

GPCME

General Practice Conference
& Medical Exhibition



Sponsorship & Exhibition Prospectus

Te Pae Convention Centre | Christchurch
14 - 17 August 2025



About GP CME South

GPCME (General Practice Conference & Medical Exhibition) has a strong reputation for short, sharp and to the point clinical content relevant to daily practice. Each session has 2-3 key 'take-home' messages to change clinical behaviour immediately.

The meeting is endorsed for CME and MOPS purposes by the RNZCGP.

Approximately 20% of New Zealand's GP's attend the GPCME meeting.

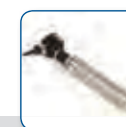
South GPCME 2025 anticipates 420-450 GPs, 100-130 RNs and 30-55 Practice Managers.

All General Practitioners, Pharmacists, Registrars, Registered Nurses and Practice Managers are invited to attend.

South GPCME 2025 (General Practice Conference and Medical Examination) event was endorsed by The Royal New Zealand College of General Practitioners (RNZCGP) and approved for up to 33 hours CME for General Practice Educational Programme Stage 2 (GPEP2) and Maintenance of Professional Standards (MOPS) purposes.

Table of Contents

About	1
Invitation	3
Preliminary Programme	4
Sponsorship Options	6
Exhibition Layout	7
Products, Prizes & Competitions	10
Other Sponsorship Options	11
Exhibition Details	17
Cancellation	
Catering	
Internet Access	
Insurance	
Security	
Proceedings Ads	
Registration/Accommodation	
Stand Equipment	
Delivery/Storage Details	
Timetable	
Application Form	20
Delivery Label	22
Packout Label	24





Invitation

The Medical Exhibition is a major part of the GPCME conferences, and gives delegates access to a wide General Practice product and service update in one location.

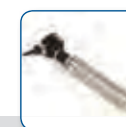
The meetings are known for their relaxed and collegial atmosphere amongst delegates and industry participants. The atmosphere is actively encouraged to maximize the benefits for both delegates and exhibitors.

If you are active in the Primary Care market, South GPCME provides access to a wide cross-section of practitioners, with clinically relevant content, over a compact time frame.

Together with a collegial atmosphere, this meeting is not to be missed.

The following product/service categories have been represented at previous exhibitions:

- | | | | |
|---|---|--|---|
| <ul style="list-style-type: none">• ADHD• Advisory Services• Allergy• Anaemia• Appearance Medicine• Arthritis• Asthma & COPD• Bedwetting Alarms• Blood Pressure• Books• Books/Medical Information• Cancer• Cardiovascular• Cervical Screening• Cold & Flu• Compression Bandages• Compression Hosiery• Constipation• Depression• Dermatology• Diabetes• Diagnostics• ECG Vital Signs Monitor• Education | <ul style="list-style-type: none">• Educational Resources• Elder Care• Electromedical Equipment• Electronic Decision Support• Erectile Dysfunction• Fertility• Financial Services• First Aid• Footcare• Furniture/Tables/Plinths• Gastroenterology• Generics• Genetic Testing• Government• Haematology• Hand Hygiene• Hepatitis• HIV/Aids• Hypertension• Immunisations/Vaccines• Incontinence• Infant Nutrition• Infant Sleep• Infection Control | <ul style="list-style-type: none">• Inflammatory Bowel Disease• Insomnia• Insurance• Kiwisaver• Medical Equipment• Melanoma• Minor Surgical Procedures• Movement Disorders (Parkinsons)• Nasal Decongestant• Nurse Triage• Nutrition• Obesity• Oncology• Ophthalmology• Oral Hygiene• Osteoporosis• Pain Management• Political Advocacy• Practice Management Software• Premature Ejaculation• Professional Health Association• Prostate Cancer• Psoriasis• Pulse Oximetry | <ul style="list-style-type: none">• Recruitment/Locum Work• Representation• Resuscitation• Risk Prediction• Schizophrenia• Sexual Wellbeing• Skincare• Sleep Apnoea• Smoking Cessation• Social Services• Software Vendor• Spirometry• Supplements• Surgical Instruments• Sutures• Thyroid Disorders• Travel• Ultrasound Handheld• Urology• Women's Health• Wound Care |
|---|---|--|---|



PROGRAMME

Optional Pre-conference Workshops

General Practice Programme - Friday

General Practice Programme - Saturday

PRE-CONFERENCE COURSES
Thursday 13th August

PRE-CONFERENCE COURSES
Thursday 14th August

1000-1010 Introduction to the South GP CME Dr. [Name] [Topic]	1010-1020 [Topic] Dr. [Name] [Topic]	1020-1030 [Topic] Dr. [Name] [Topic]	1030-1040 [Topic] Dr. [Name] [Topic]
1040-1050 [Topic] Dr. [Name] [Topic]	1050-1100 [Topic] Dr. [Name] [Topic]	1100-1110 [Topic] Dr. [Name] [Topic]	1110-1120 [Topic] Dr. [Name] [Topic]
1120-1130 [Topic] Dr. [Name] [Topic]	1130-1140 [Topic] Dr. [Name] [Topic]	1140-1150 [Topic] Dr. [Name] [Topic]	1150-1200 [Topic] Dr. [Name] [Topic]

