



## CONTACTS

Event Coordinator: **Monique**

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Office: +61 (0)2 9280 4425

Email: [events@sectechroadshow.co.nz](mailto:events@sectechroadshow.co.nz)

# EXHIBITORS MANUAL 2025

Prepared for:  
**SECTECH NZ  
EXHIBITORS 2025**

## IMPORTANT DATES

1	EXHIBITORS DELIVER ROAD CASES TO AUCKLAND WAREHOUSE	TBC
2	TRUCKS DELIVER EXHIBITORS ROAD CASES TO AUCKLAND EXPO VENUE	
3	<b>SECTECH AUCKLAND EVENT</b>	<b>10 JUNE 2025</b>
4	TRUCKS DEPART AUCKLAND FOR WELLINGTON	
5	<b>SECTECH WELLINGTON EVENT</b>	<b>12 JUNE 2025</b>
6	TRUCKS DEPART WELLINGTON FOR CHRISTCHURCH	
7	<b>SECTECH CHRISTCHURCH EVENT</b>	<b>17 JUNE 2025</b>
8	FREIGHT DELIVERED TO AUCKLAND WAREHOUSE FOR COLLECTION BY EXHIBITORS RETURN AND FREIGHT COLLECTION	





# 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		Week 1	Week 2
Task 1	TBA	Exhibitors Deliver Roadcases to Auckland Warehouse 	
Task 2	TBA	Trucks Deliver Exhibitor Roadcases to Auckland Expo Venue	
Task 3	10 JUNE 25	<b>Auckland Event</b>	
Task 4	TBA	Trucks Depart Auckland for Wellington 	
Task 5	12 JUNE 25	<b>Wellington Event</b>	
Task 6	TBA	Trucks Depart Wellington for Christchurch 	
Task 7	17 JUNE 25	<b>Christchurch Event</b>	
Task 8	TBA	Freight Delivered to Christchurch Warehouse for Collection by Exhibitors Return and Freight Collection	



### Safety

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



### Touring Crew

**Monique Keatinge:** +61 418 880 960  
**John Adams:** +61 419 956 661

# 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

**1****EVENT 1 - AUCKLAND (10 June 2025)**

- |    |  |
|----|--|
| 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 |
| 09 | Event 3 Continued: Directions & Loading                         |

**4****Exhibitor Rules**

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| 10 | Exhibitor Rules                     |
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| 16 | Health & Safety                     |





## 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

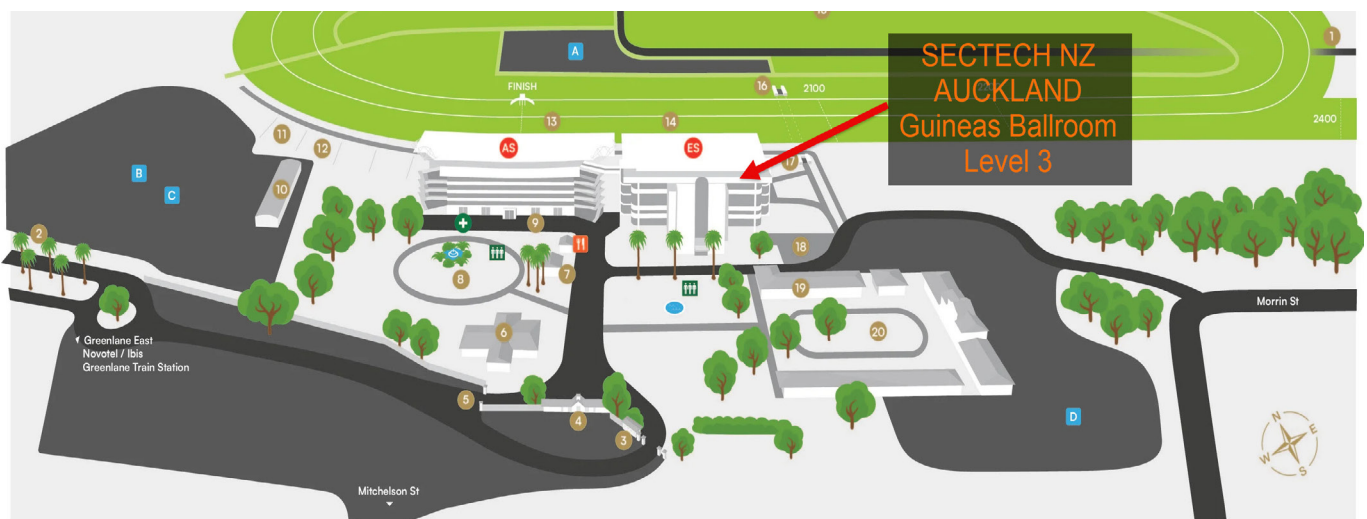
## New Car Park!

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 come across.



