



New Zealand Motor Caravan Association

MOTORHOME CARAVAN & LEISURE SHOW

**18-19 May 2024
Christchurch**

Exhibitor's Manual

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General Information

Show: NZMCA Motorhome, Caravan & Leisure Show
Contact: Jenny: 0274836630
sales@classicevents.co.nz
www.nzmotorhomeshow.co.nz
Private Bag 3123, Hamilton, 3240

Venue	Wolfbrook Arena Christchurch 55 Jack Hinton Drive, Addington, Christchurch	
Dates	18 & 19 May 2024	
Build Days	Thursday 16 th & Friday 17 th May	Please refer to your email individual setup schedule specifying your access day and time.
Show Days	Saturday 18 st May	9:00am - 5:00pm
	Sunday 19 nd May	9:00am - 4:00pm
Breakdown	Sunday 19 rd May	4:00pm – 10pm
Exhibitor Car park	Via Jack Hinton Drive, Addington, Christchurch.	
Public Car park	Via Jack Hinton Drive, Addington, Christchurch.	

New Show Site Number

Your setup schedule with your NEW SHOW SITE NUMBER will be emailed to you closer to the show (This is so everyone has one site number rather than many if you have purchased several sites).

Show Administration Office

This will be situated in the Exhibition Concourse during build-up, show days and breakdown, for your convenience. It is located through the public entrance of the building.

Exhibitor Packs

Exhibitors, please report to the Show Office to pick up your Exhibitor passes **prior** to setting up your stand. **PLEASE NOTE: All site fees must be paid in full to enable issuing of your exhibitor passes.** Exhibitors must wear their passes at all times e.g. during buildup, breakdown and show days for security purposes.

Additional Single-Entry Tickets

These can be purchased for \$10.00 each (inc. GST). If you require additional Single-Entry Tickets, please ensure that you inform Jenny on 0274836630 as soon as possible prior to the Show so they are ready for you when you arrive to collect your exhibitor passes.

Security

NZMCA Motorhome, Caravan & Leisure Show inside will be locked down and alarmed each night, we will also have roaming overnight security guards for the outside sites from Friday 17 May - Sunday 19 May up until 10pm or breakdown concludes, whatever comes first.

Opening of the Show: Exhibitors may enter the venue 1 hour prior to the event opening to the public.
Closing of the Show: Exhibitors must remain on their stands until we have cleared the Show of

members of the public, each night.

Access at other times can also be arranged with permission from the Show organisers. For security reasons those **without passes and ID will be refused entry at all times**. If you have any problems or questions, please contact the organisers. The security guards will NOT be responsible for individual stand protection at any time. In the interest of maximum security, we request exhibitors remain on their stand at closing time until the exhibition halls have been cleared of visitors by security. Please ensure a staff member is on your stand by 9am each morning of the show, and in the evening until the show is officially closed.

LPG and other Flammable Gas Restrictions

LPG and other flammable gas bottles on stands are only permitted at the Wolfbrook Arena subject to stringent conditions and prior written approval from Venues Ōtautahi Event Manager. Each request to use LPG within the venue at an event must be approved by Venues Ōtautahi, each application will be assessed individually with safety of the public being the main pre-requisite.

If you are intending to use flammable gas at your stand, please advise Classic Events and notify them of the following:

- What the purpose of the gas is for
- How many gas bottles you plan to have on your stand
- The location of your stand

Submit these details to Jenny at Classic Events and she will then submit as an event to the Venues Ōtautahi along with any other exhibitors that are using gas. This must be done no later than 14 days prior to the exhibitor pack in day. Any stands requesting LPG after this time will have their application denied.

Venues Ōtautahi will then review the application and be in touch if there are any concerns. Please note even approved gas applications are subject to the below terms and conditions.

Terms and conditions for sites with Gas Bottles:

- Sites for LPG indoors or outdoors must be requested a minimum of 14 days in advance of the event and marked on a plan provided to Venues Ōtautahi by Classic Events.
- Max size permitted are 9kg LPG cylinders. These must be within the date range noted on the cylinder, up to the maximum capacity for the venue.
- Site holders' spare or empty cylinders must be stored by Venues Ōtautahi in an LPG Cage outside the Arena
- Gas appliances are used in accordance with manufacturer's instructions
- All connections and disconnections are to be made by Venues Ōtautahi staff
- Site holders must provide a Dry Powder fire extinguisher (30.B minimum capacity 2.0kg) and a fire blanket at their site
- All equipment is subject to a leak test each time a connection is made. This must be conducted by a Venues Ōtautahi staff member
- At the end of the event, once the public are clear. Venues Ōtautahi staff will disconnect all cylinders. All cylinders must be removed each night and reconnected (by Venues Ōtautahi staff) each day in the case of multiple-day events

The process at the beginning of the day is:

- To avoid delays all cylinders are required on site at least 1 hour before they need to be used & labelled with your stand number at sign-in point
- Venues Ōtautahi will ensure the correct fire appliances are present and the equipment is used in accordance with the manufacturer's instructions
- Venues Ōtautahi will check all electrical connections
- Venues Ōtautahi will connect and test the LPG cylinder and equipment
- Connections will not be made on equipment which fails the test or on sites with non-compliant fire or electrical equipment

- Spare cylinders are placed in storage in the external LPG cage

The process for a site holder to get another bottle is:

- Spare cylinders must be kept external to the Arena
- The site holder calls the Venues Ōtautahi Approved LPG Handler onsite. The contact information of this person will be provided to you at the start of each day.
- The Venues Ōtautahi Approved LPG Handler meets the site holder on site and replaces the cylinder provided it is safe to do so. A leak test will be conducted at time of connection.

The process at the end of the day is

- Once the public are clear of the venue, Venues Ōtautahi staff will disconnect all cylinders
- All cylinders must be removed from Wolfbrook Arena, either to the Venues Ōtautahi LPG cage storage facility on site, or offsite with the site holder

Any equipment connected or disconnected without authorisation will constitute non-compliance with Wolfbrook Arena's HSWA 2017 Hazardous Substances Location Test Certificate..

Hazard Identification Forms

Any hazards that occur on your individual site should be identified and managed by you. You will be sent a link to the Motorhome Show website that hosts the form you will need to fill in prior to show day. You can find this link on 'For Exhibitors' page on the website. Anything outside of the usual items covered in our general health & safety manual, must be documented by you on a hazard identification form prior to your arrival.

Internet Access

For general internet browsing, tablets and smartphones the venue has wifi available. If you require more bandwidth for larger downloads, video streaming or have devices on your stand that require a continuous connection, a premium option is recommended.

*Subject to network availability and an acceptable policy applies

Premium Internet Options (see page 18 for prices and booking form)

- Premium High-Speed Internet - Cabled: This is a fibre fed, high latency service. No firewall. A Cat5 cable will be run to your location. Connection to multiple pc's/laptops may incur extra charges for labour and hardware.
- Premium High-Speed Internet - Wireless: No firewall. A password will be provided for access.
- Specialized Services: Subject to quote. Private networks, visible/invisible – open/secure

All Outside and Marquee sites do NOT have wifi you will need to book this in separately with Jenny at Classic Events and there is a \$50 charge per site to have wifi access in the marquee or outside site.

Insurance

Whilst the organisers will provide security overnight, neither the organisers nor the Christchurch Arena, their staff, their employees, agents or other representatives shall be held responsible, liable or accountable for any loss, damage, harm or injury to the person or property for any exhibitor, or any employee, agent, or representative of any exhibitor. Exhibitors should consult their own insurance companies for proper coverage of their displays and goods or products displayed. It should cover the total duration of the show, including build-up and breakdown and include public liability insurance.

Photocopying & Faxing

These services are available during the show from the Show Administration Office. A small fee may apply.

Courier / Freight Deliveries

All goods delivered to Wolfbrook Arena must display the Venues Ōtautahi event specific delivery label, a label is supplied with this guide. Due to limited storage onsite, deliveries will only be accepted one working day prior to the pack in of your event. It is the responsibility of the individual exhibitor to arrange the freight of all material to and from the venue, incurring all relevant charges (including customs clearance charges). Any goods incurring charges will not be accepted by Venues Ōtautahi and will be held by your Freight Company and/or customs pending payment. Any freight sent to or collected from a Venues Ōtautahi venue is the responsibility of the sender. Venues Ōtautahi accepts no liability for any items delivered or sent from our venues.

Exhibitors are responsible for the removal of all goods from their stand after the event. At the conclusion of the event, please ensure that all items are carefully packed, labelled and are left at your stand. Please ensure you bring all relevant packing equipment for your freight – the venue does not have these supplies onsite. Please ensure you have arranged a courier to pick up your freight and have provided them with relevant delivery and contact details.

Due to limited storage space, goods left on site after an event must be collected one working day after an event.