South GP CME General Practice Conference & Medical Exhibition

GENERAL PRACTICE PROGRAMME
Friday 15th August

0800-0900 [Topic] Dr. [Name] [Topic]	0900-1000 [Topic] Dr. [Name] [Topic]	1000-1100 [Topic] Dr. [Name] [Topic]	1100-1200 [Topic] Dr. [Name] [Topic]
1200-1300 [Topic] Dr. [Name] [Topic]	1300-1400 [Topic] Dr. [Name] [Topic]	1400-1500 [Topic] Dr. [Name] [Topic]	1500-1600 [Topic] Dr. [Name] [Topic]
1600-1700 [Topic] Dr. [Name] [Topic]	1700-1800 [Topic] Dr. [Name] [Topic]	1800-1900 [Topic] Dr. [Name] [Topic]	1900-2000 [Topic] Dr. [Name] [Topic]

South GP CME General Practice Conference & Medical Exhibition

GENERAL PRACTICE PROGRAMME
Saturday 16th August

0800-0900 [Topic] Dr. [Name] [Topic]	0900-1000 [Topic] Dr. [Name] [Topic]	1000-1100 [Topic] Dr. [Name] [Topic]	1100-1200 [Topic] Dr. [Name] [Topic]
1200-1300 [Topic] Dr. [Name] [Topic]	1300-1400 [Topic] Dr. [Name] [Topic]	1400-1500 [Topic] Dr. [Name] [Topic]	1500-1600 [Topic] Dr. [Name] [Topic]
1600-1700 [Topic] Dr. [Name] [Topic]	1700-1800 [Topic] Dr. [Name] [Topic]	1800-1900 [Topic] Dr. [Name] [Topic]	1900-2000 [Topic] Dr. [Name] [Topic]

South GP CME General Practice Conference & Medical Exhibition

General Practice Programme - Saturday/Sunday

GENERAL PRACTICE PROGRAMME
Saturday 16th August

0800-0900 [Topic] Dr. [Name] [Topic]	0900-1000 [Topic] Dr. [Name] [Topic]	1000-1100 [Topic] Dr. [Name] [Topic]	1100-1200 [Topic] Dr. [Name] [Topic]
1200-1300 [Topic] Dr. [Name] [Topic]	1300-1400 [Topic] Dr. [Name] [Topic]	1400-1500 [Topic] Dr. [Name] [Topic]	1500-1600 [Topic] Dr. [Name] [Topic]
1600-1700 [Topic] Dr. [Name] [Topic]	1700-1800 [Topic] Dr. [Name] [Topic]	1800-1900 [Topic] Dr. [Name] [Topic]	1900-2000 [Topic] Dr. [Name] [Topic]

South GP CME General Practice Conference & Medical Exhibition

PRACTICE MANAGERS PROGRAMME
Friday 15th August

0800-0900 [Topic] Dr. [Name] [Topic]	0900-1000 [Topic] Dr. [Name] [Topic]	1000-1100 [Topic] Dr. [Name] [Topic]	1100-1200 [Topic] Dr. [Name] [Topic]
1200-1300 [Topic] Dr. [Name] [Topic]	1300-1400 [Topic] Dr. [Name] [Topic]	1400-1500 [Topic] Dr. [Name] [Topic]	1500-1600 [Topic] Dr. [Name] [Topic]
1600-1700 [Topic] Dr. [Name] [Topic]	1700-1800 [Topic] Dr. [Name] [Topic]	1800-1900 [Topic] Dr. [Name] [Topic]	1900-2000 [Topic] Dr. [Name] [Topic]

South GP CME General Practice Conference & Medical Exhibition

Refer to website at www.gpcme.co.nz/south for the latest up-to-date programme





Sponsorship

Platinum Sponsorship (limited to two companies) \$17,950 +GST

Includes:

- triple stand space (9m x 2.4m)
- 5 complimentary rep registrations
- 2 page (or DPS) colour ads in the conference proceedings (with placement preference),
- Satchel insert
- Full page advert in registration brochure
- Prize giving slot on Sunday
- Acknowledgement as the principal sponsor(s) for the meeting on:
 - website
 - delegate newsletters
 - conference registration brochure
 - onsite conference signage

Gold Sponsorship \$10,950 +GST

Includes:

- triple stand space (9m x 2.4m)
- 4 complimentary company representative registrations,
- 1 page colour ad in Conference Proceedings,
- Satchel insert

Silver Sponsorship \$ 7,250 +GST

Includes:

