

Exhibitors & Suppliers Manual

On Arrival

- 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

- Wilson's car park which has internal access into the hotel – please see website for rates as this change frequently: <https://www.wilsonparking.co.nz/parking-locations/auckland/auckland-cbd/upper-shortland-street/>
- Valet Parking with the hotel - \$60.00 per car, daily (Subject to availability)
- Street Parking – as per metres

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.

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 loading 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 the double doors located directly in front of you when standing in the dock and you will enter the Regatta Rooms.

Top of the Town

On arrival please contact your on site event coordinator to meet you and escort you through the back of house lifts to the 14th floor.

Storage

Limited storage space is available during your event. Any additional space required, please liaise with your Event coordinator.

Lifts:

Loading Dock lift:

Door: 1.1m x 2.1m high

Inside: 1.59m wide x 1.74m deep x 2.14m high

Capacity 1200kg

Additional 2 Service lifts:

Door: 1.1m x 2.13m high

Inside: 1.780m wide x 1.65m deep x 2.36m high

Capacities and Dimensions

Loading Dock: Height of door 3.0m, Width of door: 4.6m

Road to Loading dock floor: 1m high

Door to Back of House: Height 2.1m, Width 1.75m

Regatta Service Entrance Doors: Height 2.4m, Width 1.5m

Ballroom Service Entrance Doors: Height 2.4m, Width 1.5m

Ballroom Doors (C) Height 2.34m, Width 1.93m

Ballroom Doors (A&B) Height 2.34m, Width 1.65m

Ballroom Ceiling: 4.1 m

Regatta Room Ceiling: 2.7m

Top of the Town Ceiling: 2.7m upper & 2.1m lower

Power Supply

The venue has 10amp & 15amp power outlets and 3-phase outlets at 40 amp. Floor plans with 3 phase outlets location are available.

Internet

- WIFI is complimentary to delegates, code available on day of event
- If exhibitors require wired connection, the charge is \$38.00 per line.
- The hotel will not take individual payments, we will charge costs to the master account.

How to connect:

1. Connect to "Accor" Wi-Fi signal.
2. Open web browser if not automatically directed there.
3. Come to welcome portal page, scroll to the bottom
4. Enter Wi-Fi code created specifically for the event

Smoking Policy

- Pullman Auckland operates a non-smoking policy inside the hotel. Smoking is only permitting outside of the hotel premises. One dedicated area is on the hotel lower level located next to the parking elevator, off Princes Street.

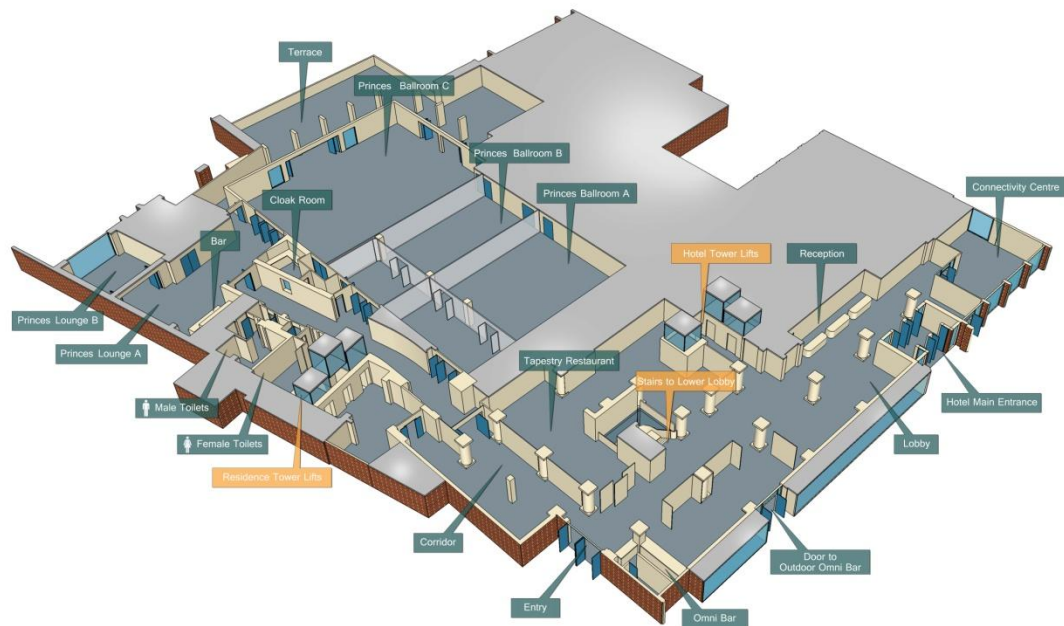
After Event

Packout

- ALL suppliers are required to pack-out after the event ends. No equipment's to be left behind.
- Pack-out via the Loading dock only.
- Suppliers are responsible of their equipment's and to ensure they are accounted for upon departure.

Floor Plans

Lobby Level



Lower Lobby Level

