctioneers.

31. Goods Lifts

The venue has one general purpose goods lifts available for event organisers which is accessed from the loading dock and services each level. There is also a large goods lift (car lift) which can be accessed directly from the service lane and stops at both level 1 and level 2.

The Goods Lift and Car Lift must be booked ahead of time and will be booked on a first come, first served basis. Please liaise with your Function Coordinator to book the lifts.

Load capacities must be observed when using the lifts to prevent damage. Please clarify with Tākina staff if you are not sure how to proceed.

Lift	Door dimensions	Internal lift dimensions	Load capacity
Goods Lift 2 (GL-2)	1700 x 2700	1700 wide x 2400 deep, 2.8m high	2000 kg
Car Lift (GL-1)	3000 x 3000	3000 wide x 6300 deep, 3.1m high	5500 kg

32. Hanging Objects

Please refer to Section 50 Rigging and Section 56 Signage and Wayfinding for guidelines and specifications around hanging objects.

33. Hazardous Substances

The following items are prohibited to be brought into Tākina:

- Flammable liquids or accelerants (e.g. petrol / diesel)
- Gas cylinders (e.g. CNG / LPG / Helium)

Approval is required from Tākina Events prior to bringing:

- Equipment or containers holding liquid (over 100 litres in capacity).
- Medical grade oxygen tanks

34. Health and Safety

We are committed to ensuring the health, safety, security, and wellbeing of all our teams, visitors to our business and the items and collections that have been placed in our care.

You share this responsibility as the event organiser, delegate, exhibitor, contractor, or volunteer. We ask that as an event organiser you ensure that everyone working at the event maintains the highest standards of safety, always.

All attendees are expected to comply in all respects to the requirements of the Health & Safety Acts, including but not limited to:

- Always follow safety instructions from Tākina staff.
- Fire egress routes must be always kept clear. It is illegal to block emergency exits and the access route to an emergency exit.
- You must not obscure or cover emergency exit signs or store equipment in the fire staircase.

- All fire call points must be kept clear.

34.1 Drugs and Alcohol

Possession, distribution and use of any illegal drugs or alcohol is strictly prohibited at Tākina and will be dealt with in accordance with the appropriate New Zealand Legislation should any issues arise.

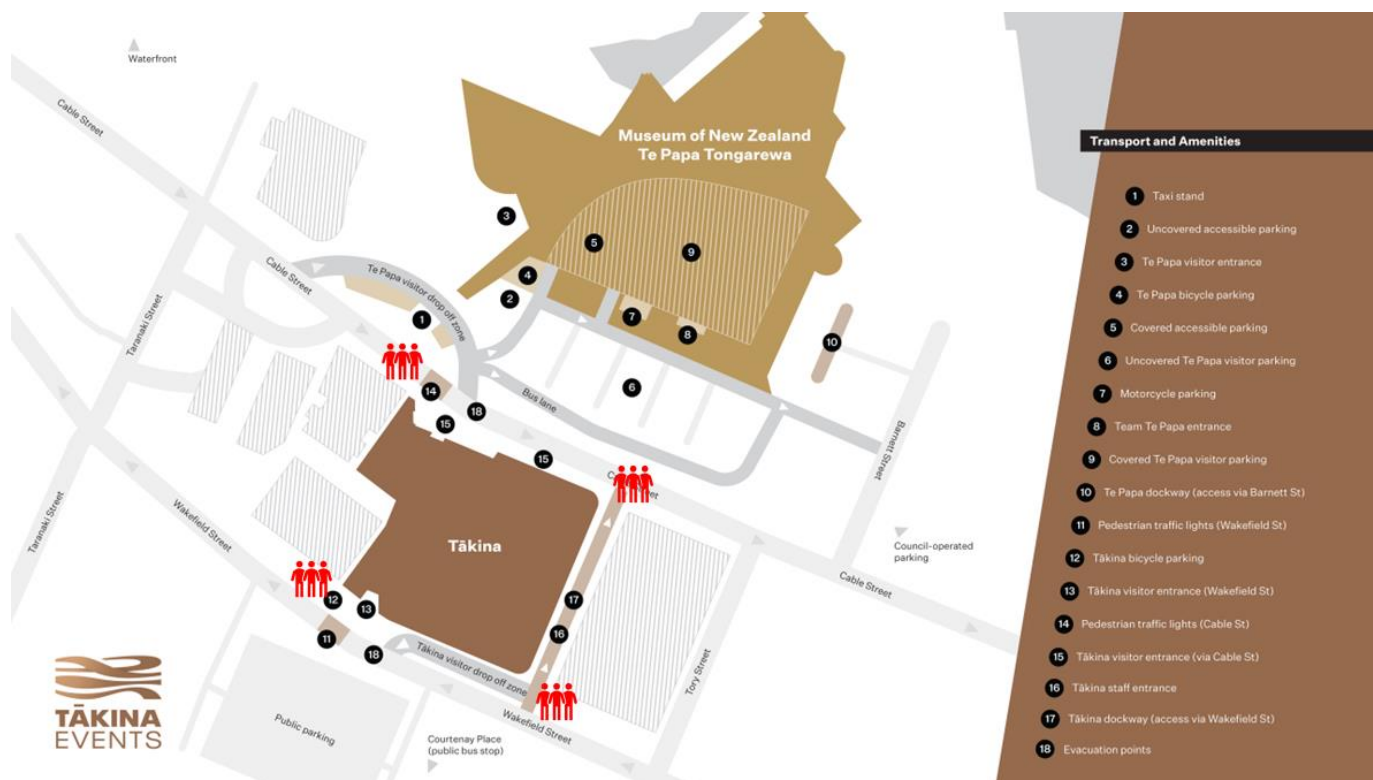
Any persons / organisations working at the venue must ensure that their staff are not under the influence of any alcohol or drugs at all times while on the premises.

34.2 Emergency Procedures

Tākina has an Emergency Evacuation Procedure which is to be followed should a fire, earthquake or any other emergency occur. This procedure is reviewed and updated regularly, and an Emergency Evacuation will be initiated by an audible alarm in the building.

Upon hearing the evacuation alarm:

- Follow any instructions from the Tākina Events' Evacuation Wardens.
- Check that your whole team has evacuated.
- Move to one of the Emergency Assembly Points on Wakefield or Cable St (refer to the map below).
- A senior team member is to report to the Building Warden at the main entrance near the café on the ground floor to advise that your team is clear from where they were working.
- Wait until advised of the "All Clear" by the Building Warden.
- The Tākina Building Warden will wear a red or orange high-vis vest. Other Tākina Events wardens will wear yellow high-vis vests with "Warden" printed on them.



