

# Westpac Stadium | **Exhibition Manual**

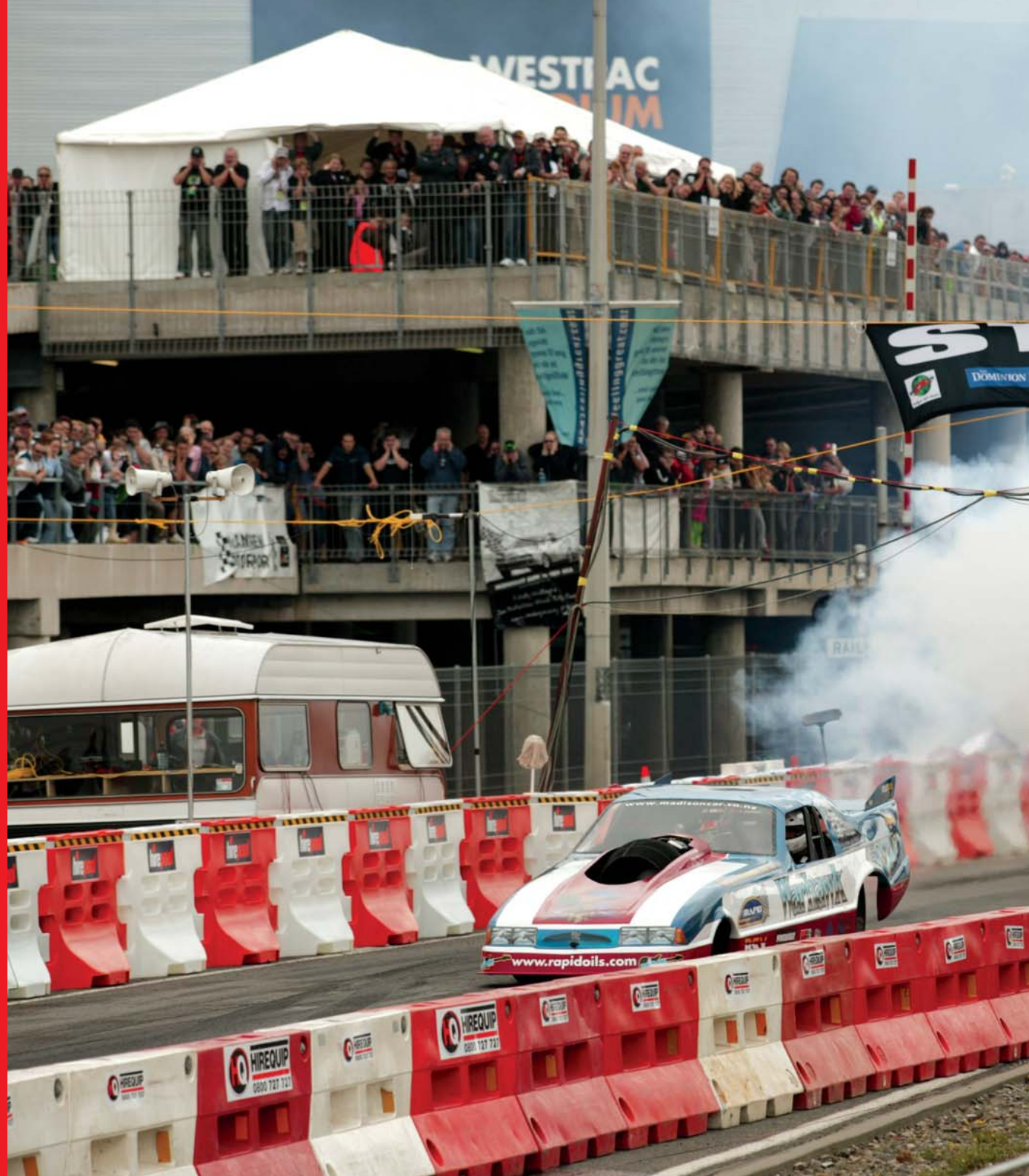




## Contents

|   |         |
|---|---------|
| New Zealand's Premier Stadium               | 3       |
| Capital City Event Support                  | 4       |
| Booking Procedures and Financial Settlement | 5       |
| Westpac Stadium in Exhibition Mode          | 6       |
| Exhibitor Facilities                        | 7 – 12  |
| World Class Patron Facilities               | 13 – 14 |
| Technical Summary                           | 15 – 16 |
| Appendix: Stadium Maps                      | 17 – 21 |

**Westpac | STADIUM**





## New Zealand's Premier Stadium

**Wellington's Westpac Stadium is the premier multi purpose stadium in New Zealand.**

**Since its opening in 2000 it has consistently delivered a superior entertainment experience, resulting in record average attendances for major sporting, cultural and concert events.**

- As Wellington's premier entertainment venue the Westpac Stadium has hosted a number of successful exhibition and trade shows including the Wellington Food Show, Home and Garden Show, 2HOT2 Handle Motor show and the Liquorland NZ Beer Show.
- With the largest covered display areas and banquet dining facilities in Wellington, the Westpac Stadium is a flexible venue which can meet all your event requirements.

### **Unsurpassed Location**

- The Westpac Stadium is on the fringe of the Central Business District, within walking distance of major hotels and retail precinct.
- Access is unparalleled. The Westpac Stadium is in the centre of the Wellington transport hub, with direct access to the central railway station and bus terminal, minutes from ferry and sea freight terminals and 20 minutes from the international airport.



**Wellington City is committed to maintaining its position as the Events Capital of New Zealand.**

## City Event Fund

- To maximise the economic contribution that events make to the city the Wellington City Council has established an event fund to develop and support new events.
- The event fund will support new events that generate additional new event spend based on an investment/return ration of 20:1
- The Wellington City Council has identified major events at the Westpac Stadium as a priority for event funding.
- The Westpac Stadium can assist promoters in making presentations for City funding for events.
- The Westpac Stadium can also assist with securing commercial sponsorship or financial investors for events.

## Wellington - Events Capital of New Zealand

- Wellington is compact in size but big on attitude. It has the smartest, youngest, wealthiest, population in the country. And when it comes to packing a venue, the City is ready and willing.



- The Westpac Stadium is the only international sports and event venue in the southern half of the North Island. Its catchment is the one million people who live within a five hour drive of Wellington City.

| Primary market – population within 5 hour driving radius   | 1,178,900        |
|--|------------------|
| Secondary market - population within 7 hour driving radius | 1,202,355        |
| <b>Total</b>   | <b>2,381,255</b> |

*Source: Statistics New Zealand 2006 Census – Age group by sex for usually resident population by territorial authority.*

## High Income Demographic

- Wellingtonians spend more than the average New Zealander on admissions to events.
- People living in Wellington City have the highest median income in New Zealand with higher disposable incomes.
- 22.5% of people aged over 15 in Wellington City have an annual income of more than \$50,000, compared with 11.5% for New Zealand as a whole. The most popular occupational group in Wellington City is professionals.

| Recreational & Cultural Events |                                      |
|--------------------------------|--------------------------------------|
| Region                         | Average weekly household expenditure |
| Wellington                     | \$36.89                              |
| Auckland                       | \$32.00                              |
| Canterbury                     | \$28.90                              |
| Total NZ                       | \$32.30                              |

*Source: Statistics New Zealand – Regional Annual Household Expenditure Estimates for the year ended March 2007.*

# Booking Procedures and Financial Settlement

Linda Rieper, Chief Operating Officer, Westpac Stadium, is the first contact for all Stadium Hire booking enquiries.

