



CONTACTS

Event Coordinator: **Monique Keatinge**

Mobile: +61 (0)418 498 180

Office: +61 (0)2 9280 4425

Email: events@sectechroadshow.co.nz



EXHIBITORS MANUAL 2025



Prepared for:
**SECTECH NZ
EXHIBITORS 2025**

IMPORTANT DATES

| | | |
|---|---|------------------------------------|
| 1 | EXHIBITORS DELIVER ROAD CASES TO AUCKLAND WAREHOUSE - 9AM - 4PM <i>CLOSES 4PM SHARP ON 9TH</i> | 4TH - 9TH JUNE 2025 |
| 2 | TRUCKS DELIVER EXHIBITORS ROAD CASES TO AUCKLAND EXPO VENUE | 4TH - 9TH JUNE |
| 3 | SECTECH AUCKLAND EVENT | 10 JUNE 2025 |
| 4 | TRUCKS DEPART AUCKLAND FOR WELLINGTON | |
| 5 | SECTECH WELLINGTON EVENT | 12 JUNE 2025 |
| 6 | TRUCKS DEPART WELLINGTON FOR CHRISTCHURCH | |
| 7 | SECTECH CHRISTCHURCH EVENT | 17 JUNE 2025 |
| 8 | FREIGHT DELIVERED TO AUCKLAND WAREHOUSE FOR COLLECTION BY EXHIBITORS | 23RD - 26TH JUNE 2025 9AM - 4PM |

TIMELINE

SECTECH NZ TIMELINE STAGES

ONLINE VERSION UPDATED REGULARLY

[CLICK HERE](#)

Welcome to SecTech Roadshow NZ 2025 - please see the timeline and the important dates below.

| STAGE | Venue 1 | Venue 2 | Venue 3 | Collect |
|---|--|---------|---------|---------|
| Task 1 4 - 9 JUNE 8:30AM - 3:30PM [Closes 3:30pm Sharp] | Exhibitors Deliver Roadcases to Auckland Warehouse → Auckland Event | | | |
| Task 2 9 - 10 JUNE | Trucks Deliver Exhibitor Roadcases to Auckland Expo Venue | | | |
| Task 3 - 10 JUNE 25 | Auckland Event | | | |
| Task 4 TBA | Trucks Depart Auckland for Wellington → Wellington Event | | | |
| Task 5 - 12 JUNE 25 | Wellington Event | | | |
| Task 6 TBA | Trucks Depart Wellington for Christchurch → Christchurch Event | | | |
| Task 7 - 17 JUNE 25 | Christchurch Event | | | |
| Task 8 23 - 26 JUNE 8:30AM - 3:30PM | Freight Delivered to Auckland Warehouse for Collection by Exhibitors → Collection | | | |



Safety

Take care and drive safely when making late night transition between venues.



Freight Pickup & Delivery

NZ Specialized Logistics
c/o Insite Logistics
5/63 Lady Ruby Drive,
East Tamaki, Auckland, NZ
Delivery Times: Mon – Fri, 9AM – 4PM
Contact: Selvan Govender
Tel. 029 770 1616
Warehouse Manager:
Matt Gilbert / Tel. 022 0734 607



Touring Crew

Monique Keatinge:
+61 418 880 960

John Adams:
+61 419 956 661

REQUIRED: OUR PUBLIC LIABILITY INSURER HAS MADE IT A POLICY CONDITION THAT ALL EXHIBITORS HAVE PUBLIC LIABILITY INSURANCE FOR \$20 MILLION AUD. CAN YOU SEND A COPY OF YOUR CERTIFICATE OF CURRENCY NOTING THIS LEVEL OF COVER.

CONTENTS

Welcome to SecTech Roadshow NZ 2025 - the Exhibitors Manual. This document contains important information and contains all you need to know before the event as an Exhibitor.

2025/26

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| 04 | EVENT 1 in AUCKLAND Ellerslie Event Centre on 10 JUNE 2025 |
| 05 | Event 1 Continued: Directions & Loading |
| 2 | EVENT 2 - WELLINGTON (12 June 2025) |
| 06 | EVENT 2 in WELLINGTON - Sky Stadium on 12 JUNE 2025 |
| 07 | Event 2 Continued: Directions & Loading |
| 3 | EVENT 3 - CHRISTCHURCH (17 June 2025) |
| 08 | EVENT 3 in CHRISTCHURCH - Te Pae Christchurch Convention Centre |
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ELLERSLIE EVENT CENTRE GUINEAS BALLROOM

