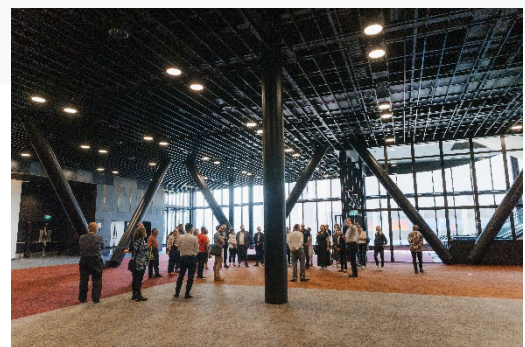
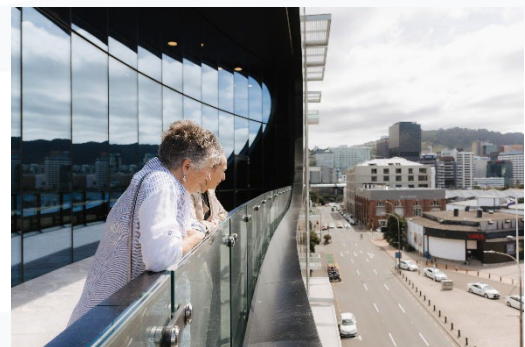


TĀKINA EVENTS

EXHIBITION VENUE GUIDE

Your guide to having an exhibition stand at
Tākina Wellington Convention and Exhibition Centre



Haere mai | Welcome

Tākina Events operates events within both Museum of New Zealand Te Papa Tongarewa event spaces and Tākina Wellington Convention and Exhibition Centre event spaces. Tākina Wellington Convention and Exhibition Centre is owned by the Wellington City Council and managed through the Tākina Events team. You can learn more about Tākina Events story on our website.

The contents of this venue guide will provide you with the guidance and current information needed to plan your stand within the Tākina Wellington Convention and Exhibition Centre space specifically. For information about operating within our Museum of New Zealand Te Papa Tongarewa event spaces, please ask your venue contact for a copy of the relevant client venue guide.

We ask you to follow the requirements set out in this manual as you plan your stand and, while working on-site. Please ensure all necessary information is passed on to the relevant people within your team and anyone who may be assisting you either onsite or in preparation.

There may be cases when this manual will need to be updated and/ or changed to reflect the current situation. This information will be passed on to you via the event organiser for your event or you can visit Tākina Events website to see all the latest information.

Within this guide, “event organiser” is often referred to. This is in reference to the person from the host organisation who is running all the exhibitor communication, as opposed to the venue contact.

Additional information about Tākina Events can be found at takina.co.nz and [Tākina Events on LinkedIn](#)

Getting here

Physical address of Te Papa is

50 Cable Street,
Te Aro,
Wellington, 6011
New Zealand

[Google Map](#)