34.3 Emergency Exits

The fire scheme for Tākina has been designed based on the availability of the number of exits for each space. Therefore, the design of any event must not impede on any egress or exit routes. All exits must be always available for use.

34.4 First Aid

There are first aid kits located throughout the venue, in the Dockway, Venues Office and kitchens. Please note that Contractors are responsible for having their own first aid trained personnel and a first aid kit available when working on site.

There is also a first aid room on Level 2 in the southward Parenting Room and one defibrillator on site located on the ground floor near the ticketing area.

Tākina Events have nominated First Aiders to support any first aid incidents during your event. However, in an emergency, immediately call 111, ask for an ambulance and advise the paramedics of the patient's condition. After calling 111, please advise the Tākina Events Supervisor who will support in directing the paramedics to you and provide additional assistance if required.

Please notify a Tākina Events staff member as soon as possible following any instances where first aid treatment is required to allow an incident report to be completed.

34.5 High-Risk Activities

It is crucial that all potentially dangerous activities receive approval from Tākina Events, to reduce risks and ensure safety for all staff and visitors. In seeking approval for these activities, please provide your Function Coordinator with a risk assessment and all other details. This needs to be a priority to ensure all hazards and risks are managed effectively.

Tākina Management and their Contractors must comply with all laws, regulations, standards, codes, statutory licenses, and other legislative requirements which apply to our operations and exercise a primary duty of care with respect to workers and visitors wherever our work activities are conducted. These laws and regulations include:

- Health and Safety at Work Act 2015
- Health and Safety General Risk and Workplace Regulations 2016
- Health and Safety at Work Regulation: Worker Engagement Participation and Representative 2016
- New Zealand approved Codes of Practice

34.6 Incidents

All near misses or incidents must be reported immediately to the Tākina Events Supervisor or a nearby staff member immediately.

34.7 Induction

All event organisers, contractors, sub-contractors, exhibitors, and additional staff must complete the Tākina induction and health and safety documents prior to the event to ensure safety and compliance.

Your Function Coordinator or AV Coordinator will provide you with the induction documents on request and schedule an on-site induction if required.

- Please note that it is the responsibility of the event organiser to distribute exhibitor induction information to all exhibitors and monitor / ensure completion.
- It is the responsibility of the event organiser to provide their Contractors with the induction information, ensure completion, and submit it back to the Function Coordinator or AV Coordinator. Tākina Events will manage induction of Contractors engaged by the Tākina Events team only.

34.8 Personal Protective Equipment (PPE)

Individuals must wear PPE appropriate to the work being carried out on site to minimise health and safety risks. This may include PPE such as steel/composite cap safety boots, gloves, high visibility clothing, eye protection, hearing protection, fall harnesses and safety helmets.

34.9 Risk Assessments

Contractors and event organisers will be required to submit a safety plan and risk assessment for any work being done at Tākina.

ETNZ provide the [Guide to Safe Working Practices in New Zealand Theatre and Entertainment Industries](#), which outlines industry best practice and therefore sets our expectation of event organisers and contractors when working at Tākina. We reserve the right to stop any work at Tākina if a valid health and safety concern arises.

Based on this guide, Tākina Events will require copies of production schedules, floorplans, rigging or weight loadings and job specific risk assessments. Please discuss with the Manager Health and Safety at Te Papa if you have any questions regarding the preparation of Safe Work Method Statements (SWMS) plans.

34.10 Testing and Tagging of Electrical Equipment

All electrical gear must be PAT tested and tagged in accordance with AS/NZS 3760 and all electrical cords must be taped down. This does not include personal mobile phone or laptop chargers provided they are disconnected from the power supply at the end of each day.

Only a licensed electrician shall be able to conduct testing of electrical equipment. If there is no electrical contractor at your event, Tākina Events may perform an inspection and reserve the right to reject any untagged equipment. Charges may apply.

For the safety of all staff and event guests, the following must be avoided:

- Damaged, untagged, out of date, or excessively worn tools or equipment.
- Double adaptors.
- Modified tools or equipment.
- Usage of electrical gear in damp / wet conditions unless the tools are designed for this purpose and can therefore be safely used.
- Overloading of electrical circuits.
- Unsuitable positioning of electrical leads, which may pose safety hazards or risk damage.

34.11 Working at Heights

All working at height activities will be governed by working at heights permits which are to be issued by the Manager Health and Safety at Te Papa for each working at height task.

Where there is potential to fall from one level to another, work activities must be carried out by employees with the appropriate fall prevention and/or protection system to minimise the risk of injuries or incidents. Fall prevention shall be the main objective for working at heights. Where appropriate, safe work areas will be provided by means of work platforms or scaffolds with a safe method of access and egress for working at heights.

Should a safe permanent or temporary work platform not be practicable then a risk assessment shall determine the most effective controls required.

35. Heating and Cooling

The heating, ventilation, and air conditioning (HVAC) systems at Tākina are designed to maintain consistent conditions to maximise the comfort of venue users. The Ground Floor Gallery has been designed with additional humidity controls to be activated as required, ie. where touring exhibitions require specific humidity levels for the integrity of the display items.

The designed set point for each space in the building is 22 degrees Centigrade.

To reduce energy use humidity will not be controlled, except when the humidity control system is activated in the Gallery space. As a result, the space humidity is expected to fluctuate typically between 40-60% RH but could be up to 35% RH to 80% RH.

HVAC services capacities will be designed to maintain target conditions with external doors closed. This will be subject to the rate of change in occupancy numbers, with large changes in occupancy causing temperature shifts outside this range for a period until control is regained.

Plenary spaces are served by multiple systems to align with the doors in their in-place position. When the doors are retracted, the controls have the ability to be set into a single temperature control zone so that the multiple systems act as one.

36. Hot Work / Welding

All hot work and welding at Tākina require that a permit is obtained in advance and may require submission of a safety and risk assessment. Certain requirements and procedures must also be followed.

Hot work undertaken at the centre needs to comply with the New Zealand Code of Practice for Safety in Welding and Cutting, NZS 4781.

Please enquire at the with the Manager Health and Safety at Te Papa for more information.

37. Insurance

The Hirer is responsible for the security of and insurance for any property brought to Tākina which are directly coordinated by the hirer.

Tākina Events require that the Hirer takes out a public liability insurance policy and may request a copy of the insurance policy however please review your event specific terms and conditions.