100 ASCOT AVENUE
ELLERSLIE, AUCKLAND 1051
P: +64 9 524 4069

EVENT 1 AUCKLAND

Event 1 is on **Tuesday, 10th June 2025.**

Guineas Ballroom

Ellerslie Event Centre

100 Ascot Avenue,
Ellerslie, Auckland 1051

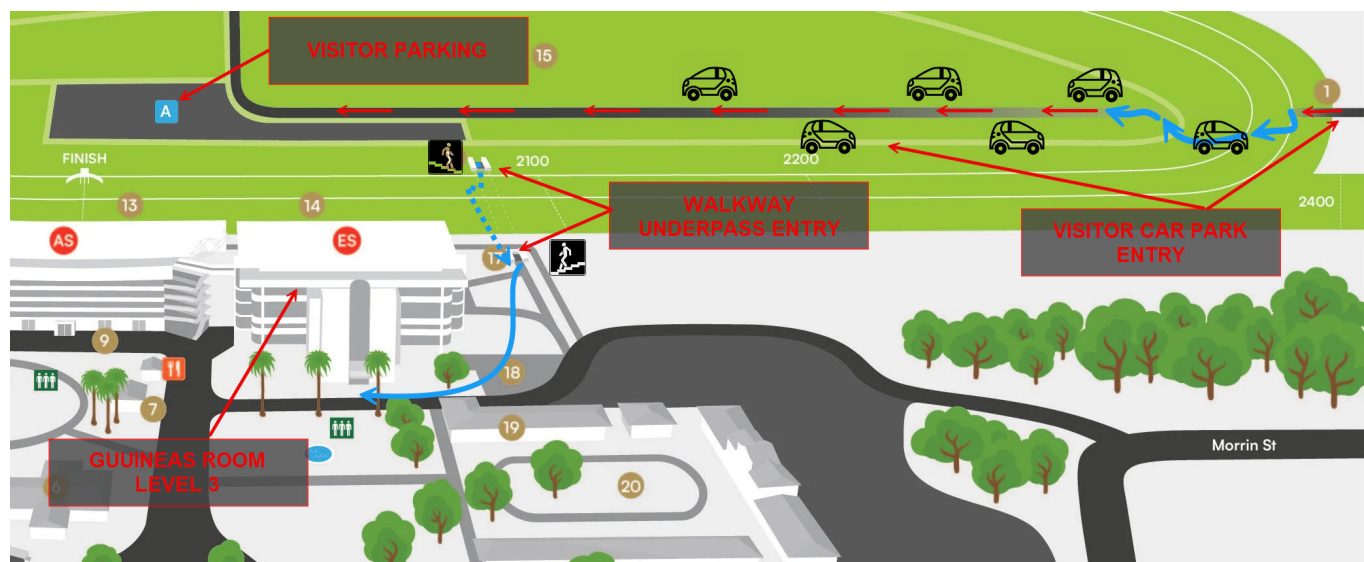
New Car Park!

Starting 6 November 2024, event car parking will relocate from our Southern Motorway carpark (formerly accessible via Ascot Avenue) to the new infield carpark, with entry at 16 Derby Downs Place.

Directions for Attendees

INFIELD PARKING

Parking for an event: Please enter at [16 Derby Downs Place](#), drive through the tunnel and continue on the road until you reach the carpark that is located within the racecourse infield. Once you have parked your car, head on foot to the pedestrian tunnel which will guide you safely beneath the racetrack to reach the event centre. (Please do not cross the racetrack itself). It's about a 200m walk from the carpark to the Ellerslie Stand (the white building) which will be the first building you will



EVENT 1: AUCKLAND DIRECTIONS GUINEAS BALLROOM

Scan QR Code
for GPS Directions



GOOGLE MAP

[Click Here for Map Route](#)

