



**PMAANZ<sup>®</sup>**

**2026 CONFERENCE**

Michael Fowler Centre | Wellington

**17-19 SEPTEMBER**

# EXHIBITION MANUAL

The Practice Managers and Administrators Association of New Zealand thank you for your support and participation and look forward to welcoming you to Wellington in September.

The following information is provided to ensure you make the most of your attendance and investment at the conference. It contains everything you need to know as an exhibitor.

If you have any questions, please contact the conference organisers.

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## CHECKLIST AND IMPORTANT DATES

Task	Deadline	✓
Payment of exhibition stand	Invoices are payable within <b>30 days of invoice</b> , or prior to conference (17 September), whichever is earliest	
Company logo and profile uploaded via the exhibition portal	Now	
Custom designed stand plans due for approval	Friday 12 August	
Return signed exhibitor obligation form and health and safety documents (via exhibition portal) <a href="#">APPENDIX ONE</a>	Friday 28 August	
Confirm if trestle table and chairs are required for your stand (via exhibition portal)	Friday 28 August	
All staff to be registered (via exhibition portal)	Friday 28 August	
Earliest date for freight to arrive	Monday 14 September	
Exhibitors pack in from 1.00pm – 5.30pm	Thursday 17 September	
Exhibitors pack out after lunch	Saturday 19 September	
All goods must be collected from the venue COB	Monday 21 September	

*The content in this document is subject to change leading up to the conference. Please ensure you read all documents and emails sent from Conference Innovators.*

## KEY CONTACTS

### Conference Organiser

**Mandy Train** | Project Manager

Conference Innovators

P: +64 3 353 2828

M: +64 27 495 2718

E: [mandy@conference.nz](mailto:mandy@conference.nz)

**Margaret Wong** | Project Coordinator

Conference Innovators

P: +64 3 379 8415

E: [margaret@conference.nz](mailto:margaret@conference.nz)

### Venue

Emily Spear | Event Advisor

Venues Wellington

M: +64 22 022 9471

E: [emily.spear@wellingtonnz.com](mailto:emily.spear@wellingtonnz.com)

# EXHIBITION STAND INFORMATION

## Exhibition build company and furniture hire

Exhibition Hire Services – the company contracted to install the shell scheme - is also able to assist with other items such as stand design, fascia signage, furniture, technology and accessories for hire.

For further information and to organise your furniture hire, please contact:

**Kelly Butterill** | Exhibition Hire Services

M: +64 21 824 917

E: [kelly@exhibitionhire.co.nz](mailto:kelly@exhibitionhire.co.nz)

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

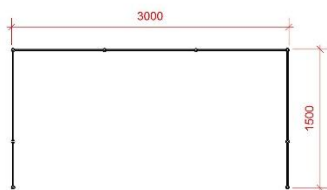
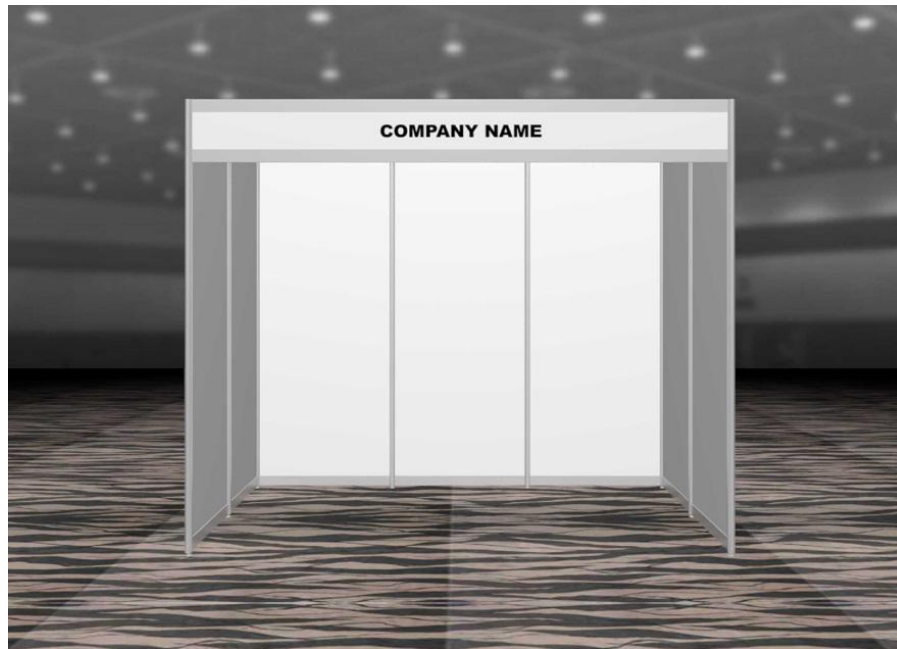
## Custom stand design approval