Containers

If your exhibit requires a container to be delivered to the venue, this must be pre-arranged and pre-approved by the venue, please contact Jenny at Classic Events for the approval procedure and to give you a timeframe to drop and collect the container.

Exhibitor's Lounge

Our exhibitor's lounge is located at the far end of the concourse. Coffee and tea will be available from 10.00am on Friday and all day during show days. Please feel free to help yourself.

Off the Beaten Track Exhibitor 'Meet and Greet'

All Exhibitors are invited to the Off the Beaten Track Exhibitors 'Meet and Greet' on Saturday after the show at 5.00pm–6.00pm. Please come and meet the team, with drinks and nibbles provided. RSVP to Jenny when you pick up your Exhibitor Passes at the Show Office.

Banners & Flags

The Technical team can hang your banners, pennants, and overhead signage, with prices starting from \$120 + GST for a small, simple, vertical banner. Final costs are dependent on the location of your stand, and the design of the banner.

Please fill out the *Banner Hanging Service* section on the [Venues Ōtautahi Technical Solutions Pre-Order Form](#),

(refer to page 18). Please note the booking deadline of Wednesday 2nd May.

Audiovisual Solutions

For all AV solutions we recommend our preferred supplier, Shipleys Audiovisual. Shipleys can provide you with TVs, screens and projectors, monitors, PA's and a range of other audiovisual hire solutions. Please contact Shipleys on 03 379 5166 or jason@shipleys.co.nz.

Rubbish Disposal

Please ensure that during your setup and breakdown that all unwanted materials are placed in the rubbish skips situated outside the halls. During breakdown please utilize the rubbish bags that are in your exhibitor packs and place all rubbish in the rubbish skips located outside the halls.

Arena Compound / Loading Dock Location

Access Times

Entry to the venue will only be permitted to persons who have completed a Venues Ōtautahi site induction.

Parking

All exhibitors must park in this area during the entire event.

Please note that it is up to each exhibitor to ensure they are parked in the correct, dedicated area. Cars parked in other areas may be towed or clamped at the owner's expense.

Arena Compound / Loading Dock

Wolfbrook Arena has one loading dock located at the rear of the venue, accessible via the compound gate. This gate will be open for the duration of the dedicated pack in / pack out hours.

The specifications of the loading dock access doors are:

- External loading dock door is 4820mm high x 8100mm wide
- Internal arena access door is 4500mm high

To allow the safe movement around and access for all exhibitors the following conditions apply to all exhibitors using the compound during pack in / out:

- A strict 20-minute parking limit applies within the compound for drop off / pick up of goods during the pack in / pack out process.
- Only one vehicle is allowed in the compound at any one time per exhibitor.
- As soon as the vehicle is unloaded / loaded it must be immediately removed to the allocated exhibitor parking area.
- Do not park on any yellow lines or in front of coned off areas.
- The directions of any Venues Ōtautahi staff must be followed at all times.

NOTE

- No vehicles, trolleys or equipment are to obstruct any emergency exits or egress routes
- The area in front of Ticketek box office must be kept clear at all times
- The dimensions of the South Concourse doors are:
Height 2.23m
Width 1.53m

Stand Cleaning

The venue cleaning does not include specific stand cleaning. However, should you require cleaning of your stand, please contact your Venues Ōtautahi Event Coordinator directly to organise.

Stand cleaning is a daily rate of \$6.00 + GST per square metre. This includes vacuuming and dusting all available surfaces on your stand. It is each exhibitor's responsibility to ensure that their stands are kept in a tidy manner during the event and that all rubbish is disposed of post event. Venues Ōtautahi reserves the right to on-charge an exhibitor for any excessive cleaning costs incurred. Should exhibitors be using liquids or gels on their stand, it remains the responsibility of the exhibitor to clean the area back to existing standard should any liquid be spilt.

Food & Beverage

FOOD & BEVERAGE SAMPLING

Product sampling is permitted as a means of demonstrating any product, plant or equipment forming part of the exhibition. Allowances for the supply of bowls of lollies or chocolates can be made but if you are unsure please discuss with Classic Events to eliminate any issues during the event.

Samples to be given away free of cost to the attendees must be:

- Items which exhibitors sell wholesale in the normal course of their business
- Items that are produced by equipment used in the normal course of the business

Portions are to be of tasting size only:

- Non-alcoholic beverage samples to be no larger than 100mls
- Liquor samples to be no larger than 50mls and clause 4 must be adhered to

- Food samples should be no larger than 50gms

Exceptions to these sample quantities will require prior written approval from Venues Ōtautahi.

1. ALCOHOL BEVERAGES – SAMPLING AND SALE

A liquor license **must be obtained** by any exhibitor that wishes to sell OR sample ANY Alcoholic Beverages. Licence applications must be lodged directly with the Christchurch City **Council at least 25 days before the event. The** temporary license must be sighted by your Venues Ōtautahi Event Manager prior to the event proceeding. A qualified Duty Manager must be present at the site where alcohol is being given away/sold for the duration of the event.

No Alcoholic beverages can be sold, sampled or given away without the appropriate liquor license being granted. The Venues Ōtautahi venue’s liquor license does not cover any exhibitor activity. The special liquor licence and Duty Managers licence needs to be displayed at the point of sale. Alcoholic Liquor Advisory Council (ALAC) signage must be displayed also.

Exhibitors are not allowed to bring in beverages for consumption on site. This includes after work/exhibitor drinks either on site anywhere within the venue, or in the carpark.

Any exhibitor in breach of this clause or in breach of any of the terms of their liquor licence will be asked to leave.

Name of Expo:

Dates of Expo:

Exhibitor Company Name	Product Requesting to be Served	Product Relevance to Expo	Samples?	How is the product packaged? <i>i.e for offsite consumption only</i>

Setting up your Site

Approximately a month out from the Show we will email your individual set up schedule. It will be essential that you stay within your allocated time frame for setup, especially if you have more than one site and more space to fill.

Trolleys

The venue has a limited number of courtesy trolleys available for exhibitors to use. If time is limited for you, it is recommended that exhibitors have their own trolleys and barrows to avoid delay.

Testing & Tagging All Electrical Items

All electrical items to be used on your site, other than personal devices must be tested & tagged e.g. TV’s, lighting etc. Personal devices must not be left unattended and must be unplugged and removed from the site each night. Contact Electro-Tech Services to organize to get any items tested and tagged. Cost is \$10.00 plus GST per item. Refer to his booking form on page 17. Venues Ōtautahi will be conducting spot checks prior to the opening of the show. **TO SAVE TIME – PLEASE ENSURE THIS IS DONE BEFORE YOU ARRIVE FOR SETUP.**

Vehicle Parking during Pack-in

Due to the one day set up, only vehicles that are on display for the Show are allowed inside the Arena. Please remove your vehicle to the nearest car park after all goods have been offloaded and adhere to all parking restrictions and please be respectful of the neighboring businesses.

PLEASE NOTE: There will be no vehicle access into the Show on the Saturday morning.

Parking Options:

- Back grass behind arena (access via security room)
- On the grass, out the front of the Ticketek Office. Please ensure you keep all concrete walkways and access doors clear.
- Carpark in front of Arena

Approval required items

Exhibits which contain:

- Animals (excluding service animals)
- Pyrotechnics and special effects
- **LPG Gas Cylinders**
- Covered structures i.e., gazebo, constructed stands, etc
- Helium balloons
- Smoke/fog
- **Food and beverage tastings / samples / give-aways or sales**
- Overhead Rigging
- Potentially offensive items available on display or available for sale
- **Containers being delivered to the venue**

Please submit a proposal in writing to Jenny at Classic Events outlining the purpose of the display and how it will be used, no later than three weeks (21 Days) prior to the event to allow time for approval to be issued if you have any of the above on your exhibition site.

Motor Vehicles on display

- Vehicles in exhibitions cannot be started and run without prior permission from Venues Ōtautahi
- Flooring must be protected by drip trays under each vehicle and a mat placed under each tyre
- Under no circumstances is fuel to be decanted or vehicles filled within the venue or its footprint (10m radius around the perimeter of the venue)
- **No silicone sprays are to be used on the tyres of display vehicle(s) within the venue as they create a health and safety hazard. If these sprays are used, the exhibitor will be asked to leave and Venues Ōtautahi has the right to invoice the exhibitor for any extra cleaning costs incurred.**

High Visibility Vests & Closed Toe Shoes

During pack in or pack out times, all people onsite must be wearing high visibility clothing (at minimum a High Visibility vest). This includes all exhibitors, exhibition staff, contractors, suppliers and Venues Ōtautahi employees. Failure to wear such gear will result in removal from the venue.

Each person is required to supply their own High Visibility vest. Some events may have the option to purchase them onsite for \$5.00. Please contact your Venues Ōtautahi Event Coordinator to see if this service will be available for your event.