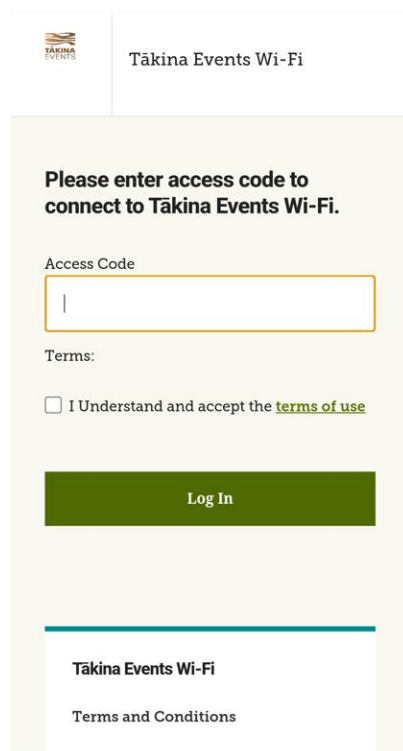
All exhibitors and contractors should have their own insurance to cover any valuable items that are to be left on the stand.

38. Internet

38.1 Wi-Fi

Tākina offers complimentary Wi-Fi and is shared by all function attendees. It is suitable for basic internet browsing such as checking emails and social media accounts. There is a maximum of 2GB per 24 hours allowed per user.

*To access the correct Wi-Fi, connect to **Tākina Events** on your device. A Tākina Events internet page will pop up when you open your browser, type in the access code – **events** – and accept the T&Cs.*



The screenshot shows a mobile web interface for 'Tākina Events Wi-Fi'. At the top left is the Tākina Events logo. The title 'Tākina Events Wi-Fi' is at the top right. The main heading says 'Please enter access code to connect to Tākina Events Wi-Fi.' Below this is a label 'Access Code' and a text input field with a vertical cursor. Underneath is the text 'Terms:' followed by a checkbox and the text 'I Understand and accept the [terms of use](#)'. A green 'Log In' button is positioned below the terms. At the bottom, there is a section titled 'Tākina Events Wi-Fi' with a link for 'Terms and Conditions'.

38.2 Custom SSID

Custom SSID (custom Wi-Fi network) can be provided for your event, to represent and identify available networks for the event.

We will require the following information when provisioning a customer SSID:

- SSID activation and decommissioning date/s
- Login Page Title
- Welcome Message (if different)

- Guest Key (password)
- Background Image (jpg)
- Redirect URL

Please note that costs apply for the installation and decommissioning of Custom SSID's, please discuss with your AV Coordinator.

38.3 Cabled Internet / LAN Connection

Data points are available throughout the venue and can be configured to allow access to the internet. There are standalone wall mounted data points, floor box data, wall box data and data points in the ceiling spaces. If you require exact locations as part of your planning, please talk to your AV Coordinator. A dedicated (high priority) cabled connection can be providing for streaming purposes (costs apply).

39. Lifts and Escalators

The public areas of the venue are serviced by two passenger lifts that are accessed from the main foyer of the building and service both level 1 and level 2. Please note that goods must only be transported in the goods lifts and not in passenger lifts, please refer to Section 31 Goods Lifts for more information.

Lift	Door dimensions	Internal dimensions	Load capacity
Passenger Lift 1 (PL-1)	1100 x 2100	1800 wide x 2000 deep, 2100 high	1800 kg
Passenger Lift 2 (PL-2)	1100 x 2100	1800 wide x 2000 deep, 2100 high	1800 kg

In addition to the passenger lifts, two public escalators are available for event use taking attendees from the Level 0 Foyer up to each of the Level 1 and Level 2 Exhibition Halls / Galleries. Each escalator is 1m wide with a speed of 0.5m/s. Please note that glassware must not be taken on the escalators.

40. Noise

Please note that, due to local resource consent and location within the CBD and the subsequent noise restrictions, the Tākina Dockway has very restricted access between 10pm and 7am nightly.

Please refer to Section 21 Dockway for more information.

41. Open Flames

Items or equipment that produce open flames or extreme heat (including candles, cooking appliances, pyrotechnics) are prohibited from being brought into Tākina.

42. Pack In and Pack Out

All pack in and pack out for events must be scheduled to avoid impacting other events booked therefore a schedule and plan must be agreed and confirmed by your Function Coordinator.

All access to Tākina on a designated pack in or pack out day must be via the Dockway, within the stipulated times. Refer to Section 21 for all Dockway information. Please note, events with 30+ exhibitor booths will require a confirmed booking schedule for Dockway load-in.

42.1 Pack In

Refer to Section 21.1 for all requirements around Deliveries.

Any package that is properly packed, labelled and is under 25kg, will be delivered to your hired venue space in time for your scheduled pack in start. Any items that are properly packed, labelled and on a pallet, may be delivered to a single spot in your hired venue space if there has been prior agreement with Tākina Events.

Exhibitors are responsible for moving their own packages/boxes which are over 25kg, improperly packaged or not labelled. There are a limited number of trolleys available in the Dockway for exhibitors to move items up to the room therefore trolleys are on a first in, first served basis.

Please make note of the following requirements around rubbish disposal during Pack In:

- All boxes, to be disposed of, must be broken down by the exhibitor.
- Any plastic rubbish must be placed in the general waste bins provided in the room on pack in and pack out day.
- Empty pallets, to be disposed of, must be moved back to the Dockway.

42.2 Pack Out (Event Completion)

Please note that all packages to be collected, including banners, must be correctly labelled using the Trade Exhibitors Outgoing Delivery Form ([See Appendix E](#)).

Any package that is properly packed, labelled and is under 25kg, will be delivered back to the Dockway by Tākina Events at the end of the night for collection the next working day. Any items that are properly packed, labelled and on a pallet may also be delivered back to the Dockway by Tākina Events at the end of the night for collection on the following working day if there has been prior agreement with Tākina Events.

Exhibitors are responsible for moving their own packages/boxes which are over 25kg, improperly packaged or not labelled. There are a limited number of trolleys available which are on a first in, first served basis.

Exhibitors are responsible for organising for their packages to be collected within one working day from the Dockway or they may be charged.

Exhibitors are responsible for providing the correct documentation for any packages which need to be shipped internationally.

43. Painting

Touching up painting of displays and exhibition materials is allowed at Tākina however this must be completed prior to the event start and appropriate safety precautions must be observed. Painting of large areas is not allowed within the venue.

Note that protective surface coverings must be put in place to prevent damage to the building including covering the floor with plastic overlay or drop sheets. Painting on the carpeted areas must be avoided

unless appropriate protection has been provided and approval is received by Tākina Events. Painting near the walls should also be avoided.

Paints used at Tākina are restricted to non-toxic paints only and must only be used in an area that is properly ventilated. Spray paint is strictly prohibited and water-based paint is to be used wherever possible.

The event organiser will be liable for any damage caused during painting for your event.

44. Parents Room and Baby Change Facilities

There is a parents' room available on each floor at Tākina which is free to use for anyone attending an event. Inside the rooms there is a sink and baby change table available.