Linda will work with promoters to determine the scope of the event, feasibility and its relationship with the Stadium's event calendar.

## Contact Details

Linda Rieper | Chief Operating Officer  
Wellington Regional Stadium Trust | Waterloo Quay  
PO. Box 2080 | WELLINGTON  
DDI 00 64 4 470 0412 | Fax: 00 64 4 473 3882 | Mbl: 00 64 27 602 9595  
Email: events@westpacstadium.co.nz

## Venue Bookings

- Inquiries for date avails can be made by email or phone. The Marketing Manager will confirm by email any requested date avails and expressions of interest in particular event dates.
- Westpac Stadium use the establish 1<sup>st</sup> and 2<sup>nd</sup> pencil booking protocol where 1<sup>st</sup> pencil bookings have seven days to exercise first right of confirmation to contract when subsequent pencil bookings seek to confirm a particular date.
- Please note that inquiries for date avails are not regarded as pencil bookings and the venue has the right not to accept requests to hold multiple pencil bookings for a single proposed event.
- All arrangements are considered tentative until a contract has been signed and a deposit paid.
- Two copies of the contract will be mailed to the promoter prior to the event. Both copies must be signed, with one copy returned with the deposit for the contract to be executed.
- Event tickets cannot be released for sale until a venue contact has been signed by both parties.
- If you wish to cancel your event then written notice must be given to the Westpac Stadium as detailed in the Venue Contract.

## Priority Booking Arrangements

- Rugby has priority booking rights to Westpac Stadium for the period 1 April – 31 October. Cricket has priority booking rights for the period 1 November – 31 March. Football has secondary booking rights after Rugby and Cricket.
- The Stadium will work with both the promoter and the relevant sporting code to ensure that potential date clashes are identified and avoided.

## Exclusive Supplier Arrangements

- The Westpac Stadium has exclusive service and supply arrangements for ticketing, catering services, beer and wine supply, cleaning and security.
- The nature of these arrangements is detailed in the Venue Contract.

## Financial Settlement

- Once a contract has been confirmed a deposit shall be paid to secure the booking.
- The remaining balance of the fixed venue fee together with 80% of the estimated exhibition costs will be payable no later than the last set-up day.
- Balance of exhibition costs will be payable within seven days of final invoice.





# Westpac Stadium in Exhibition Mode

## Main Exhibition Facilities

- Westpac Stadium has three major event areas; the covered concourse exhibition area, function lounges and pitch playing field area. Together they create 25,301 sqm of flexible event space, allowing the hosting of the simplest corporate function to the largest conference and exhibition events.

## Concourse Exhibition Area

- The Stadium concourse, 650 metres round and as wide as a three lane road, provides an unique covered exhibition space that can be used on its own or in conjunction with other areas.
- The 8,266 sqm concourse is capable of providing 4,626 sqm of exhibition space, the largest in Wellington.



- Entry to the concourse is via a raised walkway, 680 metres long and up to 100 metres wide, providing a huge controllable outdoor area for display and promotions.

## Function Lounges

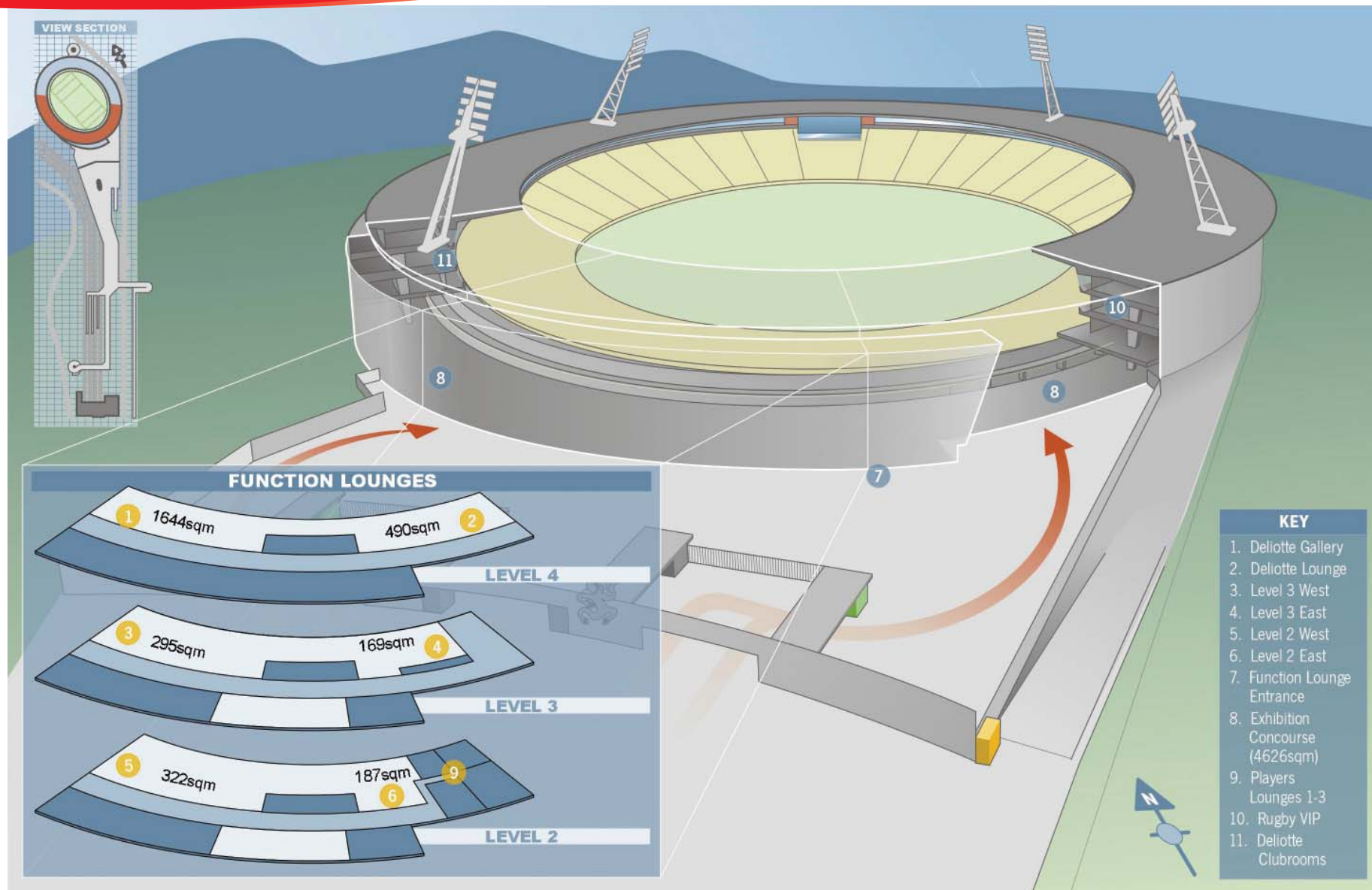
- The Stadium has three levels of function facilities with a total of 12 function lounges and breakout rooms.
- The largest of the function rooms is the Deloitte Gallery which is capable of seating 1,000 people for large banquet dining.