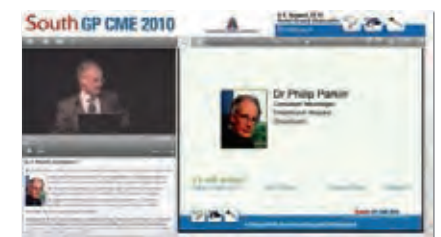
- double stand space (6m x 2.4m)
- 2 complimentary company representative registrations
- 1/2 page ad in Conference Proceedings

Mobile App Sponsorship

App Sponsorship \$ 5,000 +GST

Banner Ad \$ 1,500 +GST

Text Alert \$ 350 +GST



DVD Roms



Exhibition Space only (Please note: See page 14 for contact details of exhibition supplier)

Single Stand Space \$ 3,950 +GST

Includes: single stand space (3m x 2.4m) 1 complimentary company representative registration and colour 1/4 page ad in Conference Proceedings.

Table Space \$ 2,950 +GST

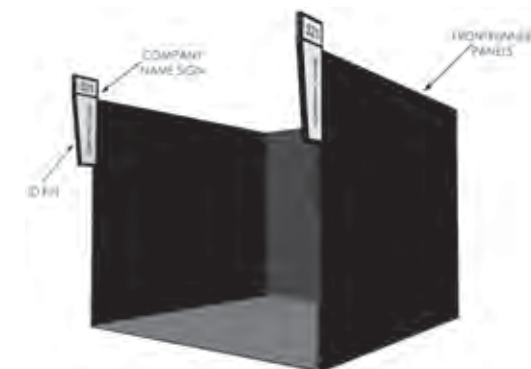
Includes: single table space (2m x 1.2m) 1 complimentary company representative registration and colour 1/4 page ad in Conference Proceedings.

Notes and participation inclusions:

- All stand spaces are 3m x 2.4m.
- Includes a list of the conference participants, with contact details of those who have given permission for name publication
- Acknowledgement on registration, website and proceedings of company participation



Exhibition Map



Size: 3.0 metre back wall, 2.4 metre side walls and 2.3 metre height
Colour: Grey or black (depending upon availability at time of confirmation)
Power: 1 x 10amp with 4 pin multi box
Lighting: 2 x 150w spotlights
Signage: ID Fins Exhibit company name and stand number





Available Occupied Selected



Product Listing/Category

We will produce a product/service category listing to help delegates find products/health conditions and services. This will be cross-referenced with the exhibition stands.

Please indicate which categories you would like to be listed under on the exhibition form.

Prizes

We will list any prizes/competitions/giveaways you are offering from your stand. We include these details in the conference proceedings and on the main information board to give delegates a heads up on what is happening around the exhibition area. This will also help as a conversation starter and may reduce the need for repetition re introducing the prize/competition when delegates arrive at your stand.

We can notify winners of your competition onsite, prior to the final catering session on Sunday, and encourage them to visit your stand to collect their prize prior to leaving the conference. We can only do this for exhibitors who advise us what competition they are running.

You will need to advise the winner of your competition to us at the conference registration desk by 5pm on Saturday 16 August.

Deadline for receiving your prize/competition details is Friday 27 June 2025.

Delegate Flow Conference Competition

To encourage delegate flow in all areas we are running a "Digital Passport" via the Whova app.

Attendees can access the Passport Contest through the home page of the app. From here, they will be able to collect stamps by visiting your booth and getting their QR Code scanned.

Please ensure you have at least one person on the stand who has downloaded the app to scan attendees who want to enter the competition.

Delegates will need to obtain a "stamp" from all exhibitors to enter the draw for a \$2,000 travel voucher.



Other Sponsorship options

Conference Proceedings Ads **Included with exhibition space**
As an exhibitor/sponsor you are entitled to an ad insert in the Conference Proceedings as per the following:

Ad sizes: Single Space (Stand/Table) - 1/4 Page: (Width) 85mm x 128.5mm (Height)
Silver Sponsor/Double Space - 1/2 Page: (Width) 180mm x 128.5mm (Height)
Gold Sponsor/Triple Space - 1 x Full Page: (Width) 180mm x 267mm (Height)
Platinum Sponsor/Triple Space - 2 x Full Page: (Width) 180mm x 267mm (Height)

Satchel Insert **\$500+GST**

- A4 or smaller insert into conference satchel
- List of delegates attending with contact details from those who have given permission

Satchel Sponsor **\$5,000+GST**

- Logo acknowledgement on conference satchels
- Acknowledgement on registration brochure, website and proceedings as Satchel Sponsor
- Content on CD ROM
- List of delegates attending with contact details from those who have given permission
- Full page ad in conference proceedings if not already an exhibitor

Name Tag Sponsor **\$2,500+GST**

- Logo acknowledgement on name labels (must be worn by all attendees)
- GP CME logo will be on the name labels lanyard (necklace)



We are pleased to announce the interactive smartphone application, *Whova*, for this year's South GP CME meeting.



