



EXHIBITOR INFORMATION

PALMY
CONFERENCE +
FUNCTION CENTRE



Welcome

to the Palmy Conference + Function Centre!

**We look forward to
accommodating you at
our venue and working
together to deliver a
successful event.**

In addition to the health and safety information provided, this document has been created to share helpful information about our venues, services and getting around Palmy.

Getting to our venue

The Palmy Conference + Function Centre is conveniently located in the heart of the city centre and a short walk from the city's key accommodation providers.

You'll find us on Main Street West, opposite George Street.



Drive

Accessing Palmy and Manawātū is easy, with multiple options from the main North Island highways.

If you take our suggested scenic routes you'll find that the region provides a spectacular driving experience.

Drive times

Taupō	3 hours
Wellington	1 hour 30 mins
New Plymouth	3 hours
Whanganui	45 mins
Napier	2 hours



Fly Palmy Airport is a short 6km to our venue, taking approximately 10 minutes by vehicle.



Air

Our airport is only a short 10-minute drive to Palmy's city centre and 15-minute drive to Feilding.

Palmerston North Airport services Air New Zealand and OriginAir with daily direct flights from Auckland, Christchurch, Nelson and Hamilton.

OriginAir has a daily service from Nelson to Palmerston North, Palmerston North to Hamilton and return.

Total flight times

Auckland	1 hour
Hamilton	50 mins
Tauranga	1 hour 40 mins
Rotorua	1 hour 45 mins
Taupō	1 hour 55 mins
Nelson	45 mins
Christchurch	1 hour 10 mins
Queenstown	2 hours 5 mins
Dunedin	2 hours 15 mins
Invercargill	2 hours 30 mins



Accessibility

Our venue is mobility friendly with both the front and rear entrance into the venue at flat, ground level.

A lift is available for access to the first floor of the venue.

Independent, gender-neutral mobility bathroom stalls are available on both the ground floor and the first floor of the venue.

Mobility cubicles are also available in each of the main male and female bathroom facilities on both the ground floor and first floor of the venue.

Designated mobility car parking is available at the rear of the venue on a first-in-first-served basis.