## The Playing Pitch

- The playing pitch, a 16,162 sqm oval, surrounded by a seating bowl with a capacity of 35,108 patrons, offers a unique space for special events such as large sit down dining events for over 5,000 in marquees.

|         | Room                | sqm   | Cocktail | Theatre | Dining |
|---------|---------------------|-------|----------|---------|--------|
| Level 2 | Level 2 East        | 187   | 156      | 140     | 100    |
|         | Level 2 West        | 322   | 268      | 192     | 140    |
|         | Players Lounge 1-3  | 22-25 | 20-22    | 12-15   | 12-15  |
|         | Players Dining Room | 59    | 50       | 40      | 40     |
| Level 3 | Rugby VIP           | 189   | 158      | -       | 60     |
|         | Level 3 East        | 169   | 140      | 121     | 100    |
|         | Level 3 West        | 295   | 245      | 147     | 120    |
|         | Deloitte Club Rooms | 777   | 648      | 308     | 240    |
| Level 4 | Deloitte Gallery    | 1644  | 1370     | 588     | 1000   |
|         | Deloitte Lounge     | 490   | 408      | 410     | 280    |

## Major Exhibition Facilities



# Exhibitor Facilities

**The Westpac Stadium Operations team will help make your exhibition or conference a success.**

## Building Use Policies

- Promoters and Exhibitors are provided with detailed Building Use Policies before each exhibition and event.

## General Access / Pack in-out

- Pack-in and Pack-out access times will be arranged between the venue and the promoter.
- Security accreditation will be required for all exhibition staff during pack-in and pack out.

## Security

- An exhibitor's pass and a vehicle parking pass will be issued to exhibitors and staff. Exhibition booth hirers are responsible for the security of their own valuables at all times.
- All care is taken to ensure that only authorised exhibition people are on site when the venue is not open to the public.



## Goods Delivery

- The delivery point for all courier parcels is the (venue) office of the event promoter on (Concourse Level One). Outside event hours, arrangements should be made in advance to avoid any confusion, cost and inconvenience over non-delivery.

## Concourse Loading Restrictions

- A 2.5 tonne loading restriction exists on the Plaza and the Level One Concourse. All loads must be broken down and moved from the vehicle ramp and on to the site by forklift.

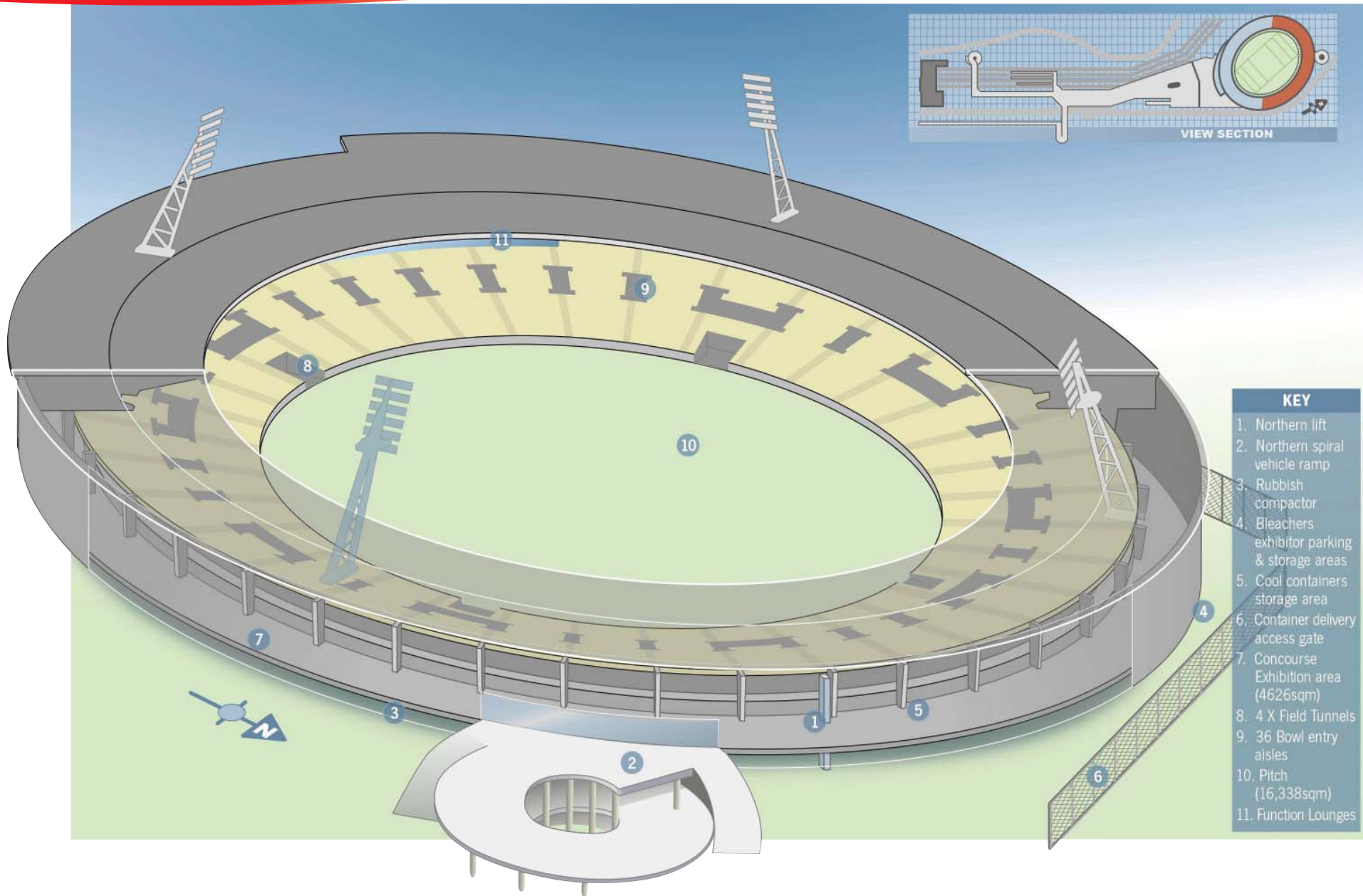


## Forklift Policy

- Westpac Stadium has a number of operational rules relating to the use of forklifts on the Concourse. Please note:  
  
Only forklifts of up-to 1.5 tonnes (unloaded) may be operated on the Concourse.  
  
All forklift operators are required to be briefed by the Operations Manager regarding Stadium policy for the operation of forklifts and other vehicles on the Concourse during pack-in & pack-out.
- A written forklift operational policy is included in all exhibition and event contracts.



## Concourse Exhibition Facilities



## Exhibitor Facilities (Cont)

### Exhibitor Parking

- Exhibitors have access to 300 car parks underneath the Stadium bleachers. Exhibitors also have access to the Level One Concourse via the Northern Spiral and the ground floor reception area at the southern end.
- Exhibitors must display an exhibitor pass on the dashboard of vehicles at all times or risk being towed at their own expense.

### Power & Lighting

- Three phase power is available throughout the concourse exhibition area. The Stadium Building Services Manager will work with event electricians to ensure that sufficient power is available for all exhibitors.

### Telephone Lines, EFTPOS, data and High Speed Modem lines

- Two public telephones are available on the concourse.
- Installation of onsite cell site antennae allows full mobile telephone coverage in the venue.



- Telephone lines, EFTPOS lines and high speed modem lines can be organised directly with Telecom.

### PA and Sound

- The public address system is designed to cover all areas of the Westpac Stadium or can be transmitted independently to three areas: Pitch and seating bowl, Level One Concourse and all corporate lounges.



### Health and Safety

- The promoter will receive a copy of the Westpac Stadium "Health and Safety Policy and Procedures" which outlines the venue's emergency response and egress plan.
- Any hazard brought on to the site must be notified to the promoter who will provide a list to the Westpac Stadium Operations Manager.
- The Operations Manager reserves the right to prevent hazardous materials being brought on site if it is considered a risk to others.
- All incidents and accidents must be reported to the Emergency Team Chief immediately for follow up action.

