



Pack In & Out Guide

Pack in

Setting up your exhibition site is a crucial part of ensuring a successful presence at the NZ Dairy Expo. Here are some important details and guidelines related to the setup process.

Site setup

Access to Bedford Park for the setup of exhibition sites will be available on Tuesday 17 February 2026 from 11am to 6pm or by arrangement with the NZ Dairy Expo organisers.

Large machinery/equipment or displays that require a forklift must complete the setup of their exhibition sites by 5pm on Tuesday 17 February.

Smaller displays have until 8am on Wednesday 18 February 2025 (the first day of the expo) for their setup.

The NZ Dairy Expo provides bare OUTDOOR section sites only. Any additional requirements or modifications for your site are your responsibility and are at your cost.

Vehicle Entry Restrictions

Vehicles are strictly prohibited from entering the exhibiting area after 8am and before 3.30pm on both days of the NZ Dairy Expo. Exhibitor vehicles must remain in the designated exhibitor carpark during event opening hours.

Construction Activities

Before digging holes, importing material, or erecting roofs or overhead structures, exhibitors must supply the NZ Dairy Expo with composition and weight details of such items, as well as details of the means of attachment. This is done to ensure the safety of attendees. The NZ Dairy Expo will have sole discretion as to whether to permit 'construction' activities on site, with consultation with the United Matamata Rugby Club.

Responsibility and Costs

Exhibitors are responsible for setting up their display and covering all associated costs, except for what is expressly provided for in these terms and conditions.

Marquee & Equipment hire

Please see our recommended supplier list for local hire companies for all your marquee and equipment needs.

Security

Security personnel will be provided on site at Bedford Park from 6pm on Tuesday 17 February, to 8am on Thursday 19 February, to ensure the safety of the event and exhibitors' displays.

Hazard Adjustments

Exhibitors must make immediate adjustments to their displays as directed by The NZ Dairy Expo in cases where a hazard is identified or where, in the opinion of The NZ Dairy Expo, the display is hazardous or objectionable.



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Forklift Assistance

The NZ Dairy Expo will provide access to a forklift and driver to assist in unloading equipment on Tuesday 17 February between 11am and 5pm. Please specify your preferred timing for forklift access when the NZ Dairy Expo provides the forklift timetable before the event.

Any larger equipment needed for loading/unloading of display material, other than a forklift, is to be organised by exhibitors their own expense.

Display Content

The NZ Dairy Expo is not involved in regulating what exhibitors choose to display, except in cases where The NZ Dairy Expo considers a display objectionable or for health and safety reasons.

Pack out

Exhibitors must refrain from beginning the dismantling of their displays until 3pm on Thursday 19 February 2026.

Vehicle access to Bedford Park for the removal of exhibition sites will be available on Thursday 19 February 2025 between 3.30pm and 6pm and between 7.30am and 12pm Friday 20 February 2025 only.

Vehicles are strictly prohibited from entering the grounds after 8am and before 3.30pm on both days of the NZ Dairy Expo.

Forklift Assistance

The NZ Dairy Expo will provide access to a forklift and driver to assist in loading equipment on Thursday 19 February between 3.30pm and 6pm & Friday 20 February between 7.30am and 12pm.

Any larger equipment needed for loading and unloading of display material, other than a forklift, is to be organised by exhibitors their own expense.

Site Responsibilities

All equipment, displays, structures, resources, or other property of the exhibitor must be removed, and the exhibition site must be left in a clean and tidy condition by 12pm on Friday 20 February 2025.



Recommended Supplier List

Equipment & Marquee Hire

SBI Productions – Electrical, Sound & Audio Visual

Email: info@sbi-productions.co.nz

Phone: 07 843 3718

Website: www.sbi-productions.co.nz

Exhibition Hire Services – Furniture & Equipment

Email: gwen@exhibitionhire.co.nz

Phone: 07 847 4747

Website: www.exhibitionhire.co.nz

Happy Hire – Marquee, Furniture & Equipment

Email: jordan@happyhire.co.nz

Phone: 021 961 853

Website: <https://happyhire.co.nz/hamilton-store/>

X-Site – Marquee, Furniture & Equipment

Email: sales@x-site.co.nz

Phone: 0800 191 191

Website: www.x-site.co.nz

Accommodation in Matamata area

Broadway Motel Matamata

Address: 128 Broadway, Matamata

Contact: Phone: 07-888 8482

Matamata Central Motel

Address: 21 Waharoa Road West, Matamata

Contact: Phone: 07-880 9487

Maple Lodge Motel Matamata

Address: 11 Mangawhero Road, Matamata

Contact: Phone: 07-888 8764

Tower Road Motel

Address: 108 Tower Road, Matamata

Contact: Phone: 07-888 6112

Horse and Jockey Inn

Address: 81 Arawa Street, Matamata

Contact: Phone: 07-888 9972

O'Reilly's Motel

Address: 187 Firth Street, Matamata

Contact: Phone: 07-888 9126