Exhibitors installing a custom designed stand must provide the contact details of their appointed stand contractor, together with a design layout showing the dimensions and 3D plan of the stand for approval by the organisers no later than **Friday 12 August**.

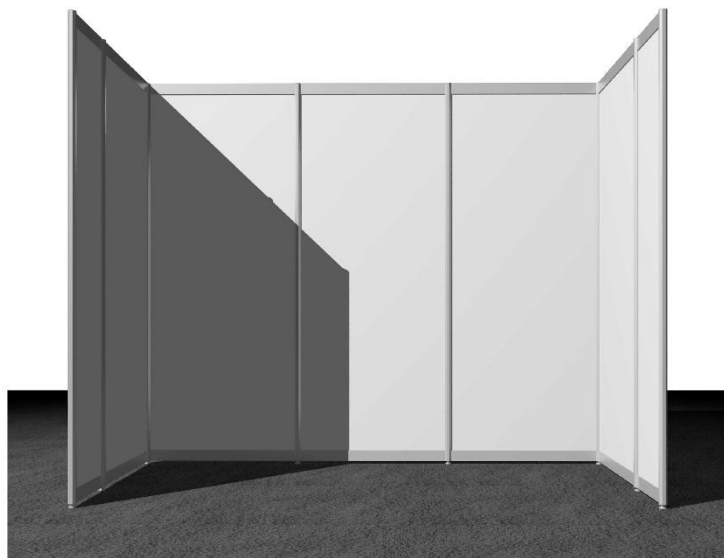
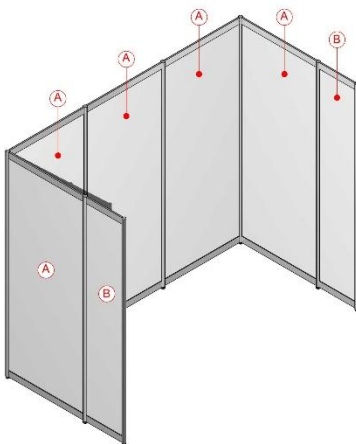
Please email all designs to Margaret Wong, [margaret@conference.nz](mailto:margaret@conference.nz).

## Exhibition stand inclusions

- Stands are 3.0 m W x 1.5m D and 2.5m H white panels (Octex white, not Velcro receptive). *Please use 3M strips if you need to attach items to the Octex panels*
- Company name sign
- Trestle table (1.8m W x 0.75m D x 0.7m H), black tablecloth and chairs. **Needs to be pre-booked via the exhibitor portal.**
- Spotlights and power outlet
- Two complimentary exhibitor registrations, including daily catering and a ticket to three social functions.
- Delegate list provided of all those attending the conference (excluding those who request privacy).



- Ⓐ Graphic Size: w 968mm x h 2355mm- Paylight Print x5
- Ⓑ Graphic Size: w 473mm x h 2355mm- Paylight Print x2



EXHIBITION  
TIME SERVICES

*3 x 1.5 Octex booth*  
Venue: TBC | Stand Size: 3.0m x 1.3m | Stand Number: TBC

Coord/actor: Nizala Rarisona  
Event Date: TBC | Break Date: TBC  
Drawn By:  
Scale:  
Drawing: 3 x 1.5 Octex booth

V01

## Exhibition floor plan

Please [click here](#) to view the exhibition floor plan and a list of exhibitors.

