

2025

dental**EXPO**

23-24 MAY 2025
VIADUCT EVENTS CENTRE
AUCKLAND CBD

NEW ZEALAND'S PREMIER DENTAL EXPO

EXHIBITOR HANDBOOK

DENTAL EXPO 2025

Viaduct Events Centre, Auckland

To ensure the smooth running of your exhibit,
please review this document, print and bring along to Dental Expo for easy reference.



For all exhibition queries, please contact:

Britta van Uden
M: + 64 21 122 6870

or

Victoria Jantke
M: +64 21 225 5867

events@mtanz.org.nz

Medical Technology Association of NZ (MTANZ)

+64 9 917 3645

www.mtanz.org.nz

Dental Expo: www.dentalexpo.co.nz

Facebook: Dental Expo NZ

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CONTACT DETAILS

DENTAL EXPO MANAGERS

Britta van Uden
+64 21 122 6870
events@mtanz.org.nz

Victoria Jantke
+64 21 225 5867
victoriaj@mtanz.org.nz

ACCOUNTS

Victoria Jantke
Medical Technology Association of New Zealand (MTANZ)
PO Box 74116, Greenlane Central, Auckland 1546, New Zealand

+64 21 225 5867
admin@mtanz.org.nz

EXHIBITION BUILD COMPANY and FURNITURE & PLANT HIRE

Gwen Johnston
Exhibition Hire Services (EHS)
+64 21 547 608
+64 7 847 4747
gwen@exhibitionhire.co.nz
www.exhibitionhire.co.nz

POWER & WIFI – ADDITIONAL REQUESTS

Britta van Uden
+64 21 122 6870
events@mtanz.org.nz

Power: \$80.00 + GST
WiFi: \$165.00 + GST

DENTAL EXPO OPEN HOURS

Friday 23 May – Saturday 24 May 2025

Day	Date	Times
Friday	23 May	09:00 to 19:00 (venue access for exhibitors from 07:30) 17:00 to 19:00 Happy Hour & Fashion Show
Saturday	24 May	09:00 to 17:00 (venue access for exhibitors from 07:30)

BEST STAND AWARD

☆☆☆ BEST STAND AWARD ☆☆☆



BEST STAND AWARD 2023 - Under 9m²
PRECISION DENTAL LABS



BEST STAND AWARD 2023 - Over 9m²
ALURO HEALTHCARE NZ

THEME: SUSTAINABILITY

A 'Best Exhibition Stand' competition will be held at DentalEXPO. An award will be presented to both the best small stand (under 9m²) and the best large stand (9m² and above).

THE WINNER WILL BE ANNOUNCED ON FRIDAY 23 MAY 2025.

In judging the Award, consideration is given to sustainability and the use of sustainable items, stand layout, design flair and creativity, the interaction between the stand representatives, and the delegates' experience on the stand. (Any activity off your stand must be detailed in full to MTANZ and is subject to permission).

The award prize is a commemorative plaque and winner announcements on the day. Plus two years of bragging rights!

EXPO PACK-IN SCHEDULE

	Times	Dates
Exhibition Hire Services and Custom Built Stand construction ONLY (Build companies <u>must</u> contact MTANZ to arrange access over this time)	14:00 – 24:00 00:01 - 12:00	Wednesday 21 May Thursday 22 May <i>High visibility vests must be worn during these times</i>
Exhibitor Set-up To be show-ready for 09:00 on Friday 23 May	12:00 – 24:00 06:00 – 08:30	Thursday 22 May Friday 23 May

Due to Health & Safety requirements exhibitors **will not** be granted access to the exhibition area prior to these times, unless you are building your own stand by prior arrangement.

DELIVERY OF GOODS TIMETABLE

Thursday 22 May

Deliveries of exhibitor material is to take place on Thursday 22 May. Exhibitors have an allocation of 30 minutes to unload their own vehicles or truck deliveries. A fork hoist and driver will be available.

There are to be no deliveries between 16:00 & 18:00 daily.

Please note, you will not be able to gain access outside of these delivery times.