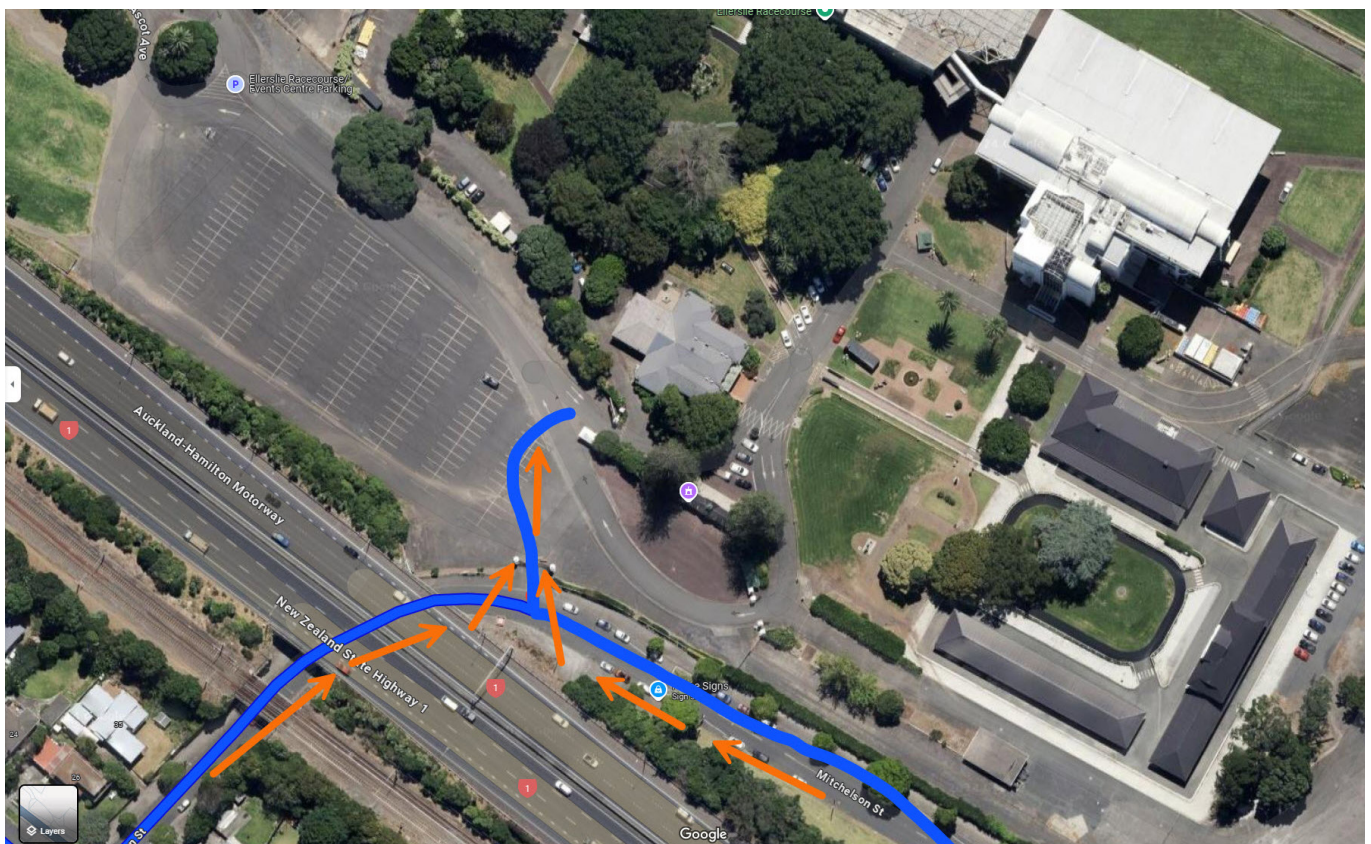


The link above will open a Google map that provides the route to the new car park.



CHECK THE SECTECH NZ WEB-SITE EXHIBITORS SECTION FOR MORE DETAILS.

<https://sectechroadshow.co.nz/manual>



Guineas Ballroom Location SecTech - New Zealand

The Guineas Ballroom is located on the thrid (3rd) or top floor of the Ellerslie Stand. Loading/heavy vehicle access is via a movable baracades on Mitchelson street as shown above.



EVENT 2 WELLINGTON

Event 2 is on **Thursday, 12th June 2025** at:

Level 4, Members Gallery
Sky Stadium
105 Waterloo Quay,
Pipitea, Wellington 6140.

Function Centre

For queries, please call our Event Manager:
 Monique: +61 (0)418 498 180

Lv. 4, Members Gallery at Sky Stadium Function Centre
 Phone: +64 4 471 0333

Directions for Attendees

By Car

Vehicle access is off Waterloo Quay, at the traffic lights opposite the entrance to CentrePort. Parking is available at the Stadium Car Park. See next page for directions.

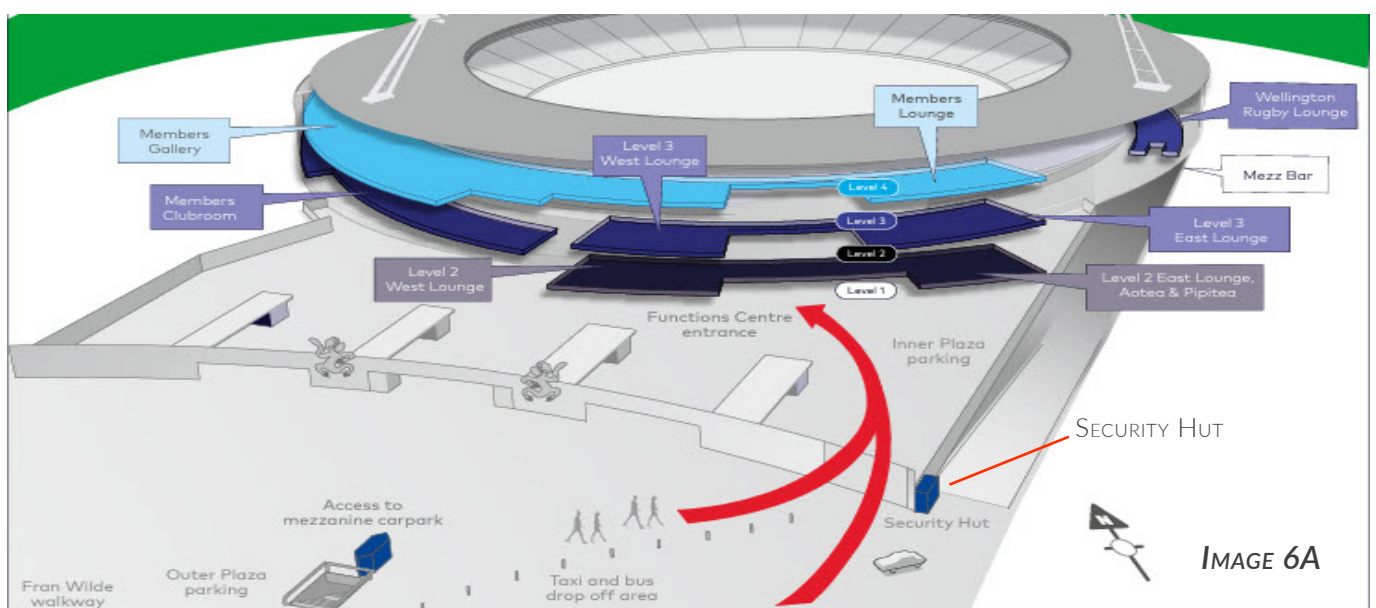


IMAGE 6A

EVENT 2: WELLINGTON DIRECTIONS LEVEL 4 MEMBERS GALLERY ROOM

GOOGLE MAP[Click Here for Map Route](#)

