



SITE APPLICATION FORM

COMPANY NAME (please print)

TRADING NAME (if different from Company Name)

Tick box whether Company Name or Trading Name to be used ^

POSTAL ADDRESS **POST CODE**

STREET ADDRESS

PHONE **FAX** **MOBILE**

CONTACT PERSON

EMAIL **WEBSITE**

PLEASE LIST ALL PRODUCTS/SERVICES TO BE EXHIBITED ON YOUR SITE (please attach separate page if more space is required)

EXHIBITOR PASSES: Please provide the full names of your staff that require Exhibitor Passes

VISITOR TICKETS: You can advise VIPs and visitors about registration for tickets online at www.theexpo.co.nz

FOR OFFICE USE ONLY	DATE	<input type="text"/>	SUBTOTAL	<input type="text"/>
	SITE FEE	<input type="text"/>	GST	<input type="text"/>
	POWER	<input type="text"/>	TOTAL	<input type="text"/>
	CARPET	<input type="text"/>	RECEIVED	<input type="text"/>
	MEMBER OF	<input type="text"/>		

Please sign and return the Site Application Form to: THE Expo C/- Mystery Creek Events Centre, Private Bag 3206 Hamilton 3240. In signing this application form We/I agree to the payment terms and exhibitor conditions as set out for THE Expo 2013.



SITE APPLICATION FORM

MYSTERY CREEK PAVILION

	1st Preference	2nd Preference	3rd Preference		COST
Site No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Site Cost, GST Excluded	\$ <input type="text"/>

EXHIBITION BUILDING

	1st Preference	2nd Preference	3rd Preference		COST
Site No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Site Cost, GST Excluded	\$ <input type="text"/>

OUTDOOR SITES**

	1st Preference	2nd Preference	3rd Preference		COST
Site No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Site Cost, GST Excluded	\$ <input type="text"/>

TRAINING & RECRUITMENT VILLAGE

	1st Preference	2nd Preference	3rd Preference		COST
Site No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Site Cost, GST Excluded	\$ <input type="text"/>

** We are able to provide package deals which include a marquee. See the Additional Site Services Form. Refer to outdoor site plan on page 5.

WE WISH TO APPLY FOR A SUBLET ON SITE:

TOTAL SITE FEES	\$ <input type="text"/>
GST	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

DEPOSIT: 10 % (or minimum of \$300, whichever is larger) to secure site booking \$

PAYMENT 2: 35% Due by **20 August 2012** \$

PAYMENT 3: 55% Due by **20 December 2012** \$

SPECIAL SITE FEATURES: To help us allocate sites, please detail any special features that you intend to have on your site, or any displays that will need additional time/ equipment to set up.

AIR SPACE/BANNER REQUIREMENTS FOR MYSTERY CREEK PAVILION: To obtain consent to hang banners and or equipment, please advise size and weight:

SIGNATURE **POSITION IN COMPANY** **DATE**

ONLY VALID WHEN SIGNED

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ADDITIONAL SERVICES FORM

WE WISH TO APPLY FOR:

1. CARPET

NUMBER OF METRES @\$10 metre ²	<input type="text"/>	CARPET COST \$ - GST Excluded	\$ <input type="text"/>
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2. EXTRA POWER SUPPLY: To enable distribution of electrical supply, please indicate power requirements.

SINGLE PHASE	<input type="text"/>	APPROX KW LOADING	<input type="text"/>
THREE PHASE	<input type="text"/>	APPROX KW LOADING	<input type="text"/>

PLEASE LIST ANY LARGE POWER REQUIRMENTS YOU MIGHT HAVE ON YOUR SITE:

Power is provided in your site fee, however, if you are utilising over 10 amps indoor, or over 16 amps outdoor, to a maximum of 32 amps, single phase, \$480 + GST is applicable.

Over 2 x 16 amps, up to 48 amps &/or any 3 phase connection up 48 amps, \$750 + GST.

EXTRA POWER COSTS - GST Excluded	\$ <input type="text"/>
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All Additional Services must be applied for and paid for prior to 20 December 2012.

TOTAL ADDITIONAL SERVICES FEES	\$ <input type="text"/>
GST	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

SIGNATURE	<input type="text"/>	POSITION IN COMPANY	<input type="text"/>	DATE	<input type="text"/>
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PROUDLY ENDORSED BY:



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SITE APPLICATION FORM

1. **GENERAL** - The New Zealand National Agricultural Fieldays Society trading as Mystery Creek Events Centre (MCEC) acting through the appointed officer shall be the sole judge of whether the following items have been adhered to in a proper manner. The decision of the MCEC shall in all respects be final and conclusive. If, in the opinion of MCEC, a serious breach of these terms and conditions has taken place, an exhibitor, at the sole discretion of MCEC, may be required to remove this exhibit with 24 hours of notice being given. In such a case all fees paid or due to the MCEC shall be forfeited. Notwithstanding anything contained in this prospectus, the application for space or any other document concerning the MCEC, MCEC reserves the unrestricted right to make such rules or orders for the proper conduct of the exhibitors, as circumstances may warrant, either before or during the currency of the exhibition.
2. **APPLICATION FOR DISPLAY SITE** - All applications for display sites should be made by 1 March 2012 on the enclosed form and returned to this office with a deposit of 10% of the total cost. A further payment of 35% is due by 20 August and the final 55% is due by 20 December 2012. If for any reason the exhibitor does not make any of the nominated payments on the due dates, MCEC reserves the right to allocate sites, but where possible will endeavour to meet applicant's requests. Allocation will be made by MCEC appointed officer who will give due regard to the order in which applications are made and has the right to refuse entry and decline applications. MCEC reserves the right to alter the site plan if considered necessary. The exhibitor shall not permit any other company to share any part of their exhibition site except as per clause 4. Subletting below. MCEC only allows new equipment.
3. **SITE FEES** - Site fees must be paid in full prior to site occupation and ticket allocation. Any unpaid fees will attract 10% interest on full amount outstanding and any collection fee if required.
4. **SUBLETTING** - If a company normally sells a particular product line it may continue to do so providing they use their own staff. It needs to appear that product is clearly integrated into the exhibitor's site. If the secondary exhibitor wishes to profile itself with its brand name appearing effectively as a separate exhibit, then it is deemed a sublet. In these cases, an exhibitor shall apply for site space and invite other companies to exhibit on their site and the secondary exhibitor must pay a sublet fee of \$350 excluding GST to Mystery Creek Events Centre and must fill in a separate site application form. This ensure greater Occupational Safety and Health compliance and tickets being supplied.
5. **LIABILITY** - In the event of the exhibition being cancelled or terminated because of fire or earthquake, MCEC will refund to the exhibitor a fair proportion of any rental paid by the exhibitor.
6. **CANCELLATION** - If sites (s) are cancelled by the exhibitor, site fees paid to date will be forfeited and the exhibitor shall be liable, at the discretions of MCEC for the balance owing.
7. **CANCELLATION/POSTPONEMENT OF EVENT** - if the event is cancelled by the organiser, then monies paid (inclusive of deposit) will be returned in full.
8. **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. In the event of any dispute arising between exhibitors, in relation to the exhibition such disputes shall be submitted to MCEC in writing for consideration, and the decision of the MCEC shall be accepted by all parties as final and conclusive in all respects.
9. **EXHIBIT STANDARD** - A high standard of display is required. All exhibits must be in as-new condition.
10. **FOOD AND ALCOHOL** - Exhibitors are not permitted to distribute food from their exhibition site without prior written approval from MCEC at the latter's sole discretion. Only approved food distributors will be permitted to sell food in designated food areas for the duration of the event. Such food distributors must comply with all legal and local authority regulations in order to handle, prepare, sell or display food. Food distributors may be required to install sink and hot water systems. Consent on this matter should be obtained from the Health Division of the Waipa District Council. Alcoholic beverages shall not be sold anywhere - for cash or exchanged for vouchers - except in MCEC's own controlled areas. All alcohol is to be ordered through MCEC in the Exhibitor Manual.
11. **SITE PREPARATION AND SAFETY** - EXHIBITORS MUST MAN THE SITE AT ALL TIMES DURING THE EVENT.
 - a. The delivery of equipment and construction of displays must be completed by 5.00pm on the day preceding the opening day.
 - b. Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including OSH Act) which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitor and Aviation Safety Regulations
 - c. Stall holders with displays that allow members of the public to move or examine items, must ensure that items are in a state and form that cannot cause injury; and if moved can be put back in the same safe situation.
 - d. Each Exhibitor must keep all display equipment and signs, etc within their allocated site boundaries. For outdoor sites the walls of all marquees and tents must not be closer to the boundary than the requirement of the Waipa District Council Building Control Officer. This may be one (1) metre from all site boundaries but can be varied by the Building Control Officer.
 - e. Exhibitors must be cognizant with the Health and Safety in Employment Act and must comply with its provisions. All exhibitors shall examine their displays for hazards and take steps to eliminate, protect and mitigate against potential injury to the greatest extent practical.
 - f. All tent and marquee pegs must be covered with bags or shrubs, as must other dangerous spikes, protruding objects etc.
 - g. The flying of balloons, blimps etc shall conform to MCEC's published restrictions.
 - h. Exhibitors must supply a police clearance for any contractors or staff working onsite outside normal business hours. Forms are available from MCEC.
 - i. Exhibitors must, before digging any holes or driving any objects into the ground, ensure that there are no underground power cables or water pipes that could be damaged or cause injury to the Exhibitor or their staff. All damage caused by Exhibitors or their staff will be repaired at Exhibitor's expense. DO NOT DIG BETWEEN RED PARALLEL LINES.
