

Appendix 3 - Floor plan design specifications

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Event floor plan design – exhibitions

An event floor plan is required for all exhibitions. Your event floor plan must be submitted to your Claudelands Event Manager one month prior to the event.

When designing a floor plan for exhibitions, things that need to be taken into consideration are:

1. Exhibition booths must not obstruct any fire egresses or fire exits.
2. The minimum aisle width must be no less than 3m
3. All fire exit doors, call points, and fire equipment in the hall must remain accessible at all times
4. The power distribution boards at the south end of the halls must be accessible
5. Display items or builds must be kept within the Exhibition Booths as to not obstruct the walk way
6. Pedestrian access to Venue Store 17 at the south end of the halls must be accessible for operation of lights, heating and cooling
7. There is 100m² of venue reserved space per exhibition hall designated as catering space; however these locations may be moved to an alternative area agreed by the venue. If no catering is required, these spaces may be utilised with approval from your Claudelands Event Manager.
8. If only using half of the hall defined by a panel wall, there needs to be a pedestrian access of no less than 1.2m wide at the south end from entry.
9. Consideration to loading access should be given and roller doors kept accessible as long as possible during build and breakdown of events

Event floor plan design – conferences, meetings, function

For conferences, meetings or functions your Claudelands Event Manager can generate a floor plan for your event based on your requirements.

Things that need to be taken into consideration when designing the floor plan include:

1. Fire egresses and fire exits must not be obstructed and signs must be clearly visible
2. Back of house doors must not be obstructed at any time
3. There must be a minimum of one 1.2m aisle available somewhere in the room (excluding banquet style settings)
4. Catering service area locations need to be taken into account when preparing the floor plan – this must be done in consultation with your Claudelands Event Manager.

Event floor plan design – conference with exhibition activity

Exhibition Halls A and B

The following design considerations must be taken into account when designing a floor plan for an exhibition component of a conference in Hall A and Hall B:

1. Exhibition booth capacity will vary depending on the layout. As a guide, one Exhibition Hall will comfortably fit 77 booths (3m x 3m) based on a conference with 300 attendees.
2. The minimum aisle width must be no less than 3m
3. Where a large amount of space will be utilised with exhibition booths, occupancy load must be considered and recommended maximum capacity is 500.
4. All fire exit doors, call points, and fire equipment in the hall must remain accessible at all times. Doorway to the BOH Conference will need to remain clear if there is catering provided. Venue plans showing the location of these doors are available from your Claudelands Event Manager or via the [Claudelands Website](#).
5. The power distribution boards at the south end of the halls must be accessible
6. Pedestrian access to Venue Store 17 at the south end of the halls must be accessible for operation of lights, heating and cooling
7. There is 100m² of venue reserved space per exhibition hall designated as catering space; however these locations may be moved to an alternative area if agreed by the venue. If no catering is required, these spaces may be utilised with approval from your Claudelands Event Manager.
8. If only using half of the hall defined by a panel wall, there needs to be a pedestrian access of no less than 1.2m wide at the south end from entry.
9. Consideration to loading access should be given and roller doors kept accessible as long as possible during build and breakdown of events

Heaphy Room Combined

The following design considerations must be taken into account when designing a floor plan for an exhibition component of a conference which will be in Heaphy Room Combined:

1. Exhibition booth capacity will vary depending on the layout. As a guide, Heaphy combined would fit 38 booths (3m x 3m) based on a conference with 300 attendees
2. Where a large amount of space will be utilised with exhibition booths, occupancy load must be considered, the minimum aisle width must be no less than 3m and recommended maximum capacity of no more than 350 at any one time. Occupant Load according to fire regulations is a maximum of 980 in all Heaphy Rooms including Heaphy Pre Function Area.
3. Fire exit doors and the doorway to the back of house conference areas must remain clear at all times (as per floor plan).
4. Catering stacks may be moved into the Heaphy Pre Function area to allow for more booths, provided the number of people catered for does not exceed 450 and there are no other exhibition or booths in that same area.

Event floor plan design – catering stations for all events

Where catering is required for the event, minimum catering station requirements apply. The number of people attending will determine the number of catering locations required.

The following table outlines minimum catering station requirements:

Number of participants	Tea & Coffee Stations	Catering	Catering for Special Menu	Drop Stations	Large Bins
Up to 150 people	1 station (0.75m x 3.6m)	1 station (.9m x 7m)	1 station (0.75m x 1.8m)	5 stations (0.7m x .07m)	2 Bins (1m x 1m)
Up to 300 people	2 stations	2 stations	2 stations	10 stations	3 Bins
Up to 450 people	3 stations	3 stations	3 stations	15 stations	4 Bins

Please note the following information:

- Tea & Coffee Stations
 - To be located against a wall due to available power outlets
 - Requires 15amp power for urns
- Barista Coffee Stations
 - Served from one counter face
 - Requires ample space for queues
 - Requires 32 amp power, single phase
 - To be located in Heaphy Pre Function Area
- Catering
 - Presentation stacks used are .9m x .9m and each station will have 7 stacks which equals .9m x 7m (length may change depending on menu)
 - Service is from both sides
 - If catering is in the centre of the hired space, the aisle surrounding it must be a minimum of 6m (3m on each side of the stack)
 - If no catering is required, an aisle between booths is recommended to be no less than 3m wide
 - No power required
- Drop Stations
 - Drop stations will be scattered around the exhibition area, predominantly near the catering locations
- Catering for Special Menu Options
 - Keep slightly separate from the rest of the catering stations but still in a visible location
 - Depends on the number of dietary requirements
- Bar
 - Area of 3m x 3m required
 - One counter face for service
 - Ample space in front of the counter face required for queues
 - 4 x 10amp power supply required for fridges and till
- If a seated area is required, please discuss your requirements with your Claudelands Event Manager.