

TERMS AND CONDITIONS

KEY DATES

Exhibitor pack-in

Wednesday 11 August 2021 from 12:00pm to 5:00pm

Exhibitor pack-out

Friday 13 August 2021 from 5:00pm

Exhibition floor plan

A floor plan is on page 13

CATERING

Morning and afternoon teas, lunches and the ice breaker function on Wednesday 11 August will take place in the exhibition area. Catering for exhibitors will be served 15 minutes prior to programmed delegate breaks.

EXHIBITION MANUAL

The Exhibition Manual, detailing the finer details, will be circulated in June 2021.

PROGRAMME INFORMATION

Conference programme start and finish times are subject to confirmation. For the most current information check out the website www.cetanz.org.nz/conferences

CONFERENCE REGISTRATION

For sponsorship packages that include complimentary registrations you will be asked to nominate the recipient of the complimentary registration.

Please note all other attendees (including those manning the booth) will need to register for the conference. They can register as an exhibitor, single day or full delegate.

Please refer to the website for pricing details.

PAYMENT

A confirmation letter and invoice will follow containing the detail of the agreement; payment is due within 14 days of the date displayed on the invoice. CETANZ reserves the right to withdraw and/or re-allocate sponsorship if payment is not received by the due date.

To comply with all the obligations as specified under each level of sponsorship or trade exhibition, it is the responsibility of each exhibitor and/or sponsor to provide appropriate material by the date(s) specified.

Failure to meet the due date for payment may result in the cancellation of all or part of the obligations agreed between the parties. The conference committee reserve the right to charge interest on all outstanding debts or for any collection costs relating to outstanding invoices.

PROMOTIONAL MATERIAL

If your sponsorship package entitles you to placement of material in the conference bag, inserts are to be provided by the sponsor and must be no bigger than what has been specified.

These must be delivered to the Distinction Hotel by Tuesday 10 August 2021 in order to be placed inside the conference satchel.

CANCELLATION POLICY

After the official booking has been accepted by the Organising Committee, if the sponsorship or floor space can be resold to another company, the sponsor/exhibitor will receive a full refund, less administrative fees of 20% of the total sponsorship and or exhibition rate. If not able to be resold, the sponsor/exhibitor will be liable to pay the following fees:

- ◆ 50% of the total sponsorship/exhibition rate, if the cancellation request is received in writing before 9 July 2021.
- ◆ 100% of the total sponsorship/exhibition, if the cancellation request is received in writing after 9 July 2021.

Please note that all cancellation fees are payable irrespective of whether the invoice for sponsorship has been paid or not.

Participation as a sponsor or exhibitor is at the discretion of the organisers and the organisers reserve the right to approve sponsorship materials.

The sponsor will fully reimburse CETANZ for all claims, losses or expenses arising as a result of any breach or failure to perform any of the terms of the sponsorship agreement.

The Conference Organising Committee reserve the right to charge interest on all outstanding debts for any collection costs relating to outstanding invoices.

If, for reasons beyond the control of the Conference Organising Committee, the conference is cancelled, the sponsorship fee will be refunded after deduction of expenses already incurred.

INSURANCE/LIABILITY

Sponsors and exhibitors must ensure that they are adequately covered for public liability insurance. This refers to damage or injury caused to third parties/visitors in the vicinity of an exhibition stand.

Neither CETANZ Conference Organising Committee, Harding Consultants, Exhibition Hire and Distinction Hotel, nor any of their staff, employees, agents or other representatives shall be held accountable or liable for any damage, loss, harm or injury to any person or any property of the exhibition, however caused.

In the event of industrial disruption and/or equipment failure due to power supply problems, CETANZ, Harding Consultants, Exhibition Hire and Distinction Hotel will not be held liable and accept no responsibility for loss of monies incurred by sponsors or exhibitors or damage to property.

ACCEPTANCE OF TERMS & CONDITIONS

By submitting the sponsorship application form you acknowledge and accept the sponsorship terms.

HOW TO BOOK SPONSORSHIP AND/OR EXHIBITION SPACE

Please use on the online portal (available on the conference website under sponsorship) to make your reservation. On receipt of your application form a GST invoice will be sent. Payment is required to confirm your sponsorship and/or exhibition space.

CONFERENCE ORGANISERS

Harding Conferences

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W: www.cetanz.org.nz/conferences

E: glenda@hardingconsultants.co.nz



EXHIBITION COMPANY

Exhibition Hire

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