

Te Pae Christchurch Convention Centre

EXHIBITOR SERVICES MENU

All prices indicated in this document are **EXCLUDING GST**.

Please use the [Te Pae Christchurch Exhibitor Services Order Form](#) to place an order for any of the items in this menu.



Exhibitor Services Menu

Please read the [Exhibition Guide](#) before ordering services from Te Pae Christchurch Convention Centre.

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1. INTERNET COMMUNICATION SERVICES

The venue offers a complimentary public Wi-Fi service available to all individuals inside the venue. This public Wi-Fi service is suitable for general Internet browsing (including emails).

1.1. Cabled Internet Connection

A dedicated, single network cable delivering Internet connectivity of at least 100Mbps. For high-speed connections, a higher tier service is available for most booths. There are no data caps on any connections.

1.2. Exhibition Wi-Fi

For devices that require an encrypted connection, or devices that cannot display the splash screen terms and conditions, access can be purchased to our exhibitor Wi-Fi. This network provides uncapped speeds, encryption, no splash screen and is shared between all subscribing exhibitors. Exhibitors will be provided with the network name and password during bump in.

1.3. Dedicated Custom Wi-Fi

If you want a custom dedicated Wi-Fi network, or you have Wi-Fi devices that need to communicate directly with each other, you can purchase a customised network with your own network name and password. This network provides uncapped speeds, encryption, no splash screen and is dedicated to your booth only. Please note that Miracast, mDNS and Bonjour are not supported.

Item:	Cost:
Internet Cabled Single Connection	\$220.00 /day
Network switch – 4 available ports	\$150.00
Exhibition Wi-Fi – per booth	\$60.00 /day
Dedicated Custom Wi-Fi	\$220.00 /day

Note: All Internet services ordered will be delivered during the bump in of the event. Installation after bump in will incur extra costs and may not be available to all booths. Cost is per day the internet connection is live.

The following are not supported on the complimentary public Wi-Fi:

- VPN Connectivity.
- Point of Sale devices.
- Devices, such as TVs or IoT devices, that cannot display the splash screen terms and conditions.
- Some corporate devices may not be able to connect to the network due to security settings on the device. If you are concerned about this, please talk to your IT support about any organisational requirements.
- Miracast, mDNS and Bonjour, or services relying on these.

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2. AUDIO VISUAL

Pricing is based on 1-4 days of use. Monitors include floor/table stand or wall mount (size dependant), HDMI cable, and power connection. An additional set up and labour cost of \$85 may apply.

Item:	Details:	Cost:
32" Video Monitor	Comes with small stand so is self-standing on a flat surface. HDMI port available.	\$240.00
40" Video Monitor	USB and HDMI ports available, will play sound.	\$290.00
55" Video Monitor	USB and HDMI ports available, will play sound.	\$470.00
65" Video Monitor	USB and HDMI ports available, will play sound.	\$710.00
70" Video Monitor	USB and HDMI ports available, will play sound. Not available for wall mount.	\$950.00
85" Video Monitor	USB and HDMI ports available, will play sound. Not available for wall mount.	\$1,190.00
55" Touch Screen Monitor	USB and HDMI ports available, will play sound. For interactive displays.	\$700.00
LED Screen	3.5m wide x 2m high. Other sizes available on request.	\$3500.00
Laptop	Choice of either Mac or PC.	\$230.00
iPad and Floor Stand	Touchscreen for interactive displays.	\$175.00
Basic PA System	Includes 1x wireless mic, Bluetooth connection or Aux cable. Written permission from the event organiser is required.	\$450.00
Up Light	Floor-mounted, battery powered up light. RGB colour options.	\$45.00
Additional HDMI Cable	A second HDMI cable for our screens, or if you need one for a screen you are providing.	\$15.00
Laptop Adapter	USB-C to HDMI, USB-A, Ethernet, and SD Card.	\$25.00

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3. EXHIBITOR BOOTH ACTIVATIONS