Get *Whova* for Whova Happy Customer Conference

Official Event App

- Explore the professional profiles of event speakers and attendees
- Send in-app messages and exchange contact info
- Network and find attendees with common affiliations, educations, shared networks, and social profiles
- Receive update notifications from organizers
- Access the event agenda, GPS guidance, maps, and parking directions at your fingertips

Download Whova and take your event mobile.

Get Whova from the App Store or Google Play. Please sign up for the app with your email/medica account or attend.

The event invitation code is:
Capgeminfscn

You will be asked for an event invitation code after installing Whova

Gold Overall App Sponsorship (NZD\$5,000) – Limited to 1 sponsorship

- Logo on opening splash page or secondary opening splash page
- Specially colored booth on map
- Included video package
- Weighted banner ad
- Schedule Page logo watermark
- Included banner ad & landing page
- Highlighted row on exhibitor list



14-17 August 2025

Te Pae Christchurch Convention Centre

Banner Ad with Full-Screen Landing Page Package (NZD\$1,500) Limited to 8 sponsorships

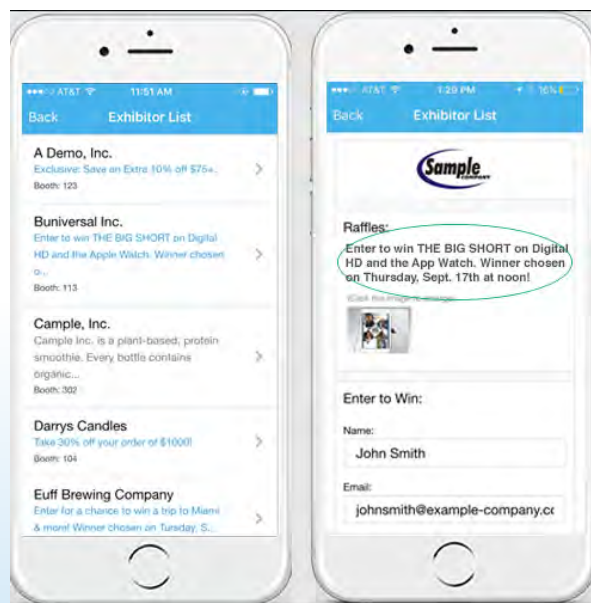
Package includes a rotating banner ad appearing on the app Dashboard that clicks to a full-screen landing page of your design, then to exhibitor listing page.

Text Message Alerts (NZD\$350) – Limited to 5 sponsorships per day

Drive traffic to your booth by sending a mobile alert to all attendees who have downloaded the app. This option is available for conference days only and is limited to a max of 2 alerts per day.

Included with your booth

Enhance your Exhibitor Listing by uploading your company logo. Load up to two pdf documents as handouts for attendees. Include a Product Video or live product demo. Run a giveaway and as many downloadable .pdf documents as you wish onto the mobile app. Specs: Logo is .jpg or .png formats only. Downloadable documents: only .pdf formatted documents accepted.



Banner Ad with Full-Screen Landing Page Package

Banner Ads rotate at the top of the dashboard page every 10 seconds. When tapped, they take the user to a full-screen Landing Page.

Tap the Landing Page to be taken to the Exhibitor Info Page. Promote a product, a booth event, a show discount or a special guest. Drive traffic to your booth.

Frequently Asked Questions

What are the benefits of providing promotions in Whova?

The new feature provides another way for you to engage with attendees and gain more leads. You can attract more visitors to your booth even before the event starts.

What information do I need to provide?

Currently we support two types of promotional information: Raffles/giveaways and coupons. For raffles/giveaways, you will need to provide a description and simple rules if you have any. For coupons, in addition to the description, you will also need to provide the coupon image.

Do I have to participate? What if I don't have any promotions?

No, you don't have to participate. If you don't have any promotions, you will still be listed as a regular exhibitor in the app.

How do I know who requested and received my promotion information? How can I announce the winners?

During and after the event, we will send you a summary of attendees who have signed up for your promotional activities. With this list, you can easily contact and message them in the Whova app.

Step-by-step guide

View a step-by-step-guide at <https://whova.com/pages/whova-app-exhibitor-guide/>

