



THE LANGHAM
Auckland



The Langham, Auckland

Exhibitor and Event Information

Contents

1.	Package Delivery Advice	3
2.	Package Collection Advice	4
3.	Hotel Floor Plan.....	5
4.	Telephone and Internet.....	6
5.	Motor Vehicles in Function Rooms	6
6.	Smoking policy	6
7.	Fire Evacuation.....	6
8.	Car parking.....	7
9.	General Hotel Information	8
9.1	Dining	8
9.2	Spa and Wellbeing	9

1. Package Delivery Advice

- To enable us to fully track and monitor all parcels coming into the hotel for your event, please complete and attach a copy of the below form to every box/piece being sent to the hotel
- All deliveries should be addressed to:
The Langham, Auckland
Liverpool Street Loading Bay
Liverpool Street
Auckland
- All deliveries must be received at the hotel between the hours of 8.00am and 4.00pm, Monday to Friday
- All surplus boxes must be labelled and collected on the first business day after the events conclusion. After this time the hotel cannot be held responsible for storage of any item, or damage or loss to items
- No deliveries will be accepted via the main entrance of the hotel – all deliveries must be to the Liverpool Street loading bay
- The Liverpool Street loading bay is located directly behind the hotel
- The Liverpool Street loading bay is a drop off zone area only and no car parking is available here. Please unpack your equipment and then move your vehicle. Wilson parking is available on Liverpool Street @ \$5.00 per hour
- Should your deliveries require Customs Clearance, this must be arranged in advance and the venue cannot be held responsible for clearing any packages.

For more information on this please check New Zealand customs website directly:
www.customs.govt.nz/importers/Commercial+Importers/Temporary+Imports.htm

***Please find Package Delivery Label attached which must be used on all boxes delivered to the Hotel.
Any deliveries without this label will not be accepted**

2. Package Collection Advice

- Packages must be sealed and properly addressed detailing the below information:
 - Delivery address
 - Contact name and contact number of sender
 - Number of boxes in delivery (i.e 1 of 3 / 2 of 3 ...etc)
- Please leave your labelled packages at your exhibition stand and the hotel will take these packages to the loading bay ready for collection the following business day
- Any items which are left at your stand and not labelled for collection, will be treated as rubbish and disposed of accordingly by the hotel : recycling where possible
- Exhibitors are responsible for arranging for their own packages to be collected. The delivery address to collect packages is:

**The Langham, Auckland
Liverpool Street Loading Bay
Liverpool Street
Auckland**

- All packages must be collected on the first business day after the event conclusion. The Langham, Auckland takes no responsibility for goods left on the premises after this time and cannot be held responsible for storage of any item, or damage or loss
- All packages must be collected from the loading bay between the hours of 8.00am and 4.00pm, Monday to Friday only.

***Please find Package Collection Advice attached which must be used on all boxes being collection from the Hotel**



THE LANGHAM
Auckland

3. Hotel Floor Plan



4. Telephone and Internet

- The Langham, Auckland has wireless internet throughout the hotel and you can purchase your internet either via our hotel's main reception, your event coordinator, or if you are an in-house guest through your accommodation room
- Hardwired internet connections can be purchased with advanced notice
- If a telephone line is required please advise your venue coordinator and this can be arranged at an additional cost

5. Motor Vehicles in Function Rooms

- If motor vehicles are being used as part of an exhibition, arrangements for access needs to be agreed in advance with the venue coordinator
- Cars used as part of an exhibit should have minimum fuel and protective floor tray
- Keys for the vehicle must be left onsite with the venue coordinator, or banquet manager.

6. Smoking policy

- The Langham, Auckland operates a no-smoking policy inside the hotel. If you would like to smoke please use the Greys Courtyard Area which is located off the main hotel lobby