3.1. Games

Item:	Description:	Cost Per Day:
VR Experiences	Immerse your guests in the world of virtual reality with a range of options from fun challenges to relaxing experiences.	\$1,650.00
Claw Game Machine	Always tried, but never succeeded in winning with these? Well, load them with your branded items and watch delegates get super excited as they actually win something! Machine can be adjusted to increase or decrease the success rate.	\$POA
Nerf Gun Zone	Why should the kids have all the fun!? The Nerf Gun Zone is a fun way to engage delegates at your stand	\$1,450.00
Reaction Time Challenge	Who has the fastest hands!? Set up a leaderboard and see how competitive people can be to beat the faster time.	\$1,250.00
Chocolate Wheel	An oldie, but a goodie. Spin the wheel and win a prize; discounts, vouchers, promotional prizes...or chocolate!	\$450.00
Cornhole	A 4th of July staple. A fun, easy way to engage delegates. The more bags they land in the hole, the bigger the prize...?	\$450.00
Golf Challenge	Test your short game with the Golf Challenge. Chip and land the ball in the target zone and see who gets the most points or lands it in the right spot to win a prize.	\$575.00
T-shirt Cannon hire	Always a fun way to engage delegates. Rather than just handing things out, why not launch them into the crowd with a t-shirt cannon? As long as its soft and fits down the barrel, you can launch it.	\$205.00
Smoothie Bikes	Your delegates choose the ingredients, then they do the work to blend their smoothie. Healthy, active and fun!	\$1,550.00

3.2. Stand Catering and Beverages

Please refer to the [Exhibitor Stand Catering](#) menu for details, or contact EventServices@tepae.co.nz for more information.

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4. FURNITURE

Pricing is based on 1-4 days of use.

Item:	Details:	Cost:
Exhibitor Furniture Package	Contains one 1820mm x 460mm trestle table with black linen and two chairs.	\$30.00
Chair	Banquet chair, padded, charcoal grey colour, metal frame.	\$10.25
Trestle Table	1820mm x 460mm, black stainless legs, black walnut colour.	\$17.50
Trestle Table Linen	Black, Lycra stretch trestle table cover.	\$20.00

5. POWER & RIGGING

Please get in touch with your event's appointed stand providers for your power and/or rigging requirements.

If your event does not have an appointed provider, please email EventServices@tepae.co.nz for options.

It is a requirement for all power cables plugged into Te Pae's power supply to have a current electrical compliance tag.

Item:	Description:	Cost:
Electrical Compliance Test & Tag	Compliance check by one of our qualified technicians	\$25 per cable
Power extension or multi-board	1m, 3m, or 5m extensions available.	\$15.00

Te Pae Christchurch requires the test & tag service to be booked no later than **14 days before the start of the event.**

6. SECURITY

Item:	Details:	Cost Per Hour:
Security – Normal	Minimum order of three consecutive hours per shift. Dedicated security staff keeping exhibitor stands secure and safe.	\$46.20
Security Supervisor – Normal	Dedicated Security Supervisor coordinating the security of exhibitor stands.	\$56.20

Please note, all orders must have a minimum of 3 consecutive hours, except orders falling over a public holiday, which will incur public holiday rates with a minimum of 4 hours ordered.

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7. PORTERAGE, FREIGHT & LOGISTICS

Pallet jacks and trolleys will be available at the Loading Dock for exhibitor use during the bump in and out of the event. There is a limited number of these available, and they are distributed on a first-come, first-served basis.

7.1. Forklifts

Please let us know if you will require an item to be moved to your stand with a forklift, as this must be booked in advance – Bookings are not required for unloading freight trucks.

Our forklift is rated at a maximum of 1.5 tonnes, depending on the load distribution.

Item:	Cost:
Forklift – Single Lift, including Te Pae Operator – to move a single pallet or crate from the Loading Dock to your stand.	\$30
Forklift – 1 hour, including Te Pae Operator	\$70
Forklift – up to 4 hours, Operator not included	\$150
Forklift – up to 4 hours, including Te Pae Operator	\$260
Forklift – up to 8 hours, operator not included	\$300
Forklift – up to 8 hours, including Te Pae Operator	\$520

If you anticipate you will require the extended use of a forklift, please contact EventServices@tepae.co.nz for availability and booking. A forklift will not be available for exhibitors to use unless they or the event organiser have booked one. If you are supplying a driver, please present their forklift operators certificate on arrival at the venue. Please note: a “F” endorsement on a driver licence is not accepted on its own.