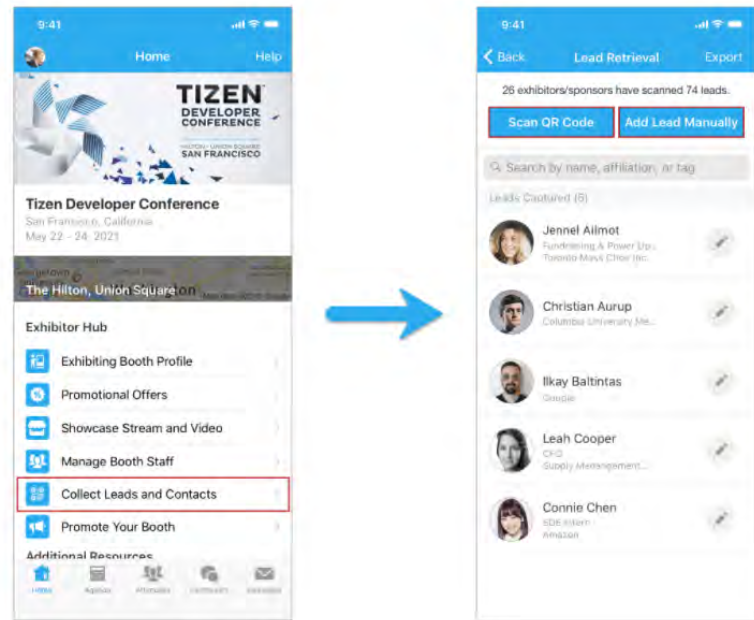


Collecting Leads

An Easy Way to Capture and Qualify Leads Onsite

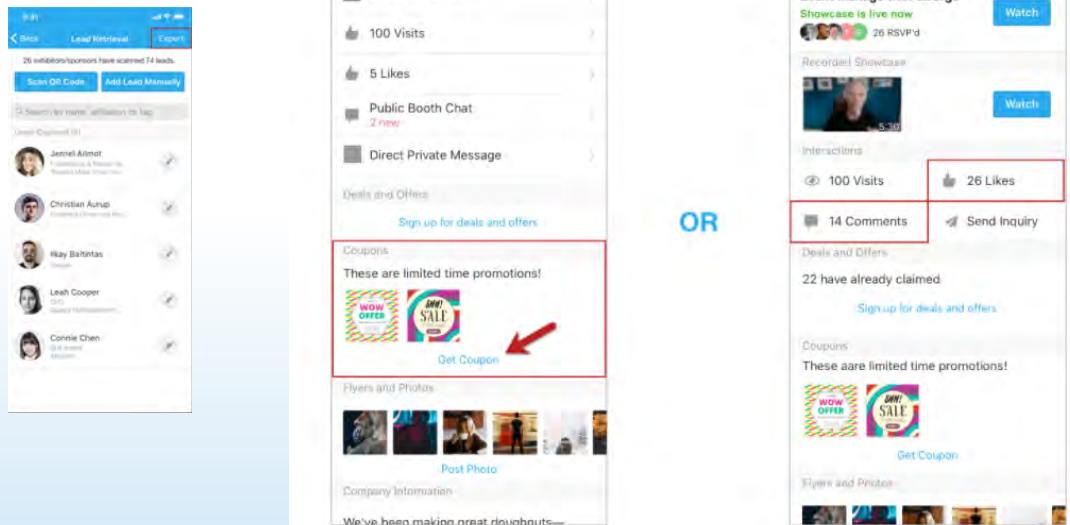
Log in to the app. Find the Exhibitor Hub section and click on Collect Leads. You can only use Whova mobile app to view the collected leads. There are 4 ways to add leads:

- * Add leads manually by tapping **Add Lead Manually**
- * Scan QR codes. This is most useful in an in-person meeting
- * If an attendee claims your promotional offer by tapping **Sign up for deals & offers**, she/he is added to your leads.
- * If the Passport Gamification is enabled, the attendees will be added to your leads after they like the booth and leave a comment



Exporting Leads

1. Log in to the app, and find the Exhibitor Hub section. Click on Collect Leads. For now, you need to use the Whova mobile app to export the collected leads.
2. Tap Export in the upper right-hand corner, enter the email you want the leads sent to, and tap Send.
3. You will receive the exported leads from the email address you input.



Other Sponsorship options

Welcome Function\$4,000+GST

- Naming rights to the Welcome Function
- Acknowledgement and introduction at the Welcome Function
- Opportunity to address the participants at the function
- List of attendees at Function, and addresses from those with permission
- 1/2 page ad in conference proceedings if not an exhibitor

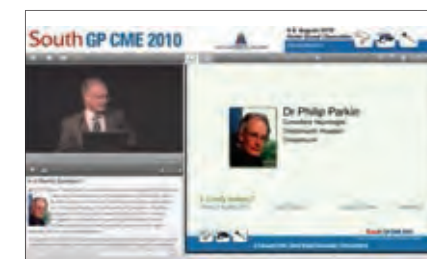


Recording Sponsorship.....\$1,500+GST

- Logo placement on Conference Recording acknowledging support (available to all attendees after the conference)
- List of attendees and addresses from those with permission

Registration Brochure \$1,500+GST for a full page ad

- Full Page ad in Registration Brochure distributed within NZ Doctor in February Edition (if not confirmed by Platinum Sponsor)



Other Sponsorship options

Internet Station.....\$2,500+GST

- 4 Computers linked to an internet hub,
- Internet connection and Cabling,
- Black & White laser Printer
- Includes Signage (with your approval), screen saver with Company details and home page set with Company details



Pocket Programme.....\$2,500+GST

- This information will include conference programme, map of Christchurch, opening times for displays and exhibits, hotel check-in and check-out times, details of local restaurants and useful contact phone numbers