# PROGRAMME

Exhibition build – all enquiries to Exhibition Hire Services for custom stand contractor’s access and build times. All custom stand contractors will need to be inducted onsite.

## Thursday 17 September

Custom stand builders	To be scheduled with EHS
Exhibitor pack in	1.00pm – 5.30pm
Welcome function	5.30pm – 7.00pm

## Friday 18 September

Exhibition open	7.30am – 6.00pm
Morning tea	10.30am – 11.00am
Lunch	12.40pm – 1.40pm
Afternoon tea	3.10pm – 3.40pm
Happy hour	5.00pm – 6.00pm

## Saturday 19 September

Exhibition open	8.00am – 2.00pm
Morning tea	11.00am – 11.30am
Lunch	1.05pm – 2.10pm
Exhibitors pack out	2.10pm ASAP
Conference dinner	6.30pm – 11.30pm

Catering breaks will be amongst the exhibition area, so it is advisable to be at your stand during the times listed above.

All exhibitor catering will be served 15 minutes prior to delegates.

Any exhibitor competition prizes can be announced at lunch time on Saturday, Conference Innovators will connect with you on site around this

Check the [programme online](#) as times may alter.

# REGISTRATION And ACCOMMODATION

## Exhibitor registration fees

Each exhibition stand includes two complimentary registrations.

Additional registrations can be purchased for \$500.00.

Please register your staff through the exhibition portal link which is included in the exhibition confirmation email. If you need assistance with the portal, email [margaret@conference.nz](mailto:margaret@conference.nz).

## Social functions

Tickets to the Saturday night conference dinner can be purchased for \$180.00 as part of the registration process. Information relating to these functions can be found on the conference website.

## Accommodation bookings

All attendees can book accommodation via the conference website. Please view the hotel options available [here](#).

## DELIVERY OF GOODS

The exhibition materials **delivery label** is [APPENDIX TWO](#). Please ensure this label is attached to all exhibition materials you send to the venue.

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

Deliveries of exhibition materials will be accepted no earlier than two days prior to the event or with approval from Venues Wellington. Please advise if you will have an excessive amount of freight arriving for your event.

## INTERNATIONAL DELIVERIES

Please note that failure to allow sufficient time for your goods to arrive in Wellington, clear custom and to be transported to the venue may result in delays.

Customs clearance is required for any goods entering New Zealand and is the responsibility of the sender.

Due to the lack of storage space, any exhibitor's freight arriving before the agreed pack-in date/time may be declined or re-directed to a handling agent at the sender's expense.

Incoming freight must be clearly labelled, using the **delivery label** on [APPENDIX TWO](#) of this document.

## UNLOADING

Your freight will be delivered to your stand in the Exhibition area in the Michael Fowler Centre (as long as it has the correct **delivery label attached** and the **stand number** recorded).

Access is via the front entrance of Michael Fowler Centre on Wakefield St. There is lift & stair access up to the first floor.

Temporary parking for drop off / pick up is available under the porte cochère at the front of the Michael Fowler Centre.

Venues Wellington has a limited number of courtesy trolleys available for use. If time is limited, it is recommended that you have your own trolleys to avoid delay. Pallet jacks are not allowed within the venue without pre-arranged floor coverings.

## CEILING AND DOOR HEIGHTS

Truck dock width - 3.99m  
Truck dock height - 0.76m  
Roller door access - 2.78m W x 2.3m H  
Porte cochère height - 3.3m

## PACK OUT

**PLEASE NOTE THAT ALL LARGE ITEMS & PALLETS MUST BE REMOVED BY THE END OF THE EXHIBITOR PACK OUT PERIOD, AS THERE IS NO ON-SITE STORAGE AFTER THE EVENT AND WE MAY HAVE ANOTHER EVENT PACKING IN FROM MIDNIGHT.**

You must arrange for the removal of all equipment, rubbish and decorations after the exhibition closes.