Scan QR Code
for GPS Directions



CHECK THE SECTECH NZ WEB-
SITE EXHIBITORS SECTION FOR
MORE DETAILS.

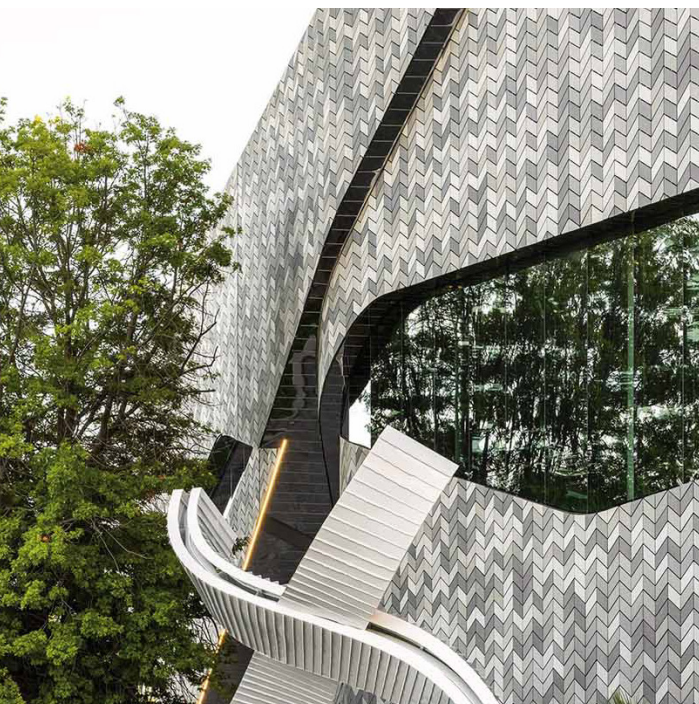
<https://sectechroadshow.co.nz/manual>

Parking Directions

If you are driving in, the main entrance is through Waterloo Quay. Please enter the main public parking entrance, take the far right-hand lane up the ramp. This will bring you up to the main gates of the Stadium; stop at the Security Hut (the blue box in the lower right corner of *Image 6A* on page 6). At the gate, let security know which event you are attending, and they will assist you with direction and access.

Parking is separate from the main parking building. If you pay for public parking you will not be reimbursed.





Te Pae Christchurch Convention Centre
EXHIBITION HALLS 3 & 4
 188 Oxford Terrace,
 Christchurch Central City,
 Christchurch 8011
 Contact: +64 3 2660 1400

EVENT 3 CHRISTCHURCH

Event 3 is on **Tuesday, 17th June 2025.**

Located in the Exhibition Halls 3 & 4, at:

Te Pae Christchurch Convention Centre.
188 Oxford Terrace,
Christchurch Central City, Christchurch 8011

Function Centre!

For queries, please call our Event Manager:
 Monique: +61 (0)418 498 180

Te Pae Christchurch Convention Centre
 Phone: +64 3 2660 1400

Directions

Parking for event attendees: There is no carpark located at Te Pae Christchurch. There are however secure car parks located near the centre. See the map below. Please [Click Here](#) for a detailed map of all Parking Facilities. **Come to the registration desk for a parking refund form.**

