

ADDITIONAL INFORMATION FOR EXHIBITORS

Use of the booth

The exhibitor may conduct business only from the allocated booth and not from aisles or common parts of the event. Any noise generated must not cause a nuisance to neighbouring booths or visitors. The organisers' judgement will be final in this regard. Exhibits within the booth must not be positioned so as to cause obstruction of the aisles (or ignore fire regulations).

Booth construction

All construction and exhibits must be confined to the booth and must not overlap aisles or common space. Any structure erected on the booth must at all times comply with the prevailing regulations imposed by statutory authorities and the venue management.

The exhibitor shall not paint, mark or damage any fixtures or fabric of the event premises or any booth fittings. The exhibitor shall be responsible for the costs of making good any breach of this clause. The design of all structures erected is subject to the approval of the organisers. Any design considered not to be in the best interests of the event may be rejected. Any structure erected without the approval of the organisers or contrary to this contract, may be altered or removed by the organisers at the exhibitors expense.

The organisers make no representation or warranty on behalf of any supplier or event organiser and any dealings undertaken in this regard will be solely at sponsors/exhibitors risk.

Insurance

The organisers shall not be responsible for any loss or damage to any exhibit or property of any exhibitor or any other person by theft or fire or any other cause whatsoever, nor for any loss or damage whatsoever sustained by the exhibitor by reason of any defect in the building or circumstances beyond the control of the organisers not related to the building, caused by fire, storm tempest, lightning, national emergency, act of god, flood, war, terrorism, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, nor any other causes not within the control of the organisers, nor for any loss or damage occasioned, if by reason of happening of any such event, the opening of the event is prevented, or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the event. The exhibitor agrees and undertakes to insure in their full replacement value the contents of their booth and all associated items.

Security

Venue security services will not be provided at the event. However the venue will be locked down over night. All participants are advised that valuables should not be left unattended or unsecured at any time. The organisers accept no responsibility for any loss or damage suffered by participants or visitors.

Set up and completion of booths

Access for set up is available between 12.00noon – 4.00pm Friday 29 June 2012. The exhibitor undertakes to complete any construction and erection of exhibits prior to 8.00am Saturday 30 June 2012.

Dismantling/removal of exhibits

The exhibitor undertakes not to remove exhibits from display, either partially or totally prior to 1.00pm Monday 2 July 2012. Prior removal will only be allowed when advance application has been agreed in writing.

Revision of layout

The organisers reserve the right to revise the layout of the event and/or to transfer an exhibitor to an alternative site, or alter the size or shape of any booth. Should any such alteration result in a reduced booth size the booth payment required from the exhibitor may be reduced pro-rata.

Safety of exhibits

The exhibitor shall not bring or cause to be brought into the event premises any dangerous goods, except with the prior written approval of the organisers. The exhibitor shall at all times comply with all statutory requirements as to safety, including without limiting the generality of the foregoing the storage and handling of dangerous goods. All exhibits must be properly protected to avoid danger to any person. The organisers shall be indemnified by the exhibitor against any claim or action caused or occasioned by an exhibit to any persons whatsoever.

Fire risks and access

Exhibitors will adhere to all fire and safety regulations which affect the event. Aisles and fire exits must be kept clear of exhibits.

Storage

The organisers shall not be liable for the storage of the exhibitors packaging and other material. The exhibitor shall be responsible for the removal from the event premises and storage of all crates and packaging not required on their booth.

Conduct of exhibitors

The exhibitor undertakes that at all times during the open hours of the event they shall keep the booth open to view and adequately staffed; conduct business only from their booth, keep aisles adjacent to their booth free from obstruction; and shall not, in the organisers opinion, cause nuisance or annoyance to other persons. The exhibitor further undertakes not to conduct or allow to be conducted any unauthorised auction, sale, lottery, raffle, competition, game of chance or sideshow.