If you have smaller packages that you are leaving behind to be collected by a courier or other person, please note these must be collected no later than the next business day. You will need to ensure you have taped and securely closed all items and addressed them clearly with the following details using the **outgoing courier confirmation form** in [APPENDIX THREE](#)

- Where and to whom they are going (receiving address and contact)
- Total items being sent
- Courier company or person who is collecting them
- Name and phone number of the sender

The Venue Manager will advise where small packages can be left for collection.

Any items not pre-identified will be deemed abandoned and the venue will remove as rubbish. Should you require any assistance, please ask the Venue Manager.

**Please note: Items are left at your own risk and if not collected within a reasonable time frame the risk of being destroyed.**

## SECURITY AND INSURANCE

Exhibitors are responsible for the security of their own stand and valuables during the exhibition. Exhibitors are responsible for taking out all necessary insurance cover to ensure that goods on display are adequately insured for theft and damage prior to, during and whilst in transit to and from the exhibition. Your insurers should be advised to extend your cover to include public liability insurance for the event. Neither the organisers, nor Venues Wellington, nor any of their staff, employees, agents or other representatives, shall be held accountable for, or be liable for, any damage, loss, harm or injury to the person or any property of the exhibition. Individual exhibitors will be liable for any damage or loss that they may cause to the venue, stand structure and/or goods or property of Venues Wellington or any other exhibitor, individual or company. It is advisable to remove valuable items when you are not staffing your exhibit. The venue will be locked down overnight, but overnight venue security is not provided unless otherwise arranged.

## HEALTH AND SAFETY

The health and safety of all workers, exhibitors and delegates is of paramount importance at the PMAANZ 2026 Conference.

Please be aware of the following points regarding health and safety:

- Please see the **Exhibitor obligation form** attached as [APPENDIX ONE](#) which outlines your obligations in regard to Health and Safety. Please read this form and sign to indicate you understand these obligations. **Please upload via the exhibition portal by Friday 28 August.**
- Please advise Margaret Wong, [margaret@conference.nz](mailto:margaret@conference.nz) prior to Friday 28 August if:
  - You are bringing any items onsite or planning on undertaking any activities which may pose a potential risk to others and indicate the controls you will put in place to mitigate and manage this risk.
  - You intend on suspending banners, flags or similar from the ceiling.
  - You are planning on engaging an external contractor to assist with your booth (other than Exhibition Hire Services), a separate health and safety document needs to be emailed to them and an onsite induction scheduled.
- All electronic items that will be brought to the exhibition site (laptops etc) must have been 'tag and tested' by a qualified electrician and not be up for retesting. If it is not suitably tested and tagged it will be removed from the venue.
- You will not be able to access your exhibition stand prior to the allocated time – **please do not enter the exhibition area until authorised to do so.** At the end of the conference, please ensure you only pack out at the allocated time. Conference Innovators *and* Michael Fowler Centre need to check the venue first before pack out can commence.

Please ensure **you bring a high vis vest** with you for during pack in and out.

For security reasons, all attendees and exhibition staff will be asked to always wear their official conference name badges when on the premises.

There is an expectation during the conference that all workers, contractors and exhibitors will work and act in a safe manner, and it is the exhibitor's responsibility to comply with current Health & Safety legislation. Please be aware if you fail to comply with the Conference and Venue's H&S requirements or if you act in an unsafe manner during the course of the conference you may be asked to vacate your stand.

In order to ensure we are all providing the safest possible event, we require you to please provide us with the following information:

1. Your company Health & Safety Policy – signed by management
2. A signed copy of the 'Exhibitor Obligation Form' ([APPENDIX ONE](#))

Please upload both documents via the exhibition portal by **Friday 28 August**.