### Emergency Evacuation Procedures

- During exhibitions the Westpac Stadium staff will manage any emergency evacuation. Exhibitors are asked to comply with the instructions conveyed on the PA system and the wardens.
- Wardens are identified by a high visibility vest that has the word "Team Leader" on it.



## Exhibitor Facilities (Cont)

### Fire & Safety Policies – Vehicles on Display

- On advice from the New Zealand Fire Service fuel tanks of vehicles on display are to be kept nearly empty. The definition of nearly empty is enough fuel to get to and from the venue.
- All display vehicles should have a mat beneath the vehicle to catch any oil or grease leaks and are required to have a fire extinguisher.
- All other vehicles must be removed from the Concourse and the Plaza 20 minutes prior to gates open. Failure to comply may result in one or both of the following:
  - Vehicles not complying may be towed at the owner's expense.
  - Gates will remain closed until vehicles are removed.
- No non-display vehicles are permitted on the concourse or the plaza while public are in attendance.



### First Aid

- Westpac Stadium provides a first aid room on the Concourse beside the Information Desk (Aisle 18) and venue staff are trained in first aid.

### Waste Management

- Exhibitors are responsible for the removal of any packaging material during pack-in and pack-out.
- Westpac Stadium provides containers for recycling of cardboard, cans, plastics, glass and food waste.

### Event Cleaning

- Westpac Stadium provides a full pre and post event cleaning service. Spot cleaning services during the event are by arrangement with the show promoter.

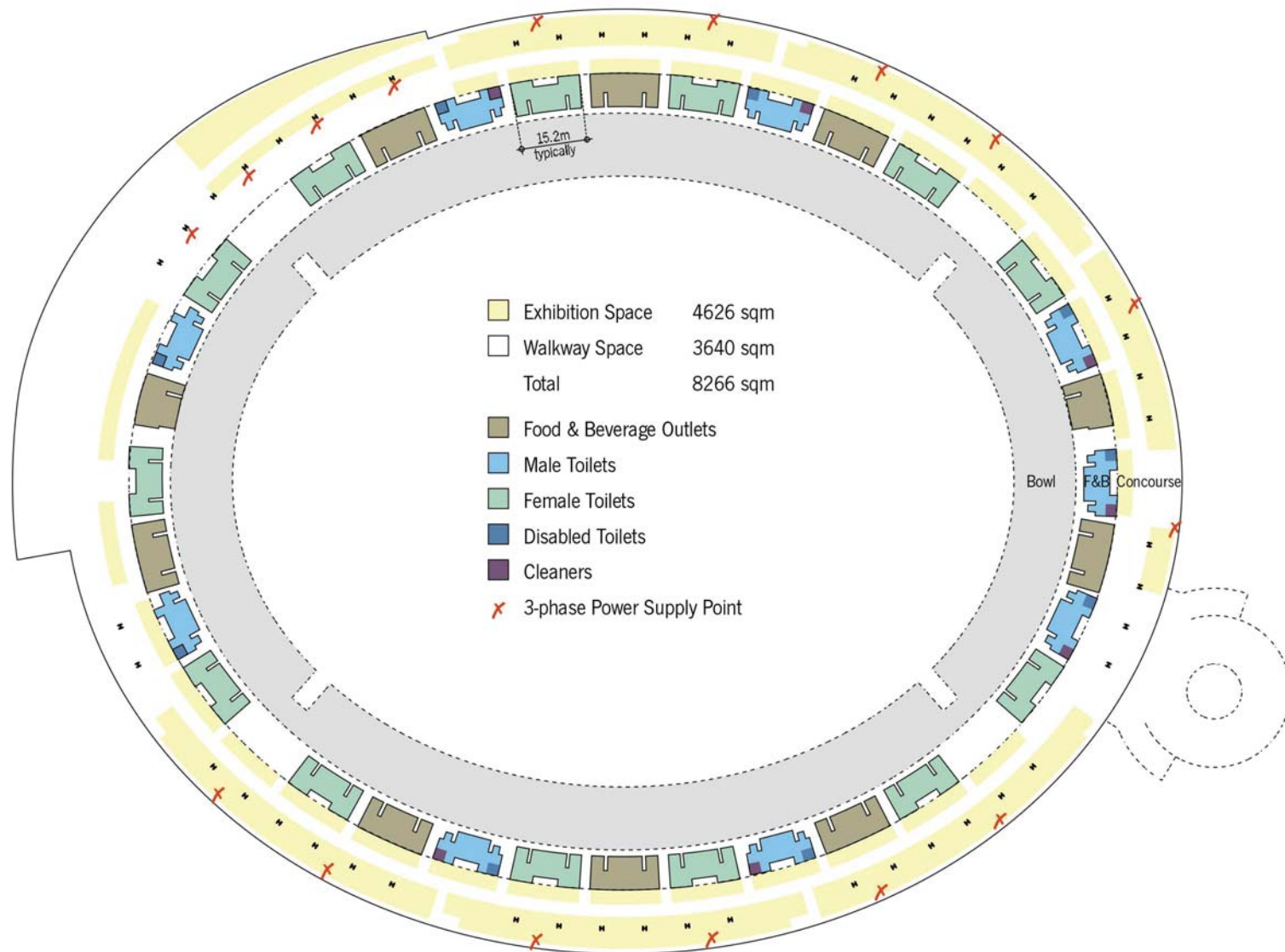
### Exhibitors' Café

- Westpac Stadium offers a number of lounges suitable for an exhibitors' café.
- A full catering service (including tea and coffee) can be provided by the Stadium Caterers. All options include set up, regular cleaning and checks throughout the day.

### Pitch Protection

- The pitch consists of a 450mm sand base on a 50mm gravel foundation with 25mm of grass top.
- The Westpac Stadium Ground Staff will work with event promoters to develop and implement a turf management plan to limit the impact of concert events on the pitch. This will include protocols for laying roads for heavy equipment and pitch protection for sound/lighting and stage facilities.
- The promoter will be responsible for the reinstatement of the pitch to the standard required by Westpac Stadium. Any turf that is damaged and needs to be replaced shall be replaced at the hirer's expense as detailed in the venue contract.

## Level 1 - Concourse





## World Class Patron Facilities

**The Westpac Stadium is at the heart of Wellington's transport hub with easy access to trains, ferries, bus and coach terminals, and just a few steps from the CBD and the vibrant downtown area around Courtenay Place.**

### Stadium Entry and Parking

- Patrons enter the Westpac Stadium via 42 electronic turnstile gates each with a dedicated ticket scanner. The entry gates are located on the southern plaza concourse and a dedicated bus / disability drop off area is located next to the gates at the top of the access ramp.
- A pay and display public car park is on the left immediately as you enter the Stadium from Waterloo Quay.

### Ticketing and Merchandising

- Four dedicated ticket sales booths are located at the gate entry as well as an additional ticket booth located in the centre of the walkway leading to the turnstile area. All 23 ticket sale booths are equipped with EFTPOS terminals.
- Two dedicated merchandising facilities are situated on the Concourse and three further merchandising facilities are available on the Plaza. Opportunities are also available for merchandising in the VIP entrance foyer. All facilities are capable of handling EFTPOS terminals.

### Convention Catering

- Westpac Stadium has two levels of corporate entertainment facilities. All 12 lounges can be configured for premium table dining or more casual cocktail style functions.

### Exhibition Café

- Westpac Stadium caterers can provide one or more café facilities for exhibition patrons. They will provide the type and variety of food appropriate to the exhibition and expected patron demographic.
- The Pavilion Lounge on Level One is the ideal location for the main exhibition café as it offers food and beverages in comfortable surroundings.

