



Equifest®

17–19 October 2025, Taupō

EXHIBITOR MANUAL

2025

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Key Contact:

Monique Webb - Marketing & Exhibitor Manager
sales@coreevents.co.nz | 027 3317 027



KEY DATES & TIMES

Set up:

Wednesday 15th October 8am - 5pm (Outdoor Sites ONLY)

Thursday 16th October 8am - 7pm (All Sites)

Venue: Fiber Fresh National Equestrian Centre Taupo

Friday 17th October

Day 8.30am – 5.30pm

Saturday 18th October

Day 8.30am – 5.30pm

Sunday 19th October

Day 8.30am – 3.00pm

Nightshows Friday & Saturday
6.30pm – 9.30pm

**Trading closed during Nightshows*

Restocking During Event:

7.30am - 8.20am and 5.30pm - 7pm (excluding Indoor who need to finished by 6pm)

Breakdown:

Sunday 20th October - 3pm - 7pm

Monday 21st October - 8.30am - 4pm

- All sites MUST be cleared by Monday 21st October, including all freight/containers.

CHECK LIST



[Health and Safety Induction Form](#)



- I have test and tagged all electrical leads
- I have hired all equipment needed for my site
- I have booked in any additional power needed
- I have completed my Health & Safety Induction as well as all my staff
- I have completed my Hazard ID & Management Form if I have any specific site hazards
- My Public Liability Insurance is current
- I have organised and booked any signage requirements
- I have completed my free exhibitor listing and downloaded promotional material
- I have enough High Viz vests for pack-in and pack-out for my team
- If I have alcohol on my site, I have applied for my on-site and/or off-site licence

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HEALTH & SAFETY

Site Entry

In preparation for site entry, please ensure all personnel, including Suppliers, Contractors, and Employees, complete the Health and Safety induction form. Please note every individual person entering the site must complete this, and you will be checked at the gate on entry.

Please ensure all your team members are 16 years and over, in Hi-Vis vest and with closed toe shoes during build up and break down.

[Health and Safety Induction Form](#)



SETTING UP YOUR SITE

Site Set-up and Parking

Access the site through Gate 2 during set up days and times. Vehicles are permitted in the event zone during setup, restocking and breakdown only. Please move all vehicles to the Exhibitor carpark behind the warm up arenas outside the event zone fencing during event hours.

Security

Equifest uses AEGIS Private Security and has 24 hour roaming security in the Event Zone and Back of House area including the Indoor, Shopping Marquee and Outdoor exhibition areas. We encourage you to take out personal and other appropriate insurance to cover your display and any unforeseen circumstances.

Courier

If you wish to get product/s delivered to your site or picked up you **MUST** give your courier your; Site number, site name and address. Couriers can only deliver from Monday 13 October as that is when we have access to the venue. Whilst all care will be exercised, Equifest accepts no responsibility for items delivered to or left within the venue before and/or after an event. The National Equestrian Centre Address is 114 Rapids Road, Rotokawa 3378

Forklifts & Hand Trolleys

A manned forklift is available to assist with unloading trucks and pallet deliveries. However, a hand trolley will be available for you to use to unload your vehicle. Both are subject to availability.

Wet Weather

In the case of heavy rain, there will be designated drop-off points for trucks and heavy vehicles, and we will only allow light vehicles to move between sites and drop-off zones to protect the grounds for the event.

SETTING UP YOUR SITE COND.

Water

There is NO direct water supply to your site; however, you can fill bottles up at water stations around the event zone.

Rubbish

We will have rubbish bins allocated in various locations on site for general waste. Please be mindful and as Eco friendly as possible with packaging. We will have bins for waste and recycling. These will be located outside and adjacent to the main Indoor Arena, behind the Food & Beverage Village and beside the Shopping Marquee.

Exhibitor Toilets

Toilet are on both sides in the main Indoor Arena, behind the Food & Beverage Village and beside the Shopping Marquee. There will also be an exhibitor toilet in the exhibitor compound behind the marquee.

Site signage

Please keep your signage within your site boundaries, not hanging in or across roadways or isles or blocking adjacent sites. There is to be no unsolicited marketing outside your site boundaries, such as flyers.

Partition Walls

Partition walls are a great way to display advertising on your site. All sites in the NEC Indoor Arena and the Shopping Marquee include 2.3m high side and back walls (except sites A16 -A26 don't have a back wall) partitions covered in black material suitable for velcro or pins.

Storage

There are no storage facilities onsite. Please make provision for storage either within your site boundaries or the removal of items not required.