Attendee Parking Areas

PARKING

- P5
- P10
- P60
- P120
- Loading Zone
- Pick Up and Drop Off



EVENT 3: CHRISTCHURCH DIRECTIONS EXHIBITION HALLS 3 & 4

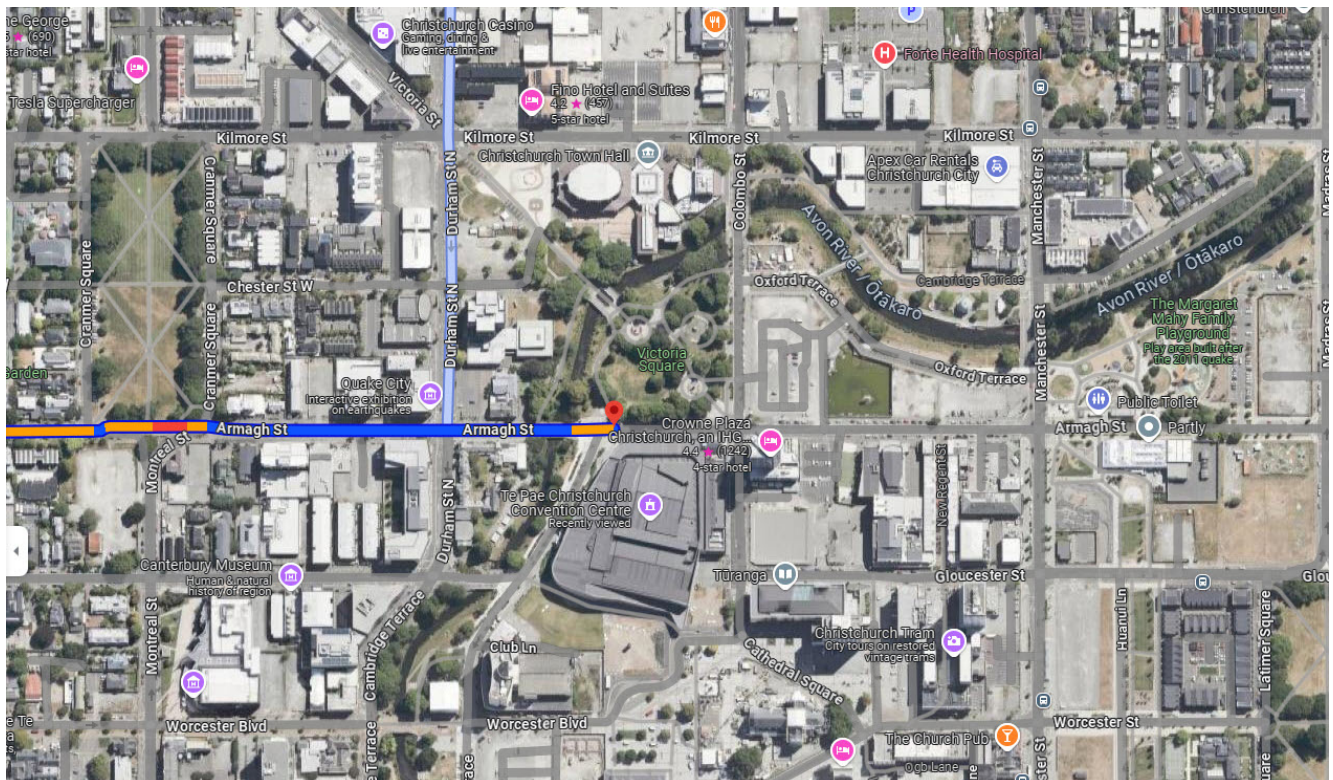
GOOGLE MAP[Click Here for Map Route](#)

Scan QR Code
for GPS Directions



CHECK THE SECTECH NZ WEB-
SITE EXHIBITORS SECTION FOR
MORE DETAILS.

<https://sectechroadshow.co.nz/manual>



Te Pae Christchurch Convention Centre.

188 Oxford Terrace,

Christchurch Central City, Christchurch 8011

EXHIBITOR RULES



PLEASE READ THE FOLLOWING PAGES CAREFULLY IMPORTANT

01

ELECTRICAL TEST & TAG

Every electrical item must carry a current Test Tag, including 'New to service'. You can buy and attach a 'New to service' tag yourself. Existing equipment must be tested and tagged. Some venues do random inspections and things can become very difficult for you if they find non-compliance.

02

STAND DESIGN

Exhibitors have four hours to build their displays, starting from 8.00am on the day of the event. The show opens at 12 midday.

Please do not use a stand building company! This can be very costly, and often results in complex constructions that cannot be assembled in four hours and are very difficult to pack for the tour.

SecTech NZ does not provide shell scheme (walls). You build your own free-standing display. Signs are your walls. ***The rules are nothing can be hung or flown.***



Please be mindful SecTech NZ is a touring roadshow, so your equipment will be loaded in and out of our trucks (by our team) for each show and will travel thousands of kilometres getting from Auckland to Christchurch.

If you include furniture such as display cabinets in your stand design, you must get road cases made for them. SecTech NZ does not provide padded blankets or covers. The trucks that are used to carry freight are heavy duty touring trucks and freight is loaded on/off the trucks using forklifts.



Some wear and tear on road cases and your freight is inevitable.

03

PARKING

SECTECH NZ offer you free parking. Some venues have integrated car parks that fill up, and some visitors want to park a van. Other venues operate 'Pay and Display'.

If the venue is 'Pay and Display', we work on a refund basis. You pay to park, bring us the receipt, and we reimburse your bank account.

We will email you specific parking instructions for your working staff before the event. Please follow these, as parking outside the designated areas will not be refunded.

04

MARKETING

The roadshow works better when everyone (SecTech NZ, SEN and you the exhibitors) actively promote the events to customers.

Please make sure you have your customer promotions loaded and ready to go. We will forward additional artwork assets prior to the tour. Please ensure your marketing person is aware – they can contact events@sen.news anytime for assistance!

05

TOURING CREW

Monique Keatinge: +61 418 880 960

John Adams: +61 419 956 661



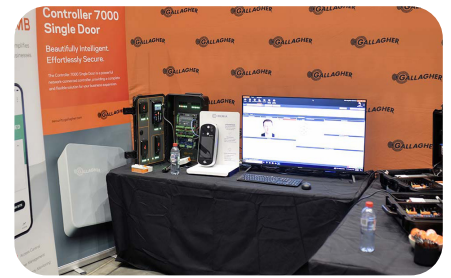
Contact Event Coordinators here for Any Questions.