Physical address of the Tākina dockway

217 Wakefield Street,
Te Aro
Wellington, 6011
New Zealand

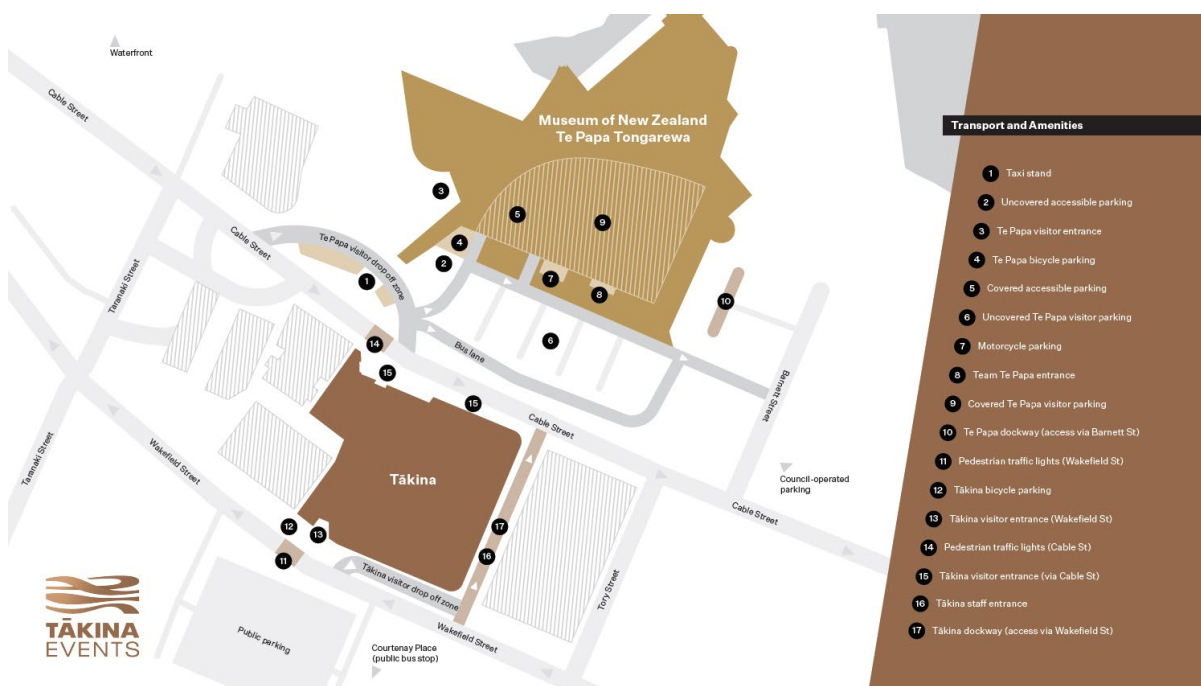
[Google map](#)

Public Entrances

There are three different public entrances to get into Tākina:

- Two enter on Cable Street
- One enters on Wakefield Street

Guests can enter from any of the three entry points (please refer to the above map, specifically markers 13 and 15). We will have a staff member positioned on the ground floor who can assist in directions for anyone who may appear lost.



By bus

Most Wellington buses (including those from the airport and railway station) stop along Courtenay Place and Willis Street. From these stops, it's just a few minutes' walk to Tākina.

- [Metlink bus routes and timetables](#)

Private coach or bus

Coach pick up and drop occurs on the Cable Street side of the building. This can either be by the front entrance of Te Papa (drop off only, no parking) or in the designated bus lane outside Te Papa (first come first served basis).

The bus lane can accommodate up to 6 buses. These cannot be reserved, and buses cannot park overnight in the bus lane.

By bike or kick scooter

The waterfront around Te Papa is bicycle and kick scooter friendly. **Please don't bring them inside the building** instead park your bike at the public bike racks on Wakefield street – found outside the [U Residence Hotel](#).

By train

From Wellington Railway Station it's a 20-minute walk to Tākina. Alternatively, you can catch a bus or taxi nearby.

- [Metlink train routes and timetables](#)

Taxis

[Wellington Combined Taxis](#) have a stand outside Te Papa. You then cross the road at the designated crossing and come in the Cable Street entrance to Tākina.

From Wellington Airport

You can catch a taxi, rideshare, or bus from Wellington Airport to Tākina.

- **By bus**
 - o The Airport Express (AX) runs 7 days a week, every 10-20 minutes, except for the first few morning services and evening services. Travel time from Wellington Station to the Wellington International Airport is approximately 25-30 minutes, depending on traffic. Free Wi-Fi, USB charging and luggage racks are available on board.
 - o [More information](#)

Parking

Te Papa has covered and uncovered parking spaces and has a height restriction of 2.2m for the covered spaces. You can pay with cash, EFTPOS or credit card.

Barnett Street Wellington City Council car park has uncovered parking spaces only. You can pay with the PayMyPark app, debit/credit card or cash (exact amounts only).

Century City has covered parking only and has a height restriction of 2m. You can pay with cash, card or paywave.