Courier Delivery Schedule	Move in
OSSTEM Implant New Zealand	08:00 – 08:30
Aluro Healthcare NZ, Durr Dental Oceania, EMS Dental, Ivoclar, W&H	08:30 – 09:00
Healthcare Essentials, Henry Schein	09:00 – 09:30
Complete Healthcare Solutions, Dentsply Sirona, ICONA, Pharmaco Dental	09:30 – 10:00
Angel Aligner, Byron Medical, DRC NZ Ltd, Modern Dental Pacific	10:00 – 10:30
Geistlich, Great Dental Websites, Haleon, KaVo Dental, Solventum	10:30 – 11:00
Bio Gaia New Zealand, CATTANI, DENTEC, Independent Dental Supplies, NSK Oceania	11:00 – 11:30
Align Tech, Centaur Software, Colgate, Dental Innovations, Erskine Oral Care Piksters	11:30 – 12:00
Aces Dental Supplies, Ostralos, RA Jenks, Rhondium Dental Products	12:30 – 13:00
AR Instrumed, Arthur Hall Orthodontics, Bio Serve NZ, BLIS Technologies, ClockworX, Customer Radar, Garrison Dental Supplies, Guardian NZ, Hogies Australia, LANZ.Dental, Lumino The Dentists, Neoss, Prime Practice, Savvy Dentists, Slicksmile, Sterile Solutions, Thryv	13:00 – 13:30

Please note, there is no storage available on site.

EXHIBITOR BRIEFING MEETINGS

One person from each exhibiting company MUST attend these meetings.

Date: Thursday 13 March 2025
Time: 13:00 NZST
Venue: Zoom: Please [click here](#) to register.

Points being covered at this meeting:

- Health & Safety induction
- Update on delegate numbers and delegate lists
- Arrangements for pack in/out
- Lead Capture App
- Security
- Best Stand Award
- Auction
- Happy Hour and Fashion Show plan
- Storage
- Questions

Date: Thursday 22 May 2025
Time: 15:00 to 15:30
Venue: Exhibition Area
Viaduct Events Centre

Points being covered at this meeting:

- Health & Safety and First Aid
- Security
- Name badges
- Lead Capture App
- Prize draws
- Rubbish
- Pallets etc

EXPO PACK-OUT SCHEDULE

	Times	Dates
Exhibitor Pack Up Exhibitors must not pack out before 17:00	<u>17:00</u> – 24:00	Saturday 24 May
Exhibition Hire Services and Custom Build breakdown All stands must be dismantled and removed from the venue by 11:00, Sunday 25 May	18:00 – 24:00 00:01 – <u>11:00</u>	Saturday 24 May Sunday 25 May <i>High visibility vests must be worn during these times</i>

Please note, empty pallets may not be left on site. Please organise to have these removed, or you will be charged removal and/or storage fees.

EXHIBITORS

Stand	Company
25	Aces Dental Supplies
21	Align Tech (Invisalign iTero) <i>Speaker Sponsor</i>
34	Aluro Healthcare NZ
39	Angel Aligner
11	AR Instrumed (DENSOL®)
3	Arthur Hall Orthodontics
6	Bio Serve NZ
19	BioGaia New Zealand <i>Tote Bag Sponsor</i>
9	BLIS Technologies
2	Byron Medical
41	CATTANI
31	Centaur Software (Dental4Web)
Barista	ClockworX <i>Barista Sponsor</i>
27	Colgate
26	Complete Healthcare Solutions <i>Name Badge Sponsor</i>
22	Customer Radar <i>Business Essentials Sponsor</i>
46	Dental Innovations
47	DENTEC
32	Dentsply Sirona
43	DRC NZ Ltd <i>Speaker Sponsor</i>
36	Durr Dental Oceania
38	EMS Dental
35	Erskine Oral Care Piksters
50	Garrison Dental Supplies
10	Geistlich
44	Great Dental Websites
15	Guardian NZ
17	Haleon
42	Healthcare Essentials <i>Barista + Speaker Sponsor</i>
49	Henry Schein Dental <i>Tech & App + Speaker Sponsor</i>
16	Hogies Australia
13	ICONA
1	Independent Dental Supplies
33	Ivoclar <i>Gold + Speaker Sponsor</i>
48	KaVo Dental
4	LANZ.Dental <i>Speaker Sponsor</i>
20	Lumino The Dentists
28	Modern Dental Pacific
14	Neoss
45	NSK Oceania Ltd <i>Gold Sponsor</i>
12	OSSTEM Implant New Zealand <i>Platinum Sponsor</i>
23	Ostralos
29	Pharmaco Dental <i>Gold + Speaker Sponsor</i>
Barista	Prime Practice <i>Barista Sponsor</i>
30	RA Jenks Ltd
24	Rhodium Dental Products
5	Savvy Dentist
7	Slicksmile
40	Solventum <i>Speaker Sponsor</i>
18	Sterile Solutions
Café	Straumann <i>Café Sponsor</i>
8	Thryv
37	W&H

The floor plan of the Rego Theatre is divided into several main sections:

- Stage Area:** Located at the top left, featuring a stage, a bar, a lounge, and a kitchen. The bar is labeled "Bar" and the lounge is labeled "Lounge". The kitchen is labeled "Kitchen".
- Cinema:** A large rectangular area in the center, labeled "Cinema". It has a seating area of 12m x 18m and a stage area of 6m x 12m.
- Corridors and Exits:** Numerous corridors and exits are shown throughout the plan. Exits are marked with red squares and labeled "Fire Exit".
- Other Rooms:** Other rooms include a "Reception" area, a "Lobby", a "Cafe", and a "Store".