Please note, there is no use of refrigerators onsite.

45. PCO and Event Organiser Offices

Tākina has meeting rooms available for PCOs and event organisers however these are subject to availability. Please discuss with your Function Coordinator for more information and availability for your event.

46. Photocopy Services

There is limited service available for photocopying and printing at Tākina. Extra costs may apply which will be charged back to the event account depending on the amount of photocopying / printing required. Please check with your Function Coordinator for the available services and current prices. You are also welcome to arrange your own personal photocopier to be placed at your registration desk. If you need a recommendation for a supplier, please speak to your Audio-Visual Coordinator.

47. Photography

You are welcome to use your camera to take photos and videos for personal, non-commercial use in most areas at Tākina. This includes photos of delegates, events and Tākina interiors. However, all filming, interviews and recording required at the event must be done inside the hired venue space only. Please notify your Function Coordinator should you have any media coming to your event. If you would like to share, Tākina would appreciate any event photos, once cleared, to be used for media and advertising purposes.

You are not permitted to take photos or videos within the area on the ground floor of Tākina including the exhibition area and we do ask that you respect the privacy of our Tākina Events Staff and endeavour not to have them within your photos or film.

48. Power Consumption

Power consumption is included in the venue hire for standard conferences. However, charges may apply for power consumed during live events and trade stands requiring more than 10 amps may also be applied an electricity charge per stand.

49. Prayer Rooms

Tākina does not have assigned prayer rooms however event spaces can be reserved for this purpose subject to availability. Please contact your Function Coordinator to discuss your requirements.

50. Rigging

The information provided below is for general planning only and all rigging and heavy loads being brought into the venue must first be approved by the Audio-Visual Event Coordination team. Depending on the total loadings and plans, sign off may be required by a structural engineer before rigging begins, at the event organisers cost.

Any rigging plans must be submitted to AVECTeam@Takinaevents.co.nz for approval, no later than 10 working days before your event. Load limits vary throughout the centre and care must be taken to ensure the correct load limit calculations for the space area used. In most areas of the building, any rigging will be attached to 'H' style beams (RSJ or I Beam) running through the ceiling spaces, at 4.8m spacing, so any rigging plans should account for this style of attachment.

Space	Roof load rating (RSJ or I-Beam)
L0 Foyer	100kg/m SWL (500kg CONCENTRATED MAX) (E.G 500kg PER 5m OR 250kg PER 2.5m ETC.)
L0 Expo Space	200kg/m SWL (1000kg CONCENTRATED MAX) (E.G 1000kg PER 5m OR 500kg PER 2.5m ETC.)
L1 Exhibition Hall	100kg/m SWL (500kg CONCENTRATED MAX) (E.G 500kg PER 5m OR 250kg PER 2.5m ETC.)
L1 Plenary	200kg/m SWL (1000kg CONCENTRATED MAX) (E.G 1000kg PER 5m OR 500kg PER 2.5m ETC.)
L2 Gallery	100kg/m SWL (500kg CONCENTRATED MAX) (E.G 500kg PER 5m OR 250kg PER 2.5m ETC.)
L2 Plenary	200kg/m SWL (1000kg CONCENTRATED MAX) (E.G 1000kg PER 5m OR 500kg PER 2.5m ETC.)

Please note, our floor and ceiling ratings/loadings are dependent on one another – i.e. the floor loading above can impact the rigging limit on the ceiling below. Therefore, please take the following into account:

- Rigging loads on the Level 0 ceiling are to be treated as Concentrated loads on the Level 1 floor.
- The Level 1 floor loading capacity will need to be reduced locally by 10% if the L0 hanging loads exceed 100kg/m on the beams below.
- Example - rigging beams in use within the L0 Expo Space has 2x 750kg hanging loads along 9.6m length (i.e. 160kg/m). Floor load capacity is Reduced by 10% from 5kpa to 4.5kpa.

51. Room Set-up

All room set ups and floor plans must be discussed and confirmed by your Function Coordinator prior to the event start date and the design must not impede on any egress or exit routes. If you are working with

an external supplier to deliver an element of your event (i.e. booth build, theming, audio-visual), then please note that all floorplans must come through to your Function Coordinator for final approval.

For banquet set ups, Tākina Events uses oval-shaped tables to ensure no one will have their backs directly facing the screens. The maximum capacity for each banquet table is 10 people.

Your Function Coordinator can provide room floor plans for your proposed setups and will be able to advise any associated costs if you require multiple set ups and/or room turnarounds. Please note, all room turnarounds must be approved by your Function Coordinator in advance of your program, to ensure that there is enough time for any proposed plans. The minimum time required to implement wall changes will vary due to the extent of those changes and the floor location.

Please refer to Section 24 Equipment for more information.

52. Sand / Soil

Approval from Tākina Events is required before bringing sand, soil, or untreated plants to the venue. If approved, appropriate measures must be taken to prevent leakage, staining or damage to the building.

Charges will be applied for any damage, extra cleaning, or carpet replacement.

53. Scaffolding

All scaffolding erection and dismantling at Tākina shall comply with the requirements of AS1576 Scaffolding and AS4576 Guidelines for Scaffolding.

Scaffolding must be supervised, erected, and dismantled by a licensed and competent scaffolder who is an authorised Scaffolder under the NZQA training verification and authorisation holder for the specific classification of scaffolding using the Scaff Tag system and shall be inspected and recorded by a competent person on a Scaffold Register.

Scaffolding work above 5 metres requires that a permit is obtained in advance.

54. Scissor Lift / Elevated Work Platform

Tākina has two Scissor Lifts available for use onsite. There is one unit allocated to Level 1 and one unit allocated to Level 2. Both Scissor Lifts are the Snorkel S4726E which have a maximum working height of 9.8 metres.

The Scissor Lifts must be booked ahead of time and is on a first come first served basis, please discuss this with your Function Coordinator.

Mechanical lifting equipment from outside the venue can only be provided with prior approval from Tākina Events. Please discuss this with your Function Coordinator.

The Tākina Scissor Lift must only be operated by a competent person holding the correct training or qualifications. An operator is considered competent through:

- Their proven experience operating Scissor Lifts.
- Through the completion of NZQA unit standards 23960 & 23966.

Before using the Scissor Lift, operators must wear the correct personal protection equipment (hard hat, fall harness, high-visibility vest, etc), ensure their route is free from hazards and obstructions (including overhead obstructions or pedestrian traffic), and ensure the load does not exceed the maximum capacity.

55. Security

Building security services are included in the venue hire charge or after-hours charge (as specified in your contract) to provide security for the general operations of the building.

Any additional security services required for your event would be in addition to the general operations of the building and dedicated security services for your specific event needs can be pre-arranged through Tākina Events for an extra charge and subject to availability. Requests for additional security need to be made 21 working days in advance of your event.