Coffee Cart Sponsorship.....\$3,950+GST per coffee cart (3 available)

- Company Signage on Coffee Cart
- Acknowledged as Coffee Cart sponsor on Floor Plan
- Acknowledgement on conference communication to delegates to 'Get your daily dose from the Company Coffee Cart'
- List of attendees and addresses from those with permission



Exhibition/Sponsorship Application

Applications for exhibition/sponsorship participation can be made on the enclosed form. Upon receipt a GST invoice/ receipt will be forwarded confirming your participation. All space is allocated on a first-in first-served basis with preference to Platinum, Gold and Silver participants. The organisers reserves the right to change the floor plan to ensure exhibitors receive the best exposure possible with delegates and catering stations encourage foot traffic in all a eas.





Cancellation

Cancellations received in writing prior to 04 July 2025 will be refunded all monies paid less an administration fee of \$500. After this date no refunds will be made. The organisers reserve the right to cancel the exhibition due to events or circumstances beyond their control. All monies received will be refunded in full in this situation.

Catering

All catering and functions will be held amongst the trade/exhibition display areas. The organisers will work with the catering company to ensure all positions receive the best possible exposure with delegates. All exhibitors will be catered for 30min prior to the scheduled catering breaks.

Internet Access

Internet connections (dialup and broadband) are available to your stand space at the Te Pae Convention Centre. Cost is payable (\$350+GST) prior to the meeting.

Insurance

It is the responsibility of each sponsor to ensure that their stand and goods on display are adequately insured for theft and damage.

Security

General site and access security will be provided for all exhibition by the Te Pae Convention Centre staff. Security of your exhibition site during the day is individual responsibility.

Conference Proceedings Ads

As an exhibitor/sponsor you are entitled to an ad insert in the Conference Proceedings as per the following:

Ad sizes: Single Space (Stand/Table) - 1/4 Page: (Width) 85mm x 128.5mm (Height)
Silver Sponsor/Double Space - 1/2 Page: (Width) 180mm x 128.5mm (Height)
Gold Sponsor/Triple Space - 1 x Full Page: (Width) 180mm x 267mm (Height)
Platinum Sponsor/Triple Space - 2 x Full Page: (Width) 180mm x 267mm (Height)

Colour: Full Colour

Format Artwork: High resolution PDF preferred. Artwork created by any of the following applications are accepted as well as any other program that produces the same type file formats: Adobe InDesign, Adobe Illustrator, Adobe Photoshop.

Material Deadline: 5pm Friday 27 June 2025

Deliver to: Email: leon@conferencematters.co.nz

Registration and Accommodation

All attending company representatives must be registered for the meeting, including complimentary registrations. The registration form will be available in Feb 2024, with an option to register online. Each exhibitor will receive one free exhibition registration per trade stand purchased.

This includes:

- Name Badge
- List of participants
- Conference Programme
- Morning and Afternoon Teas
- Lunches

All other booth personnel must register at a fee of \$345 per person.

Tickets to social functions can also be purchased by exhibitors – these will be listed on the conference registration form. Group discounted rates have been negotiated with Rydges Christchurch. You must book your accommodation through Conference Matters on the registration form to receive the discounted rate.

Crowne Plaza Christchurch

Superior Room (1-2 people)\$260 Per Room

Stand Equipment

If you require any stand equipment, please contact:

Fiona Lovell-Smith

Peek Displays

Office: 03 339 8361

Web: www.peek.co.nz

Mob: 021 849 969

Fax: 03 339 8363

Email: fiona.l@peek.co.nz



14-17 August 2025
Te Pae Christchurch Convention Centre

Delivery & Storage Details
You can send equipment/brochures to the Events Centre to arrive no earlier than Mon 08 August 2025 as follows:

To: South GPCME 2025 - Event #11677
Te Pae Christchurch Convention Centre
Loading Dock via Armagh Street
188 Oxford Terrace Christchurch
New Zealand 8011
(03) 339 3599

All equipment brochures must be picked up by 1pm Monday 18 August 2025.
Any material still uncollected by this date will be deemed unwanted and disposed of appropriately.



Timetable

DATE	DETAILS	TIME
February 2025	Registration Opens	
Friday 30 May	Early Bird Discount ends (delegates only)	
Friday 27 June	Exhibition registration deadline	
Friday 27 June	Conference Proceedings Ad Deadline Prizes and Product Category listing deadline	
Friday 27 June	Late Registration Fee applies (delegates only)	

Thu 14 August	Exhibitor Setup	12:00pm - 8:00pm
	Preconference Workshops	8:30am - 6:30pm
Fri 15 August	Plenary Breakfast	7:00am-7:50am
	Registration	7:00am
	Conference	8:00am - 6:30pm
	Practice Managers Programme	8:00am - 6:30pm
	Welcome Function	6:30pm - 7:30pm
Sat 16 August	Plenary Breakfasts	7:15am - 8:15am
	Conference	8:30am - 6:30pm
	Practice Nurses Programme	8:30am - 6:30pm
	Prize Winner notification	5:00pm
Sun 17 August	Plenary Breakfast	7:00am - 7:55am
	Conference*	8:00am - 1:00pm
	*Industry can packout after final caterin session at 11am.	
Mon 18 August	Courier pickups+	1:00pm
	+All equipment/brochures must be picked up by 1pm Monday 18 August 2025. Any material still uncollected by this date will be deemed unwanted and disposed of appropriately.	