Services

The organisers shall not incur any liability for any loss or damage if the supply of any services shall fail or cease to be available. Nor shall the exhibitor be entitled to any allowance in respect of payments due under this contract.

Failure to perform

In the event of the exhibitor being unable or unwilling to comply with or otherwise breaching this contract, the organisers may terminate the contract by giving notice in writing. Thereafter, the organisers may retain any payment made by the exhibitor under this contract as liquidated damages and the exhibitor shall be prohibited from occupying the booth and shall immediately remove their exhibits from the event, in accordance with the organisers instructions, provided that the organisers may remove such exhibits and dispatch them to the exhibitors address as stated on this contract, the organisers shall be under no liability for the loss or damage of such exhibits in transit and the costs of such removal and dispatch shall become a debt due by the exhibitor to the organisers. All exhibits are subject to a general lien in favour of the organisers for all sums due from the exhibitor to the organisers under this contract.

Organisers' right of determination

The organisers shall have absolute discretion on giving notice in writing to determine this contract. Where the contract is so determined, the organisers shall not be liable whatsoever for

any expenditure or liability for loss, including consequential loss, incurred by the partner / exhibitor.

TERMS & CONDITIONS OF EXHIBITION & SPONSORSHIP

Contract

These terms and conditions form part of the contract governing the allocation of an exhibition booth and sponsorship opportunities at the NZCA 49th Annual Conference & AGM 2012.

Please ensure that you read this information.

Definitions

In this contract:

'Event' means NZCA 49th Annual Conference & AGM 2012.

'NZCA12' means NZCA 49th Annual Conference & AGM 2012.

'Organisers' means NZCA 49th Annual Conference & AGM 2012 organising committee and its appointed agents.

'Partner' includes all employees or agents of the company, partnership or individual partners at the NZCA 49th Annual Conference & AGM 2012.

Official

The NZCA12 programme is the programme, which appears on the conference website www.nzca.co.nz and registration brochure publication. Reference to the masculine gender includes the feminine and to the singular includes the plural and to persons includes corporations and in each case vice versa. Exemption from any of these terms and conditions shall be given only at the organiser's discretion and will only be effective if made in writing.

Exhibition venue

The exhibition venue for the NZCA12 will be at Otago University, St David's Street, Dunedin. Morning, afternoon teas and lunches for all delegates and exhibitors will be served within the exhibition area.

Exhibition booth inclusions

Pre-constructed booth measuring approximately 3.0m x 2.4m, 3.0m x 1.8m or 3.0m x 1.2m (as per attached floor plan) will include the following:

- Panels made of 'frontrunner' covered panels suitable for pinning, stapling or velcro. Panels will be supplied for two or three sides of the stand, depending upon individual requirements. All booths will feature inter-connecting panels.
- Power point (10amp) (please advise if you require more voltage)
- Headboard with company name (max 20 letters)
- 1 exhibitor registration

Exhibitor registration

Exhibitor stands will receive one free exhibitor registration with each space purchased. All additional booth personnel must register at a fee of \$250 + gst per person, which covers the entitlements below. Exhibitor registration does not entitle the exhibitor to attend workshop sessions. To attend sessions, exhibitors must register as a workshop delegate.

Exhibitor registrations include:

- One exhibition registration
- Name badge
- Morning and afternoon teas

- Lunches
- Conference handbook

Delivery and storage

If you are sending exhibition material to the NZCA12 conference venue, Dunedin, these will need to be sent on certain dates, all details will be supplied nearer the time.

Please note the items must be picked up on the afternoon of Monday 2 July from 1.30pm. NO storage space will be provided. We recommend booking in your courier to pick up your items well in advance.

Use of data at the NZCA conference & AGM

To enable the organisers to function in the best interests of: delegates, partners, and exhibitors, you agree that the information you provide to us (such as name, position, company, email and contact details) may be distributed to third parties attending this event.