# EVENT 1: AUCKLAND DIRECTIONS GUINEAS BALLROOM

Scan QR Code  
for GPS Directions



## GOOGLE MAP

[Click Here for Map Route](#)

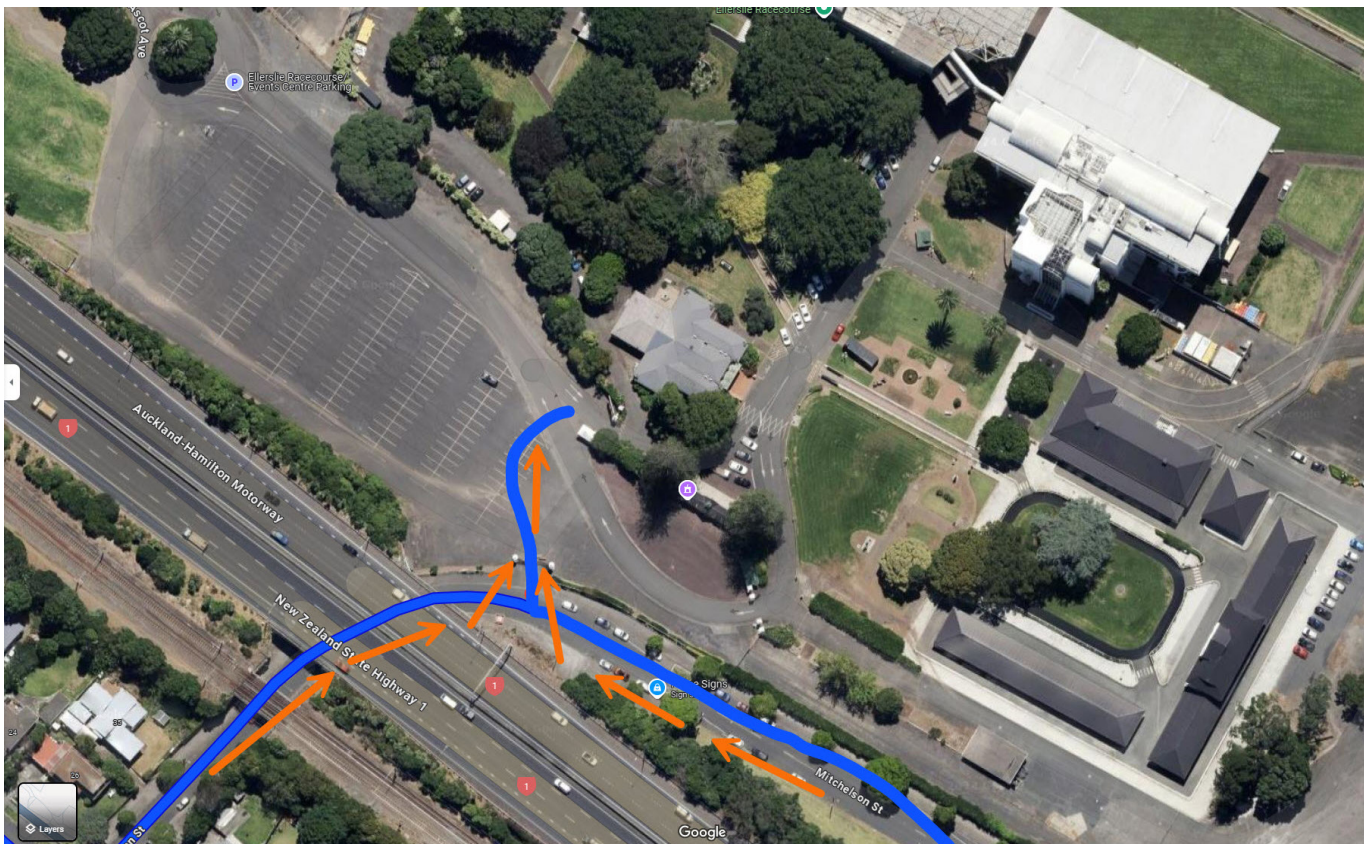


The link above will open a Google map that provides the route to the new car park.



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

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



### Guineas Ballroom Access for Exhibitor Equipment / SecTech 2025 - New Zealand

The Guineas Ballroom is on the top floor (level three) of the Ellerslie Stand and is divided into three rooms - Guineas 1, 2 and 3.