Advert Specifications

Single Stand Space: 1 x Quarter Page

1/4 Page: (W) 85mm x 128.5mm (H) - Portrait

Silver Sponsor/Double Space: 1 x Half Page

1/2 Page: (W) 180mm x 128.5mm (H) - Landscape

Gold Sponsor/Triple Space: 1 x Full Page

(W) 180mm x 267mm (H) - Portrait

Platinum Sponsor/Triple Space: 2 x Full Page

(W) 180mm x 267mm (H) - Portrait

Colour: Full Colour

(Spot colours will vary during process conversion)

Format Artwork: High resolution PDF preferred.

If you are doing a full page A4 advert with bleed. Then the trim size is 210 x 297mm plus 2.5mm bleed. Type area 190 x 277mm (10mm margins).

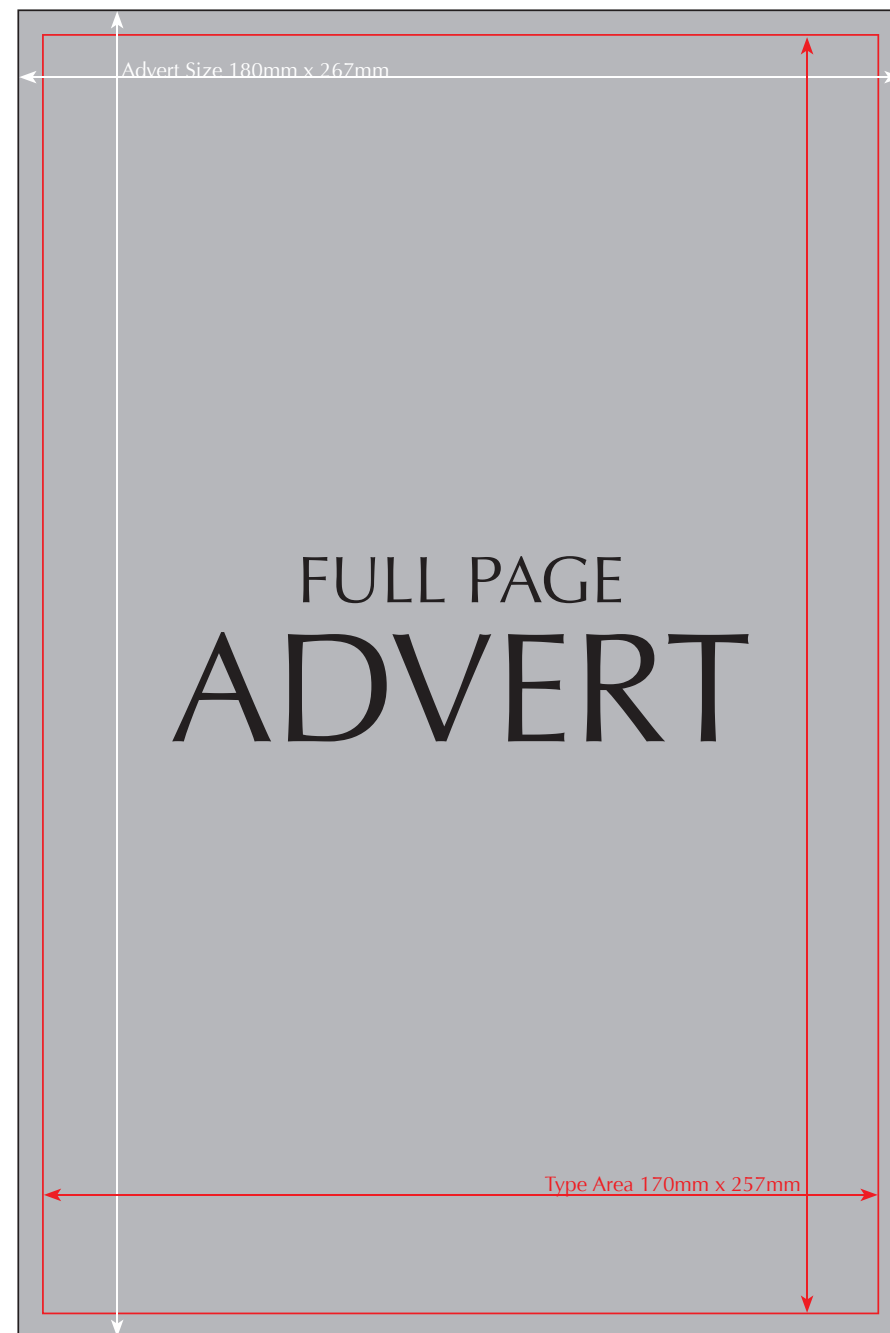
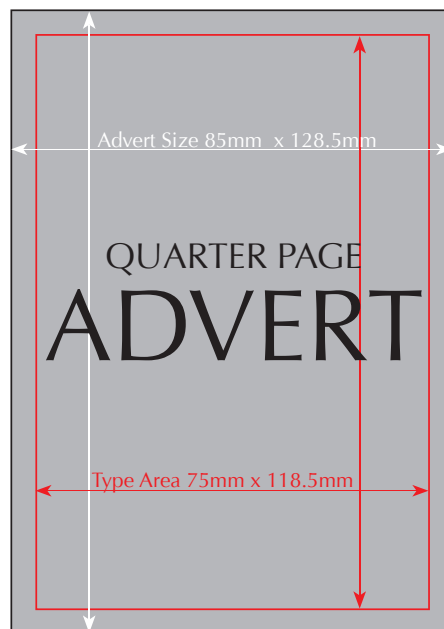
Or with no bleed (White page borders)