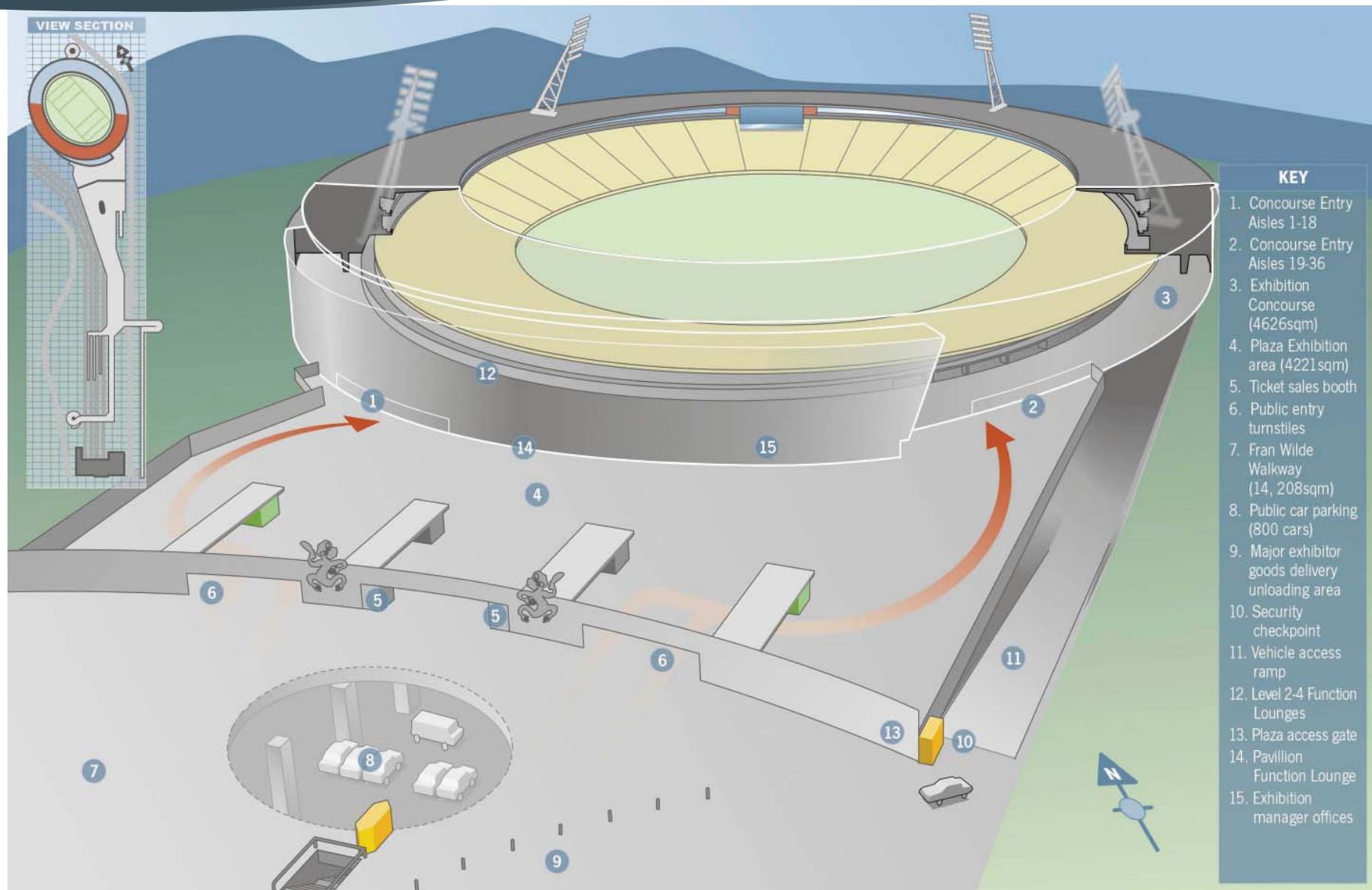
- The Pavilion Lounge is also large enough to accommodate both a public and exhibitors' café.

### Patron Health & Safety

- Westpac Stadium medical facilities include a consulting room and office adjacent to the ground level players tunnel, equipped with two examination tables. A first aid room is located on the Concourse. The Stadium will coordinate Wellington Free Ambulance to be in attendance for events.
- Security cameras are located throughout Westpac Stadium to ensure public safety. The Stadium conforms to standards set by the Green Guide to Safety at Sports Grounds.
- The Westpac Stadium is a non-smoking venue.



## Patrons Entry & Facilities





## Technical Summary

| Westpac Stadium General        |   |
|--------------------------------|---|
| Telephone / Faxes              | Will be provided to meet requirements.  |
| Public Entry                   | Access via main walkway and 42 ticket scanning gates Two main patron entries to seating bowl and one main entry to corporate / members lounges.   |
| Wheelchair Access              | 140. Access to all areas including disabled toilets.  |
| Parking                        | 800 car parks, 50 bus parks.  |
| Promoter Office                | Site offices on the Concourse or in Northern or Western Media can be provided.  |
| Corporate Lounges              | Twelve lounges of varying sizes can be provided.  |
| Toilets                        | Concourse: 234 urinals, 270 pans, 9 wheelchair /baby change facilities. Portalooos can be accommodated under bleachers for pitch patrons if necessary.  |
| PA System                      | Throughout complex. Public address messages may be transmitted independently to 3 areas: Pitch and seating bowl, Level 1 Concourse, all members lounges & corporate boxes.  |
| Fire Officers / Hoses          | Fire hose reels are provided in accordance with fire engineering design. Fire officers will be in attendance in accordance with the Health and Safety plan.   |
| Exclusive Service Arrangements | <ul style="list-style-type: none"> <li>▪ Ticketing – Ticketek NZ</li> <li>▪ Security – Red Badge</li> <li>▪ Catering – Spotless Services</li> <li>▪ Cleaning – Spotless Services</li> </ul>                                       |
| Security                       | Security cameras throughout Stadium. Secure access, electronic card access to: Level 0 entrance, level 1 entrance lobby, and stair access at concourse and ground level. All other areas accessible by keys or push button codes. |
| Evacuation Procedure           | Via entry doors (3 sets) at southern end. Via emergency access at north end. Onto pitch via 36 entry tunnels throughout concourse.  |

| Pitch                                 |  |
|---------------------------------------|--|
| Total Area                            | 16,643sqm.   |
| Pitch Profile                         | 25mm floating grass topping.450mm sand base. 50mm gravel foundation over core rock base.   |
| Water/Drainage                        | Onto pitch, or into drains around the perimeter depending on substance and quantity.   |
| Lighting                              | Pitch light to standard suitable for television viewing via 4 light towers and lights around roof perimeter.   |
| Electricity Capacities                | Power is available on the pitch with two 600A 3phase outlets next to the NE tunnel (Otago) and SW tunnel (Caterers). Four 32A 3phase outlets are located next to each tunnel and one 32A 3phase outlet on half way.                      |
| Vehicle Access                        | Via 4 Tunnels <ul style="list-style-type: none"> <li>▪ Groundsman (NW) = 3.9m x 4.5m high.</li> <li>▪ Otago (NE) = 3.9m x 4.5m high.</li> <li>▪ Caterers (SW) = 5.3m x 4.5m high.</li> <li>▪ Players (SE) = 5.3m x 4.5m high.</li> </ul> |
| Public Entry                          | Via 4 permanent and 32 temporary stairs from seating bowl.   |
| Wheelchair Access                     | Via bowl seating access tunnels.   |
| Toilets                               | On concourse level or portalooos under bleachers.  |
| Pitch Protection & Pitch Restrictions | Systems, restrictions and costs to be confirmed with Marketing Manager.  |
| Evacuation Procedure                  | Via four pitch tunnels.  |

