



## EXHIBITORS INFORMATION GUIDE

**Bump In:** Monday 17 March, 2025  
between 12pm to 4pm NZDT

**Bump Out:** Wednesday 19 March, 2025  
From 3.30pm to 5pm NZDT

The ASBESTOS 2025 Conference is proudly presented by:





## IMPORTANT DATES

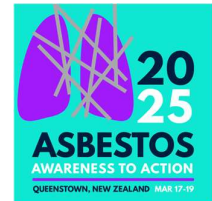
Due Date	Item	Action required
Friday 28 February 2025	Facia sign confirmation	Confirm your fascia signage details with Peek Exhibition.
Monday 3 March 2025	Graphic requirements	The deadline for graphic/printing orders to be sent to Peek Exhibition.
Monday 10 March 2025	Exhibitor registrations	Complete the online exhibitor registration.
Monday 10 March 2025	Furniture and media hire	Confirm your stand requirements with Peek Exhibition. Attached is a Peek Exhibition Order Form.
Monday 17 March 2025	Bump in	Exhibitor bump in from 12pm to 4pm NZDT.
Monday 17 March 2025	Welcome Reception	Will be held from 5pm to 7pm NDZT within the exhibition spaces.
Tuesday 18 March 2025	Gala Event	Will be held at The Cargo Collective from 6pm to 10.30pm NZDT.
Wednesday 19 March 2025	Removal of items	Exhibitor to ensure a courier has been arranged to pick up any items from the venue.
Wednesday 19 March 2025	Bump out	Exhibitor bump out from 3.30pm to 5pm NZDT.



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# 1. CONTACTS

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## 1.1. Venue

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Rydges Lakeland Resort Queenstown

38-54 Lake Esplanade

Queenstown 9300, New Zealand

Phone: +64 3 442 7600

Website: <https://www.rydges.com/accommodation/new-zealand/queenstown-resort/>

## 1.2. Conference Team

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If you have any questions prior to the event, please don't hesitate to call:

Contact: Amanda Griffiths

Email: [amanda.griffiths@famanz.org](mailto:amanda.griffiths@famanz.org)

Phone: +61 489 904 389

## 1.3. Peek Exhibition Contact onsite on Monday 17 and Wednesday 19 March

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Contact: David Rolton

Email: [Dani.m@peek.co.nz](mailto:Dani.m@peek.co.nz) (please note Dani will forward all email to David)

Phone: +64 021 189 2435

## 2. VENUE – RYDGES LAKELAND RESORT

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The Rydges Lakeland Resort Queenstown have provided important information below regarding your exhibition space. Please ensure you read the information, so you are fully aware of their requirements with regards to your booth, deliveries, etc.



### 2.1. Deliveries and/or Storage

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The Rydges Lakeland Resort will only accept deliveries 3 days prior to the event – Wednesday 12 March 2025. All items will be stored in the resort’s storage facility, please note the resort has limited storage. If you have large and/or multiple deliveries please contact the venue to confirm the delivery can be stored (refer Appendix A for Delivery Advice Form).

### 2.1. Venue Parking

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Very limited parking is available at the Rydges Lakeland Resort.

[Secure Your Spot @ QT - Conference Edition](#)

[Secure Your Spot @ Rydges - Conference Edition](#)

### 2.2. Delivery Advice

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The Rydges Lakeland Resort must be advised of all items being shipped to the resort. Refer to Appendix A for a copy of the Delivery Advice email that must sent to the Event Manager at Rydges Lakeland Resort Queenstown at least two weeks prior to the conference.

### 2.3. Delivery Label

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***All shipments must be clearly labelled using the Rydges Lakeland Resort Queenstown delivery docket/label.***

Refer to Appendix B for a copy of the Delivery Label.

The delivery address is:

Rydges Lakeland Resort Queenstown  
Level 5 Loading bay (Brunswick Street)  
38 – 54 Lake Esplanade  
Queenstown 9300  
New Zealand

## 2.4. Security

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The exhibition spaces will be locked at the end of each day. The resort accepts no responsibility for the security or safety of goods delivered into the venue.

## 2.5. Rydges Lakeland Resort Staff

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Due to health and safety reasons, the resort staff are not able to assist with packing and unpacking of trade goods sent and collected from the resort. The resort staff are unable to arrange collection of any goods left on site.

## 2.6. Storage

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There will be limited storage available on the exhibition floor. Please speak with a Conference Team member during bump in regarding your storage requirements.