 - j. Fire precautions. Each Exhibitor must have at least one suitable fire extinguisher readily available on site.
12. **UTILITY SERVICE CHARGES** - All electrical work on any exhibit is to be carried out only by a properly qualified electrical tradesman who must provide MCEC with a compliance certificate. We recommend all electrical work be contracted to our site electricians. Prior written advice must be provided of all electricians likely to be doing work on site.
13. **THEFT, DAMAGE OR LOSS** - It is expressly stated that under no circumstances will MCEC accept any responsibility whatsoever for any loss, damage or theft to any exhibitors stand or equipment by any cause or means whatsoever. Exhibitors are required to provide supervision during the whole time that the exhibition is open to the public. It is requested that all exhibits, fixtures, fittings, equipment etc shall be adequately insured against fire, theft, damage or loss from any cause, during the time in which the articles are on the exhibition premises. The exhibitor shall further indemnify MCEC against any claims in relation to allocation of space and the actions and conduct of employees. The exhibitor shall hold appropriate public liability insurance. Exhibitors are advised to arrange personal and other insurance cover for their own property. All Exhibitors must have public liability insurance cover for an amount not less than \$2,000,000 (two million). Proof of this cover or an affidavit to be produced to MCEC if requested. MCEC will not be responsible for any claim.
14. **ADVERTISING** - Exhibitors shall have the full right to advertise within the confines of their own stand but the MCEC 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 MCEC, a source of annoyance to others. No exhibitor, or employee thereof, may canvas other than from their own exhibition site.
15. **VEHICLES** - All vehicles must be removed from the exhibition site, and parked in the exhibitors' car park, by 9am each morning. Vehicles remaining on the exhibition site after 9.30am will be removed at the exhibitor's expense.
16. **COMPETITIONS OR CONTESTS** - Exhibitors desiring to run any form of competition must gain prior written approval from the MCEC. Competitions or contests must be free of charge to patrons. No raffles or fund raising shall be run.
17. **NOISE, RADIO AND ELECTRONIC DEVICES** - The use of radio, public address systems, amplifiers, loud speakers or other electronic devices that affect the display of the exhibitor's products or trade process, will be permitted subject to, in each instance, prior written approval from MCEC. This regulation is not designed to discourage the use of such appliances, but to ensure that they are adjusted so as not to discomfort other exhibitors or the public. Plans for their use should be submitted for prior written approval and such use will be subject to regulation during the show. The use of amplifiers or loud-speakers by exhibitors is at the discretion of MCEC. Noisy machines must be demonstrated on sites one at a time only for short periods, and such demonstration must not offend neighbouring Exhibitors. MCEC may limit times of use for noisy machines, loudhailers, amplifiers or other entertainment.
18. **REMOVAL** - Exhibitors must not remove items from their site until closing time 5.00pm on the last day of the show. All exhibitors' staff will be requested to vacate the site by 7pm on the last day of the show. All sites must be cleared and returned to its original condition by 5.00pm Thursday 14 March 2013. Due to subsequent event requirements, this removal time will be enforced with penalties payable by the exhibitor if the site is not available by Friday 15 March 2013. The exhibitor will be charged for the re-instatement of the exhibition site, and a fee of \$100 (+ GST) per day. If any property/ displays remain on the site after this date, MCEC will arrange for the removal of such items, at the exhibitors expense. Exhibitors will be responsible for ensuring their site is left in its original condition. Failure to do so will result in the exhibitor having to pay for the re-instatement of the exhibition site, and a fee of \$100 (+GST) per day.
19. **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 & Safety in Employment Act 1992.
20. **SECURITY** - MCEC have security in the exhibition area from show closing time, to half an hour before show opening time. Any Exhibitor who wishes to hold functions on their site after 7.00pm on any event day will be responsible for their own security on and around their site and will be required to liaise with MCEC security and staff.
21. **FIRE RETARDANT MATERIALS** - In compliance with the NZ Building Code (C3/AS1 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 Inspectors Department, Waipa District Council.
22. **AMENDMENTS** - MCEC reserve the rights to amend any part or parts of the herein described.
23. **CONSEQUENTIAL LOSS** - MCEC shall not be liable for any consequential loss which may arise out of any association with the exhibitor being involved with THE Expo.
24. **PRIVACY** - By completing an exhibit Site Application Form, the Exhibitor agrees and MCEC acknowledges that Exhibitor details will be made available to the media for use for programme preparation and for MCEC to use in promotional/educational material about THE Expo, and to the nominated companies that have exhibit resource materials.
25. **PAVILION AIR SPACE** - Exhibitors in the Mystery Creek Pavilion have the opportunity to use air space above their sites. Where possible, at no extra fee. Banners etc may be hung off the roof. Banners must not restrict the visual flow of the building and must not obstruct neighbouring exhibitors' sites. Those seeking to use air space must obtain consent and prior approval from MCEC. All requests for consent must be included in the application form. Any item weighing more than 15kg is to have an engineer's certificate. The Exhibitor is responsible for providing all lifting equipment, rigging equipment and labour to hang these items. MCEC reserves the final right to accept or decline a request for the use of air space. The Exhibitor shall be responsible for any damage caused through erection or dismantling signage, whatsoever.

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