Event: ORL26
Event Dates: 28th-30th October 2026
Venue: Cordis Hotel
Shell Scheme Type: White Octex Shell Scheme (Not Velcro receptive)
EHS Contact: holly@exhibitionhire.co.nz
All Orders to be made before due date: Tuesday 6th October 2026

Dear Exhibitor

Exhibition Hire Services are proud to be appointed the official exhibition contractor for**:**

Event: ORL26

We will be supplying partitions, hire furniture, signage, and design & build concepts.
We have a selection of equipment and services we can offer to make your stand unique.

As part of your stand cost, we will be supplying the follwing:
- White Octex Walling shellscheme at 2.5m high (NOT Velcro receptive)
- 10 AMP Power Supply incl 4-Way Multibox
- Spotlights
- Front Fascia system with standard Exhibitor Name Sign (black/ white)

Sample of a 3.0m x 3.0m x 2.3m booth
(refer to FP for your booth size)

If you require any additional signage for your booth, please ensure you have your artwork ready by:

When applying your own graphics/signage/promotional material etc to the infill walling, please use ONLY the following products:
- Blue Tac
- Sellotape
- Velcro (Dots)
- Small household picture hooks (3M)

Please do not use higher grade adhesive products or anything that would penetrate the panels i.e pins, screws, nails.
At the end of the event please remove all adhesive products from the panels. Failure to do so may incur a removal/ damages fee.

As a way of dressing up your stand and giving it the "WOW" factor we have the following products available for you to hire:

Hire Furniture:
Perhaps one of the best ways of improving the overall aesthetics of your stand is through the use of furniture and display equipment. Exhibition Hire Services has a large variety of high quality furniture from designer couches and chairs to showcases, work tables and desks, you can be sure that we have something to suit your requirements.

Accessories:
We can provide anything from plants to AV Equipment. We are here to help you make the most of your stand. Should you wish to place an order, please complete the order form attached and return either by email. Once we have received your order, we will reply via email confirmation.

Design and Build Stands:
For those exhibitors who require a stand with a distinctive look and feel, we offer a design and build service where we work with you to create a unique and custom-built looking stand. Working with our experienced team of designers, we can help you to create a completely unique display. Please visit our website www.exhibitionhire.co.nz to see examples of the types of stands we have created in the past.

Signage:
Exhibition Hire Services also has a fully functional commercial sign shop for all of your signage needs. Banners, digital graphics, pull-up banners and all types of signage can be produced for you at a very competitive rate. Please request accuarte booth signage measurements as the ones shown on the floorplan act as a guide only.

Flooring:
For a cost-effective way to improve the look of your stand from the floor up then why not look at a carpet colour change? We can provide you with carpet colour changes from as little as $20.00 + gst per square metre.

To view our extensive range of products please check out our website: https://exhibitionhire.co.nz/

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PLEASE NOTE: Any orders placed past these dates may be unavailable or incur additional charges. Payment is required in full before delivery of products. We have enclosed a form to facilitate this process.