7.2. Portage Services

Portage Services can be purchased by clients or exhibitors prior to pack in to collect goods from the loading bay and transport them to your stand or other designated area, this does not include unpacking and setting up pre-event, or packing up post-event.

Item:	Details:	Cost:
Portage Service	1 x Crew, 1 x Trolley/Pallet Jack for up to 1 hour	\$45.00
Portage Package – 2x Exhibition Halls	2 porters for 3 hours	\$230.00
	3 porters for 3 hours	\$350.00
Portage Package – 3/4x Exhibition Halls	4 porters for 3 hours	\$460.00
	6 porters for 3 hours	\$690.00

7.3. Pallet Jacks

Our standard pallet jacks are available to use for free on a first-come, first-served basis. We also have electric pallet jacks available for hire.

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Item:	Cost:
Electric Pallet Jack – up to half day, operator not included	\$25.00
Electric Pallet Jack – up to half day, including Te Pae Operator	\$155.00
Electric Pallet Jack – up to full day, Operator not included	\$50.00
Electric Pallet Jack – up to full day, including Te Pae Operator	\$290.00

7.4. Freight, Storage & Logistics

Te Pae Christchurch **does not offer onsite storage**, this includes empty boxes / crates required post event, please make your own arrangements for collection and storage of such. Empty boxes should be removed off site by the client and/or exhibitor. Should storage be required, or if you need to procure the services of a freight company, **Method Logistics** are the recommended logistics service provider for Te Pae Christchurch.

Method Logistics specialise in global logistics, shipping and transport. They offer complete solutions that include warehousing, specialised logistics, customs and freight across air, land and sea, providing services to both local and international clients.

Contact: 0800 46 38 46
Email: info@methodglobal.co.nz
Website: www.methodglobal.co.nz



Please take note:

- All items must be properly secured and/or wrapped prior to movement.
- Te Pae Christchurch will not be held liable for any damage done during movement of goods.
- Te Pae Christchurch's loading dock hours are from 0700 – 1600 Monday to Friday. Deliveries outside business hours must be prearranged via the Event Co-ordinator (Exhibitions)
eventservices@tepae.co.nz

8. CLEANING SERVICES

8.1. Stand Cleaning

Please note that dedicated Te Pae Christchurch Convention Centre staff clean the public areas (aisles, foyers and amenities) throughout the operational hours of the event.

Te Pae Christchurch staff are not responsible for cleaning exhibitor stands until an order has been completed and returned with full payment prior to the event. Cleaning services are charged according to specific stand requirements and will include detailed cleaning of exhibitor stands, including vacuuming and wiping of surfaces.

Item:	Details:	Cost:
Stand Cleaning – Small	Stand size up to 9m ² .	\$55.00
Stand Cleaning – Medium	Stand size between 9m ² and 36m ² .	\$75.00
Stand Cleaning – Large	Stand size larger than 36m ² . Price on application for stands exceeding 140m ²	\$89.00

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8.2. Waste Removal

Several bins will be provided during the bump in and out of an exhibition as part of the event's waste management plan. If you anticipate excessive waste or require a dedicated bin at your stand, please see services below or contact Te Pae Event Services. Additional waste options and bin sizes are available on request.