## SKY STADIUM MEMBERS GALLERY

105 WATERLOO QUAY, PIPITEA,  
WELLINGTON 6140  
P: +64 4 473 3881

# EVENT 2 WELLINGTON

Event 2 is on **Thursday, 12th June 2025.**

Members Gallery, at:

## Sky Stadium

105 Waterloo Quay,  
Pipitea, Wellington 6140.

## Function Centre

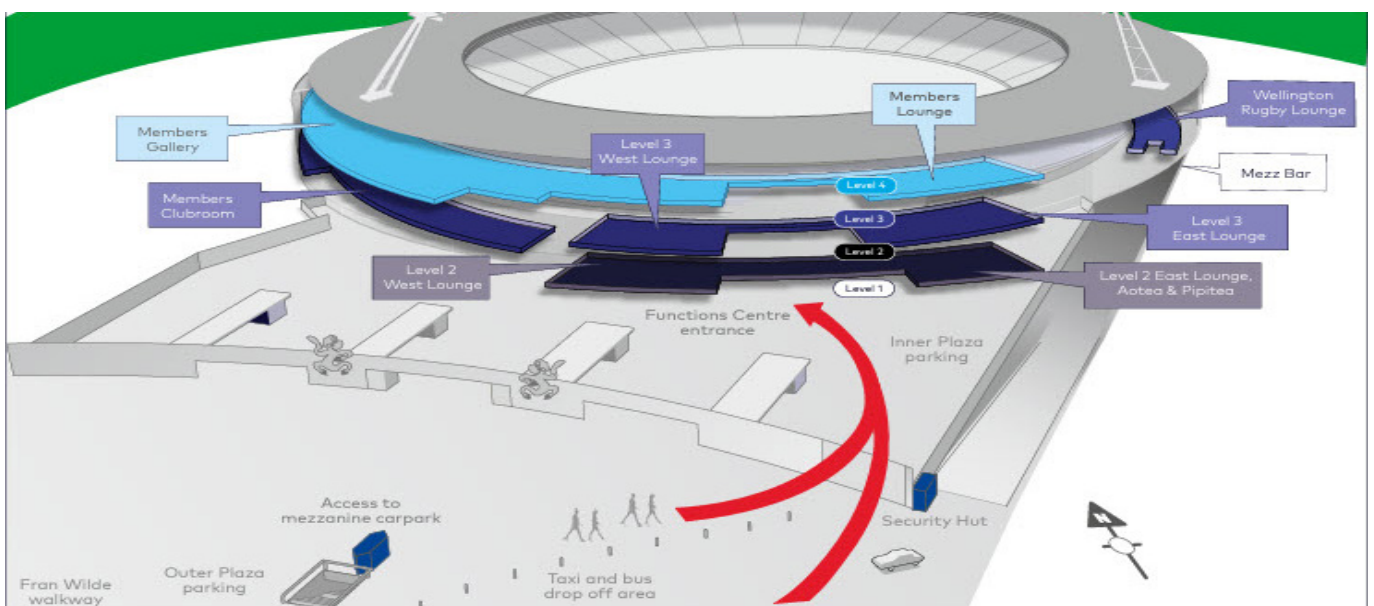
For queries, please call our event co-ordinator:  
Monique: +61 (0)418 498 180

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.




# EVENT 2: WELLINGTON DIRECTIONS 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.**

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**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 co-ordinator:  
Monique: +61 (0)418 498 180