Security of individual trade exhibition sites within the confines of the stand itself are the responsibility of the exhibitor. All exhibitors should have their own insurance that covers any valuable items that are to be left on the stand.

We advise all event attendees to not leave any valuables unattended or unsecured at any time. Tākina Events accept no responsibility for any loss or damage suffered.

56. Signage and Wayfinding

The following guidelines are provided to commercial venue hire clients to ensure you can safely and respectfully display branding and signage during your event.

- Clients are permitted to display any number of free-standing banners on their hired venue floor provided they do not impede foot traffic, block fire exits or fire exit signs.
- No signage is permitted to be displayed on the ground floor of Tākina or external to the building (including projection). We will however provide way finding signage on the ground floor for your guests to get to your hired venue space.
- Any signage, banners or other materials which needs to be hung from the ceiling needs to be discussed and approved by your Audio-Visual Coordinator to ensure there is capacity to hang items from these positions. Additional charges may apply for hanging services.
- All signage and logos must be free of offensive language / imagery and be suitable for display in a public environment. Tākina Events reserves the right to remove any signage it deems inappropriate.

56.1 Digital Signage Displays

There is digital signage provided throughout the building to be utilised by clients. The digital signage is for text only but can change throughout the day to show different sessions, plenaries etc. We ask you to complete a spreadsheet with the information required for us to place on the digital signage. Please speak to your Function Coordinator for more information.

For Digital Signage Specifications refer Appendix F.

56.2 Street Banners

Wellington City Council offers street billboard and banner sites which can be used to advertise your event. Options offered include booking of the Wellington Railway Station billboard and Jervois Quay overbridge banner in addition to street banners, temporary signs and bus stop signage.

Visit the [Wellington City Council website](#) for more information and to request a booking.

57. Smoke Isolation

The fire scheme for Tākina utilises smoke detection throughout both public and back of house areas (excluding the kitchen areas where heat detectors are in use). The use of any haze / theatrical smoke type substances is likely to trigger an activation of the smoke detection system resulting in the need to evacuate the whole facility and are therefore not permitted without prior authorisation. Please contact your Tākina Events representative to discuss any plans you may have to use haze / smoke or similar effects.

58. Smoking

Tākina is a non-smoking environment. Smoking is not permitted anywhere within the building including the Tāwhirimātea balcony, at the Dockway or on the sidewalk outside the building. All types of electronic smoking devices are also not permitted to be used inside the building.

59. Stairs / Ladders

Please note that all ladders used at Tākina must comply with AS/NZS 1892.5:2000 and all steps and stairways must comply with the requirements of NZS/AS 1657:1992.

60. Storage

Tākina has no available storage space onsite prior, during or after the event. Goods can only be accepted and stored for 48 hours before and after the event. Tākina Events reserves the right to dispose of any goods if not removed within the given timeframe.

For any scheduled large pack in or pack out that requires significant storage space, please speak to your Function Coordinator at least 21 working days prior to the event to plan for this. Tākina Events recommends that clients build storage options into their event design whenever possible.

Tākina Events is not responsible for any lost, stolen, or damaged items.

60.1 Cloakrooms

There are no dedicated cloak room or luggage room facilities at Tākina however unmanned coat racks will be available within your hired venue space.

Any personal items such as coats, bags, umbrellas, and luggage can be left inside the hired venue space only. It is the responsibility of the owner and event organiser to manage and look after any items or belongings left in the event space.

61. Sustainability

Tākina Wellington Convention and Exhibition Centre is a landmark for Wellington's sustainable future. The building has achieved 5 Green Star design certification representing New Zealand excellence in environmental sustainability.

The use of sustainable materials, initiatives to reduce energy and water use, and the inclusion of renewable energy capability will result in a 60 percent reduction in energy use at the venue and a 66 percent reduction in operational carbon emissions when benchmarked against a comparable new build.

The convention centre is designed to operate efficiently at all levels of use – from large conferences to smaller events. You can also read more about what Tākina Events is doing around sustainability on our website - [Sustainability at Tākina](#).

Tākina provides two filtered watering stations on levels 1 and 2 and an additional five standing water coolers for your guests. We ask you encourage your delegates to bring their own bottles and take advantage of this service.

61.1 Client Sustainability Obligations

Please support us in our sustainability mission and look after our venue and environment. We ask that all exhibitors carefully consider their sustainability choices in the lead-up to their exhibit with Tākina Events and we have composed below some suggestions of things you could think about:

- Minimise giveaway items (i.e. drink bottles, pens) as these are often left over at the venue after the event or thrown away by delegates. Also, consider how the giveaways are packaged (i.e. are they all individually packaged for transport; is there plastic waste).
- Using sustainable packaging when shipping your items to the venue including reusable covers for pallets rather than plastic/glad wrap which can only be used once and then is thrown away.
- We also ask exhibitors to flatten all cardboard boxes and packaging that is being disposed of so that our team can efficiently recycle the boxes – this includes separating the cardboard from plastic and polystyrene.
- Carefully consider the amount of collateral that is sent to the venue for your stand. Please only send what you will utilise to minimise shipping items to and from the venue. Instead, you could find ways to direct attendees to online resources.
- Try your best to minimise your carbon footprint when travelling to and from the venue, i.e. carpooling, walking/cycling or public transport wherever possible.
- Consider your ethical procurement processes for any suppliers that you use to source items for your stand and what you can do to improve in terms of sourcing locally and ethically.
- Note that external suppliers must only use LED lighting at Tākina.

You have a responsibility to ensure actions during your event do not result in any actual or likely adverse effect on the environment or jeopardise Tākina Events compliance with the Resource Management Act 1991. In particular:

- No chemicals or contaminants are to be released into the storm water drainage system or onto any area from where it can wash into the storm water system.

- No chemicals or contaminants are to be disposed of onto or into the ground on property owned by Tākina. All chemical or liquid waste must be removed off-site and disposed of in compliance with any laws or regulations.
- Note that permits are required before working with hazardous materials and if approved Material Safety Data Sheets must accompany any hazardous product or substances.

Please refer to Section 66 for Waste Management.

Before carrying out work that can reasonably be expected to release dust or cause other problems of a similar nature, please advise Tākina Events staff so that adequate precautions can be taken before the work is carried out.

62. Timber

Timber can be used at the venue however it should not be treated with anything that may stain the building or clothing or cause irritations to personnel handling it. Similarly, it must not be treated with a chemical that has the potential to release odours or toxic vapours.

Any timber used must also not pose the risk of splinters or nails.

