



CONFERENCE 2019 AOTEAROA/NEW ZEALAND

Additional Information for Book Exhibitors

Location

- Please refer to the attached map which can also be found at <https://www.waikato.ac.nz/contacts/map/>
- Market Lane is located in S Block Basement
- Access via either Gate 1 Knighton Road or Gate 8 Hillcrest Road. Please see attached map for drop off point for merchandise. Please do not park in drop off zones for prolonged periods.
- Daily parking is free (Volunteers will direct you to parking set aside for NAISA)

Registration

- Please check in upon arrival in the basement of S Block to receive your lanyard
- You will be directed to your allocated booth to set up
- Your Lanyard pass entitles you to the **Market Lane area ONLY**
- Lanyards must be worn by the person managing the booth at all times
- All book vendors have access to set up from **2.00pm – 5.00pm on Tuesday 25 June**

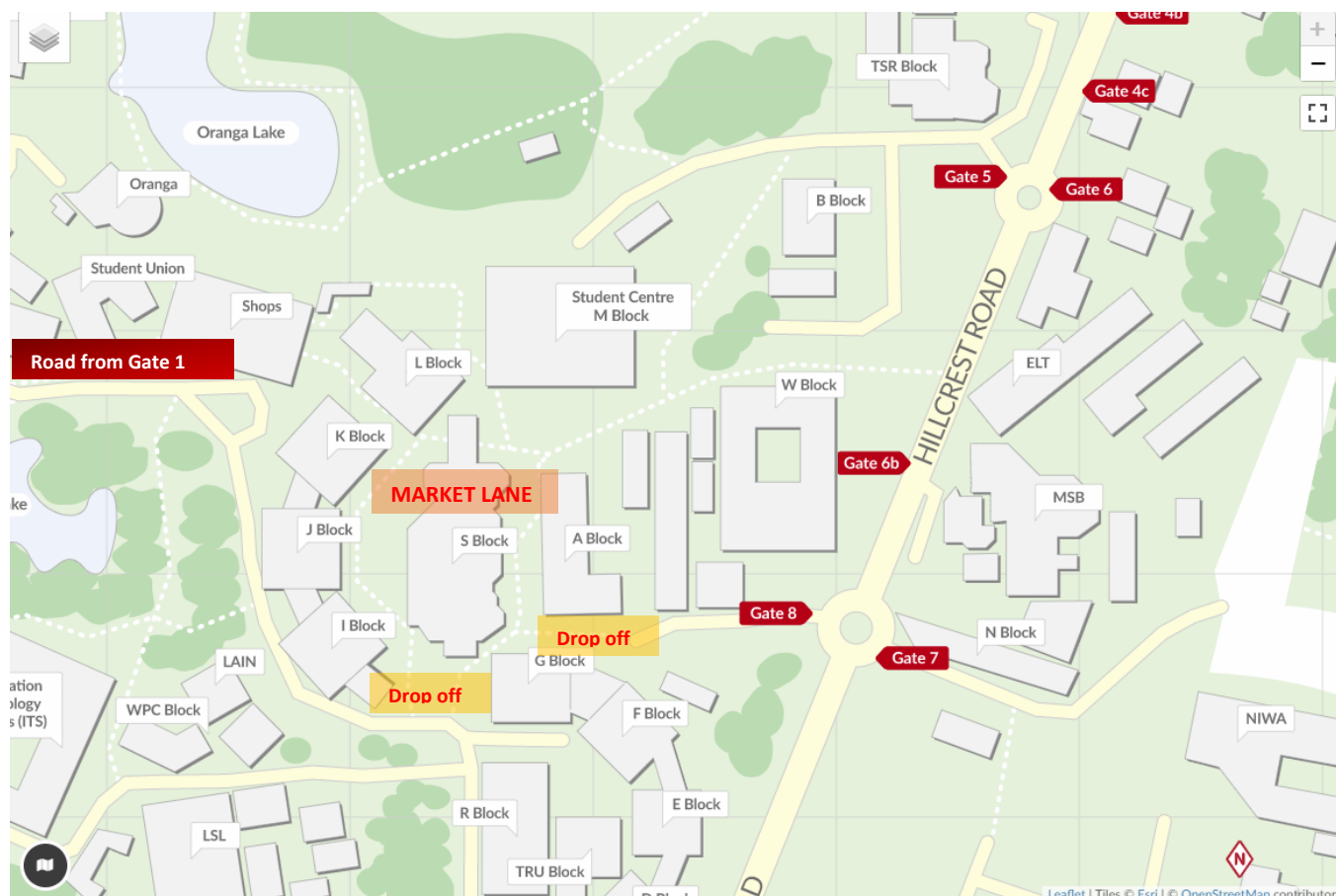
Market Lane

- Tea and coffee will be provided for vendors and market attendees in an adjacent tent
- Market Lane operating hours are **9.00 am to 5.00 pm** from Wednesday 26 June to Saturday 29 June
- Vendors must set up daily from **7.00 am** and pack down any valuables by **5pm each night**
- Overnight security will be present
- The rooms where stalls are located will be locked overnight, however we do strongly recommend that vendors money at the end of each night with them as the University does not take responsibility for any lost items

Helpful Information

- It is the vendor's responsibility to bring their own EFTPOS machine or cash float
- An ATM machine is located on campus along with an ASB Bank
- Vendors are responsible for breaking down cardboard boxes and placing these into the recycle bin at the end of each day
- All other rubbish is to be placed into the bins provided. Bins will be emptied daily
- Toilets are situated throughout S Block

S BLOCK MARKET LANE LOCATION (can be accessed through GATE 1 or GATE 8)



More directional maps to Hamilton and University of Waikato campus maps can be found at:

<https://www.waikato.ac.nz/contacts/map>



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