Closed toe shoes must be worn at all times during an exhibition pack in or out.

Children onsite

No Children under the age of 15 are permitted to be onsite during a pack in or pack out period.

Forklifts

There is limited forklift availability onsite, access to which is shared between all exhibitors and venue staff. Only forklift drivers who have the appropriate forklift license and have received a forklift specific induction from a trained Venues Ōtautahi employee can use forklifts within Venues Ōtautahi Venues. All forklift drivers must wear an orange-visibility vest and seatbelt whilst using the forklift. Please report to the show office to request a forklift.

The venue forklift specifications are:

- Our 3-tonne forklift is rated to a maximum lift of 1.5 tonnes and the fork lengths are 1200mm
- Our 1.8 tonne forklift is rated to a maximum lift of 900kg, and the fork lengths are 1050mm

First Aid

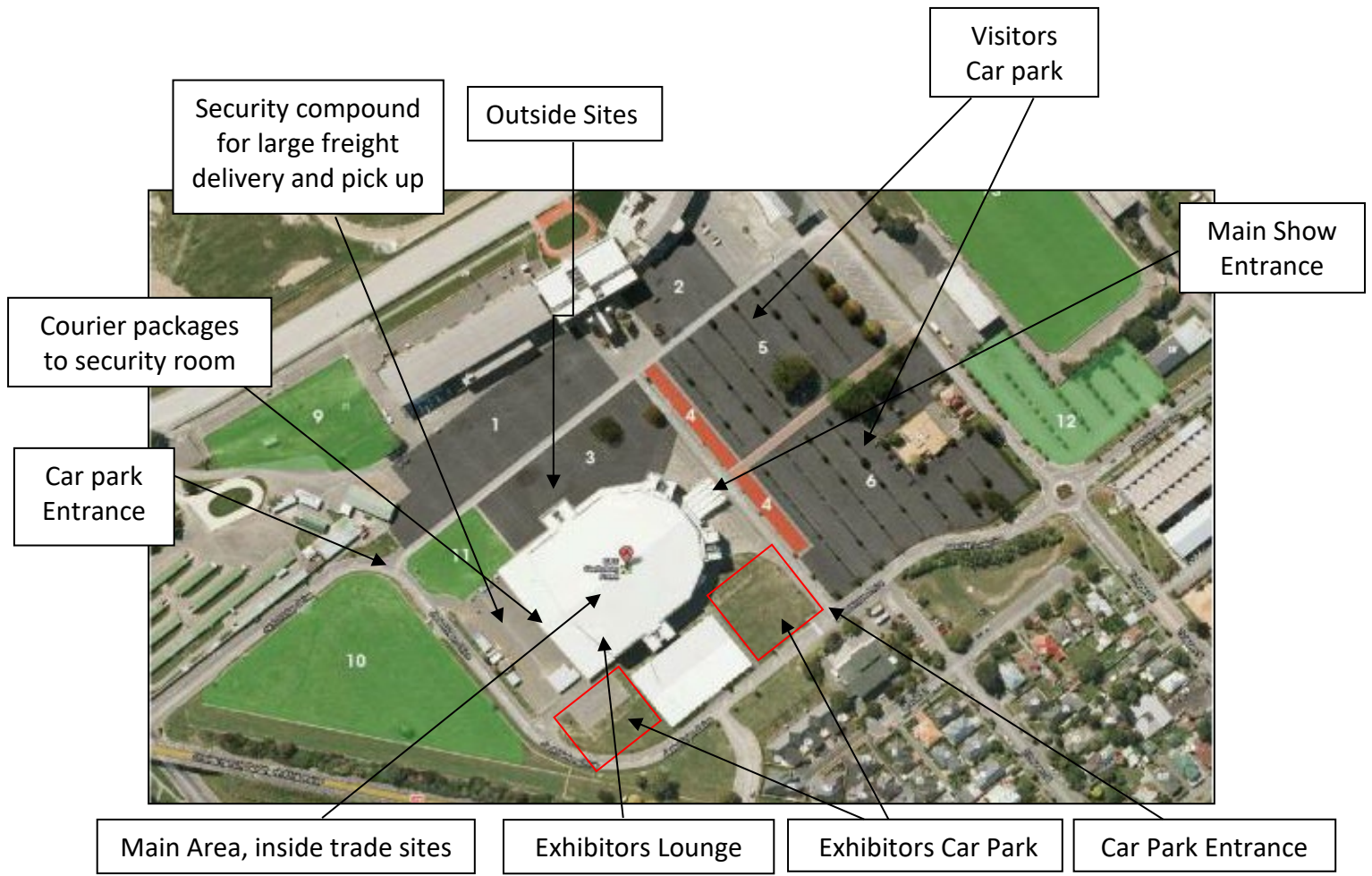
The Wolfbrook Arena has an appointed first aid room. A basic first aid kit is in this room and at other locations around the venue. There is also a defibrillator located outside the first aid room. Should you require first aid assistance please contact the Manager on duty.

Please Note: You have until 10pm on Sunday 19th May to pack out. All couriered items are to be left on your site, ready for pick up on Monday morning. It will be the exhibitor's responsibility to ensure your site is cleared by midnight. Venues Ōtautahi will impose hefty penalties to those individual exhibitors who are not out by the requested time.

Venue Maps

Christchurch Arena

55 Jack Hinton Drive,



Suppliers and Services

The contractors named in this manual are our service providers available to exhibitors. Any additional services and associated costs provided by contractors to exhibitors fall outside the terms of the contract between the exhibitor and the organiser. The organisers do not accept any liability or responsibility for any action or omission by a contractor performing any additional services for an exhibitor. Please find supplier booking forms at the back of this manual.

Power & extra Lighting

If you require power on your inside or outside site and have not organized this yet, please contact Electro-Tech Services no later than 10th May. See their booking form on page 16.

Booking the 10amp 4 way Multi Box Power Point is required for all exhibitors who require power to site.

Late advice on power will incur a \$70.00 fee. Please ensure all your electrical leads carry the appropriate NZ standards compliance tag. They can also help with any lighting requirements e.g. spotlights as well as any items that need to be test and tagged.

Please note test tagging on site is now \$20:00/ tag make sure all electrical equipment is tested prior to coming on site.

Phone: 03-374-3211 | Mobile: 021-338-144

Equipment and Furnishing Hire

For assistance on furniture and equipment hire from Exhibition Hire, please contact Nicola for a full catalogue (refer to order form on page 11). Please note the booking deadline of Friday 6th May.

Phone: 03 338 4193 | Mobile: 021 824 917

Mobile EFTPOS

Kiwi Eftpos & Point of Sale Group Ltd is pleased to offer exhibitors of the NZMCA Motorhome, Caravan & Leisure Show a Short Term Mobile EFTPOS terminal for just \$120.00 plus GST. (Refer to order form on page 14 & 15) . Please note the booking deadline of Wednesday 3rd May.

Ph: 0800 72 73 74 or 03 338 7672 | Fax: 03 338 7678 | Email: info@kiwiefpos.co.nz |

Postal: PO Box 33 131 Christchurch 8244 | Office: 250 Barrington Street, Christchurch 8024

Plant Hire

Jakes Jungle has a range of Plants for Hire. Contact Chris on 021-345-575 or plants@jjungle.co.nz.

FURNITURE HIRE ORDER FORM



COASTGROUP

Event: NZMCA Motorhome, Caravan & Leisure Show
 Event Dates : 18 - 19 May 2024
 Venue: Woolfbrook Arena
 Return Form to : Nicola@exhibitionhire.co.nz
 Before Due Date : Friday 19th April

COMPANY DETAILS

Contact Name:
 Company Name:

 Postal Address:

 Phone Number:
 Mobile Number:
 Email Address:

 Stand Number:

PAYMENT DETAILS

Visa MasterCard AMEX
 An additional 3.12% will be charged on AMEX transactions

 Card Number:
 Expiry Date:
 Cardholders Name:
 Signature:
 Security Code:

 Direct Credit Exhibition Hire Services Limited - Albany Branch
 02 - 1244 - 0062894 - 00 Swift Code: BKNZ222

 PO Number:


Please refer to our website https://exhibitionhire.co.nz/ to browse furniture options			
DESCRIPTION / CODE	QTY	UNIT PRICE + gst	TOTAL

TERMS OF PAYMENT & HIRE CONDITIONS

Confirmation is subject to stock availability and full payment. Full Payment must be received prior to delivery
 A Late fee of 25% of the total hire rate will apply for late orders. Any expenses, disbursements and legal costs incurred by Exhibition Hire Services in the enforcement of any rights contained in this contract shall be paid by the customer, including any reasonable Legal fees or debt collection agency fees. All Reservations/Contracts are subject to the "Conditions of Hire" whether or not the reservation or confirmation documents are signed by the customer.
 For a full copy of our Terms & Conditions please visit our website www.exhibitionhire.co.nz

