

10 - 11 October 2026

War Memorial Stadium
2 Dixon Street, Masterton
WAIRARAPA

Exhibitor Manual

Event Days & Times

Saturday 10 October 10am to 5pm
Sunday 11 October 10am to 4pm

Contact details

Exhibition Director Christine Neil 0274 883 358
info@mastertonevents.nz

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SHOW DATES AND TIMES

Saturday	10 th October	10am – 5pm
Sunday	11 th October	10am – 4pm

ADDRESS

Masterton War Memorial Hall - 2 Dixon Street, Masterton.

OFFICE

The office and administration will be located in the Foyer of the War Memorial Stadium. This office will be open during exhibitor build, event days and exhibitor breakdown.

For any information contact Christine Neil – 0274 883 358 or Kelly Mason – 027 242 4093

EXHIBITOR PASSES – Please order your passes on or before 25th September 2026

Every exhibitor will require an Exhibitor Pass to enter the event. Your pass will include the name of the person/people manning your stand and your company name.

All exhibitors must register and collect their Exhibitor Passes from the Home & Lifestyle office immediately upon arriving at the Venue and before setting up their stand.

Exhibitor Passes can be booked on-line [CLICK HERE](#) Please list below the personnel who will be working on your stand during the Event. You do not need to issue badges to personnel working only during build up and break down.

A maximum of 4 badges per exhibiting company in stands less than 12 square metres will be issued. Larger stands may request additional badges which are issued at the organiser's discretion. Email your request for extra passes to info@mastertonevents.nz

For security purposes, Exhibitor Passes must be worn at all times. Exhibitors are not permitted to enter the venue before 8.00am each day without prior arrangement. Doors will be open to the public at 10.00am.

Staff are instructed **not** to allow entry without an Exhibitor Pass. If for any reason an exhibitor does not have a valid pass, he/she will be asked to report to the Home & Lifestyle office. We apologise if this causes any inconvenience however, we must insist for security purposes that valid Exhibitor Passes are **ALWAYS** worn. These are official entry passes for Exhibitors only and may only be worn by those to whom they are issued.

EXHIBITOR BUILD UP AND BREAKDOWN

Build Up

Friday 9th October – 12noon – 5pm (*Earlier or later by special arrangement*)

If you require extra time for build-up, please contact Christine Neil 0274 883 358

ALL STANDS MUST BE SET UP BY 9.45am on Saturday morning

Breakdown

Sunday 11th October – 4.15pm – 6pm

NB: Your exhibition stand must **not** be dismantled prior to 4.15pm on Sunday evening without prior permission from the Home & Lifestyle staff and must be removed by 6pm Sunday night unless special arrangements have been made.

DELIVERIES, COLLECTIONS AND STORAGE

To assist in the smooth delivery of goods complete a Delivery Form in full and attach to each item. A Delivery Form template is provided on Page 8 in this manual.

Please ensure this label is attached to all exhibition materials you send to the venue.

There is limited space available at the venue for storing packaging materials. It is suggested that you use a freight forwarding company to assist with arrangements for both delivery and off-site storage.

Deliveries are not accepted prior to **8am on Thursday 8th October** without prior arrangement. Any deliveries must be clearly marked with Home & Lifestyle Show, company name, contact name, contact mobile number and stand number. The delivery, receipt and custody of all material is the sender's responsibility. Any advance deliveries will be received on the basis that the War Memorial Stadium and Home & Lifestyle have no liability for loss or damage during storage (both before and after the event).

Unloading

Your freight will be stored at the Venue. Please enquire at our Office for collection.

Access via Outdoor Pavillion dockway or via the two main front entrances on Dixon Street, Masterton. Temporary parking for drop off/pick up is available in the dockway. To assure we have a smooth build up, please unload your items as quickly as possible and then move your vehicle to allow others to unload. **Do not leave your vehicle in the dockway while you are setting up your stand.**

Storage

Exhibitors may not leave empty boxes and packing material on their display area during the event. Ask us for access to storage areas. Any materials left in aisles after setup will be considered rubbish and will be removed by venue staff.