Reading on Wakefield car park has uncovered parking spaces only. You can pay with cash (exact amounts only), card or paywave.

The parking rates for all areas can be found at:

- [Parking at Te Papa](#)
- [Parking at Barnett Street Car Park](#)
- [Parking at Century City](#)
- [Parking at Reading on Wakefield](#)

Tākina Events does not reserve any parking spaces at any of the above car parks (including the car parking vouchers referred to in this document), all are first come, first served.

General building access

Exhibitors are only permitted access to the building at the times specified by your event organiser. Access on pack-in / pack-out days must be via the Dockway if you have a large amount of goods to deliver. If you have a small amount of goods that you can safely carry (i.e. no trolleys required), then that can be brought through the public entrances. Access during event days must be via the public entrances. If you arrive to the Tākina Dockway outside of the pre-arranged hours from your event organiser, you may not be able to gain access.

Dockway Access

Tākina's dockway has restricted access between 10pm and 7am nightly, so please ensure you are packing-in or packing-out outside these times. The Tākina dockway is one-way access only, from Wakefield Street. You are not able to gain access from the Cable Street side (please refer to the below map, specifically markers 16 and 17).

A few important things to note:

- The Tākina dockway is not a general access way, entry is only permitted at pre-arranged access times.
- It is only open for courier deliveries between 8am – 4pm; Monday – Friday.
- Requires appropriate footwear to be worn when accessing (i.e., no open toed footwear).

When dropping items off at the dockway:

- You must not leave any vehicles unattended.
- You must unload your vehicle and then immediately move your vehicle out of the dockway area.
- There is no carparking available in the dockway area. Please refer to section 4 (parking) for information about where carparking is available offsite.

Courier Deliveries

Courier deliveries will only be accepted during the Dockway opening hours of 8am to 4pm, Monday to Friday.

All deliveries must include the following details using the Tākina Events Delivery Form (See Appendix 1) attached to the package.

- Tākina Dockway
- Name & Date of the Event
- Sender Details incl. Exhibitor Company name and stand number (if applicable)
- Box number and number of items (i.e., box 1 of 3)

Tākina Events does not offer courier services. It is the responsibility of the sender to arrange courier delivery/ pick up and ensure all required documents are attached to the items (including documentation for international sending). All items to be picked up must be clearly labelled and left at the Tākina Dockway with a completed Trade Exhibitors Courier Form (See Appendix 2).

Storage

Tākina has no storage space onsite – prior, during or after the event. Goods can only be accepted and stored for 48 hours before and after the event. Tākina Events reserves the right to dispose of any goods if not removed within the given timeframe.

Tākina Events is not responsible for any lost, stolen or damaged items.

Pack In and Pack Out

Exhibitor drop-offs/pick-ups will only be accepted during the pre-arranged pack-in/out access hours from the event organiser. All pack in and pack out for events must be scheduled to avoid impacting other events booked.

All large and heavy equipment and deliveries must be brought through Tākina Dockway on pack-in day and not via the public entrances.

All small and can easily be carried safely items can enter Tākina via the public entrances or the Dockway during a pack-in or pack-out day.

All pack in and pack out for events must be scheduled to avoid impacting other events booked. A pack in/out schedule and plan must be agreed and confirmed by your Function Coordinator.

Pack in

- All access to Tākina's dockway must be during the designated pack-in time.
- All large and heavy equipment and deliveries must be brought through Tākina's dockway.
- Exhibitors are responsible for moving their own packages/boxes which are over 25kg, improperly packaged or not labelled. There is a limited number of trolleys available in the dockway for exhibitors to move items up to the room. Trolleys are on a first in, first served basis.
- Tākina Events can only receive packages 48 hours prior to the event.
- Tākina Events packing labels must be attached to every item with the correct information (See Appendix 1).
- Tākina Events may sign for a package; however Tākina Events takes no responsibility for any lost, stolen or damaged items.
- Any package that is properly packed, labelled and is under 25kg, will be delivered to your hired venue space in time for your scheduled pack in start.
- Any package that is properly packed, labelled and on a pallet, may be delivered to a single spot in your hired venue space if there has been prior agreement with Tākina Events.
- Rubbish:
 - o All boxes, to be disposed of, must be broken down by the exhibitor.
 - o Any plastic rubbish must be placed in the general waste bins provided in the room on pack in and pack out day.
 - o Empty pallets, to be disposed of, must be moved back to the dockway.