SUBTOTAL	
FREIGHT/HANDLING	70.00
ADMIN FEE	5.00
SUB TOTAL	
15% GST	
Total	

I agree to terms and conditions - please tick

DELIVERY ADDRESS:		 WOLFBROOK ARENA		VENUES ŌTAUTAHI	
WOLFBROOK ARENA 55 Jack Hinton Drive, Addington, Christchurch, New Zealand Via Security Compound					
EVENT NAME:	<i>NZ Motorhome, Caravan & Leisure Show 2024</i>	EVENT #	31349		
EVENT DATE:	18/05/2024 - 19/05/2024				
<i>Wolfbrook Arena Onsite Delivery Contact Number</i>			+64 3 339 3598		
CONSIGNMENT DETAILS					
Sender:				Sender Phone:	
Onsite Contact Name:				Onsite Phone:	
Company Name:				Stand #	
Courier Name	Description of Items (eg cartons, pallets, boxes of satchel inserts)			Item No.	Of
<small>DELIVERIES ACCEPTED</small> One working day prior to Event Day MONDAY – FRIDAY 8.30am – 5pm and all day during event days					
<small>Please note: Venues Ōtautahi may sign delivery receipt documentation on behalf of the sender and / or receiver, however Venues Ōtautahi accepts no liability or responsibility in relation to any deliveries received or sent from any Venues Ōtautahi venue.</small>					

PICK-UP ADDRESS: WOLFBROOK ARENA 55 Jack Hinton Drive, Addington, Christchurch, New Zealand Via Security Compound		 WOLFBROOK ARENA		VENUES ŌTAUTAHI	
Event Name	NZ Motorhome, Caravan & Leisure Show 2024	Event Date	18/05/2024		
Wolfbrook Arena onsite deliveries phone number +64 3 339 3598					

RETURN DELIVERY DETAILS

(Please ensure all items are **securely packaged** and **all paperwork required by Couriers is attached** eg. Shipment Air Waybills and sufficient Pre-paid stickers)

COMPANY NAME:					
DELIVERY ADDRESS:					
CONTACT NAME:			PHONE:		
Courier Name:	Description of Items (eg cartons, pallets, boxes of satchel inserts)		Item No.	of	

DELIVERIES MUST BE PICKED UP ONE DAY POST EVENT
MONDAY – FRIDAY 8.30am – 5pm

Please note: Venues Ōtautahi may sign delivery receipt documentation on behalf of the sender and / or receiver, however Venues Ōtautahi accepts no liability or responsibility in relation to any deliveries received or sent from any Venues Ōtautahi venue.

NOTE: Booking the 10amp 4 way Multi Box Power Point is required for all exhibitors who require power to site.

NEWCO EVENTS LTD



80 Thackeray Street, Christchurch
Ph: 03 374 3211 - M: 021 338 144

Email: office@ets.co.nz

ORDER FORM NZMCA Motorhome, Caravan and Leisure Show 2024

Or use the online booking form: <https://form.jotform.com/240148026442852>

Company Name:	
Stand Number:	
Postal address:	
Contact person:	
Phone number:	Mobile:
Email address:	
Comments / special requirements:	
I agree to pay for these electrics prior to installation Deadline: 10th May 2024	
Signature:	
Account details for payment Please send through order and we will process and send invoice for payment Newco Events Ltd Bank : ASB Account No: 12-3494-0082627-00	

Exhibition Power and Lighting Equipment

The following equipment is the most commonly used on Exhibitions.

All of the prices below include installation + removal and are based on a 3 day hire.

All of the prices below include G.S.T.

Description	Price Per Unit	Quantity Required	Total
10amp 4 way Multi Box Power Point (standard stand power)	\$ 60.00		\$ -
Caravan Outlet 15amp Indoor	\$ 90.00		\$ -
LED Spotlight on Track (standard booth lighting)	\$ 25.00		\$ -
300w Flood Light on Pole	\$ 60.00		\$ -
1000w Par Can (big flood from roof)	\$ 100.00		\$ -
LED Vario Arm Spot (poster Light)	\$ 30.00		\$ -
Additional 10amp Extension Leads 5-10m	\$ 12.00		\$ -
Additional 10amp 1m Multiboxes	\$ 15.00		\$ -
10amp Power Point (outdoor)	\$ 65.00		\$ -
Caravan Outlet 15amp (outdoor)	\$ 90.00		\$ -
32amp 1 Phase Outlet (outdoor)	\$ 155.00		\$ -
42" LCD Screen on Stand	\$ 250.00		\$ -
50" LCD Screen on Stand	\$ 300.00		\$ -
65" LCD Screen on Stand	\$ 385.00		\$ -
TV Wall Mount Brackets	\$ 50.00		\$ -
Test Tagging on Site (per item)	\$ 20.00		\$ -
		SUB TOTAL	\$ -

We have more Power, Lighting and Audio Visual Equipment available.

Please check out our website : ets.co.nz or call **03 374 3211**



Offices in Christchurch & Auckland
 Phone 0800 72 73 74
 Fax 0800 227-473
 info@kiwieftpos.co.nz

SHORT TERM RENTAL MOBILE EFTPOS - LETTER OF ACCEPTANCE

PLEASE COMPLETE, SIGN AND EMAIL/FAX BACK TO (03) 338-7678

Customer: Limited Liability Company Partnership Sole Trader Other _____

Legal name: _____

Trading as: _____

Street Address: _____

Postal Address: _____

Email Address: _____

Telephone: _____ Fax: _____ Cell: _____

Contact Person: _____ Paymark Merchant Number: _____

Type of Business: _____ Terminal Number: _____

Period of Loan/Rental: _____ Date Required: _____ Date of Return: _____

Standard terms are pick up from our office. Do you require courier service at your cost? Yes / No

Address to be shipped to _____

Comments: _____

NOTE - Our Mobile Eftpos terminals are connected to the Paymark Eftpos Network and rely on the mobile phone network for service. Please ensure your event/hire location has mobile coverage. Kiwi Eftpos & Point of Sale cannot be held responsible for poor reception, and any subsequent lack of business. Should you require a specific mobile network please advise. All machines are checked as going before shipping.

Description	Price
RENTAL - MOBILE EFTPOS	\$120
Use of - KIWI EFTPOS & POINT OF SALE MERCHANT NUMBER (If applicable \$25.00 per calendar month, also need to fill in Use of Merchant Number form) Use of merchant number is for a maximum of three weeks unless a prior arrangement.	\$
Cash Register, Scanner & Programming	\$
Programming	\$
Courier (if applicable)	\$
NOTE: Prices are based on customer pickup & dropoff at Kiwi Eftpos	Subtotal \$
All prices quoted exclude GST	GST \$
	TOTAL \$

(Office Use Only) Serial # _____

Replacement Value of Equipment: \$1425.00 + GST if damaged or not returned

Equipment Check

Outward Items

Terminal 12V Battery Charger 12V Charger Mains Charger Mobile Charger

Other _____

Terminal Log on Installation

Inward Items

Terminal 12V Battery Charger 12V Charger Mains Charger Mobile Charger

Other _____

Terminal Log on In an undamaged working condition



P O Box 33-131, Christchurch
250 Barrington Street
Telephone (03) 338-7672

The person signing this form acknowledges the following:

1. Responsibility for the product/s remains with the person signing the form.
2. The product/s listed above are the property of Kiwi Eftpos & Point of Sale Group Limited and remain so unless a separate agreement is entered into for the purchase of the equipment.
3. Should the product/s listed above not be returned by the date shown, and then the listed customer agrees to purchase the product/s at the current listed price.
4. Responsibility for insurance of the product/s is that of the customer loaning the product/s. The customer undertakes to insure the product/s for theft, damage and/or loss.
5. It is highly recommended that the customer protect the product/s from power spikes and surges and should use a spike/power protector, especially if power is sourced using a generator.
6. Payment of all rental costs is required prior to commencement of hire.
7. It is agreed that should the product/s not be returned within the timeframes specified or in the same condition as delivered, Kiwi Eftpos & Point of Sale Limited will raise an invoice for the product/s and/or repair cost. Payment will be expected within 14 days.

Agreed and accepted by: _____ **Position:** _____

Signature: _____ **Date:** _____

VENUES ŌTAUTAHĪ TECHNICAL SOLUTIONS - PRE ORDER FORM

At Venues Ōtautahi we provide a range of technical services which can assist you in showcasing your products at your stand.

Order with us in 3 simple steps:

1. Have a look through this form, and choose the service(s) you wish to order.
2. Get in touch with your Venues Ōtautahi Event Manager to order the service(s) you require, or with any questions you may have. Your Event Manager will confirm the cost and issue you with an invoice. Where a quote is required, you Event Manager will liaise with the Venues Ōtautahi Technical team, and get back to you with a no obligation quote.
3. Once the invoice has been issued you will be directed to pay online via our online credit card payment facility. Once full payment has been received, your order is deemed confirmed by Venues Ōtautahi.