Dimensions are provided for many rooms and corridors, such as 12m x 18m for the Cinema, 6m x 12m for the stage area, and 3m x 3m for the bar. The plan also shows the location of fire extinguishers and fire alarm pull stations.

PREFABRICATED STANDS

Organisations who have ordered prefabricated stands will have the following provided per 3mx3m and 3mx2m stand:

- White stipple finish walls
- 1 x single 240-volt 10 amp power outlet
- 2 x spotlights
- Fascia with name signage
 - If you would like to book your company logo on your fascia signage, please contact Britta van Uden on events@mtanz.org.nz. There is an additional cost of \$80.00 + GST.

Please note, the venue flooring is concrete.

What you need to provide:

- Velcro dots (both sides) to hang your posters, if utilising the prefabricated stands
- Furniture
 - Tables and chairs are not provided at this expo. You will need to order through Exhibition Hire Services. Please see contact details on the contact list.



SPACE ONLY STANDS

Organisations who have ordered space only stands will have the following provided per 3mx3m and 3mx2 stand:

- **A space** equivalent to 3m x 3m or 3m x 2m as detailed in your confirmation email.

What you need to provide:

- Walls/design & build or pop-up stand (you may not use the venue walls)
- Furniture
 - o Tables and chairs are not provided at this expo. Please order through Exhibition Hire Services (see contact list).
- Power
 - o Please contract Britta van Uden on events@mtanz.org.nz if you wish to arrange power (and have not already). There is an additional cost of \$80.00 + GST.
- Lighting
 - o Please order through Exhibition Hire Services (see contact list).

Custom Built Stands / Independent Contractors

The Exhibition Manager (MTANZ) must be advised if a custom-built stand is being installed. This information is requested in the Application to Exhibit form. Exhibitors taking Design and Build booths are advised to use the service of the Official Stand Contractor appointed by the Exhibition Manager to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the organiser before any of their own contractors are allowed to work onsite. The organiser reserves the right to reject any contractor and design deemed inappropriate.

The Exhibition Manager must be advised if a custom-built stand is being installed by any exhibiting company. *Any structures exceeding 2.5m in height from any perspective must be pre-approved by MTANZ. Any structures above 2.5m not approved by MTANZ will be required to be dismantled prior to the commencement of the exhibition.*

Any rigging, scaffolding or temporary structure suspended from the ceiling needs to be preapproved by MTANZ and the VEC. Plans and stand diagrams and the custom build companies Health & Safety plan must be forwarded to the Exhibition Manager (MTANZ) for approval no later than **Friday 7 March 2025**.

a) All works in the exhibition hall should be confined to installation and minor alteration only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc should not be carried out inside the Exhibition Hall.

b) The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than 2.5m, reasonable decoration or material must cover the back of that panel.

c) Every exhibitor is responsible to build their own walls to separate their stand. Minimum wall height of 2.5m must be constructed.

d) No adhesive is permitted to be used on stone floorings or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The Exhibitor shall be charged with consequent cleaning fees upon violation of this specification.

e) Detailed booth construction plans should be submitted to MTANZ before **Friday 7 March 2025** for timely approval.

f) Detailed Safety plans should be submitted to MTANZ before **Friday 7 March 2025** for approval.

g) Exhibitors must obtain written approval from Auckland Conventions for the use of air or helium balloons. Helium balloons are only permitted as fixed features of a stand or exhibit. The organiser will be charged for the removal of any balloons remaining in the venue.

- h) The Organiser and the Official Stand Contractor reserve the rights to reject any construction plan or require the Exhibitor or his own contractor to make modifications.
- i) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts.
- j) All exhibitions must meet current New Zealand Health & Safety and New Zealand Fire Safety regulations.
- k) Custom Design and Build times are:
- | | |
|------------------|------------------------------|
| WEDNESDAY 21 MAY | 14:00 – 24:00 |
| THURSDAY 22 May | 00:01 – 12:00 (construction) |