Goods for Collection

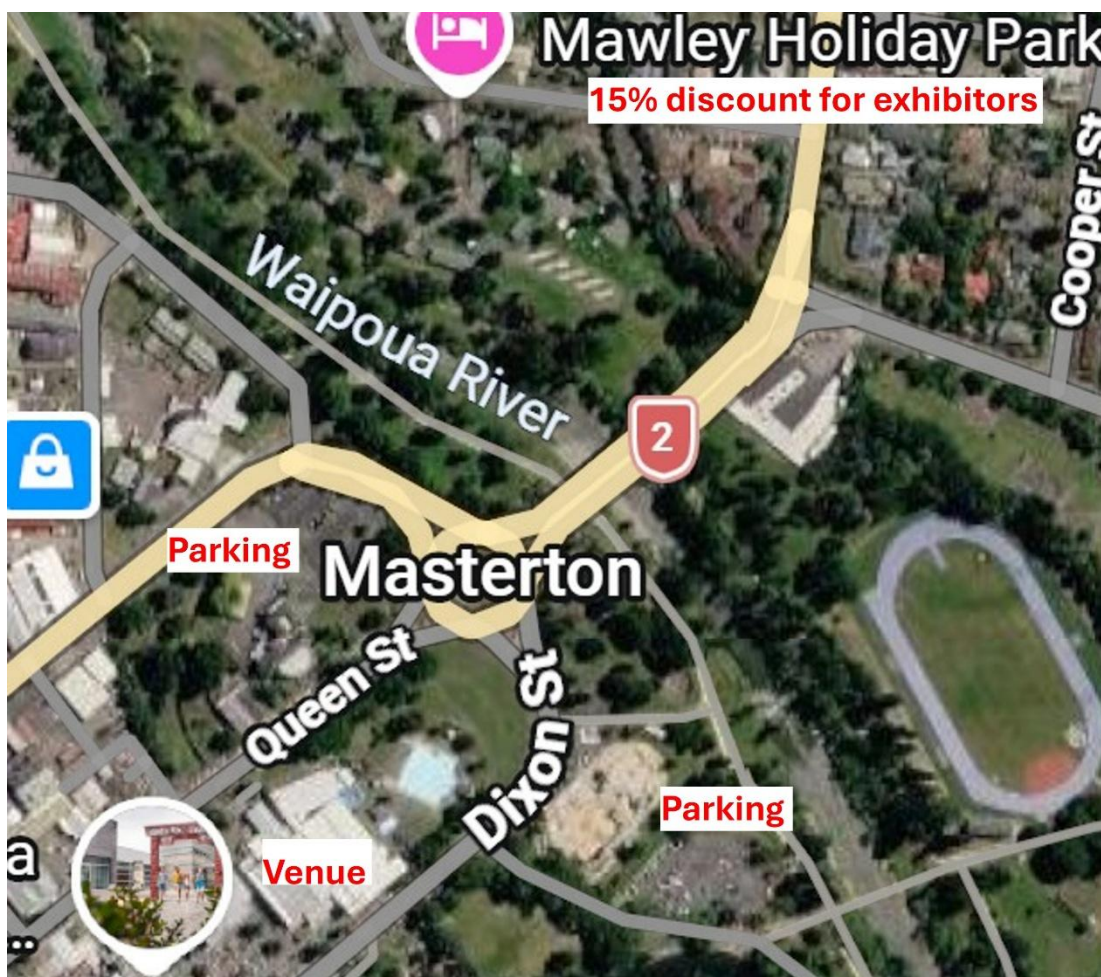
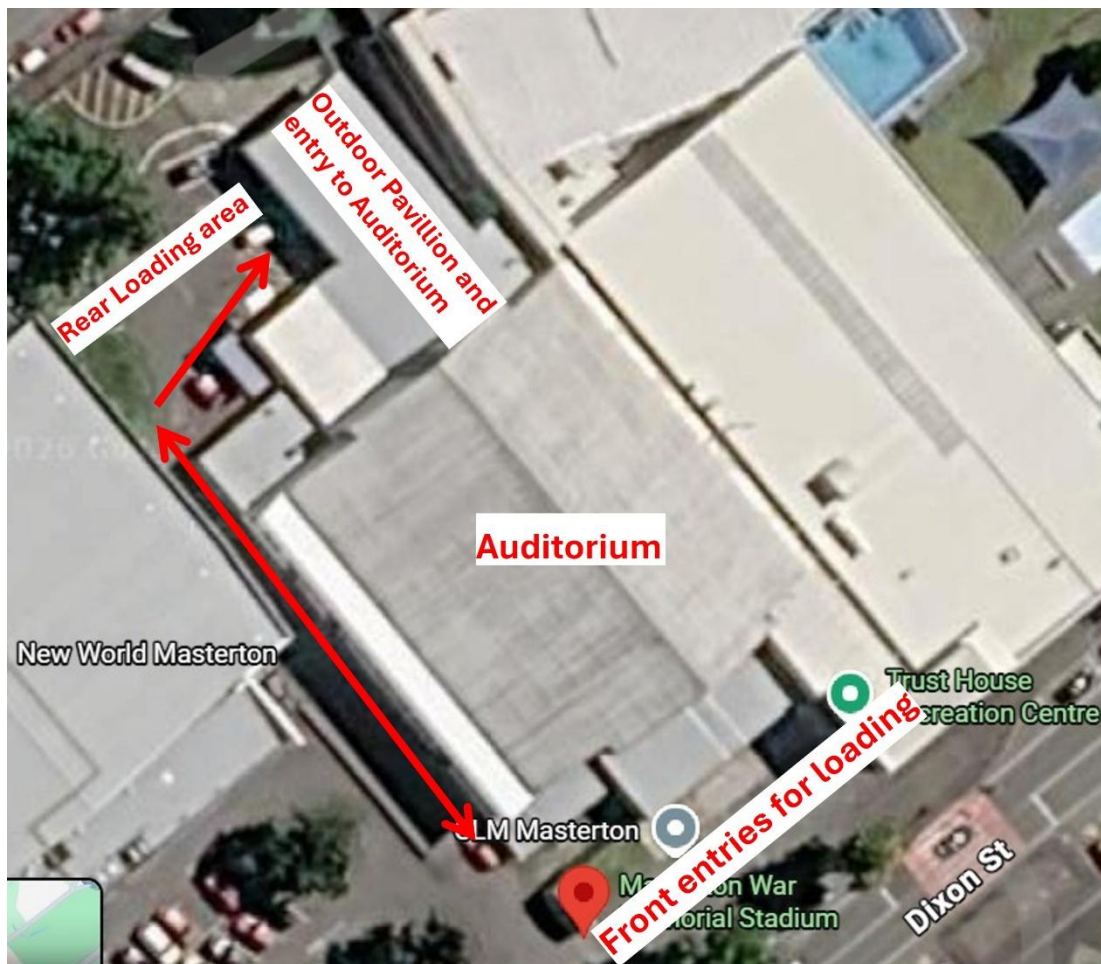
At the conclusion of the Event please ensure all items are clearly labelled. Include the Shipper/Courier company and expected collection date/pick up time and leave smaller items at the Home & Lifestyle office for collection. Large items may be left in the aisle by your stand for collection and **MUST** be collected by **12 NOON ON MONDAY 11TH OCTOBER.**