Pack Out

- All access to Tākina's dockway must be during the designated pack-out time.
- All large and heavy equipment and deliveries must be removed through the Tākina's dockway.
- All packages to be collected must be correctly labelled, including banners, using the Tākina Event Courier Confirmation Form (See Appendix 2).
- Any package that is properly packed, labelled and is under 25kg, will be delivered back to the dockway by Tākina Events, at the end of the night, for collection the next working day.
- Any package that is properly packed, labelled and on a pallet, may be delivered back to the Dockway by Tākina Events, at the end of the night, for collection the next working day, if there has been prior agreement with Tākina Events.

- Exhibitors are responsible for moving their own packages/boxes which are over 25kg, improperly packaged or not labelled. There is a limited number of trolleys available in and trolleys are on a first in, first served basis.
- Exhibitors are responsible for organising for their packages to be collected within one working day from the Dockway, or they may be charged.
- Exhibitors are responsible for providing the correct documentation for any packages which need to be shipped internationally.

Tākina has different sizes of trolleys and pallet jacks available. Anyone packing in from the loading Dockway is welcome to use these if available. Trolleys and pallet jacks with loaded equipment must be removed and returned as soon as possible to the Dockway as these are heavily in demand across the building.

Please advise your Function Coordinator if you require:

- Loading in a vehicle to the building. Your Function Coordinator will provide further information and discuss protocols and rules around vehicle placement.

Equipment	Capacity	Dimensions
External Large Goods Lift	5.5 tonne	6.2m L x 3m W x 3m H
Internal Small Goods Lift	2 tonne	2.35m L x 1.7m W x 2.7m H
Fork Lift	2.5 tonne	N/A

Equipment

As standard, you will have x1 trestle table and x2 chairs available for use within your booth. These will be left within the exhibition spaces for you to collect and move to your booth on arrival (note: please use two people to move these trestles as they can be heavy). There are no tablecloths provided as standard for tables in the exhibition area.

You can hire tablecloths from Tākina Events, but there is an additional charge for this of \$9.50+GST per tablecloth (white or black only). This will need to be charged to the main event account, so please order these through your event organiser.

If you need additional items for your stand, these will need to be hired externally.



Health & Safety

Everyone at Tākina is responsible for their own health and safety, and for contributing towards the maintenance of a working environment. We are committed to ensuring the health, safety, security and wellbeing of all our teams, visitors to our business and the items and collections that have been placed in our care.

You share this responsibility as the event organiser, delegate, exhibitor, contractor or volunteer. We ask that as an event organiser you ensure that everyone working at the event maintains the highest standards of safety at all times.

All attendees are expected to comply in all respect to the requirements of the Health & Safety Acts including but not limited to:

- Always following safety instructions from Tākina staff.
- All electrical gear must be PAT tested and tagged, and all electrical cords must be taped down.
- Fire egress routes must be kept clear at all times. It is illegal to block emergency exits and the access route to an emergency exit.
- You must not obscure or cover emergency exit signs or store equipment in the fire staircase.
- All fire call points must be kept clear.

You are required to complete our Health and Safety Induction for Exhibitors 7 working days prior to arriving on site. Failure to complete your Health and Safety Induction for Exhibitors may result in being unable to exhibit at Tākina Wellington Convention and Exhibition Centre.

The link to complete the Health and Safety Induction for Exhibitors will be sent out to you from your event organiser with the link to the event specific induction form.