Then the advert size is 180 x 267mm

Type area of 170 x 257mm (10mm margins)

Material Deadline: 5pm Friday 27 June 2025

Deliver to: leon@conferencematters.co.nz





EXHIBITOR GOODS DELIVERY LABEL - EVENT 14187

TO:

Te Pae Christchurch Convention Centre
Loading Dock via Armagh Street
188 Oxford Terrace
Christchurch, New Zealand 8011
ATT: Chris Taylor P 03 266 1425

Box Number _____ of _____

FROM: SENDER DETAILS

Company Name: _____

Address: _____

Contact Person: _____

Phone No: _____

Email: _____

Event Name: South GPCME 2025 - Event 14187

Venue: Te Pae Christchurch

All goods to be received from: Mon 11 August 2025

Exhibitor Name: _____ **Stand No:** _____

Contact Person on the day: _____ **Mobile No:** _____

Delivery & Storage: Te Pae Christchurch will not permit any goods to be delivered to the venue earlier than the date specified above. Deliveries prior to this date will be turned away

All equipment/brochures must be picked up by 1pm Monday 18 August 2025. Any material still uncollected by this date will be deemed unwanted and disposed of appropriately.

Te Pae Christchurch (03) 266 1400 Inwards Goods Manager ATT: Chris Taylor P 03 266 1425

Safe Delivery, Storage and Return of you Items

The delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Loading Dock hours are from 07:00 – 16:00 Monday to Friday

Please Note: Goods will not be accepted more than 24 hours before your event.

If you intend to dispatch your goods via a courier from Te Pae Christchurch after the event, it is important for you to:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

Goods are to be collected within 24 hours after the conclusion of the event.

Please note: Storage charges will apply for goods not collected after this time.

The Te Pae Christchurch Convention Centre reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

PLEASE NOTE: All goods / property brought into Te Pae Christchurch or onto Te Pae Christchurch land, is done so at the sole risk of the persons responsible. The Te Pae Christchurch Convention Centre is not responsible for any damage to or theft of the items from the event.

EXHIBITOR GOODS PACKOUT LABEL - EVENT 14187

PICK-UP ADDRESS: Te Pae Christchurch Convention Centre Loading Dock via Armagh Street 188 Oxford Terrace Christchurch New Zealand 8011					
Event Name	GPCME		Event Date	14/08/25	
Te Pae Christchurch Convention Centre onsite deliveries, Chris Taylor Ph +64 (0)3 266 1425					

RETURN DELIVERY DETAILS

(Please ensure all items are **securely packaged** and **all paperwork required by Couriers is attached** eg. Shipment Air Waybills and sufficient Pre-paid stickers)

COMPANY NAME:					
DELIVERY ADDRESS:					
CONTACT NAME:			PHONE:		
Courier Name:	Description of Items (eg cartons, pallets, boxes of satchel inserts)			Item No.	of

DELIVERIES MUST BE PICKED UP ONE DAY POST EVENT
MONDAY – FRIDAY 8.30am – 5pm

By signing for pickup of this shipment Te Pae Christchurch does not take any responsibility for the condition of the goods or quantity sent. This label is attached to each item with the understanding that all responsibility remains with the sender. Goods are to be picked up at the Loading Dock between 07:00-16:00 Mon-Fri. Please contact Te Pae Christchurch Loading Dock Office on arrival at the Centre.




CONFERENCE MATTERS

Postal: PO Box 1661
Physical: 34 Hawken Road, Whangarei
Phone: +64 (021) 164 3815
Fax: +64 (09) 437 4089
Email: leon@conferencematters.co.nz
Web: www.gpcme.co.nz