Contractors

- a) Contractors must wear name/company identification at all times on site.
- b) Contractors must wear High Visibility jackets during build times or they will be asked to cease work until this requirement is met.
- c) Contractors to use only designated service entrances, lifts and loading docks for transportation of staff and materials.
- d) It is the responsibility of the contractor to supply sufficient staff for unloading and loading of transport vehicles in the loading dock in a timely, safe and non-disruptive manner.
- e) Contractors and their staff must supply their own tools, including ladders and trolleys. Auckland Conventions equipment shall not be used without prior approval.
- f) The venues are non-smoking at all times to clients, guests, visitors, staff and contractors.
- g) Contractors will not allow or permit any damage to Auckland Conventions building or any fixtures, nor shall any alterations to the structure be allowed. Painting, gluing, drilling, taping or nailing is not allowed on venue finishes.
- h) Contractors shall ensure the removal of all debris, rubbish, packing materials from the premises. In the event Auckland Conventions has to perform these tasks on behalf of the contractor, charges incurred shall be borne by the contractor.
- i) It is the responsibility of the contractors to apply for all the necessary permits with local authorities and necessary insurance before commencement of work. These must be made available for sighting upon request from Auckland Conventions.
- j) Drawings of layout plans, structural and schematic wire diagrams must be submitted to MTANZ and Auckland Conventions by **Friday 7 March 2025**.
- k) It is the responsibility of all persons working on site to comply with the venue health and safety guidelines and all work must be carried out in a safe manner. Failure to do so will result in a request to vacate the premises.
- l) Auckland Conventions reserves the right to refuse access to contractor and/or equipment not considered to be of a suitable standard.
- m) Prior notifications of contractors use of hot works in association of smoke detection for isolation are to be taken in consideration.
- n) Venue roof access needs to be pre-arranged with MTANZ in which requires appropriate certification.

EXHIBITOR CHECKLIST & DEADLINES

Medical Technology Association of NZ objective is to provide you with an excellent service and success at the Dental Expo.

Please read the following carefully and add or delete according to your needs. This will assist you to maximise your return on your investment when exhibiting at the Dental Expo.

Task	Due Date	Completed
Provide MTANZ copy of insurance certificate (see Waiver of Liability)	7 March 2025	
Provide MTANZ custom build plan for approval	7 March 2025	
Provide MTANZ Safety plans (for stands over 3x3mtrs)	7 March 2025	
Online Exhibitor Briefing (see page 8)	13 March 2025	
Register your attending staff, here .	30 April 2025	
Order furniture through EHS	30 April 2025	
Schedule your courier deliveries for allocated time	April 2025	
Onsite Exhibitor Briefing (see page 8)	22 May 2025	

SHOULD HAVE ALREADY COMPLETED

- Read this manual thoroughly and highlight key points.
- Pass this manual on to relevant staff.
- Review your corporate objectives and tailor exhibit theme accordingly.
- Check inventories of available literature and/or prepare new literature for booth distribution.
- Check availability of promotional samples and products for display. Arrange promotional activities.
- Check booth construction materials and schedule.
- Arrange for adequate extension of your business insurance for the show and buy show insurance.
- Make accommodation requirements. Please [click here](#) for details.

4-5 WEEKS IN ADVANCE OF SHOW

- Have confirmed booth furnishings and services from Exhibition Hire Services (EHS)
- Arrange off site storage.
- Arrange shipping of literature, equipment and display units.
- Check that booth signage is correct.
- Ensure that your Dental Expo invoices have been paid in full.

2 WEEKS IN ADVANCE OF SHOW

- Email each of your staff attending the terms and conditions so they are aware of standards at the Expo. Have these available for your staff on site.
- Advise your staff to wear comfortable and appropriate footwear for the duration of the show. It is a long time standing on concrete.

10 DAYS IN ADVANCE

- Prepare for set up of booth.
- Prepare tool kit.
- Check supply of order books, business cards, sales manuals.
- Hold a pre-show meeting with booth personnel to review objectives and responsibilities.
- Ensure staff are aware that exhibitors are to come to MTANZ at the Exhibitor Help Desk for assistance on all exhibition matters.
- Plan post-show follow-up activities.

PACK IN AT SHOW

- Have one staff member attend the MTANZ's Exhibitor Briefing.

SUGGESTIONS OF THINGS TO TAKE ON SITE

Small tool kit	Staples	Scissors	Cellotape Tape
Blue Tac	Packing Tape	Velcro (both sides)	Pens and Markers
First Aid Kit	Bottled Water	High Visibility Jackets	Cleaning Gear



DELIVER TO:
C/- DENTAL EXPO – MAIN LOADING BAY
ANZ VIADUCT EVENTS CENTRE
161 HALSEY STREET
AUCKLAND
NEW ZEALAND

Attention to:

<<Your Name>>
 <<Stand Number and Name>>
 <<Hall Number>>
 <<Contact Mobile phone number>>

Arrival on [INSERT DATE]

DESCRIPTION OF CONTENTS:

SENDERS INFORMATION:

<<Company>>
 <<Stand Number>>
 <<Your Company Contact name>>
 <<Address>>
 <<Mobile Phone number>>

TOTAL BOXES SENT _____

BOX _____ OF _____