



ASIA PACIFIC CONFERENCE EXHIBITION MANUAL

GENERAL INFORMATION

The exhibition will be held in Queenstown, New Zealand.

Address:

Millennium Hotel Queenstown
Melbourne Street Loading Bay
Queenstown 9300
New Zealand



EXHIBITION TIMETABLE

| | | | |
|------------|---------------|-----------------|--|
| 4 May 2016 | 11:00 - 21:00 | Build up | |
| 5 May 2016 | 08:00 - 18:00 | Exhibition open | |
| 6 May 2016 | 08:00 - 18:00 | Exhibition open | |
| 6 May 2016 | 18:00 - 21:00 | Break down | |

EXHIBITION SERVICES

If you require any additional furniture or equipment, please send your request by 15 April 2016, to:

Mrs. Gill Thompson

Phone: +44 (0)1273771020

Mobile: +44 (0) 7718976026

Email: gill.thompson@canso.org

EXHIBITOR MARKETING & BRANDING IN CONFERENCE PROGRAMME BOOK

Please provide the following information by 1 April 2016:

- Organisational profile: 100 words to be provided in a word document
- High resolution logo on .JPG or .EPS format

EXHIBITION SHIPMENTS

For exhibitor shipments please contact:

Jules Molloy

Tel. +64 3 450 0155

Email: jules.molloy@millenniumhotels.com

CC: events@canso.org

Mailing address:

Jules Molloy
Millennium Hotel Queenstown
Melbourne Street Loading Bay
Queenstown 9300
New Zealand
Tel. +64 3 450 0155

Prior to sending materials, please inform CANSO of your shipment by specifying type/kind of equipment that will be shipped and what transportation method and Company will be used to send the materials.

Please print, fill-in, and attach the DELIVERY LABEL (found below) to each box that is sent to New Zealand. Inside all boxes, please indicate: *Company Name*, CANSO APAC Conference, and Arrival Date

Special need packages should be advised beforehand in order to assist with legal or government information required to bring referred items in to New Zealand.

The delivery of your materials and equipment should arrive no later than **Friday, April 29, 2016.**



ASIA PACIFIC CONFERENCE EXHIBITION MANUAL

STAND PACKAGES

Space + Stand 3x2m

- Shell scheme stand
- Fascia board with exhibitor name
- Spotlights & one power socket
- One table
- Two chairs
- Waste basket
- Daily cleaning of stand area

Don't:

- drill or screw into the panels
- use pins, nails or anything that would cause permanent damage to the panels
- write or paint on the panels

Do: use Velcro or double sided tape

Would you like to request additional services for your booth?

Please contact:

Kate McManus, Event Co-ordinator, Displayworks

Chch@displayworks.co.nz

Phone: +64 3 3384193

EXHIBITOR REGISTRATION

In case you have not yet registered for the CANSO Asia Pacific Conference 2016, please process your registration online: <http://www.canso.org/canso-asia-pacific-conference-2016>

LIABILITY

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the conference venue, CANSO and/or third parties, its owners or managers which result from any act or mission of Exhibitor.

The exhibition room will be securely locked outside exhibition times. However, neither CANSO or the conference venue will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. It is the exhibitor's responsibility to provide adequate insurance for their personnel, exhibits, and materials.

SECURITY

All exhibition staff and conference delegates will be required to wear badges while in the exhibition or conference area.

GENERAL CONDUCT

Any demonstrations must be performed within the exhibitor's space so as not to interfere with aisle traffic flow. Sampling or demonstration tables must be placed a minimum of 2' from the aisle line. Should attendees interfere with the normal flow of traffic or overflow into neighboring exhibits, the organiser will have no alternative but to request that presentations or samplings be limited or discontinued.

SOUND

Due to the limited space for exhibitors noise should be kept to a minimum level. It would be expected that each exhibitor is conscious of their neighbour. The organiser reserves the right to determine at what point sound constitutes interference with others and must be limited or discontinued.

