

Services and Equipment

1.18 Furniture and Equipment Hire

A range of furniture and hire equipment is available for hire from Claudelands including:

- ✦ Barriers – tensile, bike rack style, crowd control
- ✦ Bar Leaners and Stools
- ✦ Chairs
- ✦ Couches
- ✦ Lecterns
- ✦ Picket Fencing
- ✦ Plants
- ✦ Tables – coffee tables, trestle tables etc.

Furniture and hire equipment is subject to availability. Orders can be made using the form supplied to your Exhibition Organiser. Please note all orders must be received no later than 10 business days prior to the event and are confirmed upon receipt of payment.

1.19 Audio Visual

Claudelands works closely with Vidcom NZ Ltd to provide the latest audio-visual equipment for exhibitors. Contact the Vidcom consultant to order the following equipment:

- ✦ Projectors and screens
- ✦ Tailored sound systems
- ✦ Presentation aids
- ✦ Video systems
- ✦ Laptops
- ✦ Lecterns
- ✦ Specialty lighting

☎ Vidcom NZ Ltd, 07 853 0392

💻 www.vidcom.com

1.20 Lighting

Your Exhibition Organiser will arrange the contractor for general stand lighting. For any specialty lighting please refer to the Audio-Visual section above.

1.21 Internet Access

Pre-paid wireless internet access is available throughout the venue and includes 24-hour access and unlimited data, per computer per day. Hardwire internet is also available on site and is quoted upon specification.

Internet access can be ordered using the form supplied to your Exhibition Organiser. An access code will be supplied upon confirmation and payment of the order.

1.22 EFTPOS

Exhibitors will need to organise EFTPOS as required. Claudelands recommends a wireless connection. Waikato EFTPOS Specialists are recommended for this service.

☎ Waikato EFTPOS Specialists +64 800 42 66 99

1.23 Forklift

Claudeland's has a forklift and licensed operators on site and available for use, subject to availability.

Forklifts can also be brought on site with consent. All forklift operators are required to produce their driver's license displaying class F, together with a Forklift Operator Certificate. This is a requirement of the Labour Department to operate a forklift on a road and at any workplace. Forklifts must be operated at all times in a safe manner and in accordance with current industry standards.

If your stand requires the use of a forklift for unloading delivery trucks etc., please book your requirements through your Exhibition Organiser.

1.24 Trolleys

There are flat deck trolleys at the venue which are free to use for pack-in (subject to availability). Please note that if there is a large show packing in there may be a wait for these, and you are encouraged to bring your own if you have them. If you are bringing your own trolley, please ensure that the tires are pneumatic as hard wheels may damage the carpet or flooring.

1.25 Security

Your Exhibition Organiser will be responsible for contracting any additional security required for the event.

The venue is locked and alarmed every night once all exhibitors have left the building. The venue is monitored 24/7 by our security contractor at night, who will respond to any disturbance.

Please be aware Claudeland's takes no responsibility for any lost or stolen items and we encourage exhibitors to leave any personal items of value at home.

1.26 Cleaning

Cleaning services can be arranged via Claudeland's for your exhibition stand if required. Refer to point 1.36 for more information on cleaning.

1.26 Heating and Air-Conditioning

The Arena, Conference Centre, Hall A and Hall B are air conditioned.

1.27 Photocopy, Fax and Printing

Photocopy, fax and printing facilities are available for minimal use in our reception. Please arrange via your Exhibition Organiser. Charges will apply.

1.28 Lost and Found

Any lost or found items should be reported to Claudeland's reception at the Administration Office. Claudeland's reception will hold lost items for one month. Claimed items will need to be signed for by the owner upon collection.

 For lost and found information please phone +64 7 939 3000