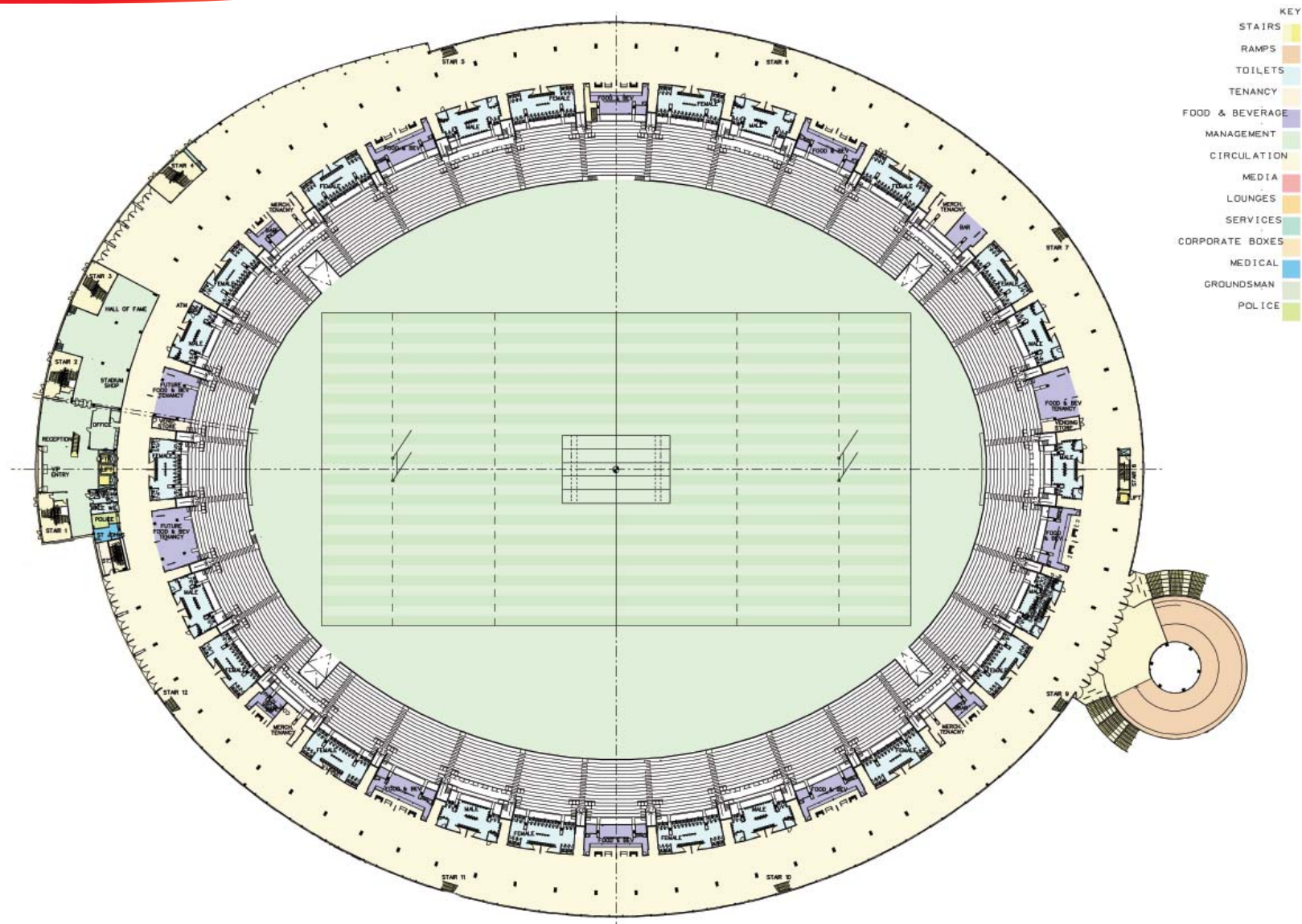
## Technical Summary

| Concourse Summary         |   |
|---------------------------|---|
| Floor Area                | 8266sqm.  |
| Exhibition Space          | 4626sqm.  |
| Walkway Provision         | 3640sqm.  |
| Walkway Width             | 3.25metres.   |
| Columns                   | There is a row of columns 4.764metres from the back wall, and 1 metre in width. These columns stand 9 metres apart.                     |
| Ceiling Height            | Inside: 3.726metres – Outside: 8.725metres.   |
| Wall Height               | Inside: 3.726metres – Outside: 8.725metres.   |
| Wall Finish               | Inside: Painted concrete. Outside: Coloursteel.   |
| Floor                     | Concrete with a deck coating system.  |
| Load Bearings             | 4.0 Kpa live load or 400 kg/sqm, Axle Load + 2.5 tonne. Based on pair 1.25T wheel point load.   |
| Water/Drainage            | Via cleaners cupboards and food outlets throughout the concourse.   |
| Exhausts Vents/Flues      | Extract ventilation is provided to service the toilets, cleaning rooms, kitchens and bar areas. Via 36 entries into seating bowl.       |
| Lighting                  | Comprises of high bay metal halides, which provide an average lighting of 175 lux. Switching is only from the operations managers room. |
| Electricity Capacity      | 18 outlets throughout. Each outlet has 1 x 50A 3 phase outlet and 4 x 10A 1 phase outlets.  |
| Vehicle Access            | Via entry points at north and south ends.   |
| Entry Door Height / Width | Door height: 2.5metres – Door width: 2.8metres.   |
| Air Conditioning          | None. Can open doors into seating bowl.   |
| Heating                   | None.   |
| Emergency Egress          | To southern and northern exit doors. Minimum aisle width of 2.5 metres.   |