# GENERAL INFORMATION

## Venue

Michael Fowler Centre  
111 Wakefield St, Te Aro  
Wellington

## Accessibility

Venues Wellington is proud to have received a Silver Accessibility Rating at the Michael Fowler Centre. A taxi rank is located under the porte cochère at the main entrance of the Michael Fowler Centre. Taxi companies can also be contacted on the following numbers:

Wellington Combined Taxis – 04 384 4444

Green Cabs – 0800 464 7336

Capital Taxis – 04 384 5678

Kiwi Cabs – 04 389 9999

Bus stops are located close to all venues. The nearest stops to the Opera House and Michael Fowler Centre are located on Wakefield Street and Cuba Street.

Assistive Equipment rentals can be obtained from Mary Potter Hospice, 48-52 Mein Street, Newtown or Mobility Centre, 103 Copeland Street, Epuni, Lower Hutt.

## Aisles

The aisles between stands are legally required to be a certain width to maintain proper access to emergency exits, therefore it is imperative that exhibitors keep within their contracted space and do not encroach into the aisles or block doorways.

## Audio Visual

Our preferred supplier, NW Group (NWG), offers a full production and technical service including an extensive range of audio, lighting, staging, projection and rigging equipment.

Banners or signage must be hung by our tech company. Please request this by contacting Margaret Wong, [margaret@conference.nz](mailto:margaret@conference.nz).

## Electricity

The electricity supply is 230 volts, 50 hertz. Equipment designed for different voltages will require a transformer. If you have specific electricity needs, please contact your stand design company. Power sockets accept a three flat pin plug or similar adapters. All electrical devices brought into the venues must be certified as being compliant with Electrical Standard NZS 3760-2001. The Venue Manager on site may undertake spot audits of this. On site tagging and testing can be arranged prior.

## Floor Covering

The flooring in the Fletcher Challenge Foyer is marble. The flooring in the Renouf Foyer (1st floor) is parquet flooring made of Australian hardwood. All furniture and equipment in Renouf Foyer must have protective covering on all feet and casters as to not scratch the floor.

## Floor Loading

The floor loading for the Fletcher Challenge Foyer (Ground Floor) is 500kg/m<sup>2</sup>. The floor loading for the Renouf Foyer (Level 1) is 250kg/m<sup>2</sup>.

## Catering

Venues Wellington has exclusive rights for the sale of food and beverage within the venue. Our approved caterers can assist with any requirements for stand hospitality during the exhibition. To arrange this, please contact Margaret Wong, [margaret@conference.nz](mailto:margaret@conference.nz).

## Emergency Evacuation & Fire Safety

A fully compliant, registered and approved evacuation plan is maintained onsite at the venue. Venues Wellington staff will manage any emergency evacuation. Please ensure that doorways are kept clear of any objects which may hinder egress. All display materials or equipment used on your stand must comply with fire and safety legislation. All display build floorplans must be approved prior to going on sale (if not drawn by a Venues Wellington representative).

## Health & Safety

It is the responsibility of all exhibitors to comply with the venue health and safety guidelines. A copy of the Venues Wellington Safety as a Service guide can be obtained from your Event Organiser. At the end of this guide is our Event Hazard Identification Checklist. Please use this checklist to identify any elements of your exhibition that may pose a hazard/risk, and email to your Event Organiser.

## Internet Access and Phone Line

Complimentary WiFi is available within the venue: "Venues Wellington WiFi" accessed by a 'click to agree' pop-up window in your browser.

Wired internet is available for purchase and must be arranged in advance. The cost is \$115 for installation plus \$52 per subsequent day (excluding GST). This service is provided by NW Group. To arrange wired internet for your stand, please contact Anthony Coomer on 021 0670 8089 or via email: [Anthony.coomer@nwgroup.co.nz](mailto:Anthony.coomer@nwgroup.co.nz).

## Parking

There is no public parking available at the Michael Fowler Centre.

The closest public parking is the [James Smith Parking Building](#) across the road.

## Regulations

For a list of items that are not permitted into the venue without prior written consent from Venues Wellington please refer to attached Exhibitor Checklist.