Please note: Items are left at your own risk.

Hire Equipment

There are wooden trestle tables with metal legs at the Venue, they charge \$10.00 plus gst per table per day (\$20 plus gst for the weekend) - you would need a cloth to cover them.

Exhibition Hire who are setting up the panels have a range of hire equipment www.exhibitionhire.co.nz/hire-furniture/



Aisles

The aisles between stands are legally required to be a certain width for safe visitor movement. It is imperative that exhibitors keep within their contracted space and do not encroach into the aisles with either display material or to conduct business.

Partitions In the Foyer and Stadium

Black partitions (2.3m high) will be provided and positioned vertically on the back and side boundaries of each site as shown on your floor plan. If you require a different panel configuration this must be discussed prior to the event – email Christine Neil info@mastertonevents.nz. Promotional material can be attached to these partitions using Velcro dots or strips. Whilst Velcro is the recommended medium, drawing pins and tape is also acceptable. Where dashed lines are shown on the floor plan they are generally corner stands and there are no panels.

The stands in the Outside Pavillion will be clearly marked however they will not have partitioning.

Electrical Connections

If you require power on your stadium or foyer site we can provide a 10amp power board to some of the sites. The cost for power is \$50.00 +gst and **must be arranged prior to the 30th September 2026**. If you require additional lighting or power supply or have specific electrical needs, please email info@mastertonevents.nz. Please note the cost of any additional power and lighting is at the Exhibitors expense.

Electrical Leads

All Exhibitors **MUST** ensure that all electrical leads are tested and tagged. It is illegal to use your leads, appliances or apparatus without a current tag.

VENUE

The following are not permitted in the venue without prior written consent from War Memorial Stadium:

- Helium Balloons (strictly not permitted, approval will not be granted)
- Vehicles/forklifts
- Naked flames/ smoke machines/ pyrotechnics/ fireworks
- Animals, birds, insects or pets with the exception of seeing-eye and hearing dogs

Care of The Venue

In respect of the Venue, you must:

- not drive nails tacks, screws or pins into walls, furnishings, floors or ceilings.
- not write, decorate, attach posters or disfigure any walls or surfaces.
- Protect all floors, walls and doors at all times including during the packing in, installation and removal of displays, exhibits and equipment.
- The venue is used as a sports stadium so take particular care to protect the War Memorial Hall's floor and ensure that the floor is appropriately covered and protected at all times. This includes protection from any machinery or equipment used, from dragging or moving large objects across the floor. You are welcome to include your own flooring or carpet on your stand to dress it up.
- accept liability for any damage your company or suppliers may cause to the Venue.