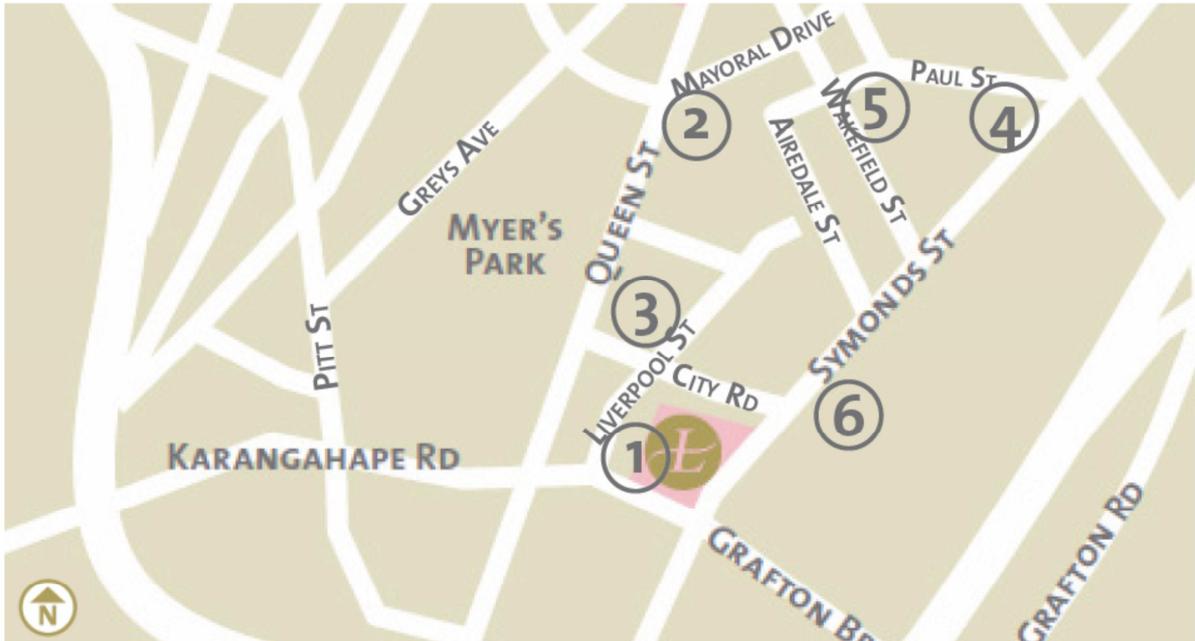
7. Fire Evacuation

- The Langham, Auckland has prescribed Fire and Evacuating policies and procedures in place to minimise damage and injury in the event of a fire or other emergencies.
- We are equipped with smoke and heat detectors, fire hose reels, fire extinguishers and a fire sprinkler system to prevent, detect and combat fires in the hotel. If the alarm is activated, please evacuate the building immediately. and proceed to the assembly point
- Fire evacuation signs, fire hoses and fire alarm switches must remain visible and accessible at all times.
- The assembly point is located at City Road Valet car park, on the corner of City Road and Symonds Street. Do not re-enter the hotel unless the hotel is declared safe by the fire department.
- Follow all instructions given by the designated Fire Warden/Duty Manager who will be wearing a high visibility jacket



THE LANGHAM
Auckland

8. Car parking



1 Liverpool Street (Wilson Parking)

*Cornor of Karangahape Road and Liverpool Street.
Entry is located off Liverpool Street and car park is adjacent to the hotel.
After entering the car park, please take the lifts down to the Ground Level and follow The Langham Gallery to the hotel Reception.*

This is a pay and display car park
If you would like to pre book car parks please contact
Anton Liyanage on 64 9 375 5230 or aliyanage@wilsonparking.co.nz
\$5.00 per hour
Maximum - \$25.00 from Monday to Sunday (Maximum of 24 hours with one entry / exit)

2 450 Queen Street (Wilson Parking)

Cornor of Queen Street and Waverley Street.
\$2.50 per half hour
Daily - \$18.00 (Monday to Friday)
Evening rate - \$7.50 (6pm - 4am)
Weekend rate - \$7.50 (4am - 6pm)
All tickets valid a maximum of 12 hours

3 Q Central (Wilson Parking)

Cornor of Queen Street and City Road.
\$4.00 per half hour
Earlybird - \$11.00 (Entry and pay before 10am)
Evening rate - \$10.00 (from 6pm)
Sunday - \$10.00
All tickets valid a maximum of 12 hours

4 Unipark (Wilson Parking)

6 St Paul Street.
\$3.00 per half hour
Evening rate - \$12.00 (from 3pm)
Weekend rate - \$12.00
All tickets valid until close

5 Wakefield Street (Wilson Parking)

56 Wakefield Street, Cnr St Paul Street and Wakefield Street.
\$4.00 per half hour
Weekend rate - \$6.00
Earlybird rate - \$12.00 (Monday - Friday, entry and pay before 10am)

6 100 Symonds Street (Wilson Parking)

100 Symonds Street, Grafton.
\$5.00 per half hour
Evening rate - \$8.00 (from 4pm)
Weekend rate - \$8.00

**Prices are subject to change without prior notice.*

9. General Hotel Information



9.1 Dining

Eight

Embark on a culinary journey and experience interactive cuisine. Dishes are inspired by global flavours and are prepared using the freshest ingredients at each of the eight kitchens.

Palm Court

Lobby bar and restaurant Palm Court features a luxurious setting and an impressive international beverage list. The Palm Court also serves a light breakfast, Tiffin Afternoon Tea., a la carte evening meals and snacks.

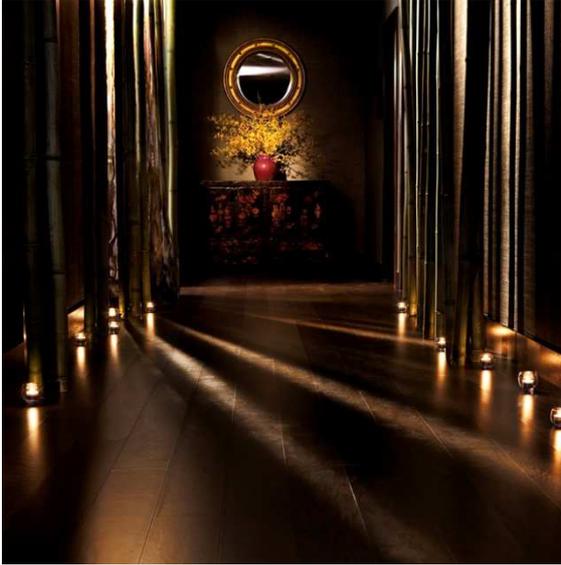
SPE Bar & Restaurant

For a more relaxed atmosphere, SPE features gourmet wood fired pizzas and a great range of local beers and wines, the ideal after work meeting venue. SPE is also available for private functions.



THE LANGHAM
Auckland

9.2 Spa and Wellbeing



Chuan Spa and Health Club

Chuan Spa, a luxurious spa concept based on the philosophy of Traditional Chinese Medicine, offers holistic spa treatments inspired by the wisdom of the Orient.

The spa features six lavish treatment rooms including a VIP dual suite. Other facilities open to all guests include a 24-hour state-of-the-art fitness studio, an outdoor heated infinity swimming pool, saunas, herbal steam rooms, a unique ice experience, snail showers and an outdoor Jacuzzi.