CLICK HERE



FURNITURE

We can provide complimentary trestle tables, cloths and chairs if required. Please note these items cost us to provide so if you do not need them, please don't ask especially with regards the number of chairs.



ALLOWANCE (FOR EACH 3 X 3 SPACE BOOKED):

- A.** 1 x Trestle Table with Dimensions: L. 1.828 mm x H. 733 mm x W. 762 mm
- B.** 1 x Black Cloth
- C.** 2 x Chairs

Please submit your order by:

TUESDAY 2 APRIL via events@sectechroadshow.co.nz



WI-FI

Exhibitors use their own 5G mobiles. Bring wireless hotspots with you. Venues do not have enough Wi Fi for commercial expo.

If you want to have wired internet, contact **Monique** at:
events@sectechroadshow.co.nz for venue forms to complete.



PARKING

At SECTECH NZ we offer you, and any delegate who registers in advance, free parking. Some venues have integrated car parks that fill up, and some delegates want to park a van. Other venues operate 'Pay and Display'.

If the venue is 'Pay and Display', we work on a refund basis. You pay to park, bring us the receipt, and we reimburse. We give you a claim form which can be completed and emailed to us. We then remit the money.

We will email you specific parking instructions for your working staff before the event. Please follow these as parking outside the designated areas will not be refunded.



TOUR CREW DIRECT CONTACTS

MONIQUE KEATINGE: +61 (0)418 880 960

JOHN ADAMS: +61 (0)419 956 661



ONLINE
VERSION HERE

SHOW DAY TIMELINE

PHASES & SUPERVISORS

TRADE SHOW PUBLIC HOURS

From: **12pm until 6pm**

Supervisor Monique on Email: events@sen.news



THE DAY OF THE EXPO

EXPO DAY

Please arrive around **8.00AM**. On entry to the venue, you will pass Monique/registration staff at our rego desk. Say hello and enter for the show build phase. No pass required.

On entering the exhibition build you will find your road case with your freight on or near your allocated stand space. If you need orientation or help, ask a crew member or find Monique (+61 418 880 960).

We run 1 x 10A (amps) power circuit to your space (2 x for the double spaces), and this may still be happening when you arrive. Please be patient! We do not provide 3 phase power.

Our loaders are available to assist you move things, and help you position gear but not build your stand.

Unpack your cases and park them all together in the authorised place. Check where they are, so you can get them yourself at **6:00PM** when safe to do so.

We will have venue air conditioning / heating working for your arrival, and water station(s) nearby. Exercise due care as there will be cases and crew milling around in a professional way.

Around **10.30AM** there will be some sandwiches available to get you through until Happy Hour at **4.30PM**.

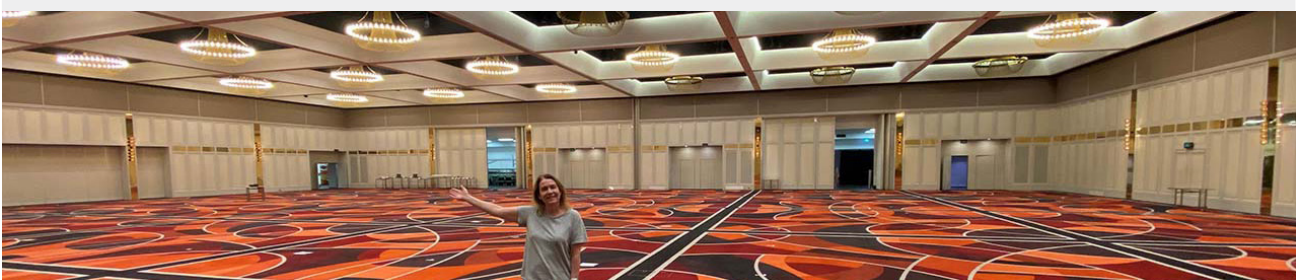
Be ready for doors to open. You need to get your **EXHIBITOR** name badges at registration beforehand.

Visitors are pre-registered at <https://sectechroadshow.co.nz> - and it is free to attend.

Staff will oversee a simple registration system at the door, and each visitor will have a swing badge so you can see name and company. We cannot share this info with you – you need to collect names and details. You can scan each visitor using a system by Regonsite. More information on registering your staff for lead scanning app will be sent prior to the roadshow.

Happy Hour starts at **4.30PM** and runs until **6:00PM**. We offer free beer, white, red and sparkling wine, juice, soft drinks and water. Some canapes will be served.

At **6:00PM**, pack up and go. Most exhibitors are finished packing up by **6.30PM**, and hardly anyone is still working at **7:00PM**. We work into the night loading the trucks with your road cases, and our dedicated touring drivers then drive the trucks safely to the next city, with properly mandated (and legal) rest breaks.