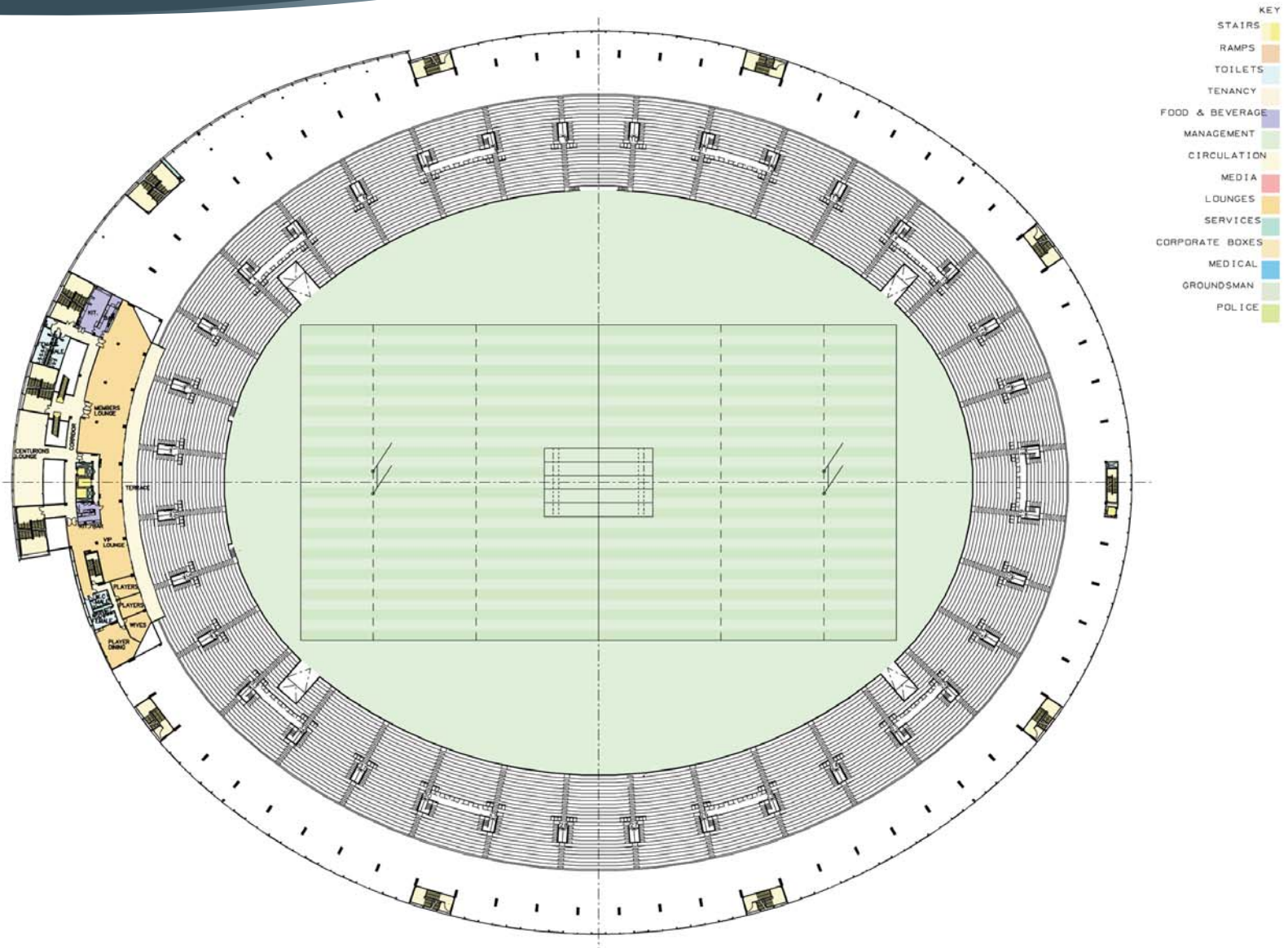
| Plaza & Walkway  |  |
|--|--|
| Plaza Area<br>- Area between front doors and turnstiles                | 4,221sqm.  |
| Walkway Area<br>- Area between turnstiles and Waterloo Quay overbridge | 14,208sqm.   |
| Floor  | Concrete.  |
| Load Bearings  | LL = 5Kpa, Point Load = 40kN, SDL = 1.0Kpa.                              |
| Water / Drainage   | Storm water drains.  |
| Electricity Capacities   | Power outlets within the turnstile structure and turnstile offices only. |
| Fixings  | None.  |
| Vehicle Access   | Via vehicle ramp from Waterloo Quay.                                     |