FROM:

BOX NUMBER _____ OF _____
WEIGHT OF THIS BOX/ITEM: _____

TO: DELIVERY DETAILS

COMPANY

NAME: MILLENNIUM HOTEL QUEENSTOWN

ADDRESS: MELBOURNE STREET LOADING BAY

QUEENSTOWN 9300

CONTACT: JULES MOLLOY

CONFERENCE CO-ORDINATOR

PHONE: +64 3 450 0155

EXHIBITOR DELIVERY NOTICE

EVENT NAME: CANSO ASIA PACIFIC

EVENT DATE: 4th May 2016

VENUE: MILLENNIUM HOTEL QUEENSTOWN

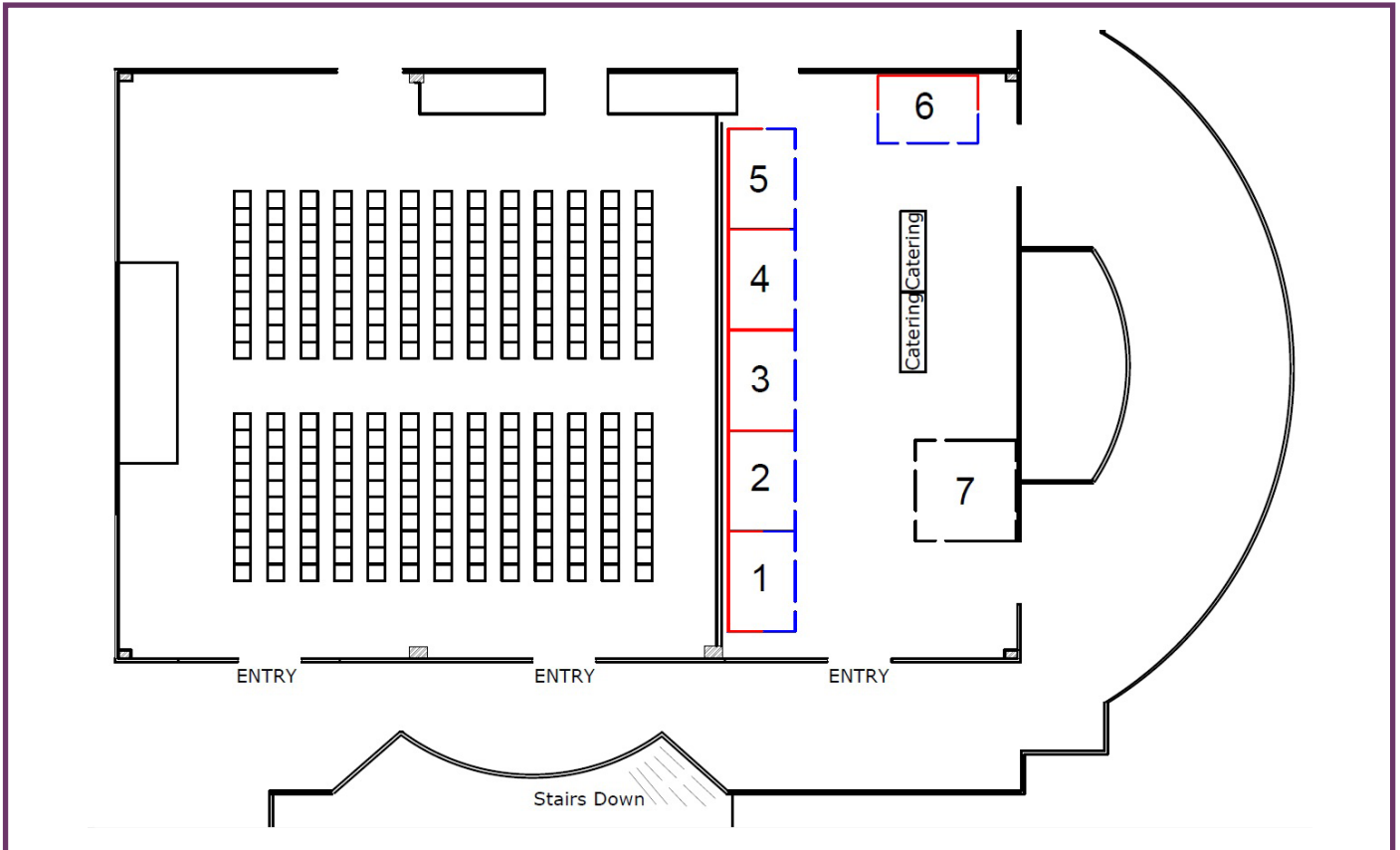
COMPANY NAME: _____ **STAND #** _____

CONTACT PERSON ON THE DAY: _____ **MOBILE No:** _____

SPECIAL INSTRUCTIONS: _____

Storage conditions: The Millennium Hotel Queenstown cannot acceptance or store any goods earlier than 3 working days before the event start date. Goods must be collected by the owner / exhibitor within 48 hours of end of event. There will be a fee of \$100 per day if not collected.

FLOOR PLAN



Legend:

- 1. NATS
- 2. *available*
- 3. NTT Data Corporation
- 4. *available*
- 5. Flightyfield
- 6. Thales
- 7. Airways New Zealand