



Eye on Nature Family Day – March 30th 2019

Event Manager - Barbara Carney - 021 507 885

Site Manager - Anita Curlett – 021 507 361

Emergency control – Mich Newton – 021 458 086

Exhibitor Information pack in, pack out:

1. Access to Auckland Botanic Gardens for pack in and pack is 177 Everglade Drive, Manurewa.
2. This is a public area, **ALL** vehicles must use hazard lights, travel at **10 kph** and to follow the one way system on the Eye on Nature event site.
3. Pack In is from **08.00am Friday** 29th March, there is security on site.
4. All set up must be complete by 4.30pm
5. If you prefer to pack in on Saturday morning the time is from 8.00am
6. All vehicles *must be off site* by **10.00am** on Saturday 30th March.
7. Please see attached TMP and Volunteers/exhibitors car parking.
Parking is at your own risk.
8. **One car only** carrying equipment for your stand are permitted to park behind your marquee, all other cars are to go to the car park area at the Everglade Drive site.
9. Pack down is between 5pm-6.00pm, you must walk your props to your cars **do not bring cars** onto the event site as the event is in a public area.
10. Pack down is also on Sunday between 8am and 3.00pm where cars will be allowed on site to pick up.

11. Anita Curlett is the site manager, please phone her on 021 507361 if you need any help.
12. Please read the RAMs & health and safety information attached to this email,
13. A lost person procedure, please read thoroughly, report any lost person to the Event Manager, Barbara Carney 021507885 or HQ manager Paula Unger 021 063 3771
14. Report any potential Hazards to Anita Curlett 021 507361 or Mich Newton 021 458 086
15. We reserve the right to change some aspects of the site on the day depending on weather and other unforeseeable circumstances.
16. **Please bring a small stamps for the passports**
17. **EON is a Zero Waste Event, we encourage you to bring your own reusable drink bottle and go in the draw to win a double pass to Butterfly Creek, this entitles two people (any age) access, including all attractions and train ride. Fill in competition form at Exhibitor 15 stand. Water Stations will be set up around the event site for you to refill your bottles as you need.**
18. ALL Exhibitors will receive a hamburger voucher for lunch, from GJ's BBQ, see site map as well as a voucher to enter the VIP marquee for a relaxing break and refreshments. The VIP marquee is positioned behind the large cooking marquee.
19. **ENJOY THE EVENT AND THANK YOU FOR SUPPORTING EON.**

Your stand

- Cacophany – Site 2 marquee 30
- Trust providing a 3X3 marquees
- OWN table
- OWN chairs
- Power required