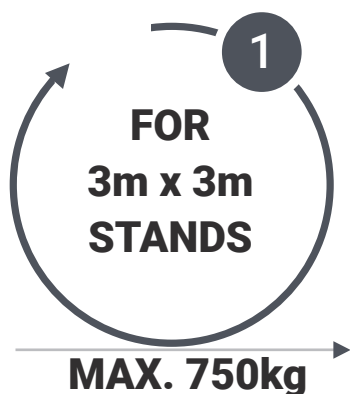


BADGE SCANNING

INFORMATION ON REGISTERING STAFF FOR LEAD SCANNING APP WILL BE SENT CLOSER TO THE ROADSHOW COMMENCING.

FREIGHT: WEIGHT/DIMENSIONS

You deliver your freight to our Auckland depot by no later than the due date – see front page schedule. We load everything into our dedicated touring trucks, finishing in Auckland as part of the cost of the roadshow.



If you have a 3m x 3m stand then TOTAL weight must not exceed 750kg and TOTAL cubic dimensions must not exceed 3 cubic metres.

01 For 3m x 3m Stands

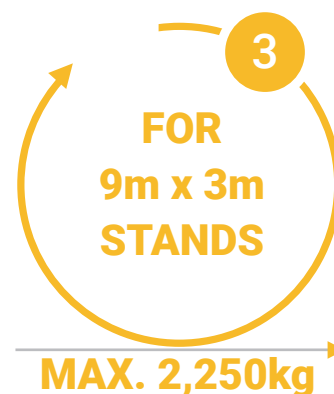
02 Maximum Weight **750kg**



If you have a 6m x 3m space, then TOTAL weight must not exceed 1500kg and TOTAL cubic must not exceed 6 cubic metres.

01 For 6m x 3m Stands

02 Maximum Weight **1,500kg**



If you have a 9m x 3m space, then TOTAL weight must not exceed 2,250kg and TOTAL cubic must not exceed 9 cubic metres.

01 For 9m x 3m Stands

02 Maximum Weight **2,250kg**

Freight **INCLUDES** everything you send. Mark **EVERYTHING** clearly and noticeably with your company name.



ROADCASES

SecTech is different. Our trucks arrive, our crews unload, and we roll your road cases containing your equipment to your allocated space. Other (traditional) tradeshow shift pallets from trucks to stands with forklifts – which then means someone has to break down the pallet, dispose of the cling wrap (and the pallet). This leaves a bunch of half broken cartons also to move. We do not tour pallets so do not deliver them.



ABOVE IS AN EAMPLE OF A ROADCASE

MAX DIMENSIONS PERMITTED

LENGTH: 115cm

WIDTH: 100cm

HEIGHT: 185cm

Roadcases may come in various different shapes and sizes but always resemble the above.

ROADCASES

Road cases **MUST NOT** exceed these dimensions - **Height 185cm x Length 115cm x Width 100cm**. If a road case exceeds these dimensions it will NOT fit in the lifts at the Auckland venue and your staff will have to unpack your exhibit on the ground floor and carry it up to the venue on the third floor.

Please ensure your road-cases have 100mm (4") professional castors. If it is a large road case (noting weight and dimension limits above) then add more wheels. Mark every road case with **COMPANY** name **ON TOP** and on at least **TWO SIDES**.



**FREIGHT MUST ARRIVE
AT AUCKLAND DEPOT BY
NO LATER THAN:
TBA**



EXAMPLE CRATE NOT A ROADCASE

Above is a **CRATE**. It is not strong or secure, and is almost impossible to move; your equipment will be at risk using a crate (yours).

It CANNOT and WILL NOT be loaded.

Freight Insurance!

Make sure your freight is **insured**. We take all reasonable care, but we and the trucking contractors are not common carriers. We assume no responsibility or liability for loss or damage.

All the best

Monique Keatinge

Monique Keatinge and John Adams

Directors

SEN National Touring Events Pty Ltd trading as SecTech Roadshow



WORKPLACE HEALTH & SAFETY POLICY

SECTECH Roadshow NZ (SECTECH ROADSHOW NZ) supports the objectives of all NZ workplace health and safety requirements.

SECTECH ROADSHOW NZ recognises its responsibility to our workers, contractors, exhibitors and members of the public and is committed to delivering safety and service.

SECTECH ROADSHOW NZ will provide and maintain a safe working environment for the health, safety and welfare of all stakeholders who may be affected by our work.

Employment of proper safety systems such as risk management, hazard identification, adequate supervision, safety education and personal responsibility by all in the workplace will minimise the risk of accidents and injuries in the workplace.

In order to achieve these objectives, **we will focus on:**

- Compliance with safety and workers compensation legislation and any relevant Standards or Codes of Practice, as far as is reasonably practicable to do so.
- WHS activities and measures are based on systematic risk assessment carried out in consultation with the workers.
- WHS measures are proactive in order to avoid health and safety risks to stakeholders, focusing on adequate planning of projects, work environment, internal audits and hazard prevention and control.
- Effective consultation between managers, supervisors, contractors, workers and exhibitors.
- Effective consultation between managers, supervisors, contractors, workers and exhibitors.
- Ensuring managers, supervisors and workers are held accountable and responsible for WHS performance.
- The provision of adequate information and instruction for workers, contractors and exhibitors.
- Monitor and evaluate the effectiveness of the WHS systems to ensure ongoing continuous improvement.
- The provision and maintenance of premises, equipment, plant and substances that are safe and without risks to health.
- Manage hazards and risks within the properties, sites or activities that are under the control of SECTECH ROADSHOW NZ

DELIVERY AND PICKUP

Receival into the Auckland warehouse commences from **4th June to midday 9th June, 9am to 4pm.**

For post-show collections, exhibitors can uplift their freight from **23rd to 26th June from 9am – 4pm.**

It's imperative for exhibitors to give at least **24 hours' notice** for their collection. They may need to remove crates from the back of the warehouse or from higher racks to have ready and available when they arrive onsite.