Some examples are vehicles, helium balloons, naked flames, smoke machines, fireworks, drones, gas appliances & animals.

## Venue Contacts

The onsite contact during the pack in, event days and pack out will be the Venue Manager. The Venue Manager office is based on the ground floor and can be contacted via radio by any of the venue staff you see around the venue.

If you have any questions regarding the venue prior to the event, please contact Margaret Wong, [margaret@conference.nz](mailto:margaret@conference.nz) and they will get in touch with the Event Manager on your behalf.

## Waste Management & Cleaning

We are committed to reducing our impact on the environment and have procedures in place to recycle as much waste as possible. The exhibition area floor will be cleaned prior to the initial exhibition opening and venue staff will remove packaging/ rubbish. Please help us by sorting your waste into the correct bin: Mixed recycling (cardboard, paper, plastics and aluminium), Glass and General Waste.

Cleaning does not include individual exhibition stands.

## Contact

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

**Margaret Wong** | Project Coordinator

Conference Innovators

T: +64 3 379 8415

E: [margaret@conference.nz](mailto:margaret@conference.nz)

# APPENDIX ONE

## HEALTH AND SAFETY OBLIGATION FORM

Form	PMAANZ 2026 Conference
HS20	Exhibitor's Health & Safety Obligations

All Exhibitors are required to read the exhibitor's health and safety obligations as set out below and initial the lower right corner of the first page, and sign where indicated on the second page of two copies of this form. The contractor is to retain one copy and Conference Innovators will retain one copy on file on behalf of PMAANZ Conference 2026 ("the Conference").

All exhibitors at the Conference (the principal) are required to:

- 1 Comply with the Venue's induction procedures as outlined in the Exhibition Manual upon arrival at the Conference venue during pack-in and ensure any exhibitor staff visit the Conference Registration Desk to register and receive a name badge and lanyard which must be worn throughout the duration of the Conference.
- 2 Observe and comply with the restriction that all buildings are designated No Smoking areas.
- 3 Under no circumstances operate or make adjustments to any on-site plant or equipment without authorisation from the venue operator.
- 4 Refrain from entering designated "Staff Only" areas not relevant to the work being carried out without authorisation from the venue's Health & Safety Manager or delegated site manager.
- 5 Report all incidents/accidents/near misses including all hazardous spills/discharges, to Conference Innovators site personnel or delegated site manager as soon as possible.
- 6 Provide first aid facilities for their employees and subcontractors unless agreed otherwise with the principal.
- 7 Adhere to any/all health and safety requirements of the venue.
- 8 Nominate an on-site representative who will be responsible and accountable for health and safety and environmental pollution in areas under their control.
- 9 Maintain compliance with all relevant legislation that pertains to the services/products being provided to the Conference.
- 10 Understand their obligations under the relevant health and safety legislation and other regulations, and ensure that all their employees and subcontractors are informed of the same, and that no person is permitted to work without being so informed.
- 11 Carry out a systematic identification of hazards likely to be encountered and develop controls for all those identified as being significant hazards before beginning work.

- 12 Conduct a hazard assessment of the work being carried out and advise Conference Innovators personnel immediately of any new hazard created during the contract and take all practicable steps to avoid harm being caused to any person as a result of such hazards.
- 13 Have a health and safety management system in place that ensures their compliance with the relevant health and safety legislation in connection with the work being undertaken and make this available to Conference Innovators personnel for inspection on request.
- 14 Provide safety protection appropriate to their trade, industry, or profession, follow safe work practices and not take unnecessary risks.
- 15 Ensure that their employees and subcontractors have been adequately trained and have adequate knowledge and experience of the kind of work, plant or substances that they are required to use. Electrical appliances shall have been tested in accordance with AS/NZS 3760:2001.
- 16 Unless otherwise agreed, it is the responsibility of the exhibitor to ensure that all permits, approvals and legal authorities have been met prior to the commencement of any work.
- 17 Good housekeeping standards are to be observed throughout the Conference; the exhibition area shall be kept tidy with escape exits and other access ways clear of any obstructions; and any spillage shall be contained and cleaned up in a tidy manner.
- 18 The use of language and/or gestures that may be of an objectionable nature towards the employees, visitors, other exhibitors or contactors on the Conference sites will not be tolerated.
- 19 The Conference Event Manager (Conference Innovators) or the Venue's Health & Safety Manager or designated site manager reserves the right to stop work or ask an exhibitor to vacate their stand where the above requirements are not met or where health and safety concerns are not adequately addressed.