INDOOR SITES

NEC Indoor Sites include:

- Sites A31 - A33, A43 - A63 are on the sand arena but plastic flooring will be laid
- Sites A24 - A28 are separated by side partitions; however, please note the rear of the site backs onto the 1m high solid arena fence; therefore, open for arena viewing
- 10amp power point supplied on one circuit with a standard 3-pin plug, and a 4-way multi-board
- All appliances and electrical equipment must have a current test tag
- Exhibitors need to provide and arrange the hire of any furniture, plants or display equipment

[Book additional power here](#)



*This map is subject to change.
The map is provided for informational purposes only.

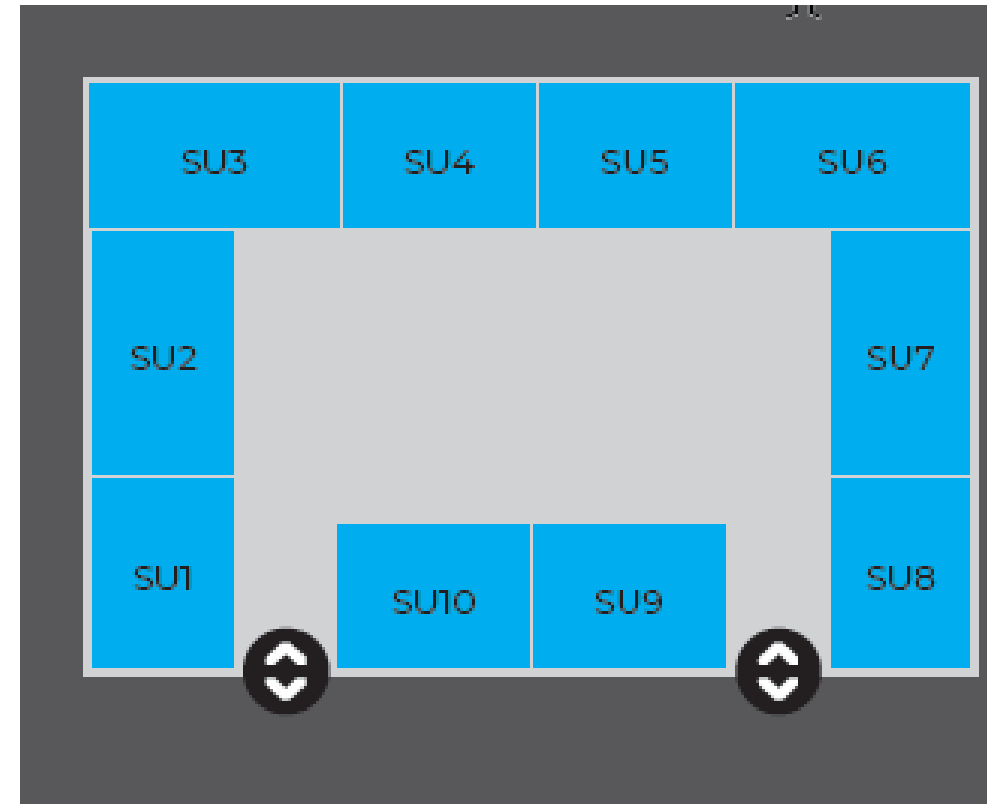


BRAVE PANTS LEG UP MARQUEE

In conjunction with our supplier Carlton Hire & sponsored by The Brave Pants Co. we are excited to have a newly designed exhibition space, especially for charities or new and emerging businesses to showcase their side hussles. The new Brave Pants Leg-Up Marquee is designed to help Kiwis entrepreneur turn their dreams into reality.

Leg Up Marquee Sites include:

- All sites are 2m x 1.5m
- All sites include a 2.3m high partition on the back wall only
- All sites include access to basic power if required at an additional cost. Please let us know if you need power.



[Book additional power here](#)



SHOPPING MARQUEE SITES

Shopping Marquee Sites include:

- All Shopping Marquee sites have a wooden floor.
- Partition walls 2.3m high
- 10amp power point supplied on one circuit with a standard 3-pin plug, and a 4-way multi-board
- All appliances and electrical equipment must have a current test tag
- Exhibitors will need to provide and arrange the hire of any furniture, plants or display equipment

[Book additional power here](#)



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OUTDOOR SITES

Outdoor Sites include:

- All outdoor sites are on grass unless shown on gravel.
- A 10amp power point on one circuit is provided to the edge of every outdoor site (except sites O58 - O62 and O77- O84 and covered sites O43 - O52 will have basic power only on application)
- All appliances and electrical equipment must have a current test tag.
- Exhibitors will need to arrange their own marquee cover if they wish to have shelter, or they can be ordered via the additional booking form.
- Exhibitors will need to provide and arrange the hire of any furniture, plants or display equipment.

