

CLUBS NEW ZEALAND CONFERENCE, AGM & EXPO HOSTING GUIDE

ABOUT THE EVENT

For decades, the Clubs New Zealand Conference, AGM & EXPO has stood as the highlight of the club calendar, proudly hosted by clubs across the country. More than just a meeting, it's a celebration of our industry, our people, and the collective strength of our movement.

Each year, hundreds of delegates gather to connect, learn, and be inspired. While the Annual General Meeting remains a key component, the modern conference has evolved into a major, value-packed event that showcases the very best of the club sector.

HOSTING REQUIREMENTS

Location & Logistics

- ☐ Within 30 minutes of a regional or main domestic airport.
- ☐ Approx. 300 accommodation rooms nearby.
- ☐ Access to taxis and/or local transport options.

If your club is located further from a major centre, transport planning will need to be factored into event costs.

Venue Essentials

Auditorium / Main Conference Space

- ☐ Seating for up to 300 delegates.
- ☐ Ability to host a Conference Dinner for 300.
- ☐ Comfortable seating and climate-controlled environment.

Audio-Visual

- ☐ High-quality AV equipment.
- ☐ Professional sound and lighting capability.



Breakout and Catering Spaces

- ☐ Areas for morning/afternoon teas and lunches.
- ☐ Full catering for the duration of the event, including an awards dinner.

EXPO / Trade Display Area

- ☐ Approx. 2,500m², ideally adjacent to conference facilities.
- ☐ Climate-controlled and easily accessible.

Alternative Options & Considerations

- ☐ Utilising nearby halls, theatres or venues may be possible.
- ☐ Full executive and management support from the host club is essential.
- ☐ If limited to one function space, the ability to flip rooms efficiently is required.

HOSTING PROCESS

Clubs wishing to host a future Conference, AGM & EXPO must submit a written proposal to Clubs New Zealand that confirms:

- The year you would like to host, and
- That you can meet the hosting requirements outlined above.

Proposals must reach Clubs New Zealand by 31 December i.e. if you are seeking to host the 2027 Conference, AGM & EXPO, please submit your proposal by 31 December 2025.

All proposals will be reviewed, and the National Office team may contact you for further information. The Board of Clubs New Zealand will make the final decision no later than 1 March, with the successful future host club announced at the current years AGM.

If more than one proposal is received, the Board may choose to confirm future hosts multiple years in advance, allowing both the host club and Clubs New Zealand ample time to plan and deliver exceptional events.