The contractor to complete and sign

I/we have read and understood the obligations listed above and agree to abide by them.

---

Signed (Exhibitor's name and signature)

---

Company Name

---

Date

## APPENDIX TWO

### DELIVERY LABEL



**DELIVER TO:**           **Michael Fowler Centre**  
**111 Wakefield Street**  
**WELLINGTON 6011**  
**NEW ZEALAND**

**Delivery instructions:** Please deliver to Facilities Office, ground floor (access through carpark side entry)

<b>EVENT NAME</b>	<b>PMAANZ 2026 CONFERENCE</b>
<b>EVENT DATE(S)</b>	<b>17-19 September 2026</b>
<b>STAND/BOOTH #</b>	
<b>COMPANY NAME</b>	
<b>CONTACT NAME</b>	
<b>MOBILE #</b>	
<b>CONSIGNMENT NOTE #</b>	
<b>ITEM # (e.g. 1 of 2)</b>	

**DELIVERIES WILL NOT BE ACCEPTED MORE THAN 2 BUSINESS DAYS PRIOR TO EVENT**

## APPENDIX THREE

### OUTGOING COURIER CONFIRMATION FORM

## OUTGOING COURIER CONFIRMATION FORM

(For Guests, Clients and Exhibitors)

**THIS FORM IS TO BE COMPLETED AND HANDED TO RECEPTION AS CONFIRMATION THAT YOU HAVE ITEMS THAT A COURIER OR OTHER PERSON WILL BE COLLECTING.**

**IF THE CONSIGNMENT IS GOING INTERNATIONALLY PLEASE ENSURE THAT ALL YOUR PAPER WORK IS CORRECTLY COMPLETED**

**EXHIBITOR TO COMPLETE:**

EXHIBITION BOOTH NUMBER (if applicable):	
EVENT NAME:	PMAANZ 2026
TO (COMPANY NAME):	
CONTACT PERSON & NUMBER:	
PHYSICAL ADDRESS FOR DELIVERY:	
NUMBER OF ITEMS IN CONSIGNMENT:	
DETAILS OF COURIER/FREIGHT COMPANY:	NAME:  PHONE NUMBER:
YOUR NAME AND CONTACT DETAILS:	NAME:  PHONE <small>(EMAIL IF INTERNATIONAL)</small> :

**VENUES WELLINGTON TO COMPLETE WHEN COLLECTED:**

Date/Time:
Collected by:

## ATTENTION:

If you have boxes/items that you are leaving behind to be collected by a courier or other person, you will need to do the following;

1. Please ensure you have taped and securely closed all items.
2. Please complete and affix to each item a **Venues Wellington Outbound Goods** label.
  - If your packages are going to 2 or more destinations, please complete a set of labels for each destination.
3. Please complete a **Venues Wellington Outgoing Courier Confirmation** form and leave it with Venues Wellington Reception.
  - If your packages are going to 2 or more destinations, please complete a separate a form each destination.
4. When liaising with your courier, please note that all packages must be collected no later than the next business day after the conference has finished.
5. Please leave packages at reception or where instructed and advise the Venue Manager that they are ready for pick up.

Should you require any assistance, please ask our any of our Venues Wellington staff.

**Please note: Items are left at your own risk and if not collected within a reasonable<sup>1</sup> time frame run the risk of being destroyed.**

Thank you for your cooperation.

Kind Regards,

Venues Wellington

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<sup>1</sup> Reasonable being within two weeks of the Event