## 2.7. Exhibition Floor - Access

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Exhibition will be held in the Queenstown and the Clancy's rooms which are located on Level 5 of the Rydges Lakeland Resort.

The resort's loading bay is located on the 5th Floor of the Rydges Hotel, and is accessible via Brunswick Street for any delivery drivers.

The exhibition rooms are located on the same level as the loading bay, the only 'restrictive' hallway/door would be the double doors that get you from the loading bay into the 5th floor foyer outside of the rooms, the measurements for this are 1440mm wide x 1990mm high. Below are pictures of the 5<sup>th</sup> floor access doors, loading bay access and the loading bay to provide you with an idea of the width and heights of the areas.

Please note, the resort has requested the exhibition bump in is completed by 4pm (NZDT) as the resort will arrange for the exhibition spaces to be cleaned prior to the Welcome Reception which commences at 5pm (NZDT).

Luggage trolleys can be utilised from the resort reception and are subject to availability.





## 3. EXHIBITION DETAILS

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### 3.1. Exhibitors Registration

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Included with each exhibition booth are two exhibitor tickets. These tickets include:

- Daily catering on Tuesday 18/3 and Wednesday 19/3
- Welcome Reception on Monday 17/3 evening
- Gala Event on Tuesday 18/3

Please note, the exhibitor tickets don't include the conference sessions.

Please find below the registration link for exhibitors. Click on single registration. A separate registration must be done for each person with a separate email address. Please ensure you register before 10 March.

<https://www.famanz.org/events/registration/step1/eventid/26727>

### 3.2. Bump In

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Bump in for Exhibitors will be on Monday 17 March, 2025 from 12pm to 4pm NZDT.

The exhibition space is classified as a construction zone while the booths are being built. This means absolutely no access to Exhibitors prior to the bump in time. Should you have any queries regarding the timing, please email the Conference Team at [conference@famanz.org](mailto:conference@famanz.org).

Members of the Conference Team will be onsite on the day.

Hi vis vests do not need to be worn during bump in and out.

### 3.3. Exhibition Spaces

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Exhibitors will be required to keep all exhibits within their allocated area as defined on the exhibition hall floor plan, this includes banners, displays and other promotional material.

Appendix C contains a copy of the exhibition floor plan.

### 3.4. Exhibition Hours

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The exhibition hall will be open:

Monday 17 March	During the Welcome Reception in the exhibition hall – 5.00pm to 7.00pm NZDT.
Tuesday 18 March	Prior to proceedings – 8.00am to 8.30am Morning Tea – 10.15am to 10.45am Lunch – 12.15pm to 1.15pm Afternoon Tea – 2.20pm to 2.50pm





Wednesday 6 March 2024      Prior to proceedings – 8.00am to 8.30am  
Morning Tea – 11.00am to 11.30am  
Lunch – 12.35pm to 1.35pm  
Afternoon tea - TBC

Some delegate may wish to visit your exhibition booth during conference presentations.

*Times subject to change.*

### 3.5. Catering For Exhibitors

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Daily catering for two representatives per exhibition booth including morning tea, lunch and afternoon tea is provided.

The Welcome Reception and Gala Event are also included in the Exhibitor registration.

If you would like to purchase additional Exhibitor tickets, please email Amanda Griffiths, Conference Team at [amanda.griffiths@famanz.org](mailto:amanda.griffiths@famanz.org)

### 3.6. Bump Out

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Bump out is from the conclusion of day 2, Wednesday 19 March from 3.30pm to 5.00pm NZDT.

Left over items will be taken to the resort storage for collection. You must collect these items within 48 hours or they will be disposed of.

### 3.7. Returing Freight - Post Conference

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Post conference, the resort have asked that you advise your freight company to collect your items from:

Rydges Lakeland Resort Queenstown  
Level 5 Loading bay (Brunswick Street)  
38 – 54 Lake Esplanade  
Queenstown 9300  
New Zealand

### 3.8. Insurance

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All insurance is the responsibility of the exhibitor. FAMANZ and the Rydges / QT Queenstown and Conference Centre accept no liability or responsibility for death or illness, or injury / accident to or financial loss by any person attending the conference or exhibition, whatever the cause.

All exhibitors must hold a current Public Liability Insurance policy.



### 3.9. ASBESTOS 2025 Conference App

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Yapp is the go-to tool for unlocking the world of the ASBESTOS 2025 Conference.

The conference will contain all the information required to make the most out of the delegates time at the event and will provide details of all the sponsors and exhibitors.

Sponsors and exhibitors will be provided with instructions on how to maximise your exposure using Yapp. Further information will be provided.

