



**pullman**  
HOTELS AND RESORTS

AUCKLAND

# Pullman Auckland

## Exhibitor Guidelines



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## **Prior to Exhibition**

### **Furniture Requirements**

All exhibitors to inform event coordinators of what additional furniture requirements they need: e.g Trestle tables, table cloths (black or white).

Standard trestle tables from Pullman are 1.83 x 0.77m.

Please also inform of any large items arriving and outside suppliers arranged for display items/additional furniture.

### **Power**

Please advise if the exhibition will be requiring power to each stand and if this has been arranged via Exhibition Company.

### **Internet**

Wired Internet Lines = \$13.00 each

WIFI Internet – Complimentary to delegates, code available on day of event

*How to connect;*

1. Connect to “The Pullman Auckland” wifi signal.
2. Open web browser if not automatically directed there.
3. Come to welcome portal page, select “Conference code” option
4. Enter code as provided by the hotel and click “accept”
5. Currently sign in once a day per device..

## Delivery Docket

Please ensure all items being delivered to the hotel have a delivery docket attached to them as below with all details completed. Please do not have items delivered more than 3 working days prior.

### **DELIVERY AND COLLECTION ADDRESS:**

#### **Pullman Auckland**

#### **ATTENTION: Banquets Manager**

Corner Waterloo Quadrant & Princes Street

PO Box 106 013, Auckland city

Auckland 1143, New Zealand

**Name of event:**

**Meeting/event space:**

**Number of boxes:  
(to be delivered)**

**Estimated arrival date:**

### **SENDERS DETAILS**

**Name:**

**Address:**

**Contact details:  
(email/phone)**

**Collection date:**



### Food and Beverage

If any exhibitor wishes to bring in food or beverage for their stand, they must seek prior approval from their event coordinator and complete the below form.

## DISCLAIMER FORM

Pullman Auckland will not be held liable to the organiser and or any persons attending the event Access Consciousness in relation to any claim in connection or reference to the food or other consumable products that I/we will be bringing in for the function to be held at Pullman on Saturday 7<sup>th</sup> May 2016 – Monday 9<sup>th</sup> May 2016.

Signed by the client: \_\_\_\_\_ Signed by hotel: \_\_\_\_\_

Client Name: \_\_\_\_\_ Hotel Employee Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /20



## **On Arrival to Exhibition**

All exhibitors to use the loading dock for entrance (unless height restrictions apply and previously discussed with event coordinator).

The loading dock is located in between Pullman Hotel; Corner Waterloo Quadrant & Princes Street and the Quadrant hotel, Auckland.

All vehicles unloading at the dock must move their vehicles once vehicle is unpacked. Please do not leave here whilst setting up as this is a very busy area.

## **Parking Options**

1. Wilson's car park which has internal access into the hotel – please see website for rates as these change frequently
2. Valet Parking with the hotel - \$40.00 per car, daily
3. Street Parking – as per metres

## **Lift Sizing loading Dock**

1,200kg / 16 persons

Door: 1.1m x 2m high

Inside: 1.55m x 1.85m – 2.3m high

## **Noise**

Please be aware we are a 5 star hotel. Excessive noise from the loading dock travels up to guests' accommodation rooms. Please be conscious of this especially if early morning pack-in and late night pack-out occurs.



## **During Exhibition**

### **Directions from Loading Dock**

#### **Princes Ballroom**

Once on the loading dock there are two options:

1. The lift located to the right side of the dock – this only goes up one level. Once you exit the lift, go through the kitchen and this will take you back of house of the ballroom.
2. Walk directly through the double doors located directly in front of you when standing on the dock. Turn right here and then take the next left. There are doors which you then enter on the right and the stair well here will take you back of house of the ballroom.

#### **Regatta Rooms**

Walk directly through two sets double doors located directly in front of you when standing on the dock and you will enter the Regatta Rooms.

#### **Gallery Rooms**

Walk directly through the double doors located directly in front of you when standing on the dock. Turn left once through these doors and then the next right out a single door. You will now be front of house. Take the next right and the Gallery Rooms are ahead up to the left. Entrance via the Regatta rooms may be allowed if the function rooms are not in use. This will need to be confirmed on the day.