Restrictions

Tākina Events reserves the right to request, change or close any set up or stand if it is deemed to be a safety hazard.

The event organiser is required to provide a list of any items to be brought into Tākina which fall into any of the following categories.

An approval from Tākina Events is required first before bringing in such items:

- Potentially offensive material – posters, books, videos, etc.
- Cars and vehicles
- Weapons or other equipment that may cause harm.
- Commercially produced food and/or beverage items that are not wrapped (for sale or sample) including coffee machines, cakes, sandwiches etc. (Commercially produced food items that are wrapped i.e., lollies, chocolates, muesli bars are permitted without approval).
- Alive or dead animals including domestic pets.
- Any large pieces of equipment over 2m x 2m and/or 300kgs
- Equipment or containers holding liquid (over 100 litres in capacity)
- Medical grade oxygen tanks
- Untreated plants
- Smoke/ haze

The following items are prohibited to be brought in:

- Flammable liquids or accelerants (i.e., Petrol, diesel)
- Gas cylinders (i.e., CNG/LPG/Helium)
- Items or equipment that produce open flames or extreme heat (including candles, cooking appliances, pyrotechnics) – note: no live cooking is to take place at all within Tākina event spaces.
- Bubble machines
- Diffusers
- All kinds of balloons
- Glitters and confetti (including confetti canons and streamers)
- Illegal substances
- Anything other than LED lighting

You are not allowed to nail, screw, staple, put pins or holes into any wall, door, window or other parts of the building. Gaffer tape, double sided tape, velcro dots or other adhesives are not to be used on any walls. A penalty charge will apply to the event's account for any damage caused.

We would also appreciate if all exhibitors could take note of our suggestions for sustainability under section 13.1 (Sustainability Guidelines – Exhibitors).

Signage and Banners

The following guidelines are provided to commercial venue hire clients to ensure you can safely and respectfully display branding and signage during your event.

- Clients are permitted to display any number of free-standing banners on their hired venue floor, provided they do not impede foot traffic, block fire exits or fire exit signs.
- No signage is permitted to be displayed on the ground floor of Tākina or external to the building (including projection). We will however provide way finding signage on the ground floor for your guests to get to your hired venue space.
- Any signage, banners or other materials which needs to be hung from the ceiling, needs to be discussed and approved by your Audio-Visual Coordinator to ensure there is capacity to hang items from these positions. Additional charges may apply for hanging services.
- All signage and logos must be free of offensive language/imagery, and be suitable for display in a public environment. Tākina Events reserves the right to remove any signage it deems inappropriate.

Digital Signage Displays

There is digital signage provided throughout the building to be utilised by clients. The digital signage is for text only, but can change throughout the day to show different sessions, plenaries etc. We ask you to complete a spreadsheet with the information required for us to place on the digital signage. Please speak to your Function Coordinator for a copy of the template.

Facilities

Map of Tākina

[Click here](#) to download a Tākina map. For floorplans specific to your event, please refer to Room Set Up section of this document.

Smoking

Tākina is a non-smoking environment. Smoking is not permitted anywhere within the building or on the sidewalk outside the building.

All types of electronic smoking devices are also not permitted to be used inside the building.

Toilets

There are two sets of bathrooms on both Level 1 and Level 2 of the building. Please refer to the Tākina floorplan to see which set of bathrooms is closest to your hired venue space.

There are accessible toilets available in all bathroom blocks within the Tākina event spaces. Please ask a member of staff if you require any assistance.

Parents' rooms

There is a parents' room available on each floor at Tākina, which is free to use for anyone attending an event. Inside the rooms there is a sink and baby change table available. Please note, there is no use of refrigerators onsite.

Accessibility

Certified assistance dogs have the right to access Tākina when assisting a disabled person. Please ensure the dog wears the appropriate coat and carries a valid ID card.

The event organiser is responsible for advising Tākina Events of any attendees that are using wheelchairs, mobility scooters and anything a-like for evacuation purposes. Tākina Events is committed to providing for any accessibility needs but we will need prior notice to make sure of requirements.