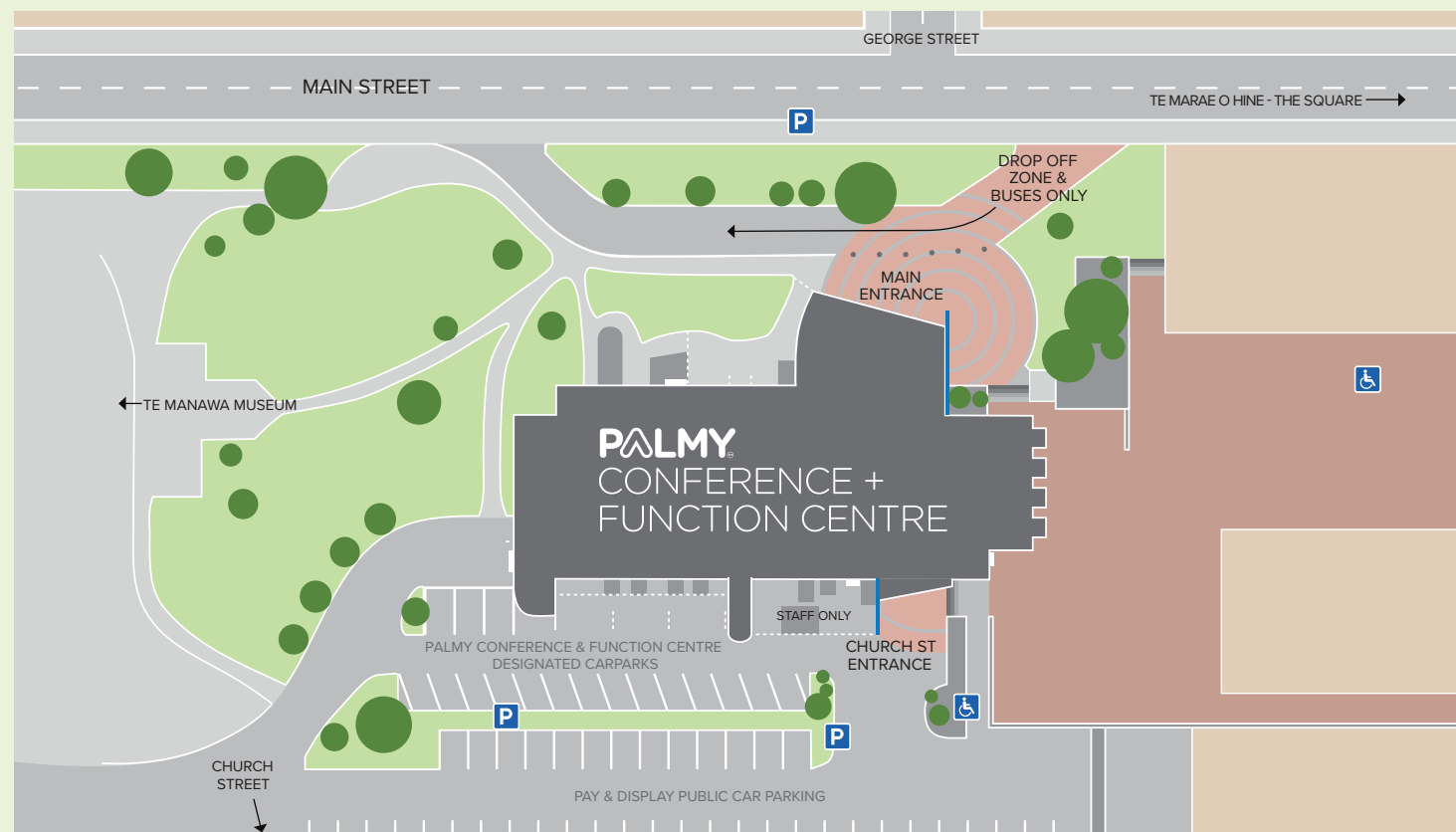


Car parking

There are 26 free car parks available on a first-in-first-served basis at the rear of the venue, which is accessible via the Church Street entrance.

These free parking spaces are located between the rear of the venue and the first row of trees/curbing. All other parking spaces in this car park are pay and display operated.

As an added advantage we offer free car parking around Palmy's CBD – visit the event registration desk or our reception office on the ground floor of the venue to obtain a car parking pass.





Other local transport



Taxi - Ride Share

Taxis and buses are easily accessible for transport around the city.

Below are some key providers and additional information on these options.

Blue Bubble Taxis

0800 228 294

Taxis Palmerston North

06 355 5333

Taxis Gold + Black

0800 351 2345

Uber

[uber.com](https://www.uber.com)



Bus

Horizons Regional Council operates city bus services in Palmy, with regular drop offs to all key suburbs.

A full downloadable timetable and route map can be viewed by following the link below

horizons.govt.nz



E-Scooter

Feel like making your short walk even quicker?

There are also three e-scooter providers in Palmy: Beam, Lime and Flamingo.

Remember to be respectful when sharing footpaths and please ensure e-scooters are left in a sensible location that does not impede access to any walking paths, businesses or entrances – you can find details on e-scooter preferred parking points through the operator's app.

The city centre is a low speed zone with a speed limit of 15km/h enforced.