#### **Storage**

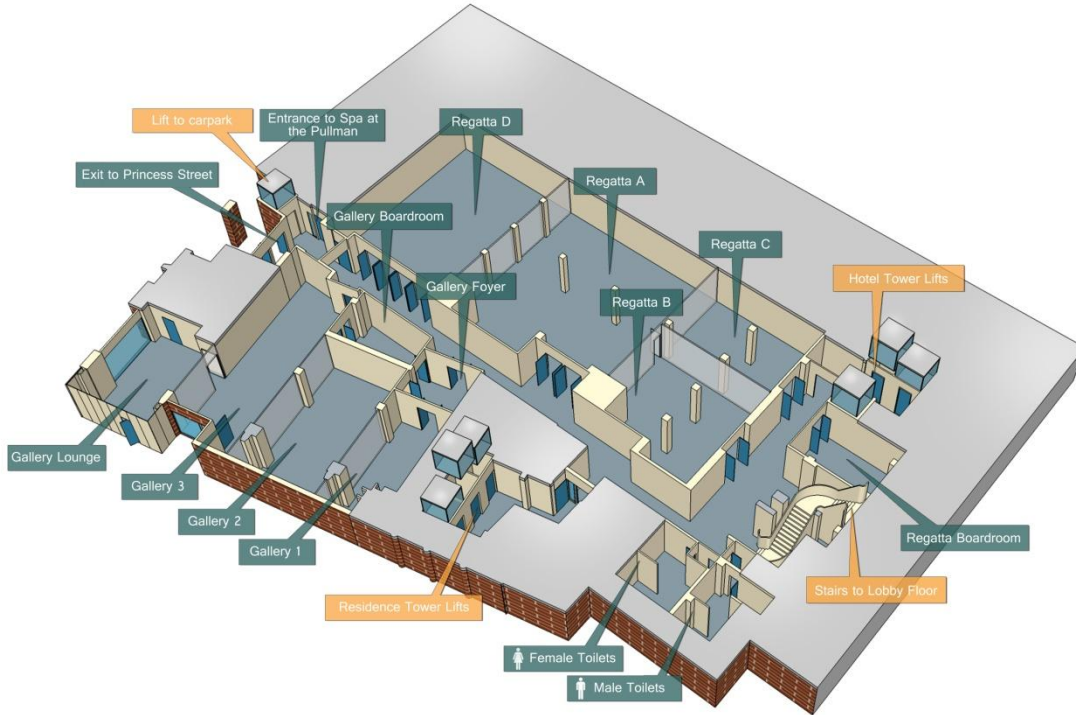
Limited storage space is available during your exhibition. You will need to be able to store all of your items within the vicinity of your booth unless previously discussed with your event coordinator.



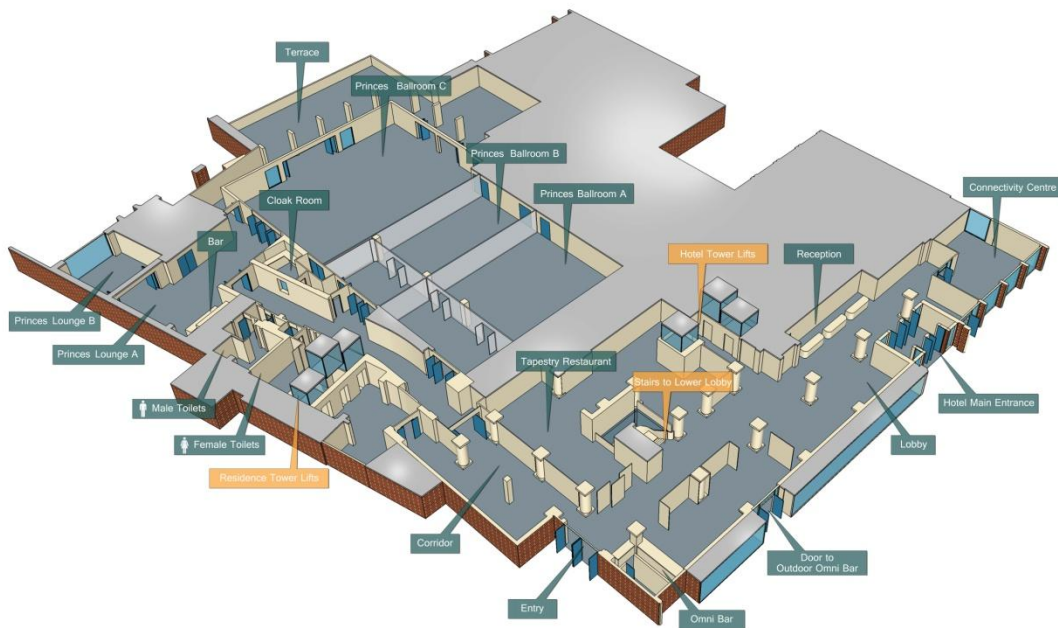
## Floor Plans

AUCKLAND

### Lower Lobby Level



### Lobby Level







## **After Exhibition**

### **Collection of items**

All items must be delivered to the loading dock by exhibitors for collections. All items are to be packaged and clearly labelled with collection dockets (as per individual courier companies) by each exhibitor ready to be collected. Your event coordinator is to be advised in advance of the date of collection and the courier company who will be collecting the items. Pullman staff is not responsible for arranging collection.

### **Vehicles**

All vehicles must only arrive at the loading dock when their items are ready on the dock for collection.