63. Toilets

There are two sets of bathrooms on both Level 1 and Level 2 of the building. Please refer to the [Tākina Floorplan](#) to see which set of bathrooms is closest to your hired venue space.

There are accessible toilets available in all bathroom blocks within the Tākina event spaces. Please ask a member of staff if you require any assistance.

64. Vehicle Displays

Vehicle displays are permitted at Tākina however this will require submission of a safety plan and risk assessment. Please enquire with the Manager Health and Safety at Te Papa if you intend to have a vehicle display at your event.

Vehicle placement in the event space must not block emergency exits or the access route to an emergency exit and a Tākina Building Operations team member must be present for and aware of movement of the vehicle which must occur on dollies. For safety reasons, keys must not be left in the vehicle at any time and a set must be provided to the Building Operations team.

To avoid damage to the floors / carpet the vehicle provider must supply carpet to separate the vehicle tyres from Tākina carpet and a drip tray must be installed beneath the vehicle (excluding electric vehicles).

Fuel tanks must be completely emptied for any approved vehicles which are fuelled by methanol, nitro methane or ethanol. For any other approved vehicles, tanks must contain no more than 5 litres of fuel and fuel tanks should be sealed.

65. Venue Capacities

Each space in the venue has a maximum occupational capacity to comply with fire and emergency regulations. Please note, these are maximums for individual spaces and do not account for concurrent usage (see below). The individual space limits are listed on our website under [Tākina Capacity Chart](#).

Note, the foyer is a general usage space and as such not included in the event capacity.

The facility is designed to hold concurrent events on different levels of the building or large events using multiple levels concurrently. In these circumstances the capacities are as follows:

Mode 1: Major Convention Level 1 (maximum capacity 2,500), with smaller events / capacities on other levels / in other building spaces:

Level	Description	Maximum Occupants
0	Exhibition L0 Space	500
0	Café	88
0	Lobby	Nil*
1	Total occupancy for all level 1 event spaces (Plenary and Exhibition)	2500
1a	Green Rooms and Back of House	50
2	Combined L2 Plenary and Pre-Function spaces capacity	1000

Mode 2: Major Convention Level 2 (maximum capacity 2,500), with smaller events / capacities on other levels / in other building spaces:

Level	Description	Maximum Occupants
0	Exhibition L0 Space	500
0	Café	88
0	Lobby	Nil*
1	Combined L1 Plenary and Exhibition spaces capacity	650
1a	Green Rooms and Back of House	50
2	Total occupancy for all level 2 event spaces (Plenary and Pre-Function)	2500

A map of the event spaces is also available. For floor plans specific to your event, please refer to Section 27 Floor Plans and CAD Plans.

66. Waste Management

Tākina Events aims to minimise the amount of waste sent to landfill and improve our re-use and recycling measures. We comply with all applicable environmental, social, and ethical legislative requirements and where there are no regulations apply reasonable standards.

Waste should be disposed of in a way that protects the environment and meets Regulatory Requirements. Tākina provides waste management facilities to separate waste into cardboard (boxes must be broken down), plastic, and general waste for the most appropriate disposal during your pack in / pack out days. Please use these facilities appropriately to ensure the smallest environmental impact.

Please note in Section 67 that using drains for the disposal of grease, solids, solvents, toxic or hazardous materials, food liquids, or organic materials is prohibited. The event holder will be liable for any damage or subsequent costs if this occurs.

Any costs associated with the removal / proper disposal of any toxic or bio-hazardous materials are the responsibility of the event holder.

67. Water Use / Drainage

Where an event requires access to water or drainage this can be arranged. Please note that any use of water in exhibitions or displays must be approved by Tākina Events.

Standard use of water is included in the venue hire however additional charges may apply for excessive water usage.

Drains are to be used only for the drainage of grey water and using drains for the disposal of grease, solids, solvents, toxic or hazardous materials, food liquids, or organic materials is prohibited.

68. Weapons

Weapons, imitation weapons, and any other items that may cause distress to attendees or harm to the venue are prohibited at Tākina.

Appendix A – Door Dimensions

Door Location	Door code	Dimensions W x H (mm)	Notes
L0 Loading dock door 1	D042a	6,000 × 3,600	
L0 Loading dock door 2	D044a	6,000 × 3,600	
L0 Loading dock pedestrian entry	D099e	1,620 × 2,100	
L0 Loading dock to Expo door	D010c	3,521 × 3,000	
L0 Loading Dock to Foyer door	D030e	1,820 × 2,358	
L0 Main entry Cable St east	D097a	1,500 × 2,400	Clear opening circa 1,500mm wide, check on site.
L0 Main entry Cable St West	D031a & D030b	1,500 × 2,400.	
L0 Main entry Wakefield St	D032a	1,500 × 2,750	
L0 Main Entry Wakefield St (internal)	D033a	1,500 × 2,400	
L0 Foyer to Exhibition Hall	D010a & b	3,521 × 2,400	
L1 Doors from Escalator Enclosure	D120a,b,c	1,748 × 2,358	
L1 Meeting Room 1A	D120d, e	1,820 × 2,358	
L1 Meeting Room 1A sliding wall	W180a	4,896 × 3,715	
L1 Meeting Room 1b	D120f	1620 x 2400	W181a
L1 Meeting Room 1b sliding wall	W181a	4,242 × 2,400	
L1 Meeting Room 1c	D120f	1620 x 2400	W182
L1 Meeting Room 1c sliding wall	W182a	4,000 × 2,400	
L1 Exhibition to Plenary	D120k, j, l	1,820 × 2,358	3 sets of doors
L1 Exhibition to corridor / toilets	D169e	1,820 × 2,358	
L1 Exhibition to Car Lift foyer	D120o	3,100 × 2,955	
L1 lift / loading area to Exhibition Hall	D120n	2,500 × 2,955	
L1 loading area to BOH corridor	D156d D150a	1,520 × 2,370 1,520 × 2,100	
L1 Exhibition to service corridor east	D120m	1,520 × 2,358	
L1 Plenary to service corridor	D113,14,15,16a D162c, d, g, D156a	1,520 × 2,358	Airlock doors, 4 sets
Mezz lift lobby to AV store	D1a34c	1,720 × 2,100	
Mezz lift lobby to corridor	D1a34a	860 × 2,100	
Mezz corridor to Lounge 2	D1a44a	860 × 2,100	
Mezz lounge 2 to lounge 1	D1a44b	1,840 × 2,100	
Mezz Green Room doors	D1a45,52,53,54,55 a	860 × 2,100	
L2 Gallery to balcony door	D282b	2,400 × 2,400	
L2 Meeting room 2A	D220a, b	1,820 × 2,358	
L2 Meeting room 2A sliding wall	W280a	1,846 × 3,715	
L2 Meeting room 2A to balcony	D282a	1,200 × 2,400	
L2 Gallery to corridor (toilets)	D269c	1,820 × 2,358	
L2 Gallery to Plenary Hall 2 east	D220e, d, c	1,970 × 2,958	
L2 Gallery to Plenary Hall 2 east	D269d	1,520 × 2,358	
L2 Gallery to Plenary Hall 2 North	D220g, h	1,970 × 2,958	
L2 Plenary Hall 2 to Plating Area	D212, 13, 14, 15a D262c, d, h, i	1,520 × 2,358	4 sets airlock doors
L2 Car lift foyer to Gallery	D220i	1,420 × 2,358	
L2 Car lift foyer to Plenary (wall)	D210a	3,416 × 2,958	
L2 Car lift foyer to Plenary (door)	D210b	1,520 × 2,358	
L2 Goods lift lobby to corridor (to plenary)	D244a	1,520 × 2,380	
L2 Goods lift lobby to corridor (to BOH)	D246d	1,520 × 2,370	