We're centrally located



Key



Central Energy Trust Arena



Palmy Conference
+ Function Centre



Bus Station



Copthorne Hotel



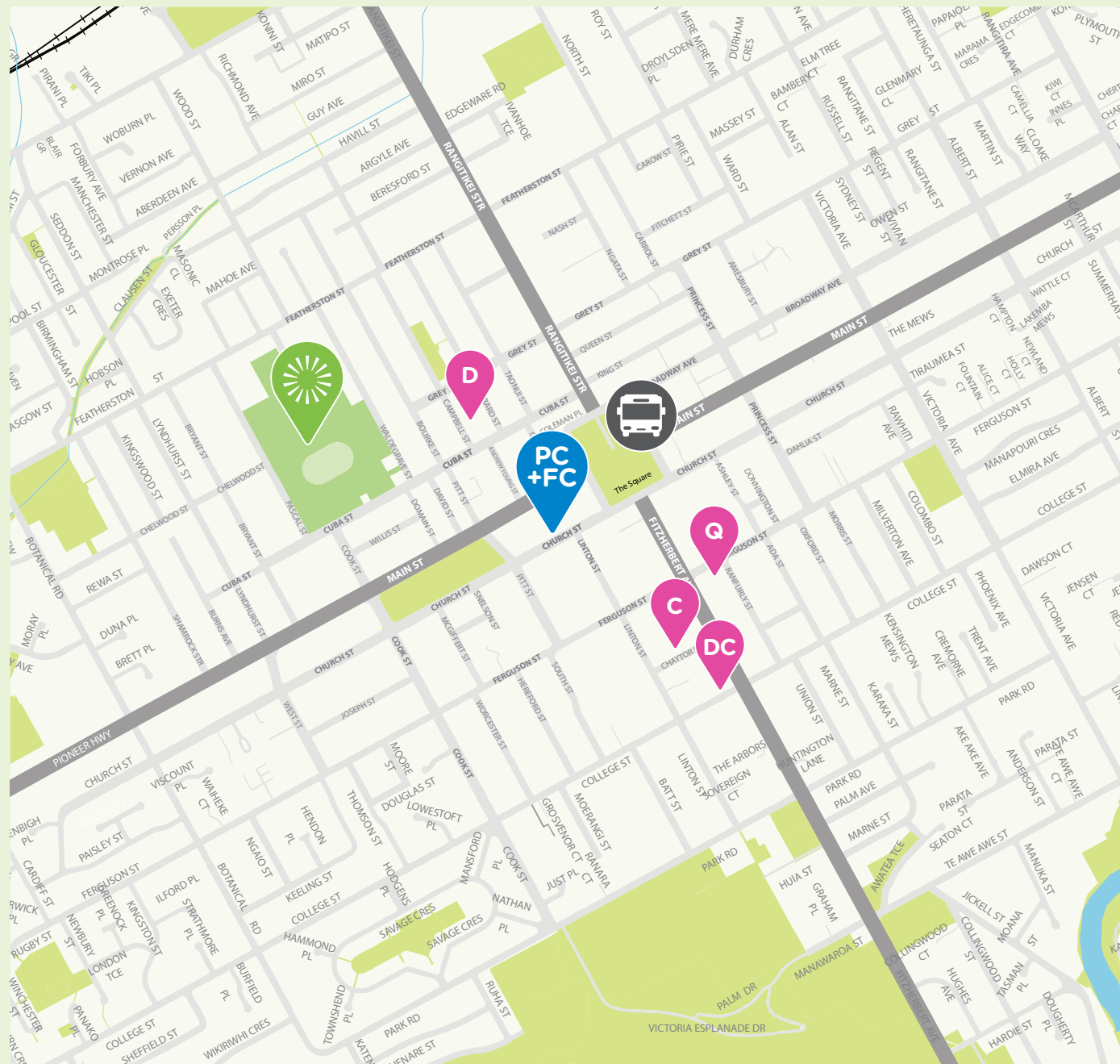
Distinction Coachman Hotel



Quest Hotel



Distinction Hotel
Palmerston North





Deliveries

Depending on other venue activity and venue availability, we are happy to accommodate deliveries of exhibitor materials and goods prior to your arrival.

Please liaise directly with the event organiser to make arrangements about this.

Please be aware, if venue staff are required to sign for your delivery the venue is not responsible for missing, undelivered or damaged items.

Please ensure any deliveries are clearly labelled with the venue's address, the event name, stand number (if possible/ applicable) and contact details for the relevant sender/ organisation.

Address for delivery

Palmy Conference
+ Function Centre

354 Main Street
Palmerston North 4442

At the conclusion of the event you are required to make arrangements for the collection of any leftover freight immediately after the event. All items for pick-up must be labelled and ready for collection.