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

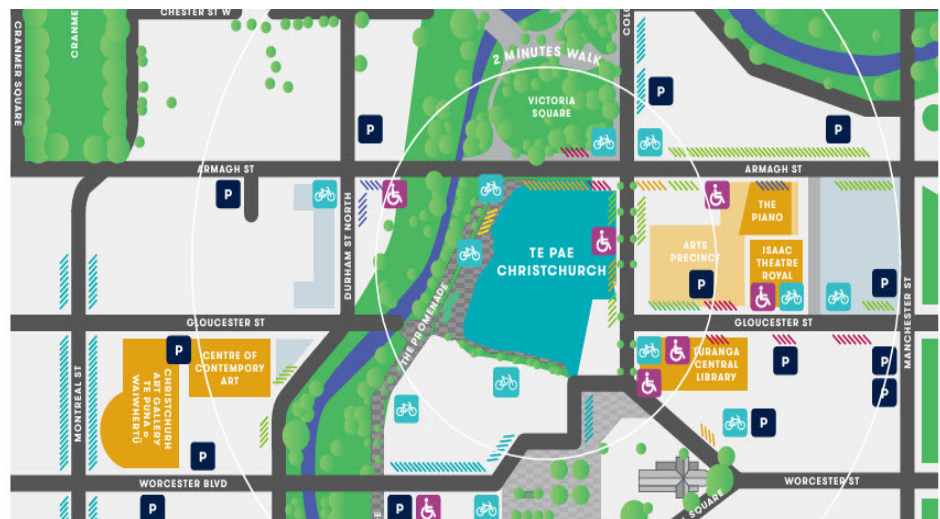
## Directions

**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](#)

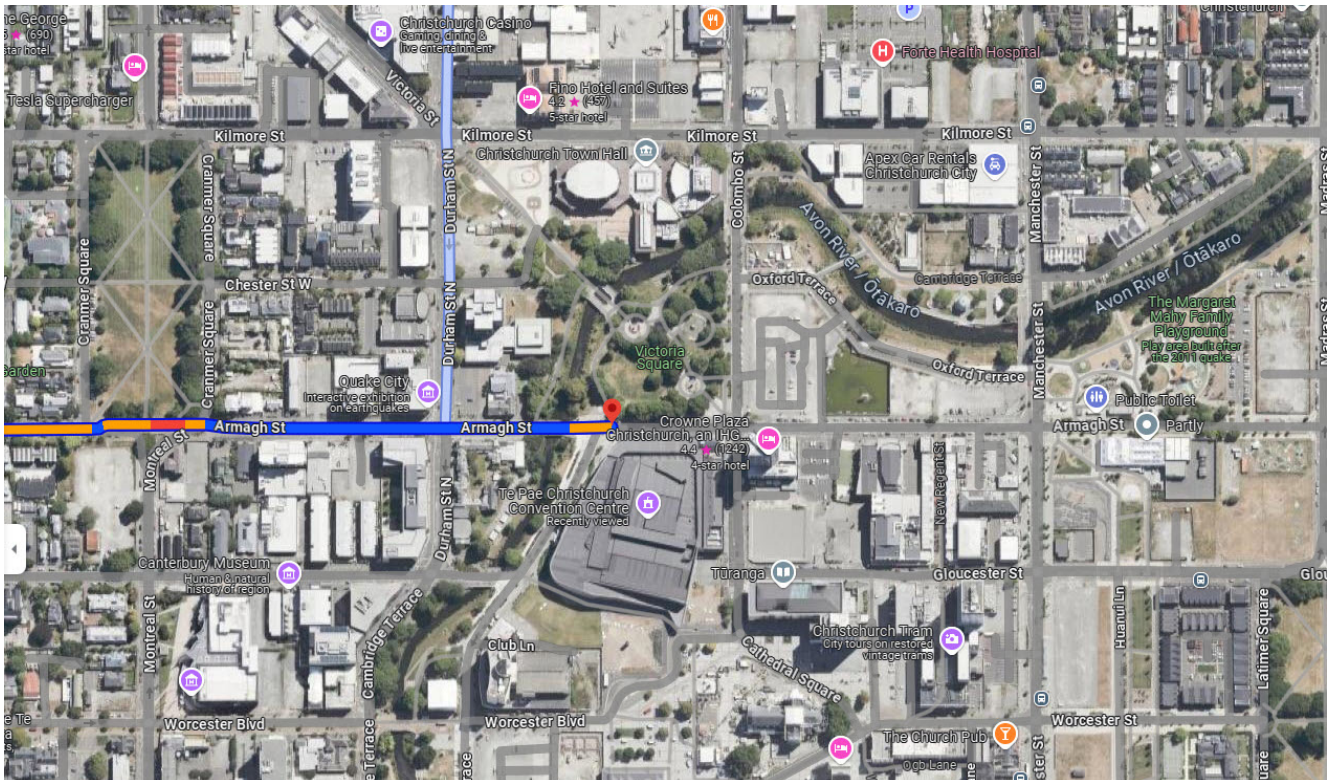


Scan QR Code  
for GPS Directions

**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](mailto: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**

# SHOW DAY TIMELINE

## PHASES & SUPERVISORS

### TRADE SHOW PUBLIC HOURS

From: **12pm until 6pm**

Supervisor Monique on Email: [events@sen.news](mailto: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.

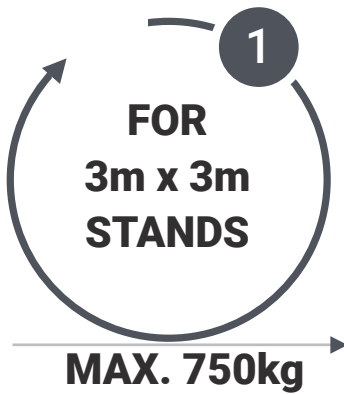


# BADGE SCANNING

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**

03 Dimensions Max. **3m<sup>3</sup>**



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**

03 Dimensions Max. **6m<sup>3</sup>**



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**

03 Dimensions Max. **9m<sup>3</sup>**

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) tradeshows 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 touch pallets so do not deliver them.



## ROADCASES

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**.

### ABOVE IS AN EXAMPLE OF A ROADCASE

#### CORRECT UTILITY

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



**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



## 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: June 2025

Signed:

*Monique Keatinge*

**Monique Keatinge**

Event Coordinator/Director

M: +61 418 880 960

E: [events@sectechroadshow.co.nz](mailto:events@sectechroadshow.co.nz)

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

# THANK YOU

—  
FOR YOUR SUPPORT



SecTech  
Roadshow  
New Zealand | 2025

## CONTACT US

—



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