Payment

Upon receipt of your sponsorship/exhibition application, an acknowledgement letter will be sent you. Included with this acknowledgement will be a tax invoice. You may pay in full or 50% of the invoice.

This payment must be received within 10 working days following receipt of the invoice to guarantee an allocation of space. Initial space allocations will be confirmed only upon receipt of this payment. The outstanding balance is due for payment 31 May 2012.

Initial booth space allocations will be confirmed only upon receipt of this payment. Sponsorship benefits will be available after a payment. Failure to make payment on due dates or not completing of terms and conditions form will result in cancellation.

Copyrights and patent

The organisers will not be liable for any damages a sponsor and/or exhibitor may sustain in respect of the infringement of any of their copyright nor for any damages the exhibitor may cause in respect of infringement of third party copyrights arising out of their participation in the event.

Sponsorship/exhibitors liabilities

The sponsor/exhibitor hereby accepts liability for all acts or omissions of him/herself, their servants, contractors, agents or visitors and undertakes to indemnify the organisers, to keep them indemnified in all liability in respect thereof and against all action suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the organisers, or become payable by them, arising there from or in respect thereof, including any claims arising out of the supply by the sponsor/exhibitor of samples of any kind whatsoever, whether such samples be sold or given away free, and including any legal costs and expenses and any compensation costs and disbursement paid by the organisers on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the sponsor/exhibitor undertakes to arrange appropriate liability insurance.

Postponement or abandonment

In no event shall the sponsor/exhibitor have any claim for damages of any kind against the organisers in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the event, by reason of the happening of any of the events referred to in the previous clause, or of the event building becoming wholly or partially unavailable for the holding of the event for reasons beyond the organisers' control. The organisers shall be entitled to retain such

part of all sums paid by the sponsor/exhibitors, as the organisers consider necessary. If in the opinion of the organisers, by re-arrangement or postponement of the period of the event, or by substitution of another hall or building or by other reasonable manner, the event can be carried through, when the contract shall be binding upon the parties except as to size and position of booths, as to which any modifications, substitutions or rearrangement they consider necessary shall be determined by the organisers. Where the event building becomes wholly or partially unavailable for the holding of the event, through reasons beyond the organisers' control, the organisers shall be entitled on giving notice in writing to determine this contract and may, in their absolute discretion, refund in whole or in part any payment the sponsor/exhibitor is liable to make under this contract.

Terms and conditions

Any notice to be given by the organiser to the exhibitor shall be deemed to be given if delivered to or sent by post, faxed or emailed to the address of the exhibitor appearing on the contract or if posted on the booth during the period 30 June – 2 July 2012. The organisers may at any time in the interests of the good management or safety of the event, introduce such further terms and conditions to this contract as they may, in their discretion think fit. If any part of this Contract is found to be invalid or of no force or effect under the law, having such jurisdiction, the contract shall be construed as though such part had not been inserted herein and the remainder of this contract shall remain in full force and effect. The description headings to these terms and conditions are merely for reference and do not form part of the contract between the parties. The laws of New Zealand govern this contract.

Disclaimer

Neither the organising committee of NZCA Conference 2012 (Event) and its constituent members acting as organisers (known collectively as 'the organisers'), nor Convention Management (CM), can accept any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers), if such loss is caused or results from the act, default or omission of any person other than an employee or agent of the organisers or CM. In particular, neither the organisers nor CM can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor can the organisers or CM accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with the Convention, nor losses suffered by reason of industrial disputes, governmental action, registrations or technical problems which may affect the services provided in connection with the convention. Neither the organisers nor CM is able to give any warranty that any published speaker or performer will appear as a speaker, panelist or performer. The organisers reserve the right to alter or amend the programme and its contents as they see fit and as circumstances dictate without further recourse to any registered delegate or attendee.

Further information

For further information relating to the sponsorship or exhibition that is not outlined above, please contact: Dean Bradley, Convention Management NZ Ltd +64 4 479 4162 dean@cmnzl.co.nz