Item:	Details:	Cost:
Waste Bin – Small	Small 18L bin suitable for general waste.	\$15.00
Waste Bin – Medium	Medium 60L bin suitable for general waste or recycling (mixed, glass or paper). Please advise type of waste on application.	\$30.00
Waste Bin – Large Wheelie	Large 240L wheelie bin, suitable for general waste, recycling, glass or paper. Please advise type of waste on application.	\$45.00 (general waste) \$40.00 (recycling)
Waste Bin – Extra Large Wheelie	Large 660L wheelie bin, suitable for general waste or recycling. Please advise type of waste on application.	\$125.00
Cardboard	Extra Large 660L wheelie bin & 3 cubic metre cage available, suitable for request additional for Bump-in or Bump-out.	\$60.00 (660L) \$190.00 (cage).
Shrink Wrap Cage	3 cubic-metre cage available, suitable for request additional for Bump-in or Bump-out.	\$190.00
Polystyrene Cage	3 cubic-metre cage available, suitable for request additional for Bump-in or Bump-out.	\$180.00
Skip	9 cubic metres of general, metal or wood waste skip. Please advise type of waste on application. Waste per tonne calculated and invoiced post-event.	\$265.00 (bin only) \$320.00 (per tonne)
Stand Organic Waste Collection	Suitable for stands generating food waste. Please note this is for collection by Te Pae Christchurch only. Bin is not provided.	\$10.00 (per 19kg tray)
Compostable Waste	Medium 60L bin or 140L wheelie bin, suitable for stands generating food or garden waste.	\$30.00 (60L) \$40.00 (140L)
Biohazard Waste	120L or 240L wheelie bin suitable for medical related activities that create a biohazard waste.	\$130.00 (120L) \$160.00 (240L)
Sharp Container	6.5L container suitable for the disposal of sharp objects including sharp medical items.	\$80.00 (6.5L)
Document Destruction Bin	Secure and confidential. Destruction Certificate available if requested before processing (\$25.00).	\$70.00 (140L) \$95.00 (240L)

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9. BOOKING AND PAYMENT

- Clients and contractors may book the service and/or equipment directly with the assigned Event Co-ordinator.
- Individual exhibitors can book the above services by filling out the [Exhibitor Services Order Form](#) and emailing it to the Event Coordinator (Exhibitions) eventservices@tepae.co.nz
- All Audio Visual, furniture, power, rigging services and forklift hire ordered will be delivered either during the bump in of the event, or outside event hours.
- Services need to be booked no later than 7 working days in advance. Any service requested less than 7 working days may incur a 10% surcharge. Any service or equipment requested on the day may incur a 15% surcharge.
- Services and equipment required on public holidays will incur additional fees.
- Some services may be provided by outside suppliers and may incur a delivery fee.
- All listed costs exclude GST.
- All orders are subject to availability and will be allocated on a first-come, first-served basis.
- Services requested onsite can be done so via the Exhibition Services Desk or Reception where the booking will be confirmed once payment has been made.
- If booking onsite, please ensure you keep a copy of your receipt as this needs to be shown to the service provider to ensure the service is delivered.

10. TE PAE CHRISTCHURCH EXHIBITOR FORMS

All order, application and permit forms can be found on the Te Pae Christchurch website in the [Resource Centre](#). For queries, please contact EventServices@tepae.co.nz or call +64 3 266 1440. Please ensure these **are submitted no later than 14 business days prior to the event** to ensure availability of services. Please visit the Exhibitor Services Desk or our Reception once onsite for services and inquiries.

10.1. Order Form:

- [Exhibitor Services Order Form](#)

10.2. Application Forms:

- [Amusement Rides and Devices](#)
- [Animals](#)
- [Canvassing, Solicitation and Distribution](#)
- [Cooking](#)
- [Custom Build Stand](#)
- [Drones](#)
- [Firearms and Weapons](#)
- [Food and Beverage Sampling and Sales](#)
- [Lasers](#)
- [Medical Activities](#)
- [Naked Flames](#)
- [Other Activities](#)
- [Pyrotechnics](#)
- [Remote Controlled Plant](#)
- [Vehicle Display](#)

10.3. Permit Forms:

- [Electrical Work](#)
- [Hazardous Substances](#)
- [Hot Work](#)
- [Working at Heights](#)

10.4. Other Resources:

- [Delivery Label](#)
- [Outgoing Dispatch Label](#)
- [Exhibitor Guide](#)
- [Health and Safety Guide](#)
- [Health and Safety Induction](#)
- [Recommended Suppliers list](#)