Wifi

Free WiFi is available at our venues which is suitable for basic use, such as checking emails.

Please visit the event registration desk or our reception located on the ground floor of the venue to obtain login details.

If you require a hard-wire connection this must be arranged in conjunction with the event organiser prior to the event to determine if this can be facilitated.



Security of items

The venue will be locked and alarmed at the end of each day by our venue staff.

If your stand contains valuable items, we do encourage taking these with you at the end of each day, if possible.

The venue takes no responsibility for lost, missing or damaged items.



Trade stand displays

Please ensure any displays at your stand do not cause a disturbance to other venue users or create any hazards, such as trips or impeding egress.

Permission must be given from the venue prior to attaching any materials to the walls of the venue or other surfaces.

Permission must also be given from the event organiser before attaching any materials to the panels provided at your trade stand.

What else is there to do in palmy?



Te Manawa Museum

Te Manawa is a cultural heart of the city that thrives on discovery – entertaining and inspiring people from all walks of life for more than 40 years. It's more than a museum and a gallery – it's a place where concepts and communities come together.

With an engaging program of exhibitions and events, as well as an extensive collection of taonga (treasures).

Te Manawa offers a unique opportunity to experience and participate in the stories of our past, present and future.

National Wildbase Centre

Central Energy Trust Wildbase Recovery is a specialist centre providing shelter and care for native wildlife recovering after treatment at Massey University's Wildbase Hospital.

The centre releases patients back into the wild once they have recovered. There are also resident animals at Wildbase including whio (blue duck), kereru, baby tuatara and red-crowned kakariki.



New Zealand Rugby Museum

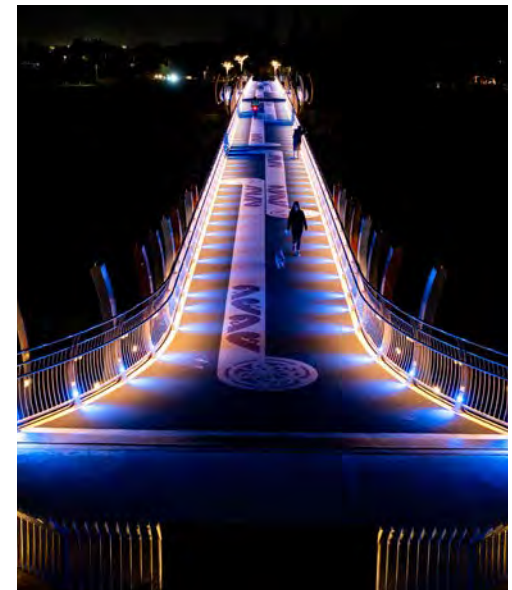
The New Zealand Rugby Museum contains New Zealand's biggest and most comprehensive collection of rugby memorabilia and records, including some of the world's rarest rugby artefacts.

You'll be rewarded with a trip back in time exploring the rich history and folklore of the nation's mighty game with an unmasking of its rugby heroes and legends.



Take A trip down George Street

Opposite the front entrance of the front of the Conference + Function Centre, you'll find George Street which offers an abundance of eateries, great coffee options and boutique retail stores.



He Ara Kotahi

Our Manawātū River Framework recognises the importance of awa to the city. The Framework is about enhancing physical connections with the river environment, expressing Rangitāne O Manawātū's connection with the awa, and creating a destination with things to do.

The multi-award-winning project includes Ahimate Reserve, He Ara Kotahi bridge and Urban Eels platform. Ahimate is home to the city's most popular riverside beach, a dog agility park and a fenced enclosure, mountain bike tracks and a natural playground.

On He Ara Kotahi pathway you'll transverse dairy farms, forests, pā sites, a military camp, streams and a river in less than nine kilometres.

Along the walkway, you will find Urban Eels. This award winning project is a hands-on experience that raises awareness of traditional cultural practices and the significant mauri, or life force, of this water.



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0800 383 688
info@venuespn.co.nz