



CBAFF 2025

Custom Brokers & Freight Forwarders Federation of NZ Inc.

29th Annual Conference 2025

Tuesday 2nd – Thursday 4th September 2025

Napier War Memorial Centre, Hawke's Bay, New Zealand

www.cbaff.org.nz/CBAFF-Conference

EXHIBITION MANUAL



CONFERENCE INFORMATION

Company Name:	Customs Brokers and Freight Forwarders Federation of New Zealand (CBAFF)
Conference Venue:	Napier War Memorial Centre, Hawke's Bay, New Zealand
Conference Website:	www.cbaff.org.nz/CBAFF-Conference
Date of Event:	2-4 September 2025
Start Date:	02/09/2025 ~ 12:00pm
End Date:	04/09/2025 ~ 4:00pm 04/09/2025 ~ 11:00pm (including Gala Dinner)
Type of Function:	Conference & Industry Exhibition
Contact Name:	Donna Clapham
Mobile:	021 325 133
Email:	conference@cbaff.co.nz



EXHIBITION INFORMATION

Our exhibition provides you with the platform to showcase your organisation to the delegates and guests. It also demonstrates your commitment to the industry and allows you to continue building strong relationships with New Zealand leading industry members.

The exhibition area is integral to conference activities with displays located in the trade area. All catering will be served in the trade area ensuring frequent exposure to delegates across the conference.

Inclusions

- Access to Power
- Listing on conference mobile app
- 1.8m clothed trestle table and 2 chairs
- Monitors to display sponsors' logo on loop
- Acknowledgement by MC and encouragement for delegates to visit all exhibitors
- Social tiles and logo for digital channel usage for tree funds
- All exhibitors and sponsors are invited to attend the conference sessions
- Other entitlements per sponsorship agreement

What to bring

- Pop up banner(s) to go with your Table Top Display. If you have a Table Top Display up against a wall you may have a pop-up banner measuring no more than 200cm wide x 200cm height.
- Any other pop-up banners that you may be entitled to (based on your sponsorship entitlements) can be up to 90cm wide x 200cm height.
- Please limit the printed collateral and the SWAG (single-use plastic and widgets) these are too often left behind to end up in landfills. We are aiming at minimising the conference footprint as much as we possibly can.
- No alcohol giveaways are allowed.

WiFi is available

- Network is:
- Password:



DELIVERY LABEL



DELIVER TO:

NAPIER WAR MEMORIAL CENTRE

48 MARINE PARADE

NAPIER 4110

Attention: Greer Johnson / Shanelle Hamilton

ph 06 835 9001

CBAFF25 Conference Manager:

Donna Clapham
Workz4U Conference Management Limited
+64 21 325 133

**For arrival between 8.00am – 4.00pm
After 1 September 2025**

Deliveries will not be accepted more than 2 working days prior to the conference date and will only be accepted between 8am and 4pm.

The venue does not accept responsibility for loss or damage of any materials delivered to/stored.

FOR LOCATION:

DESCRIPTION OF CONTENTS:

SENDERS INFORMATION:

Total # of Boxes: _____ This Box #: _____



EXHIBITION FLOOR PLAN

Large Exhibition Hall, Napier War Memorial Centre

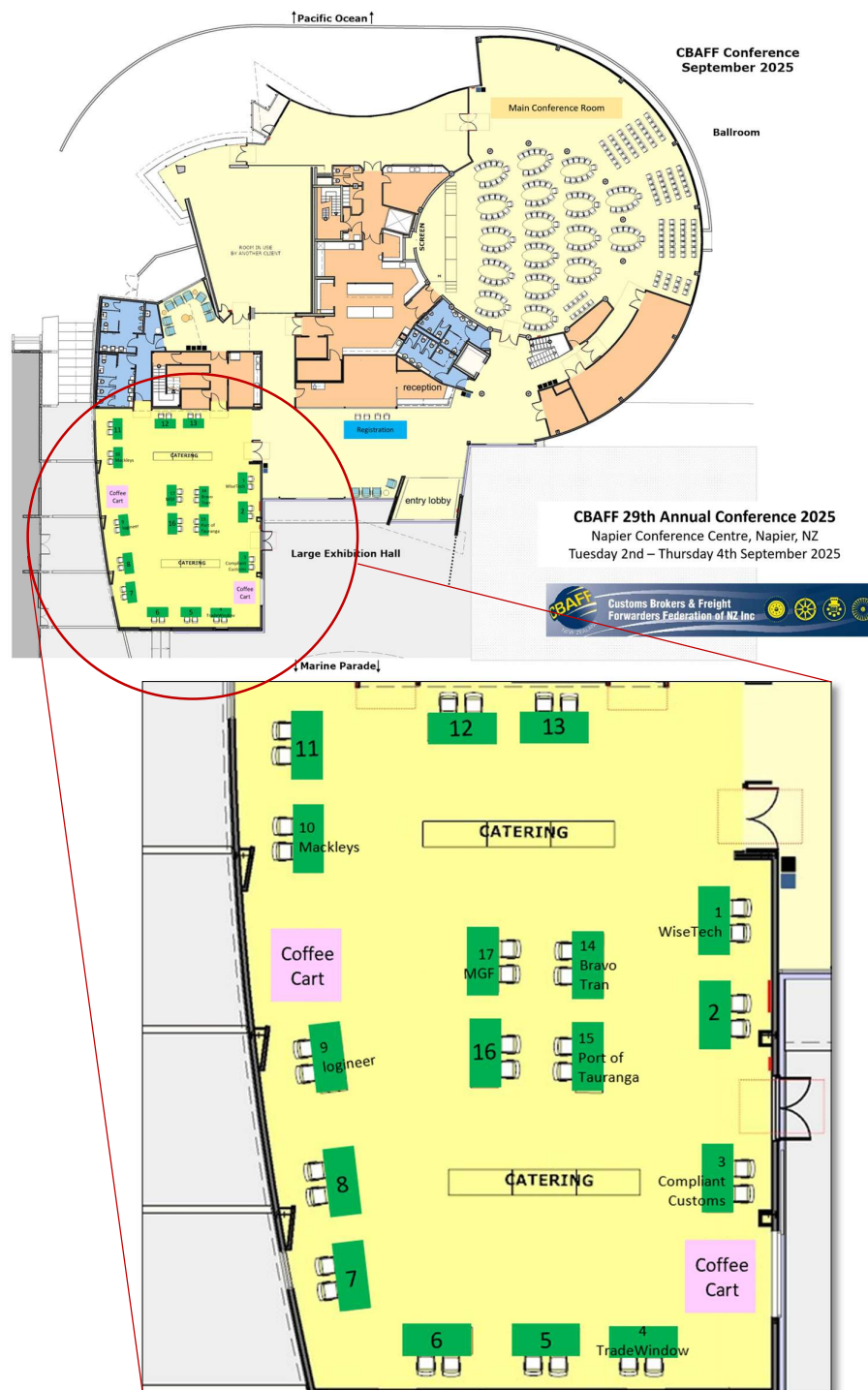




TABLE DISCUSSIONS

If you have a Table Discussion session (speed dating) table as one of your sponsorship entitlements please find following information for your perusal.

The Table Discussions will take place on Wednesday morning. It's a one-hour session where you'll have the chance to engage with over 200 delegates.

Groups of 8 will rotate to a new table every 7-minutes, providing a great opportunity to connect with many attendees.

Based on feedback from previous years, we recommend interacting with the delegates rather than just presenting, as this approach has proven successful in the past.

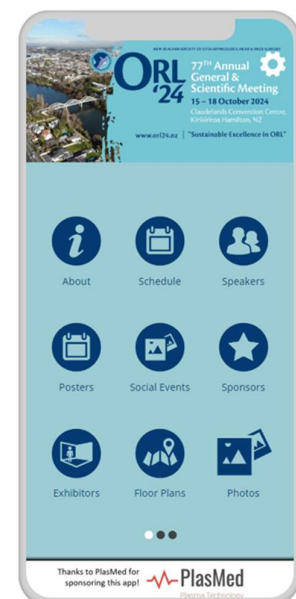


MOBILE APP

Before you head to the event, ensure you download our Event App to view event information, network with other attendees and interact with the exhibitors. **It is especially important to have this ready with your QR code so you are able to scan into the event at the Registration Desk on arrival.**

How to Download the App

1. Search for **Workz4U Conferences** App in your app store
2. Once downloaded, enter the Event Code: **cbaff25** (lowercase)
3. Login with your personal access details:
 - Email address
 - Password: **cbaff25** (lowercase)
4. You will be asked to update your password, make it something simple so you remember it!
5. Make sure you accept Push Notifications to receive up to date information from the team.



In the App

- **My Ticket** - View your QR code to scan in and receive your name tag
- **Schedule** - View the scheduled sessions, take notes and bookmark your favourite sessions
- **Speakers** - See the speaker bios and upcoming sessions
- **Activity Feed** - Post your favourite moments and interact with others
- **Attendee List** - Network with and message your fellow attendees at the event
- **Notifications** - Get real time news, updates and announcements