### 3.10. Delegate List

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The Conference Team will make available a list of delegates registered at that time, 1 week prior to the conference start.

**Please note:** FAMANZ recommends that any email campaigns from your company to the conference delegates be limited to two (2) and any extreme overuse of the delegate list will be taken into unfavourable consideration for future sponsor/exhibitor applications to FAMANZ.

All emails to delegates must have an option to “*unsubscribe*” so the delegate has the option to not continue to receive emails from your company.

A final delegate listing will be provided 1 week post conference.

## 4. EXHIBITION BOOTH DETAILS

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Peek Exhibition will be managing the build of your booth.

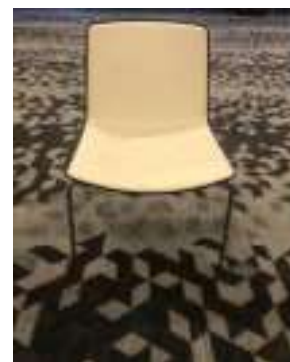
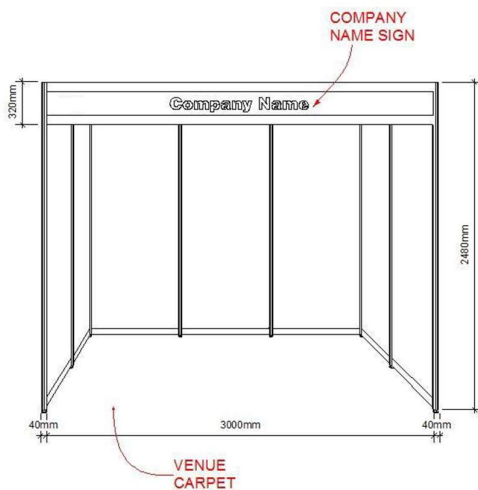
Contact: Dani Murray  
Email: [dani.m@peek.co.nz](mailto:dani.m@peek.co.nz)  
Phone: +64 027 500 6932  
Web: <https://southernpeek.co.nz/>

You will receive a personalised email from Peek Exhibition providing you with information on how to hire extra items, printing, etc. Above is the link to Peek Exhibition's website where you can view furniture items, etc.

Please see below details provided by Peek Exhibition with regards to your stand. If you have any questions, please don't hesitate to contact Dani directly.

### Octanorm Shell Scheme

Below are the dimensions of the Octanormal Shell. Each booth comes with a trestle table 180cm x 75cm, tablecloth and one chair see pictures below.



Below is an example of the booths and a photo of a booth with 1 side open. Where possible some booths will have side walls open eg, end booths will have open walling; only booths with 2 walls would be #11, 12, 13, 14 and 15.



Included in your shell scheme package:

Size	3.0m W x 2.0m D x 2.3m H
Walls	Octanorm 2.5m H – note side walls will be open on end booths
Fascia	Company Name Fascia Signage - white sign, black font (Colour and/or logos extra cost)
Lighting	2 x 150-watt spots per booth
Power	1 x 10-amp 4-way power board per booth
Flooring	Venue floor

You can place your own prints/signs/promotional material to the Octanorm system panels. Please only use Blue Tac/3M double sided tape or order custom wall signs via Peek Exhibition. **DO NOT** use screws, nails, bolts, glue, paint or double sided adhesive tape that will permanently damage the insert panels. At the end of the conference please remove all print/signs.

If you have any graphics or furniture hire for your booth, please see below the deadlines. If you have any questions regarding these, please contact Peek Exhibitions via phone, email or by sending them the order form in Appendix D.

Deadline for any graphics requirements: Monday, 3 March 2025

Deadline for any furniture requirements: Monday, 10 March 2025

## 4.1. Fascia Signage

Peek Exhibition will ask you for the name you would like on your fascia signage.

All fascia signage must be confirmed by Friday, 28 February 2025.

Any stand name signs not confirmed by the due date will be printed with the company name as supplied



by the ASBESTOS 2025 Conference Team.

The fascia signage will be a white sign with black font. Request for colour and/or logo will incur an additional charge to the exhibitor



## 5. EVENTS

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### 5.1. ASBESTOS 2025 Conference Welcome Reception

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The Conference will officially open with a Welcome Reception on Monday 17 March from 5pm to 7pm NZDT in the exhibition area. This is a great opportunity for the delegates to all come and visit you on your stand.

### 5.2. ASBESTOS 2025 Gala Event

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The conference Gala Event will held at the Cargo Collective Brewery, 170 Arthurs Point Road, Arthurs Point, Queenstown.