[Book additional power here](#)



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FOOD VENDOR SITES

Food Stalls Permits Taupo District Council

All caterers must be registered with the local authority. In addition to this, the local bylaw requires qualified personnel (in food handling) to supervise onsite food preparation. Some exemptions may apply.

Handling Food

Food safety is required at Equifest. You must ensure standard hygiene and safe food practices are maintained. You must also meet the requirements of Taupo District Council. This will be monitored by Taupo District Council and Equifest organisers.

- Allow 60 days before the event for your stall/s to be approved.
- Taupō District Council Environmental Services 07 376 0899

Liquor Licenses are only available with prior consent from Equifest and Taupo District Council.

Fire Permits

Intending to use braziers or light fires, contact the Taupō District Council for permits, advice and procedure.

Water

If you require water or greywater disposal, please contact sales@coreevents.co.nz

Power

All food vendor sites come with 1 x 10amp 3 pin plug. If you require more, you will be able to book this on the additional booking form.

[Book additional power here](#)

Packaging

We will have rubbish bins around the site for general waste and recycling. Please try your best to use compostable or recyclable packaging, as we want to be eco-friendly Kiwis.

EXHIBITOR EXTRAS

EXHIBITOR TICKETS

Every member of your team must have a ticket to enter the event during event hours. Exhibitor tickets are allocated to each site for staff use only. Exhibitor tickets will give you access to the site between 7.30am - 7pm.

Indoor sites: All Exhibitors will receive 2 x 3-day Exhibitor Passes per site.

Outside sites: Exhibitors with sites less than 100sqm will receive 2 x 3-day exhibitor passes per site. Exhibitors with sites greater than 100sqm will receive 5 x 3-day exhibitor passes per site.

Additional 3-day exhibitor passes can be purchased at \$50 + gst each

NOTE: EXHIBITOR TICKETS ARE NOT POSTED OUT. THEY NEED TO BE COLLECTED FROM THE EVENT OFFICE.

[Book additional tickets here](#)



ON-SITE CAMPING

Camping is available for exhibitors either in the Exhibitor camping area (beside Charisma Hall) OR in the general public area in the Back of House Zone. Exhibitors are welcome to camp on site for four nights only (Thurs/Fri/Sat/Sun nights). Camping facilities include toilets and showers and a communal kitchen for your use. We welcome all forms of accommodation on site and we just ask you to be mindful of your neighbours and be a tidy kiwi by doing your part to clean up after yourselves.

All campsites are non-powered and are not assigned. If you have NOT booked camping already and wish to do so please email sales@coreevent.co.nz

YOUR FREE PROGRAMME LISTING

Your printed event programme and online listing will include:

- Trading name
- Stand number
- Description of goods (150 characters including spaces)
- (Digital listings will also include - Website, email and an image and logo).

The information submitted by you is for our official marketing and PR promotion. Please ensure that all information is supplied correctly and that you have adhered to the strict word limits for each category. **Equifest reserves the right to amend any listings.*



Please submit your listings by
completing the form here.



FREE PROMOTIONAL MATERIAL

Here are some ways to help you with your ROI and make sure your customers know that you are going to be at Equifest. Best of all they are totally FREE!

- Include Equifest's logo and website link (www.equifest.co.nz) on your website.
- Post on your social media - (we have a variety of social media content you can use here). Make sure you tag us on Instagram @equifestnz and Facebook www.facebook.com/equifestnz so we can like/share.
- Include Equifest information on your customer emails you send out i.e "Don't forget to see us at Equifest Summer Event".
- Send your customers a personalised E-Invite via email to invite them personally to attend Equifest



[Download Promotional Material Here](#)



PREFERRED SUPPLIERS

Carlton Party Hire

Website: carltonpartyhire.co.nz
Contact: Gwen Johnston
Phone: 021 547 608
Email: gwenj@carltonevents.co.nz

Exhibition Hire Services

Website: exhibitionhire.co.nz
Contact: Gwen Johnston
Phone: 021 547 608
Email: gwen@exhibitionhire.co.nz

Sign Pro

Website: signpro.co.nz
Contact: Mat
Phone: 021 796 776
Email: mat@signpro.co.nz

SBI Productions

Webiste: sbi-productions.co.nz
Contact: Russell Fricker
Phone: 07 843 3718
Email: info@sbi-productions.co.nz





CONTACT INFORMATION

For questions and to discuss exhibiting

**Key Contact: Monique Webb
Marketing & Exhibitor Manager**

**sales@coreevents.co.nz
027 3317 027**

Disclaimer – Every effort has been made to ensure that
information is correct at the time of publishing