Appendix B – Ceiling Heights

Location	Usable ceiling height (mm)	Notes
Level 0 Ground Floor Foyer	5,400	To underside of ceiling fins
Level 0 Exhibition Gallery	5,400	To underside of ceiling troffers
Level 0 Ticketing / Coat store areas	4,000	
Level 0 Café 1	2,700	
Level 0 Café 2	4,000	
Level 0 Loading Dock	4,350	The usable height in the Loading Dock varies due to ductwork and is limited by what can pass under the Diagrid Structure.
Level 0 Loading Dock canopy	5,100	At the highest point of the canopy (above the roller doors), the clearance is approximately 5,100mm above slab level. As the canopy curves in plan, the lowest point within the laneway traffic zone ranges from 5,000mm at the south end to 4,600mm at the north end.
Level 1 Exhibition Hall	5,500	
Level 1 Plenary Hall 1	5,400	5,400mm to underside of Operable Wall Bulkheads (lowest point in ceiling space). The ceiling troffers in each part of Plenary 1 are approximately 5,500mm above floor level.
Level 1 Meeting Room 1A	5,500	
Level 1 Meeting Room 1B	3600	
Level 1 Meeting Room 1C	3600	
Level 1 Loading area	5,190	Lowest point 2868, highest point 6025, drops to 5190
Mezz Premium Green Room	2,400	
Mezz Standard Green Rooms	2,400	
Mezz Crew Room 1 & 2	2,400	
Level 2 Gallery	6,930	
Level 2 Plenary Hall 2	6,900	Measured to the underside of Operable Wall Bulkheads (lowest point in ceiling space). The ceiling troffers in each part of Plenary 2 are approximately 7,000mm above floor level.
Level 2 Meeting Room 2A	6,900	
Level 2 loading area	2,695	

Appendix C – Power Reticulation

Refer to Section 24 for Electrical Connections.

Area	Max draw from DB	Max connected load of outlets
Ground Floor Exhibition (GF)	•DBG.1 & DBG.2 - dedicated to this space •250A each = 500A total	Low level: •9 x FB-1 (6 x single GPO) - 9 dedicated circuits, 6 x singles per circuit •10 x WB1/A (2 x double GPO) – 10 dedicated circuits, 2 x doubles per circuit •2 x 32A three phase outlet - 2 dedicated circuits High level: •18 x quad GPO - 9 dedicated circuits, 2 x quads per circuit •1 x 63A three phase outlet
Exhibition Hall (Level 1)	•DB1.1(CONV) walls and most floor boxes - 250A •DB1.4(CONV AV) wall boxes - 250A •DB1.5(HOUSE) 1 no. floor boxes - shared - 100A	Low level: •9 x FB-1 (6 x single GPO) •5 x FB-2 (1 x 32A single phase outlet, 1 x 32A three phase outlet) •3 x FB-4 •3 x WB2/C (2 x double GPO) •8 x double GPO High level: •16 x quad GPO
Meeting Room 1A (Level 1)	•DB1.5(HOUSE) - shared - 100A	•2 x FB-3 (6 x single GPO) •6 x double GPO •15A single phase outlet (intended for sound desk) •2 x 32A single phase outlet •Outlets for camera, projector etc – not available for general use
Meeting Room 1B (Level 1)	•DB1.5(HOUSE) - shared - 100A	•2 x FB-3 (6 x single GPO) •4 x double GPO •15A single phase outlet (intended for sound desk) •Outlets for camera, projector– not available for general use
Meeting Room 1C (Level 1)	•DB1.5(HOUSE) - shared - 100A	•2 x FB-3 (6 x single GPO) •7 x double GPO •15A single phase outlet (intended for sound desk) •20A single phase outlet •Outlets for camera, projector etc – not available for general use
Plenary Hall 1.10 (Level 1) – WHOLE HALL	•DB1.2(CONV AV) wall boxes - 250A •DB1.3(CONV) walls - shared with plating up - 250A	Low level: •3 x WB2/A (2 x double GPO + 32A 3 phase outlet) •3 x WB2/B (2 x double GPO + 32A 3 phase outlet) •12 x double GPO •63A three phase outlet •Power Lock 1 250A High level: •6 x quad GPO •6 x 32A three phase outlet •Outlets for speakers, projectors etc – not available for general use
Plenary 1.10a (Level 1) (WHEN SPLIT)		Low level: •1 x WB2/A (2 x double GPO + 32A 3 phase outlet) •1 x WB2/B (2 x double GPO + 32A 3 phase outlet) •5 x double GPO High Level: •2 x quad GPO •2 x 32A three phase outlet •Outlets for speakers, projectors etc – not available for general use
Plenary 1.10b (Level 1) (WHEN SPLIT)		Low level: •1 x WB2/A (2 x double GPO + 32A 3 phase outlet) •1 x WB2/B (2 x double GPO + 32A 3 phase outlet) •4 x double GPO High level:

Area	Max draw from DB	Max connected load of outlets
		• 2 x quad GPO • 2 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 1.10c (Level 1) (WHEN SPLIT)		Low level: • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x WB2/B (2 x double GPO + 32A 3 phase outlet) • 3 x double GPO • 63A three phase outlet • Power Lock 1 250A High level: • 2 x quad GPO • 2 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Gallery (Prefunction Space) (Level 2)	• DB2.1(CONV) floor boxes – shared - 250A • DB2.5(HOUSE) wall - shared - 100A	Low level: • 2 x FB-1 (6 x single GPO) • 1 x FB-2 (1 x 32A single phase outlet, 1 x 32A three phase outlet) • 2 x WB2/C (2 x double GPO) • 10 x double GPO High level: • 9 x quad GPO
Meeting Room 2A (Level 2)	• DB2.5(HOUSE) - shared - 100A	• 2 x FB-3 (6 x single GPO) • 6 x double GPO • 15A single phase outlet (intended for sound desk) • 2 x 32A single phase outlet • Outlets for camera, projector etc – not available for general use
Plenary Hall 2.10 (Level 2) (WHOLE HALL)	• DB2.1(CONV) floor boxes – shared - 250A • DB2.2(CONV AV) wall boxes - 250A • DB2.3(CONV) wall & floor boxes - 250A	Low level: • 2 x FB-1 (6 x single GPO) • 2 x FB-2 (1 x 32A single phase outlet, 1 x 32A three phase outlet) • 4 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 4 x WB2/B (2 x double GPO + 32A 3 phase outlet) • 13 x double GPO • 63A three phase outlet • Power Lock 2 400A High Level: • 12 x quad GPO • 6 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10a (Level 2) (WHEN SPLIT)		Low level: • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x WB2/B (2 x double GPO + 32A 3 phase outlet) • 3 x double GPO High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10b (Level 2) (WHEN SPLIT)		Low level: • 1 x FB-1 (6 x single GPO) • 1 x FB-2 (1 x 32A single phase outlet, 1 x 32A three phase outlet) • 1 x WB2/A High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10c		Low level: • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x WB2/B (2 x double GPO + 32A 3 phase outlet)

Area	Max draw from DB	Max connected load of outlets
(Level 2) (WHEN SPLIT)		• 2 x double GPO • 63A three phase outlet • Power Lock 2 400A High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10d (Level 2) (WHEN SPLIT)		Low level: • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x WB2/B (2 x double GPO + 32A 3 phase outlet) • 3 x double GPO High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10e (Level 2) (WHEN SPLIT)		Low level: • 1 x FB-1 (6 x single GPO) • 1 x FB-2 (1 x 32A single phase outlet, 1 x 32A three phase outlet) • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x double GPO High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use
Plenary 2.10f (Level 2) (WHEN SPLIT)		Low level: • 1 x WB2/A (2 x double GPO + 32A 3 phase outlet) • 1 x WB2/B (2 x double GPO + 32A 3 phase outlet) • 4 x double GPO High Level: • 2 x quad GPO • 1 x 32A three phase outlet • Outlets for speakers, projectors etc – not available for general use

Appendix D – Tākina Events Client Incoming Delivery Form

DELIVERY ADDRESS: <i>Tākina Dockway</i> <i>217 Wakefield Street, Wellington</i> <i>New Zealand 6011</i>				
EVENT NAME				
EVENT DATE/S				
EVENT ROOM NAME				
SENDER DETAILS				
SENDER NAME				
COMPANY NAME				
STAND NUMBER		CONTACT NUMBER		
ADDRESS				
EQUIPMENT DESCRIPTION				
WEIGHT				
NUMBER OF ITEMS	1 of XXX			

By signing for delivery of this shipment Tākina Events does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding all responsibility remains with the sender.

*Goods are to be delivered the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please contact the Tākina Loading Dock Office on arrival.*

Please reference the customs code check number for inbound international goods.

Appendix E – Trade Exhibitors Outgoing Delivery Form

 Trade Exhibitors Outgoing Delivery Form	
ALL COURIER BOOKINGS MUST BE MADE DIRECTLY BY THE EXHIBITORS. THE ITEMS MUST BE REMOVED FROM THE SITE AS SOON AS POSSIBLE. EXHIBITORS ARE TO COMPLETE THIS FORM AND ATTACH TO THE ITEMS TO BE PICKED UP BY THE COURIER.	
COURIER COMPANY	
PICK UP DATE BOOKED	
BOOKING NAME FOR PARCEL COLLECTION	
SENDER CONTACT PERSON	
SENDER CONTACT NUMBER	
DELIVERY ADDRESS	
DESCRIPTION OF ITEMS	
NUMBER OF ITEMS	
WEIGHT OF ITEMS	

Tākina Events does not take any responsibility for the condition of the goods or quantity dispatched. This label is attached to each item with the understanding that all responsibility remains with the sender.

*Goods are to be dispatched from the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please Contact the Tākina Loading Dock Office on arrival.*

Appendix F – Digital Signage Specifications

Description	Name	Player Version	Model	Resolution	Orientation
Wayfinding - Level 1 - Mākaro	Tak-L1-Makaro	S6	QM43B	3840*2160	Portrait
Wayfinding - Level 1 - Matiu	Tak-L1-Matiu	S6	QM43B	3840*2160	Portrait
Wayfinding - Level 1 - Mokopuna	Tak-L1-Mokopuna	S6	QM43B	3840*2160	Portrait
Wayfinding - Level 2 - Whātaïtai	Tak-L2-Whātaïtai	S6	QM43B	3840*2160	Portrait
Wayfinding - Level 1 – Rongomātāne	Tak-L1-Rongomātāne-A	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 1 - Rongomātāne	Tak-L1-Rongomātāne-B	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 1 - Rongomātāne	Tak-L1-Rongomātāne-C	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 2 - Tāwhirimātea	Tak-L2-Tāwhirimātea-A	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 2 - Tāwhirimātea	Tak-L2-Tāwhirimātea-B	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 2 - Tāwhirimātea	Tak-L2-Tāwhirimātea-C	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 2 - Tāwhirimātea	Tak-L2-Tāwhirimātea-D	S6	QM85B	3840*2160	Landscape
Wayfinding - Level 1 - Escalator Left	Tak-L1-EscalatorLeft	S6	QM75R-A	3840*2160	Landscape
Wayfinding - Level 1 - Escalator Centre	Tak-L1-EscalatorCentre	S6	QM75R-A	3840*2160	Landscape
Wayfinding - Level 1 - Escalator Right	Tak-L1-EscalatorRight	S6	QM75R-A	3840*2160	Landscape
Wayfinding - Level 1 - Landing Left	Tak-L1-LandingLeft	S6	QM75R-A	3840*2160	Landscape
Wayfinding - Level 1 - Landing Centre	Tak-L1-LandingCentre	S6	QM75R-A	3840*2160	Landscape
Wayfinding - Level 1 - Landing Right	Tak-L1-LandingRight	S6	QM75R-A	3840*2160	Landscape

Supported Custom Content	Preferred Formats	Supported Formats	Max Number
Images	Png, jpg	Jpg, jpeg, bmp, png, gif	Worst case(5120*5120): 10
Video	Mp4 (hvec or h264 30fps)	avi, mkv, asf, wmv,.mp4, mov, 3gp, vro, mpg, mpeg, ts, tp, trp, mov, flv, vob, svi, m2ts, mts	FHD x3 (H264-P 30fps) / UHD x1 (UHD : HEVC)