[Click here](#) for more information about facilities and accessibility at Tākina.

Sustainability

Tākina Wellington Convention and Exhibition Centre is a landmark for Wellington's sustainable future. The building has achieved 5 Green Star design certification, representing New Zealand excellence in environmental sustainability.

The use of sustainable materials, initiatives to reduce energy and water use, and the inclusion of renewable energy capability will result in a 60 percent reduction in energy use at the venue and a 66 percent reduction in operational carbon emissions when benchmarked against a comparable new build.

The convention centre is designed to operate efficiently at all levels of use – from large conferences to smaller events.

Sustainability Guidelines – Exhibitors


We ask that all exhibitors carefully consider their sustainability choices in the lead-up to their exhibit with Tākina Events, and we have composed below some suggestions of things you could think about:

- Minimise giveaway items (i.e., drink bottles, pens), as these are often left over at the venue after the event or thrown away by delegates. Also, consider how the giveaways are packaged (i.e., are they all individually packaged for transport; is there plastic waste).
- Using sustainable packaging when shipping your items to the venue, including reusable covers for pallets, rather than plastic/glad wrap which can only be used once and then is thrown away.
- We also ask exhibitors to flatten all cardboard boxes and packaging that is being disposed of so that our team can efficiently recycle the boxes – this includes separating the cardboard from plastic and polystyrene.

- Carefully consider the amount of collateral that is sent to the venue for your stand. Please only send what you will utilise to minimise shipping items to and from the venue. Instead, you could find ways to direct attendees to online resources.
- Try your best to minimise your carbon footprint when travelling to and from the venue, i.e., carpooling, walking/cycling or public transport wherever possible.
- Consider your ethical procurement processes for any suppliers that you use to source items for your stand and, what you can do to improve in terms of sourcing locally and ethically.

You can also read more about what Tākina Events is doing around sustainability on our website - [Sustainability at Tākina](#).


Appendix 1: Tākina Events Incoming Delivery Form

DELIVERY ADDRESS: <i>Tākina Dockway 217 Wakefield Street, Wellington New Zealand 6011</i>			
ATTN: <i>Name of Te Papa Function Coordinator & Mobile Number</i>			
EVENT NAME			
EVENT DATE/S			
EVENT ROOM NAME			
SENDER DETAILS			
SENDER NAME		COMPANY NAME & STAND NUMBER	
ADDRESS		CONTACT NUMBER	
EQUIPMENT DESCRIPTION			
NUMBER OF ITEMS	1 of XXX		

By signing for delivery of this shipment Tākina Events does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding all responsibility remains with the sender.

***Goods are to be delivered the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please contact the Tākina Loading Dock Office on arrival*

Appendix 2: Trade Exhibitors Courier Form

 <h3 style="text-align: center;">Trade Exhibitors Courier Confirmation Form</h3>	
<p>ALL COURIER BOOKINGS MUST BE MADE DIRECTLY BY THE EXHIBITORS. THE ITEMS MUST BE REMOVED FROM THE SITE AS SOON AS POSSIBLE.</p> <p>EXHIBITORS ARE TO COMPLETE THIS FORM AND ATTACH TO THE ITEMS TO BE PICKED UP BY THE COURIER.</p>	
COURIER COMPANY	
PICK UP DATE BOOKED	
BOOKING NAME FOR PARCEL COLLECTION	
SENDER CONTACT PERSON	
SENDER CONTACT NUMBER	
DELIVERY ADDRESS	
DESCRIPTION OF ITEMS	
NUMBER OF ITEMS	

**Tākina Events does not take any responsibility for the condition of the goods or quantity dispatched. This label is attached to each item with the understanding that all responsibility remains with the sender.*

***Goods are to be dispatched from the Loading Dock between 08:00 - 16:00 Mon-Fri. Please Contact the Tākina Loading Dock Office on arrival.*