The Gala Event is included in the Exhibitor registration. Two buses will be arranged to transport guests from the conference venue to the brewery and return. You can arrange your own transport to/from the event via taxis and ubers.

Extra Gala Event tickets can be purchased via the ASBESTOS 2025 conference website.





# APPENDIX A – RYDGES LAKELAND RESORT DELIVERY ADVICE FORM

A copy of the Rydges Lakeland Resort Queenstown delivery advice form will be attached with the Exhibition Information Guide.



## DELIVERY ADVICE FORM

**\*\*SEND to RYDGES QUEENSTOWN\*\***

Fax to: 0064 3 442 9653 or Email to: [Functions\\_queenstown@rydges.com](mailto:Functions_queenstown@rydges.com)

Sender Details	
Company Name:	
Address:	
Contact Name:	
Phone:	
Mobile:	
Fax:	
Email:	

SEND

Name of Event:	ASBESTOS 2025 Conference
Company/Stand Name:	
Contact Name:	
Courier Company:	
Courier Phone:	
Date of Event:	Bump in 17 March, conference 18-19 March 2025
Intended Date of Delivery:	
Qty of Boxes/Items:	
Qty of Pallets and Dimensions/Weight:	

All deliveries need to be labelled correctly using the delivery docket. Goods that are not labelled clearly will not be accepted. All items must be collected from the loading bay no later than two working days after the conclusion of an event. Please note the hotel does not have access to a fork lift/pallet jack. Should you be sending large items/pallets that cannot be wheeled or broken down, please contact the hotel directly to arrange the best form of delivery

**RYDGES**  
RESORTS

*28-54 Lake Esplanade*  
Queenstown, 9300

Phone / +64 3 442 7000  
Fax / +64 3 442 9653

Email / [functions\\_queenstown@rydges.com](mailto:functions_queenstown@rydges.com)  
Web / [rydges.com/queenstown](http://rydges.com/queenstown)



## APPENDIX B – RYDGES LAKELAND RESORT DELIVERY DOCKET/LABEL

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A copy of the Rydges Lakeland Resort delivery label will be attached with the Exhibition Information Guide.



QUEENSTOWN

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# DELIVERY DOCKET

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RYDGES LAKELAND RESORT  
QUEENSTOWN  
Attn – Conference Operations Manager  
027 22 33 443  
Level 5 Loading bay (Brunswick Street) 38  
– 54 Lake Esplanade  
Queenstown 9300

**Name of Conference:** ASBESTOS 2025 Conference

**Date of Conference:** Bump in 17 March, conference 18 & 19 March 2025

**Booth number:**

**Name of Company/Sender:**

Contact number for Contact/sender that will be onsite:

\*Please attach to all Deliveries (including for trade booths) to Rydges Lakeland Resort Queenstown, the hotel takes no responsibility for deliveries or sending anything back.

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**RYDGES**  
HOTELS

54 Lake Esplanade  
Queenstown, 9300

Phone / +64 3 442 7000  
Fax / +64 3 442 9655

Email / [operations@rydges.com](mailto:operations@rydges.com)  
Web / [rydges.com/queenstown](http://rydges.com/queenstown)





# APPENDIX C – PEEK EXHIBITION ORDER FORM

A copy of Peek Exhibitions order form will be attached with the Exhibition Information Guide.



## Hire Order Form

### ASBESTOS 2025

Rydges Lakeland Resort, Queenstown  
Tuesday 18<sup>th</sup> – Wednesday 19<sup>th</sup> March 2025

For a fast and easy booking please fill in below form and return to me by [email](#)

Please refer to our Website for range of hire items, all is subject to availability [www.southernpeek.co.nz/](http://www.southernpeek.co.nz/)

I would like to order the following:

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

ID: \_\_\_\_\_ Qty: \_\_\_\_\_ Description: \_\_\_\_\_

**Deadline for Furniture orders: Monday 10<sup>th</sup> March 2025- all equipment is subject to availability**

**Deadline for Signage orders: Monday 3<sup>rd</sup> March 2025**

*Please note we will prepare a formal quote for your confirmation*

Company name: \_\_\_\_\_ Stand no \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Company postal address: \_\_\_\_\_ PO Required: Y / N

Accounts email address: \_\_\_\_\_

Peek Christchurch: 9 Moncur Place | Addington | Christchurch | T: 027 500 6932

\*

## APPENDIX D – EXHIBITION FLOOR PLAN

Below is a copy of the ASBESTOS 2025 Conference exhibition floor plan.

