

## Otago Community Trust Games Hub

The Otago Community Trust Games Hub will set up at the Otago University Union, 660 Cumberland Street, Dunedin, with the Ricoh Check-In Centre being held in the Union Hall.

## Exhibition Centre

The popular exhibition centre is strategically situated in the Ricoh Check-In Centre to ensure all participants pass through the area as they check-in.

Adjacent to the Ricoh Check-in Centre, it will be undoubtedly the busiest part of the hub. We are anticipating over 5000 participants in 2024, plus supporters and friends, as well as a large proportion of the Dunedin community to visit during games week.

## Hours

The Ricoh Check-In Centre will be open a total of 12 days, from Wednesday 31 January 2024, then throughout the 9 days of competition and entertainment from Saturday 3 February, until Sunday 11 February.



## Pack-in

Wednesday 31 January 8:00am – 11:30am

*All exhibits must be operational by 11:45am ahead of Check In opening at 12:00pm*

## Pack-out

Sunday 11 February 10:00am – 5:00pm

*Unless prior arrangements made*

## Expo Opening Hours

Wednesday 31 January	12:00noon	6.00pm
Thursday 1 February	8:00am	6:00pm
Friday 2 February	8:00am	9:00pm
Saturday 3 February	7:30am	9:00pm
Sunday 4 February	7:30am	6:00pm
Monday 5 February	8:00am	6:00pm
Tuesday 6 February*	8:00am	6:00pm
Wednesday 7 February	8:00am	6:00pm
Thursday 8 February	8:00am	6:00pm
Friday 9 February	8:00am	6:00pm
Saturday 10 February	8:00am	6:00pm
Sunday 11 February	7:30am	10:00am

*\*Note: Tuesday 6 February is observed as Waitangi Day, which is a public holiday. We will remain open and the Games will continue.*

## Cost

The standard fee for a booth is \$NZ 750.00 + GST.

A tax invoice will be sent to you upon receipt of your registration. Confirmation of the booth hire will be confirmed upon receipt of full payment. Any unpaid bookings on 15 January 2024 will be cancelled and the booth reallocated.

Payment can be made by:

- Cheque – made out to the New Zealand Masters Games
- Direct Credit to bank account number upon invoice (please ensure you use your invoice number as a reference).
- Eftpos, Visa or Mastercard transaction at our office in the Octagon, Dunedin.

## Event Contact

Allison Wallace – Event Assistant - Marketing  
marketing@nzmg.com  
021 582 195



### **Booth Holder Access and Set up Times**

Exhibitors will have access to set up their booth from 9:00am on Wednesday 31 January 2024. All Exhibit sites must be up and operational by 12:00noon on Wednesday 31 January. Sites should be dismantled after the close of the Ricoh Check-In Centre on Sunday 11 February 2024. Earlier departure may be permitted, but only after agreement with the Games Manager.

The New Zealand Masters Games will present each exhibitor with 2 games passes that will allow free entry into the Games Hub. These passes must be worn while at the Games Hub site and while present at the expo. Please advise the Games Manager if you require additional passes.

We encourage you to get to know your fellow booth holders and to enjoy the ‘family atmosphere’ that comes with the Ricoh Check-In Centre.

### **Booth Information**

Specifications for each standard booth:

- 3 x 1.8m deep
- 2m high wall panels
- One table and two chairs
- Additional extra’s as per booking form

### **Services**

Power can be provided if required, please discuss your needs with the Games Manager. You will be required to provide your own extension leads.

A good level of general lighting will be provided.

Wireless Internet is available on request.

### **Floor Plan**

A floor plan will be distributed to exhibitors by Wednesday 24 January 2024

### **Health & Safety**

There will be a compulsory Health and Safety introduction at 10:30am on 31 January 2024. Please advise NZMG if you are unable to attend, and a suitable time will be arranged.

### **Food and Beverage Facilities**

Food and Beverages are not supplied as part of the Expo fee. The Otago Community Trust Games Hub has a variety of options available to purchase.

### **Toilet Facilities**

Toilet facilities are located within the Ricoh Check-In Centre, and the Games Hub. There are no separate facilities for expo booth holders.



## **Security & Risk**

The Exhibition Centre tenant is within the Ricoh Check-in Centre. At 6:00pm (9:00pm on two evenings), the Exhibition Centre will be closed to the public and will re-open the following morning according to the Check-in Centre opening times.

The Check-In centre is indoors, and no access is available after check-in closes each night to the public, participants, or exhibitors, without prior permission from the Games Manager.

The Exhibitor acknowledges that whilst all care is taken, New Zealand Masters Games will accept no responsibility for any loss or damage to any exhibitor's stock, equipment, reputation, or goodwill that may result for whatever reason either before, during or after this event.

All Exhibitors are responsible for the insurance of their own property.

## **Noise**

Exhibitors are asked to ensure that noise levels emanating from their site will be at a level that is considerate of others.

## **Damage**

Exhibitors must not adhere to, write on, screw into, hammer or modify the supplied structures including the walls, partition screening and flooring. It is recommended Velcro fixers be used to put up any material on the booth wall panels. If damaged is caused or discovered or repairs need to be made to the supplied structure, the Exhibitor should inform the Games Manager immediately.

## **Games Hub**

The Otago Community Trust Games Hub will provide a range of services which include:

- Ricoh Check-in Centre
- Official Merchandise Shop
- Media and Results Centre
- Medal Engraving
- Exhibition Centre
- Food & Beverage Outlets
- Live Entertainment

## **Opening/Closing Ceremonies**

The Games will officially open on Saturday 3 February at 7:00pm and an informal closing ceremony will take place at 6:00pm on Sunday 11 February. We welcome you to join us for these events.

## **Entertainment**

We welcome you to join us at the Otago Community Trust Games Hub for evening entertainment. For further information on our featured nights please refer to the Entertainment Guide on the NZMG website [www.nzmg.com](http://www.nzmg.com)



**Exhibitor Information:**

**Business Name:**

**Contact Person:**

**Mailing Address:**

**Email Address:**

**Contact Number:**

**Brief description of the Exhibition, and the services/products exhibited:**

**Additional Requirements:**

Power

Wifi



### **Exhibitor Terms and Conditions 2024**

As an Exhibitor at the New Zealand Masters Games we agree to:

- Abide by and support the New Zealand Masters Games Health and Safety Policy attached
- Read and abide by the New Zealand Masters Games Hazard Register attached, and to promptly report any accidents New Zealand Masters Games staff
- Attend a Health and Safety induction briefing at 10:30am on Wednesday 31 January 2024 for Games Expo.
- I/we have received and read the 2024 Exhibitor Information Kit
- Make payment for Exhibit Booth before 15 January 2024
- Notify the New Zealand Masters Games Manager as soon as possible if any circumstances change
- Respect all confidential material including personal information, identity; the New Zealand Masters Games disclosed information, figures and statistics. If you believe someone has breached confidentiality, please ensure you inform the Games Manager immediately.
- Abstain from all illegal activity and to report any suspicious activity to the New Zealand Masters Games Manager

I/we have read and accept the above terms and conditions set by the New Zealand Masters Games.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_