## Level 1 - Accommodation

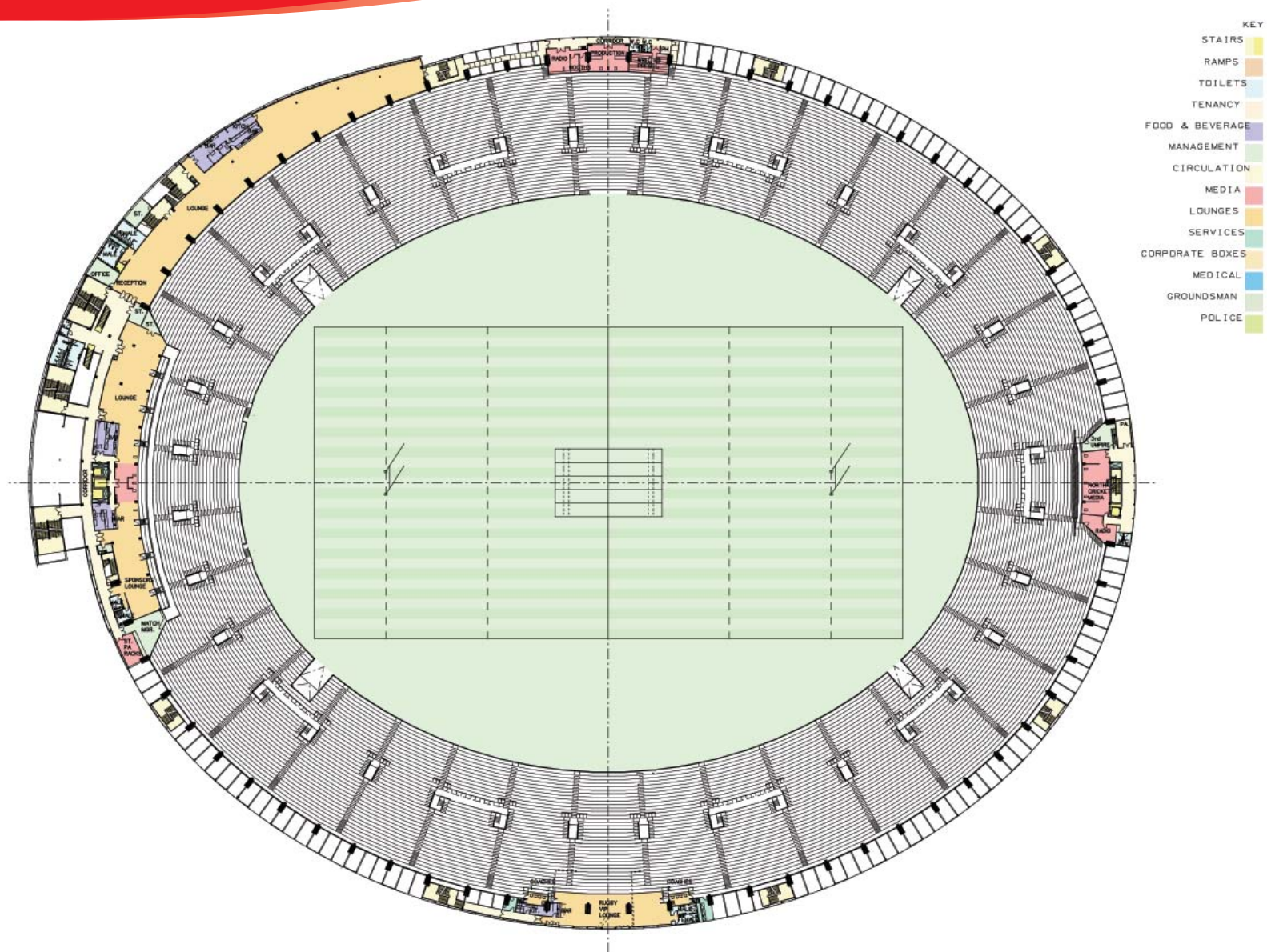


## Level 2 - Accommodation



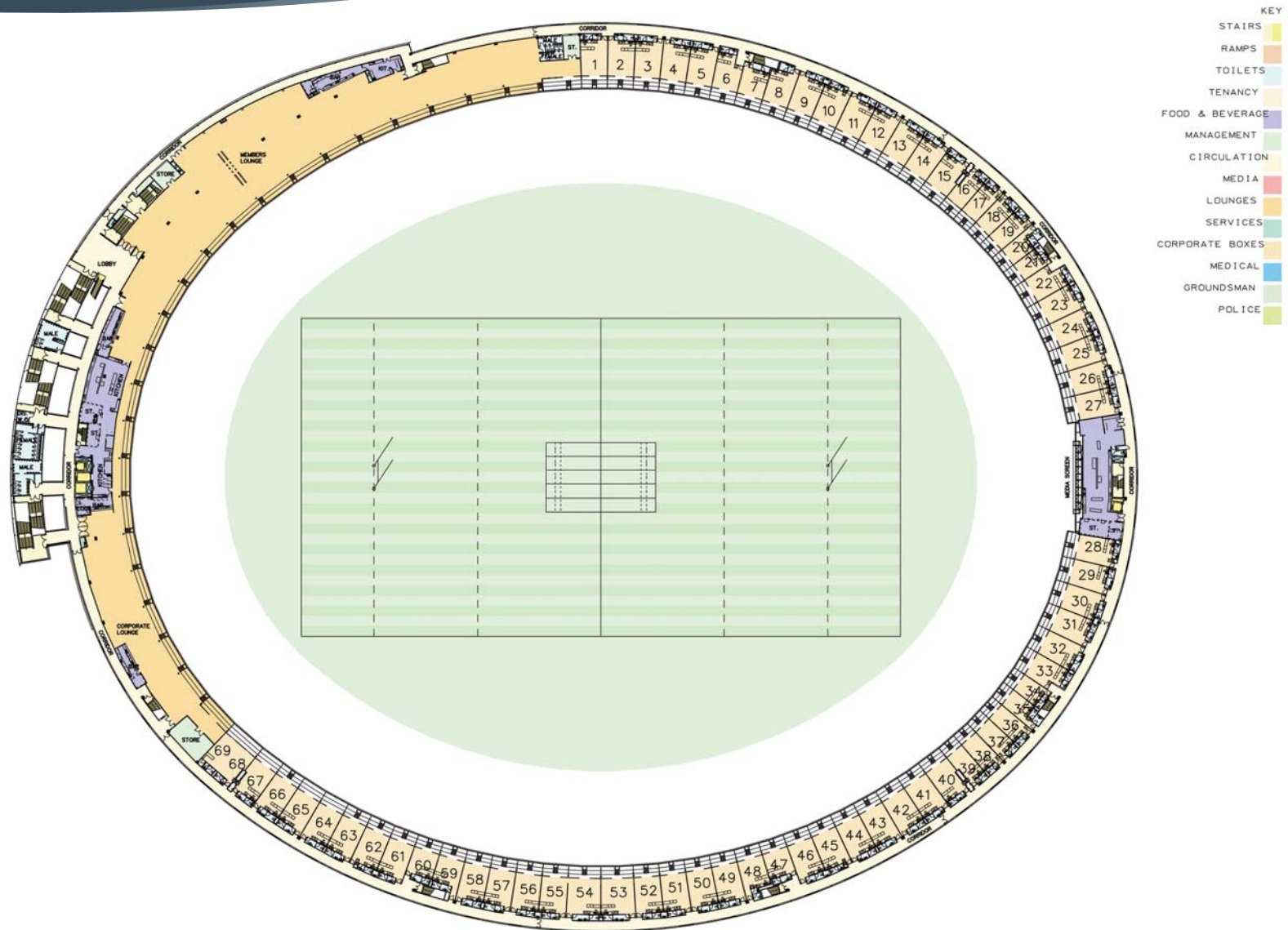


## Level 3 - Accommodation

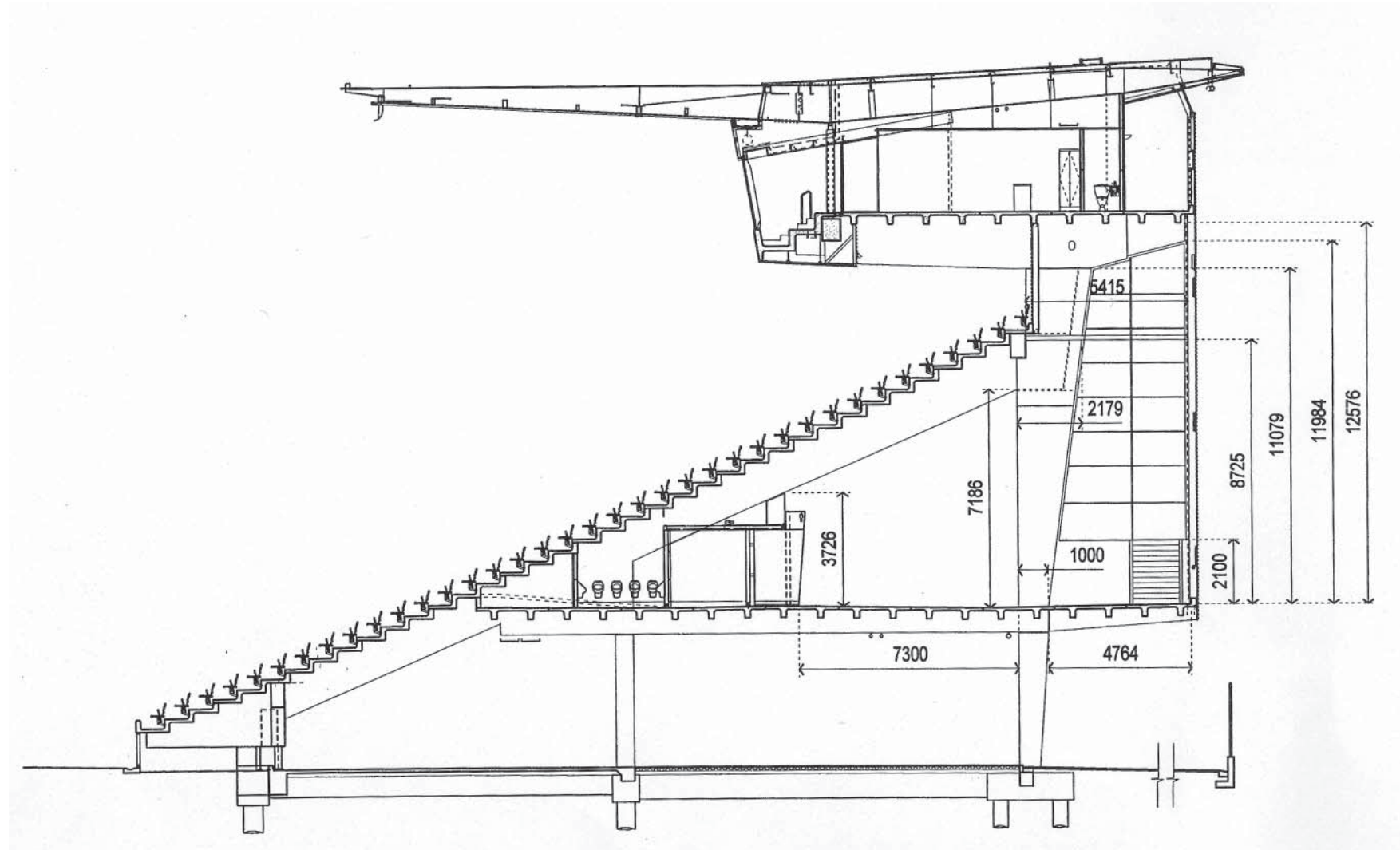




## Level 4 - Accommodation



## Concourse Typical Section



Westpac Stadium | Waterloo Quay | PO Box 2080 | Wellington | Phone: 64 4 473 3881 | Fax: 64 4 473 3882  
[www.westpacstadium.co.nz](http://www.westpacstadium.co.nz)