THE SERVICES WE OFFER

INTERNET & NETWORKING	
Venues Ōtautahi Guest Free WiFi If your event organiser has requested it, our Venues Ōtautahi Guest Free WiFi network will be enabled. Suitable for general browsing and accessing emails. Not suitable where continuous connections are required, or for high-bandwidth activities.	
Premium Internet – Cabled A cabled internet connection through our venue’s full-speed fibre network. An ethernet cable will be run to your location. Connection to multiple devices may incur additional charges for labour and hardware.	\$155+GST each
Premium Internet - Wireless Access key provided on your arrival at the venue. This network is suitable where continuous connections are required, or for high-bandwidth activities.	\$155+GST
<i>Please note, Venues Ōtautahi does not replace your usual IT support structure. We provide an open internet connection that will be tested at the termination in your location. Beyond that, we cannot take responsibility, but we will always do our utmost to assist with any challenges that may occur. See the Exhibitor Guide for detailed information, or contact your Event Manager.</i>	

BANNER HANGING	
Banners can be hung nearly anywhere in our venues. Note that they must remain within the footprint of your stand, unless previously arranged with your event organiser. Final costs depend on your stand location, and the design of the banner. The more information you can give us, the more accurate our quote for this service will be – photos or design drawings of the banner are especially useful. Please contact your Venues Ōtautahi Event Manager for a quote tailored to your requirements.	From \$125+GST per banner

EVENT MANAGER CONTACT DETAILS

Event: NZ Motorhome, Caravan & Leisure Show 2024

Name: Ellison *Last Name - Primary Coordinator*

Email: Ellison.mclean@venuesotautahi.co.nz

Phone: +64 27 200 4697

YOUR DETAILS (PLEASE COMPLETE ALL FIELDS)			
Name		Phone	
Company			
Postal Address			

Email Address		Stand Number	
On site Contact	Name	Mobile No.	

TERMS AND CONDITIONS

Confirmation: by placing this order with Venues Ōtautahi the requested services are deemed confirmed and you, the hirer, agree to make payment for these items, including any extra items consumed or ordered during the event.

Cancellation/Non Attendance: in the event of cancellation within three working days of your event occurring Venues Ōtautahi will charge, as a cancellation fee, any amounts due on this order.

Payment: Must be done online by credit card and payment received in full in advance of any services being hired and / or work beginning.

EXECUTED by the Hirer

I _____ (print name) have read the above terms and conditions. I am the authorised signing authority of the company.

Authorised Person Title Date

Once completed, please send this form through to your Venues Ōtautahi Event Manager (contact details on page one). They will advise if they need any further information, arrange a quote for you, and/or issue an invoice which must be paid before the event.

PAYMENT INFORMATION

Once you have received your invoice from Venues Ōtautahi payment can be made online via Venues Ōtautahi's online credit card payment system. Please visit the below internet address to submit your details and pay online.

<http://venuesotautahi.co.nz/credit-card-payment>

Please ensure you use your **INVOICE NUMBER** as the reference when you pay online at the above address.

Exhibitor Health & Safety

It is very important to us that we all have a great show and that no one gets injured. It is a requirement of the Health & Safety Act in Employment Act (1992) that all practicable steps be taken to ensure that the safety of all your staff and the public.

Important Note: All visitors' onsite during a build or exhibitor pack in and/or pack out will be required to sign in and receive a short health & safety induction before being allowed access to the venue. This includes Contractors, Exhibitors, Suppliers and Exhibition Staff.

When onsite each person must first head to the induction site. Once completed a wristband or other form of identification will be issued to each person who has received the induction, and this will allow them to proceed to set up or take down their stand. Any person without a wristband will be prevented from accessing the site until they have completed the induction.

Setup Days

During the set up days of the show there is a large amount of movement and contractors on the site on behalf of Classic Events and other exhibitors. To ensure a safe environment for all, you are required to follow the following conditions:

- Do not enter any area where a barrier has been erected
- Only authorized people are to be on site over this time
- Appropriate safety gear must be worn where applicable
- All electrical items on your stand have been tested & tagged
- No smoking inside the buildings at all time.
- No welding, burning or soldering is to be conducted on site in any buildings without the issue of a hot works permit by the Classic Events Management Team.
- Note the evacuation procedures for a fire.
- Drivers must observe all traffic flow, speed and clearance instructions on site
- Electrical work is to be undertaken by registered engineers only (see our suppliers)
- All hazards must be identified and reported to the Classic Events Management Team
- All injuries must be reported to the Classic Events Management Team
- No alcohol to be consumed

During the Show

- All hazards must be identified and reported to the Classic Events Management Team
- All injuries must be reported to the Classic Events Management Team
- Note the evacuation procedures for fire
- Ensure all power and other cabling is secured to the floor and there are no trip hazards for staff and customers

Show Breakdown

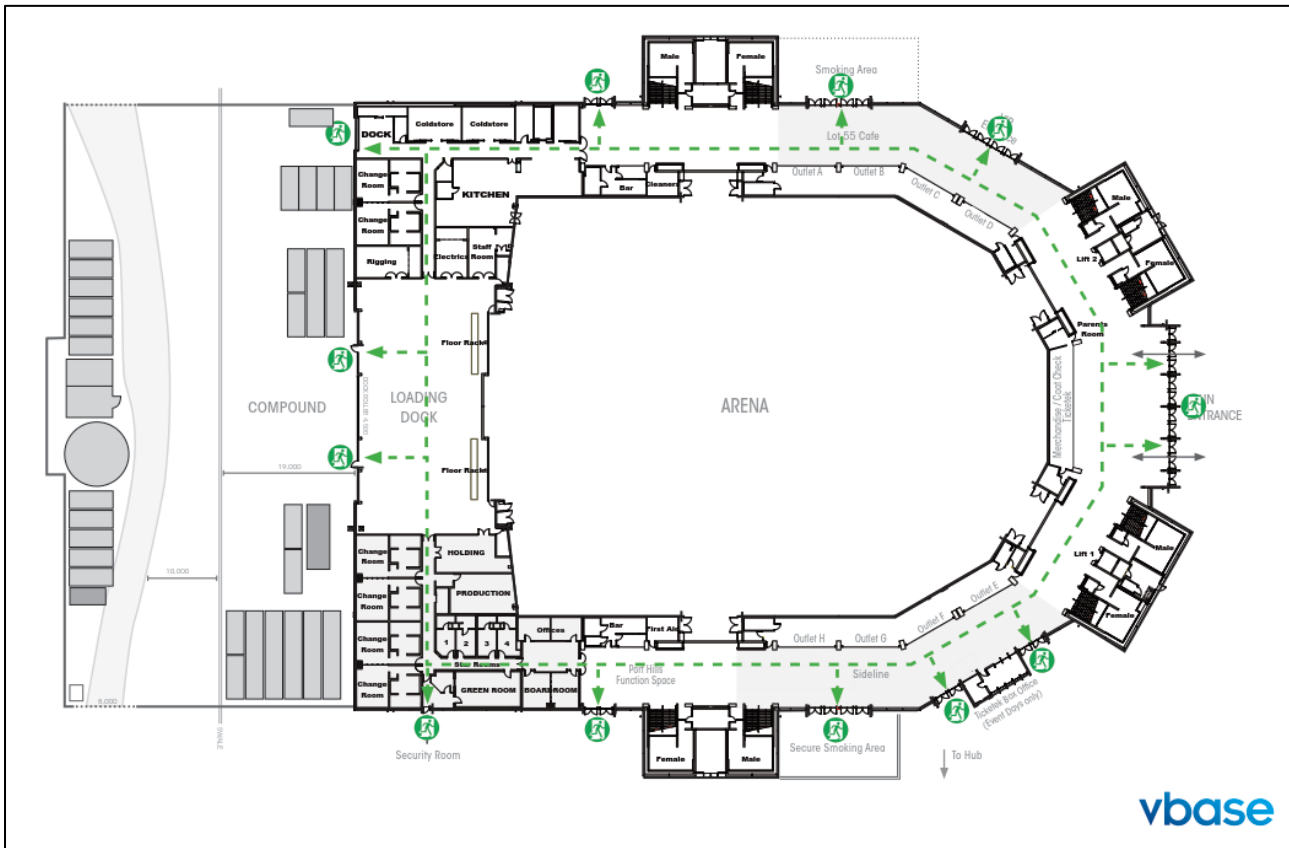
- Take special care with materials pulled apart quickly; look out for staples and nails
- Make sure there are two staff members on hand to lift heavy items
- Ensure any items being packaged and freighted are clearly labeled with the correct address
- Appropriate footwear must be worn at all times

Emergency Egress

A fully compliant evacuation scheme is maintained onsite designed to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. Boards displaying the emergency procedures are located throughout the venue with maps to assist in directing you to your closest exit from that point. It is good practice to observe where the nearest emergency exit is in relation to your stand when arriving onsite.