Fire And Safety Regulations

- Fire extinguishers and venue fire-fighting equipment must be visible and accessible at all times and must not be interfered with. There must be at minimum an area of 1m clear access around equipment. Display materials and exhibitor site displays must be well clear of such areas and equipment.
- Fire exits must remain clear at all times. There must be a clear path as wide as the doorway that is not obstructed by equipment.

Emergency Evacuation

A fully compliant, registered and approved evacuation plan is maintained onsite at the venue. WMS and Home & Lifestyle staff will manage any emergency evacuation. Please ensure that doorways are kept clear of any objects which may hinder egress.

Security and Insurance

Exhibitors are responsible for the security of their own stand and valuables during the event. Exhibitors are responsible for taking out all necessary insurance cover to ensure that goods on display are adequately insured for theft and damage prior to, during and whilst in transit to and from the event. Neither Home & Lifestyle, the War Memorial Stadium, nor any of their staff, employees, agents or other representatives, shall be held accountable for, or be liable for, any damage, loss, harm or injury to the person or any property of the event. Individual exhibitors will be liable for any damage or loss that they may cause to the venue, stand structure and/or goods or property of War Memorial Stadium or any other exhibitor, individual or company. It is advisable to remove valuable items when you are not staffing your exhibit.

Banners/Hanging Signs

Large banners or signs may not be hung beyond the confines of your stand without prior approval from Home & Lifestyle organisers and the Venue. Please contact Christine Neil 0274 883 358 or info@mastertonevents.nz

WASTE MANAGEMENT AND CLEANING

The public areas will be kept clean and tidy for the duration of the show, by show organisers. The exhibition area floor will be cleaned prior to the initial event opening and venue staff will remove packaging and rubbish. Cleaning does not include individual exhibition stands.

EXHIBITOR LOUNGE

We will have an Exhibitors Lounge located in the venue. Tea and coffee will be available during build up and throughout the Show. You are welcome to have your meal breaks here.

WIRELESS INTERNET - Complimentary WiFi is available please contact Home & Lifestyle staff for password.

NOISE - Amplifiers, loud speakers and microphones are not permitted on your stand.

SUPPORT STAFF

If you have a stand on your own and require timeout for refreshments or a bathroom stop, please let one of the Home & Lifestyle staff members know and we will offer assistance if we are able.

HEALTH & SAFETY REGULATIONS

You must:

- take all reasonably practicable steps to care for your own health and safety, the health and safety of your workers, and the health and safety of others
- take no action or inaction that may cause harm to any worker or any other person
- report all hazards immediately to the War Memorial Stadium's Event Centre managers or Home & Lifestyle staff.
- comply with any reasonable instruction that is given by WMS.
- cooperate with any reasonable policy or procedure of WMS relating to health or safety at the workplace that has been notified to you
- understand the need to collaborate, coordinate and cooperate with the health and safety plans of all other individuals or organisations operating within the venues

RELAX AFTER A BUSY DAY

An excellent swimming pool complex is attached to the War Memorial Stadium and we have arranged for our exhibitors to have free entry to the pools and spa during and after the event. You simply show your exhibitors pass at the pool entry.

TRAINING SESSION

We will hold a free training session prior to the event on **Tuesday 1st September** between 5.45pm and 7pm. This will be in the Auditorium and will include some refreshments.

We will provide you with a Training Manual and offer tips and hints on how to get the most from the show (particularly for those of you who are new to exhibiting).

ACCOMMODATION

We have arranged discounts for our exhibitors at the following places, these are quite close to the venue:

Mawley Holiday Park [CLICK HERE](#) – contact Andrew for a 15% discount. Plenty of parking for trailers etc.

South Park Motel offer a 10% discount for 2 nights.

Discovery Motor Lodge [CLICK HERE](#) will offer their corporate rates to exhibitors.

ORDER FORMS

Delivery Form Template

DELIVER TO: **Reception**
 War Memorial Stadium
 2 Dixon Street
 Masterton
 WAIRARAPA

EVENT NAME	Masterton Home & Lifestyle Show
EVENT DATE(S)	10 th – 11 th October 2026
STAND NUMBER	
COMPANY NAME	
CONTACT NAME	
MOBILE	
CONSIGNMENT NOTE	
ITEM (e.g. 1 of 2)	

DELIVERIES WILL NOT BE ACCEPTED BEFORE 8AM ON THURSDAY 8TH October 2026