Contact details for all courier and freight issues.

Warehouse Address for Delivery & Pickups

c/o Insite Logistics
5/63 Lady Ruby Drive,
East Tamaki, Auckland, NZ
Delivery Times: Mon–Fri, 9AM – 4PM

Selvan Govender | Managing Director NZ
Specialized Logistics

M: +64 29 770 1616

E: selvan@nzsl.co.nz

W: <https://nzsl.co.nz/>

Purpose & Importance of this Policy

The purpose of this policy is to inform all employees of and contractors to SECTECH ROADSHOW NZ about the requirements and responsibilities in relation to workplace health and safety and to raise awareness about these issues.

SECTECH ROADSHOW NZ Employees and contractors shall be responsible for:

“SECTECH ROADSHOW regards workplace accidents, diseases and unsafe work practices and methods as preventable.”

”



- Working safely and observing all health and safety instructions, standards and practices.
- Using safety devices and wearing personal protective equipment (PPE) as directed by their supervisor.
- Maintaining safety devices and PPE in an operational and hygienic conditions at all times.
- Promptly reporting to their supervisor or SECTECH ROADSHOW representative any work accident, injury or occupational health or safety problem.
- Reporting to their supervisor or SECTECH ROADSHOW representative any situation which the worker believes is a work hazard or an unsafe practice; and
- The health and safety of all fellow employees and contractors at the workplace.

SECTECH ROADSHOW regards workplace accidents, diseases and unsafe work practices and methods as preventable.

Dated: 1 June 2025

Signed:

Monique Keatinge

Monique Keatinge

Event Coordinator/Director

M: +61 418 880 960

E: events@sectechroadshow.co.nz

W: <https://sectechroadshow.com.au>

ACCOMMODATION OPTIONS

Please find below **PREFERRED** accommodation discount options for Auckland, Wellington, and Christchurch.

AUCKLAND

Novotel & Ibis Auckland Ellerslie - We are pleased to offer a partnership accommodation discount of 15% off the best unrestricted (flex) rate of the day at Novotel & Ibis Auckland, Ellerslie.

→ [CLICK HERE](#)

WELLINGTON

Rydges Hotel Weelington - Discount Deal TBA

CHRISTCHURCH

Ibis Novotel Christchurch Cathedral Square

We are pleased to offer a preferred accommodation discount of **15% off*** the flexible rate at Novotel Christchurch Cathedral Square and Ibis Christchurch for the 16th June – 18th June 2025 (3 nights).

All reservations must be guaranteed with a credit card valid at 30 days to arrival, unless otherwise specified.

No cancellation charge applies until 30 days, 18:00HRS (Local time) before arrival. Between 30 days & 14 days, hotel will charge the first night. Thereafter, amount due not refundable. If the hotel unable to process first night payment at 30 days, the hotel reserves the right to cancel reservation. All reservations must be guaranteed with a credit card valid at 30 days to arrival, unless otherwise specified.

No cancellation charge applies until 30 days, 18:00HRS (Local time) before arrival. Between 30 days & 14 days, hotel will charge the first night. Thereafter, amount due not refundable. If the hotel unable to process first night payment at 30 days, the hotel reserves the right to cancel reservation.

→ [CLICK HERE](#)



Crowne Plaza

Crown Plaza is a 4.5 Star facility directly next to the event venue. Please only adjust the dates. Do not ammend the rate preference on the booking page to ensure the discount is retained. Offer is valid up to 14 days prior to arrival. Rates are subject to availability.

Sectech Weblink:

- Standard King/Twin Room: \$265.00 per room per night (Room Only)
- Breakfast on Consumption: \$38.00 per person
- Free Unlimited WiFi
- Non-Commissionable
- 30 Day Cancellation

To ensure access to agreed group rate, [click orange button](#) & follow these steps:

1.Scroll down, enter the required dates and click book now (do not amend rate preference).

→ [CLICK HERE](#)



Message from Monique

SECTECH ROADSHOW regards workplace accidents, diseases and unsafe work practices and methods as preventable.

Thank you for taking the time to read through the manual. We wish you a safe SecTech and look forward to seeing all soon.

Monique Keatinge

Signed:

Dated: 1st January 2025

Monique Keatinge
Event Coordinator/Director
M: +61 418 880 960

E: events@sectechroadshow.com.au

THANK YOU

FOR YOUR SUPPORT



JOHN ADAMS
SEC TECH

SecTech Roadshow New Zealand | 2025

CONTACT US



27 Bellevue Street,
Surry Hills, NSW 2010



+ 61 2 9280 4425
+61 418 880 960



events@sectechroadshow.co.nz



<https://sectechroadshow.co.nz>