Remember, stay calm and make your way to the nearest exit. Venues Ōtautahi staff will assist in the evacuation of the venue should this become necessary. Please follow the instructions of Venues Ōtautahi staff at all times.

Emergency Exit Map



Tips for a Successful Show

There are a lot of ways to maximize your presence and make exhibiting at the NZMCA Motorhome, Caravan & Leisure Show a real success for your business.

Pre-Show Planning

- **Identify your Focus** - What do you want to achieve from exhibiting at the show?
 - Build your brand profile
 - Launch a new product or service
 - Generate leads
 - Make direct sales
- **Pre-show Promotion** - Focus on your involvement and clearly advertise your new site number and include any show specials and competitions.
- **Site Design** - Plan your site carefully keeping in mind:
 - Make sure your stand is accessible, easy to navigate and inviting.
 - Ensure that the focus of your stand is well presented and in top condition, with all of the relevant information displayed or handy to the product.
 - Utilise your space and avoid creating barriers to your customers from entering your site.
 - Ensure your company name and details are clearly displayed.
- **Goals** - Set targets and goals that you want to achieve at the show and think about how you will achieve these goals.

During the Show

- **Site Maintenance** - Ensure your site is clean and tidy at all times, and any unwanted materials or rubbish are placed in the Skip.
- **Site Management** - Make certain that all staff are well trained and enthusiastic about your products and services, and most importantly that your staff are friendly and approachable.
- **Uniforms & Name Badges** - Staff uniforms look professional and clearly identify them to the public.
- **Incentives** - Can be a fun way for staff members to achieve their goals and targets whilst at the show.
- **Stock levels** - Need to be maintained throughout the show to ensure that you don't run out.

After the Show

- Measure your achievements against your pre-show goals.
- Follow up on your sales leads.
- Start planning for the next NZMCA Motorhome, Caravan & Leisure Show.

NZMCA Motorhome, Caravan & Leisure Show – Christchurch

THE GENERAL RULES & REGULATIONS

The general rules and regulations for the governance of the NZMCA Motorhome, Caravan & Leisure Show, (NZMCLS) in addition to those already printed shall be deemed as if they had been printed in full.

1. GENERAL

1.1. The NZMCLS acting through its appointed officer (the Organiser) shall be the sole judge of whether the following terms and conditions have been adequately adhered to. The decision of the Organiser shall in all respects be final. If, in the opinion of the Organiser, a serious breach of these terms and conditions has taken place, an Exhibitor may be required to remove their exhibit within the time specified by the Organiser. In such a case all fees paid or due to the Organiser shall be forfeited. Notwithstanding anything contained in the Show Prospectus, the application for space, or any other document concerning the NZMCLS, the Organiser reserves the unrestricted right to make such rules or orders for the proper conduct of the exhibition, as circumstances may warrant, either before or during the exhibition.

1.2. Applications All applications for display sites should be made promptly on the enclosed form or via our website and returned to the Organiser. If the application is accepted, in order to secure the site, payment of the non-refundable 20% deposit is to be made within 7 days of the date of the invoice provided by the Organiser. The balance is then to be paid in two instalments in accordance with the terms of the invoice. The Organiser reserves the right to the specific allocation of sites but where possible will endeavour to meet Exhibitors' requests. Priority will be given in order of application. A high standard of display is required.

1.3. Payments: The Organiser shall provide details of amounts and due dates for payments for exhibiting at the NZMCLS. Time for payments is of the essence. If the Exhibitor fails to make any of the payments on the due dates, the Organiser may, in its sole discretion, resell the site without being liable to account to the Exhibitor for any sum already paid by the Exhibitor and without prejudice to the Organiser's rights to recover any amounts due and owing by the Exhibitor to it or otherwise for damages.

1.4. Late Payment Penalties – Interest may be charged on any amount owing after the due date at a rate of 2% per month or part month. The Exhibitor will indemnify the Organiser, on a solicitor/client basis, for any costs incurred in the recovery of amounts owing or the enforcement of any of these Terms.

1.5. Postponement or Cancellation by Exhibitor

The Organiser will not be liable for any failure or delay in providing the Exhibition if:

(a) The failure or delay arises directly or indirectly from an event or circumstance unforeseeable or reasonably beyond the Organiser's control and not arising from the insolvency, or an intentional act or omission, of the Organiser (force majeure event). A force majeure event includes but is not limited to the following:

- (i) act of God;
- (ii) earthquake, flood, fire, storm and adverse weather conditions or natural events for which provision could not reasonably have been made;
- (iii) interruption or failure of any utility services;
- (iv) unpredictable delays which could not reasonably be prevented in delivery of materials, equipment or services;
- (v) sabotage, riot, civil disturbance, explosion, terrorist acts, epidemic, pandemic, national emergency, or act of war;
- (vi) governmental restraint, sanction, expropriation, prohibition, intervention, direction or embargo;
- (vii) strike, lockout, work stoppage or other labour hindrance; and

(b) the Organiser complies with clause (c) below.

(c) If the Organiser wishes to rely on clause (a) it will:

- (i) give you written notice as soon as possible after becoming aware of a force majeure event or likelihood of a force majeure event;
- (ii) in that notice, provide details of the nature, expected duration and effect of the force majeure event; and
- (iii) keep you informed of any material changes in the nature of the cause and of the cessation of the force majeure event.

(d) Due to the committed costs of organising the Exhibition, if a force majeure event occurs, the Organiser may, in its sole discretion:

- (i) provide a full refund for the site purchased; or
- (ii) provide a partial refund for the site purchased; or

(iii) transfer the site purchased to an alternative event date (once transferred will be non refundable); or
(iv) decline to provide any refund.

1.6 Cancellation by Exhibitor If a site booking is cancelled by the Exhibitor:

(a) within 60 days of the Exhibition, the Exhibitor will be liable for 50% of the total site fees;

(b) within 30 days of the Exhibition, the Exhibitor will be liable to pay the full cost of the site.

Note – 20% deposit is non-refundable

1.7 Co-operation - No Exhibitor shall permit their exhibition stand to be used in such a manner as to conflict with the purpose of the Exhibition or the rights of other Exhibitors. This includes anti competitive comments or behaviour to the detriment of other exhibitors.

1.8 Disputes In the event of any dispute arising between Exhibitors in relation to the Exhibition, such disputes shall be submitted to the Organiser in writing for consideration and the decision of the Organiser shall be accepted by all parties as final and binding.

1.9. Venue: The Venue is anticipated to be the Christchurch Arena. The Organiser reserves the right to change the Venue if required. If a change of venue is required, the Organiser will promptly notify Exhibitors of the new venue. The Organiser shall not be liable for any loss, damage or expense incurred as a result of a change of venue.

1.10 Exhibition Closure: All Exhibitor's displays must remain on site for the duration of the Exhibition, that is, until the advertised Exhibition closing time. This rule will be strictly enforced. During post-Exhibition pack down, security remains the responsibility of the Exhibitor.

1.11 Utility Service Charges: The Exhibition electrician can only supply extra light and power points on display sites. An application must be submitted and at the service, will be provided at the Exhibitor's expense directly to the electrician.

1.12 Contractors: All Exhibitors shall only use the official contractor(s) appointed by the Organiser for electrical and lighting installation for design and build space options, unless prior written consent is obtained from the Organiser. Approval of proposed contractors is at the Organiser's sole discretion.

1.13 For the Exhibitor's own design, (for those taking a space option - design & build) The Exhibitor's layout plan of the site design must be submitted to the Organiser for approval no later than 60 days before the Exhibition. Failure to meet approval timeline may result in layout plan being denied necessitating the adherence of the implementation of the plan provided by the Organiser.

1.14 Exhibitors are advised to fully insure all exhibits and goods during the period of the Exhibition against theft, loss or damage to exhibits or any articles belonging to the Exhibitors. The Organiser will not be liable for any loss or damage suffered by the Exhibitor to its site or possessions. All materials used by Exhibitors in the stand and exhibition construction must be properly fire proofed and test and tagged to a current standard.

1.15 Competitions or Contests - Exhibitors desiring to run lottery, raffle, competition, game of chance, sideshow or riding device must gain prior written approval from the Organiser. Competitions or contests must be free of charge to patrons.

1.16 Amendments to Terms—The Organiser reserves the right to update the Terms from time to time at its sole discretion and you will be bound by those amended terms. A current version of the Terms will be available at www.nzmotorhomeshow.co.nz

1.17 Advertising - Exhibitors shall have the full right to advertise within the confines of their own stand but the Organiser reserves the right to prohibit any such advertising material or equipment which obstructs aisles, interferes with or obstructs neighbouring stands or is, in the opinion of the Organiser, a source of inappropriate and/or causing annoyance to others. No Exhibitor, or employee thereof, may canvas other than from their own stand.

1.18 Noise: Noise Control will be implemented and no loud speakers or loud music or any noise that will affect the next Exhibitor will be permitted. The Organiser/Venue Authority may conduct its own noise monitoring and reserves the right to require compliance on demand. The Organiser/Venue Authority reserves the right to close down sites if there is failure to comply with instructions regarding noise levels.

1.19 Radio and Electronic Devices - The use of radio and other electronic devices within the exhibit spaces as adjuncts to the effective display of the Exhibitor's products or trade process, will be permitted subject to, in each instance, the prior written approval from the Organiser. This regulation is not designed to discourage the use of such appliances but to ensure them being appropriate so as to not cause any discomfort to other Exhibitors or the public. Plans for their use should be submitted for approval in advance and such use will be subject to regulation during the Exhibition.

1.20 Theft, Damage or Loss - The Organiser is not liable for any loss, damage or theft to any Exhibitors' stand or equipment or property by any means whatsoever. Exhibitors are liable for their own insurance and are required to provide supervision at their site at all times that the Exhibition is open to the public. The Exhibitor indemnifies the Organiser against any claims whatsoever in relation to any losses or damage suffered.

1.21 Security - The Organiser shall appoint security in the exhibition halls and grounds for the duration of the Exhibition. Exhibitors are not permitted on site until one hour prior to the Show opening to the general public, other than food vendors who must make prior arrangements.

1.22 Liability – To the maximum extent permitted by law, the Organiser is not liable for any losses (direct or indirect), damage or liability of any kind whatsoever (including consequential loss or lost profit or business) whether suffered or incurred by an Exhibitor or other person through or in relation to its participation or intended participation in an Exhibition.

2. CONDITIONS OF PARTICIPATION IN EXHIBITION

2.1 The Organiser reserves the right to remove any person from the Exhibition site.

2.2 The Organiser reserves the right to allocate sites or change locations as they deem fit for the success of the Exhibition. The layout of the Exhibition Hall and site sizes and shapes may be modified and site numbers may be changed from those advertised. Exhibitors will be promptly informed of any such changes.

2.3 If an Exhibitor wants to change the site size or location from that applied for (and allocated) and such changes will need to be applied for and approved in writing by the Organiser, and will be subject to availability.

2.4 Exhibitors must use the site name provided by them in their application. Any changes must be applied for and approved by the Organiser at least 90 days prior to the Exhibition.

2.5 Only the official contractor provided by the Organiser for panel and electrical work are permitted to be used by Exhibitors. Refer to the Health and Safety conditions.

2.6 Subletting - Subletting is where an Exhibitor (primary) invites another Exhibitor (secondary) to display or demonstrate their products on the primary Exhibitor's site. Any subletting arrangements must be applied for and approved by the Organiser. The subletting (secondary) Exhibitor is subject to the same terms and conditions as primary Exhibitors and will be required to pay a fee equivalent to 30% of the primary Exhibitor's site fee to the Organiser. The subletting (secondary) Exhibitor will have a separate Show Guide listing and will receive their own ticket allocation.

2.7 The Organiser reserves the right to order the closure or removal of any equipment or device at any time during installation or during the Exhibition if in the Organiser's opinion, such an equipment or device is dangerous or unsuitable. If the Exhibitor fails to comply with these, the Exhibitor shall immediately, on receiving notice, remove the said equipment/device or product from the Exhibition Hall failing which, the Organiser will arrange to have the said equipment/device or product removed from the site at the Exhibitor's expense and the Organiser will not be held liable for any loss or damage or any loss in business which may occur during or as a result of the removal.

2.8 If the Exhibitor fails to recognise reasonable standards of behaviour during installation or during the Exhibition, the Organiser shall have the right to remove such persons from the Exhibition Hall and the Organiser shall not be liable for any loss or damage which may be occasioned by the removal.

2.9 To avoid damage; no items are to be attached, pinned, stapled or adhered to any door, wall or window or other parts of the building. The Organiser and Venue Authority must approve the hanging of banners. Smoke machines, special balloon effects and /or pyrotechnics cannot be operated without prior written consent from the Organiser and Venue Authority, due to the effect this may have on the smoke detectors. Should the Fire Brigade respond to an alarm caused by unauthorised usage of special effects, the Exhibitor will be liable for any charges incurred by the Organiser and/or Venue Authority.

2.10 The Exhibitor shall ensure that all goods/packages to be delivered to Organiser and Venue Authority are adequately marked with the name and start date of the function, Organiser and Venue Authority contact name and the senders name and contact phone number. Packages to be collected after the event should be sealed and correctly addressed, with the senders name and contact phone number. The Organiser and Venue Authority take no responsibility for any loss of or damage to any items delivered to the Organiser and Venue Authority for use prior to, during or after the Exhibition.

2.11 Set up time and breakdown time allocated by the Organiser is to be followed strictly. Exhibitors are allowed to display their products only within the confines of their allocated areas. All aisles between stands must be left clear.

2.12 Any products/furniture/panels/table cloths/bins or other accessories provided by the Organiser or Venue Authority are the responsibility of the Exhibitor and shall be at the Exhibitor's expense for replacement if lost or damaged.

2.13 Prohibited Goods: Dangerous goods/articles: These are not to be brought into the Venue. No firearms, explosives, flammable liquids or other dangerous substances or articles which may cause damage or injury to property or persons are to be brought to the Exhibition without the prior written consent of the Organiser and Venue Authority. Notwithstanding any such consent, the Exhibitor will indemnify the Organiser and the Venue Authority in respect of any liability or expense it incurs as a result of any damage or injury.

2.14 Broadcasting, recording: No radio or television broadcasts, motion pictures or other films, recordings or video tapes or electronic or digital recording of any kind whatsoever are permitted to be made of any of the event itself in the premises without the prior written consent of the Organiser.

2.15 No Smoking: The Venue and Exhibition is strictly smoke-free.

2.16 Break down of site: If any Exhibitor starts to break down their site prior to the specified Exhibition closing time, the Exhibitor will be liable to pay a penalty of \$200.00 plus GST.

3. INDEMNITY, INSURANCE AND LIEN

3.1. All stands and exhibits are at the risk of the Exhibitors and the Organisers shall not in any way be responsible for any loss or damage. Exhibitors must take out and maintain for the duration of the Exhibition Public Liability insurance (minimum two million dollars cover) and any other insurance which the Organiser or Venue Authority may reasonably require of the Exhibitor. The Exhibitor must provide a copy of the insurance certificate before they begin to set up their site on terms acceptable to the Organiser.

3.2. The Exhibitor fully indemnifies the Organiser and Venue Authority including its officers, affiliates, servants, agents, staff, representatives, officers, contractors, sub-contractors, volunteers, employees, visitors against all losses, liabilities, claims, damages and expenses (including consequential loss) which they may suffer or incur directly or indirectly through or in relation to the Exhibitor's participation or intended participation in an Exhibition.

3.3. The Exhibitor acknowledges and agrees that the Organiser and/or Venue Authority shall not be responsible for any failure of telecommunications or other electronic communications at the exhibition venue, which is beyond the Organisers and/or Venue Authority's control.

3.4. The Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made between the Exhibitor and other parties during or as a result of the Exhibition.

4. HEALTH & SAFETY

4.1 In accordance with the Building Act 2004 and the Health and Safety at Work Act 2015; Exhibitors, contractors, subcontractors undertake at all times need to comply with and indemnify the Organiser/Venue Authority for any cost, claims or liabilities arising as a result of the Exhibitor's actions or inactions or its failure to comply with Local Authority bylaws or Government legislation and/or regulations relating to the Exhibitor's site/stand or the exhibition venue.

4.2 Exhibitors must obey all instructions and signs whilst onsite to ensure that their actions will not create hazards to people or property.

4.3 Speed limit within the complex is strictly 15 km/h.

4.4 All fire and emergency exits are to be kept clear at all times

4.5 Smoke stop doors are to be kept closed at all times, except when attended by a doorperson.

4.6 Smoking is not allowed at the Venue.

4.7 On hearing a fire alarm please leave the building immediately by the nearest Fire Exit. Assemble at the area designated on the Fire Notice at the Exit Door and await further instructions. Proceed to an area clear of buildings and remain outside the buildings until a clear signal is given. Instructions will be given by the Organiser's personnel and supervisors appointed by Organisers/ Venue Authority of each hall or by fire officers. Please do not use lifts when there is a fire alarm on or when there is a fire situation. Please follow instructions given by supervisors appointed by Organisers/Venue Authority/ fire officers.

4.8 Signs, placards and posters/promotional material are not to be nailed or stapled to any surface without written permission. Similarly, no items are not to be hung from suspended ceilings. The Exhibitor shall not paint, mark or damage the velcro panels of the sites, walls or the floors of the buildings and exhibition halls. The repair of any damage to walls, doors, ceilings etc. of the exhibition venue and other parts of the buildings will be at the Exhibitor's expense. Exhibitors will be liable for any damage to the sites, the exhibition hall where their exhibits are placed and

any damage caused in and around the Exhibition Halls and outside areas of the Exhibition Halls and of the adjacent buildings.

4.9 The provision of additional external communication lines shall be the responsibility of the Exhibitor and at the expense of the Exhibitor including telephones and internet (It usually takes at least one month's notice or more to apply with Spark). We will be able to provide you with a form and give you a telephone number to ring.

4.10 The aisles should be clear for visitors to the Show. It is therefore important that Exhibitors keep within their contracted space. Exhibitors shall ensure that all exits are clear and all emergency equipment; including power boxes on the walls above the stands do not cause any obstruction.

4.11 Exhibitors shall ensure that during build up and breakdown that the aisles are clear of debris and Exhibitor's products. The aisles must be free from obstruction at all times.

4.12 No one should be in the exhibition halls during build up/ breakdown time while contractors and workers are undertaking construction or pull down work.

4.13 There will be an allocated time for Exhibitors to come in during build up/setting up and breakdown time and Exhibitors are allowed to be in the hall/s only during the allocated time for Exhibitors and while the builders are working/constructing or pulling down, no one should be in the hall for safety reasons.

4.14 Only authorised staff of Exhibitors will be permitted to enter the halls during the allocated time for Exhibitors and no children will be permitted to enter the halls during this time.

4.15 Closed-toe footwear must be worn at all times for build up/of sites.

4.16 No alcohol shall be drunk during build up or break down time.

4.17 Exhibitors or those who are warming up food in a small electric frypan and those involved in the cooking demos, require a fire extinguisher and fire blanket. The arrangements must be made in advance and permission in writing must be given by the Organiser for these activities. No gas stoves/cylinders are permitted. Should you require using a BBQ with gas cylinder this needs to be discussed with the Organiser and the Organiser will get permission from the Venue Authority. A written permission will then be given to the Exhibitor.

4.18 Electrical work will need to be done only by the Organiser/ Venue Authority's contractors. If there is electrical work to be done, please inform the Organiser in advance by filling in the form for electrical work. The form will be sent to you closer to the exhibition date. The Organiser requires at least 6 weeks' notice. Any extra electrical work is at the Exhibitor's expense.

4.19 Please ensure that all power cabling is not in the way of visitors and staff at all times. Ensure that the electrical works are in good order. Lighting must be compliant and securely fixed.

4.20 To avoid tripping hazards, please tape down all electrical cables.

4.21 Identify potential hazards regularly. Keep checking.

4.22 Any material used by the Exhibitor in the site must be fireproofed.

4.23 Only electricity can be used as a source of light or power at the exhibition venue.

4.24 Gas appliances may only be used with the written approval from the Organiser and Venue Authority.

4.25 Gas-filled balloons shall not be used at the Exhibition Venue under any circumstances.

4.26 Keep the stand/site and surroundings clean and remove all waste materials at all times.

4.27 All containers and packaging that are not for display must be removed or disposed after installation and dismantling. No pressurised containers shall be used at the exhibition hall without prior written approval of the Organiser.

5. COMPLIANCE SECTION

5.1 Power Cables- Electrical wiring must comply with AS/NZS 3002:2008 Electrical Installations – Shows and Carnivals. Any equipment, which will be plugged into venue power, must carry a current "Test & Tag" label.

5.2 Vehicles:All vehicles with LPG Cylinders or gas appliance are required to comply with the NZ Gas regulations and met with all current NZ Industry standards. All Vehicles, Motorhomes, Caravans, Fifth Wheelers or the like, must comply with NZ Land Transport Safety Authority compliance laws.

5.3 Legal Requirements - Notwithstanding anything contained in any part of these terms and conditions, it shall be the express responsibility of each Exhibitor to ensure that their exhibit complies in all respects with such legal and local government requirements as may be in force at the time of the exhibition. All Exhibitors must comply with all provisions of the Health and Safety at Work Act 2015.

5.4 Fire Retardant Materials - In compliance with the NZ Building Code (C3/ASI Table 4) Exhibitors are informed that

curtains, drapes or backdrops are to be restricted to Fire Retardant Materials with a flammability index not greater than 12. Further information may be obtained from the Building Inspections Department, Waipa District Council.

5.5 Fire Extinguishers - Any Exhibitor cooking food on site shall provide at least one dry powder extinguisher of a minimum 2kg capacity per 200m² of floor area. Each extinguisher shall be mounted near an exit way with extinguishers clearly marked with approved signage and be visible within their stand.

6. FOOD AND LIQUOR SITE HOLDERS

6.1 The Exhibitor is responsible for complying with all the health and hygiene regulations under various relevant Acts of Parliament and the relevant City or District Council bylaws.

6.2 All Exhibitors selling food, beverages or alcohol or doing sampling are required to be licensed. A certificate is required for you to exhibit at the NZMCLS. Exhibitors shall provide details for products for sale, activities at site e.g. food storage, preparation, cooking, stall set up and licenses already in place e.g. Council food premises licence details or NZFSA exemption registration details. Check out, if your site is exempt from requirement to hold a food stall licence for this event. Consent on this matter should be obtained from the relevant District or City Council.

6.3 Please apply for a special liquor license 8 weeks (2 months) in advance.

6.4 If an Exhibitor who is involved in the food sector, does not have the necessary certificates that relevant District or City Council needs, then the Exhibitor will not be allowed by the relevant District or City to exhibit and all monies paid will be forfeited.

6.5 If any Exhibitor wishes to offer alcoholic sampling and or hold bottle sales for consumption off the premises, then a Special Licence will have to be applied for and issued. A requirement for the Special License is that a holder of a Manager's Certificate will need to be nominated and be present and be on duty for the Duration of the Show. A Manager's Certificate needs to be accompanied with your application for "Special License Certificate".

6.6 Contact the Organiser well in advance to arrange for the "Owner's Consent Written Authorisation" with the Venue Authority – Organiser and Venue Authority and this is required by relevant District or City Council.

6.7 If you are an Overseas Company and you are dealing with food or liquor, then the same rules as above apply for foreign companies. The Organiser will do its best to help you with the process and guide you on a without prejudice basis. The Organiser needs to be contacted at least 3 months in advance to get the paper work done.

7. SPECIAL SERVICE

7.1 Publicity materials of any Exhibitor may only be distributed from the Exhibitor's own site. No advertising or touting for business may be carried out anywhere else within the Exhibition Venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's Site.

7.2 The Organiser reserves the sole right to distribute promotional material/information and photographs with regards to the Exhibition to promotional and advertising organisations, media and site contractors before and after the Exhibition and takes no responsibility for any mis-descriptions, errors or omissions in its promotional material.

7.3 With regards to the Privacy Act, the Exhibitor shall let the Organiser know in writing if the Exhibitor has any objection to the transfer of the information to the third parties on signing this contract.

7.4 All exhibits, site materials/publicity material, and the like display items of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organiser and Venue Authority. Any exhibits or site materials/publicity materials left behind in the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser and Venue Authority at the expense of the Exhibitor concerned.

8. CODE OF CONDUCT

Exhibitors are expected to have a high standard of ethics and behaviour before, after and for the duration of the Exhibition.

8.1 The sales process whilst competitive, should not impact on the brands and integrity of others.

8.2 As a general rule, Sales representations should be made based on the intrinsic value of your OWN product: not on the goods or reputation of others.

8.3 Where it has been brought to the Organiser's attention that an Exhibitor is, or may be, acting in an unprofessional or unfair manner, the Organiser will, if it deems necessary, issue a verbal and/or written warning to the Exhibitor. Should, in the opinion of the Organiser, the Exhibitor continue to act in breach of these Terms then it reserves the right to issue a notice of eviction. The Exhibitor will comply with the notice of eviction. There will be no recourse and no correspondence will be entered into.

9. GOVERNING LAW

9.1 This Terms & Conditions Contract for Exhibitors' shall be governed by and construed in all respects in accordance with the laws of New Zealand and the Exhibit/Stall Holder irrevocably submits to the exclusive jurisdiction of the New Zealand Courts.

Contact Details

If you need some help or information, please feel free to contact the following:

Client Liaison	Jenny Woodmass
	0274836630
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Christchurch Arena Event Coordinator	Ellison McLean
	027 200 4697
	ellison.mclean@venuesotautahi.co.nz