

BNZ National Horticultural Field Days 2019

Trade Site & Exhibitor specifications, Terms & conditions

Power can be added for a one-off setup cost of \$50 plus gst, power may not be available to all outdoor sites- please enquire at time of booking.

The 2019 Loyalty programme 10% discount is available to all returning 2018 exhibitors, this offer negates any other offer.

A Welcome back subsidy may be available for past exhibitors who are not eligible for the 2019 Loyalty Programme. Please enquire.

The '*Bring a colleague referral programme*' applies to exhibitors who have never exhibited at the National Horticultural Field Days, even if known as another business name or contact person.

The '*Thank You Gift*' of 10% discount on 2019 site offer will not extend across multiple sites. This is a one-off bonus gift and will not carry through to future year's Loyalty programme pricing. * *Both parties must nominate each other on their respective application forms to be eligible for this programme. The Hawke's Bay A&P society retains the right to revoke this offer if not all conditions are met.*

The *Thank you Gift from the Society* of the 'Cellar Masters Selection' wine pack, will contain two bottles of wine chosen from the Hawke's Bay A&P Society Award winning cellar by the Cellar Master and presented in a gift pack.

The Exhibition Hall floors do not allow for heavy machinery, and vehicles are not permitted inside.

Outdoor sites will have restricted vehicle access areas to maintain the quality of the grounds for the Field Days. Exhibitors must abide by all access restriction requests, signage and Parking locations.

Fork hoist will be available for pack in and pack out, by request. Free of charge. Please notify one of the NHFD crew of your requirements and timings in advance if possible. This service is on an ad-hoc basis.

A dedicated Trade Specialist will be available to support all exhibitors, our role is to make your investment a success. Any questions can be directed directly to the Trade Manager. Exhibitors are expected to abide by requests made by the Trade Manager.

For additional Marquee and equipment hire please call our preferred supplier Mardi Gras Event Hire: Phone 06 878 2361 or visit www.mardigrasevents.co.nz

A specialized sound, AV & power technician is available during setup by request and during show hours Free of charge for 'quick fixes'. A charge maybe required for larger requirements, please request a quote.

Demonstration stages/spaces and speaking opportunities are available Free of charge however spaces are limited, booking a time slot at time of site purchase is recommended. ***The NHFD Event Manager reserves the right to allocate demonstration times around availability. No debate will be entered.***

The unique nature of this event as New Zealand's only Horticulture specific business trade show is the key to its' continued growth. We endeavor to maintain this by ensuring only Horticulture related trades are accepted. The NHFD Event Manager reserves the right to not accept Trade applications due to this requirement.

Site Fees: A flat-rate payment of \$500 is due at time of site booking. Complete payment in full is required to secure & confirm your site. An invoice will be sent once your site is allocated. The Trade Manger reserves the right to requisition the site for re-sale if the deposit remains unpaid in full within one calendar month of booking/invoicing.

Site allocation: National Horticultural Field Day Trade Manager will allocate trade space as per the requirements of each trade exhibitor, keeping in mind the overall flow and layout of the event. Every Trade site remains subject to improvement/change, even after confirmation.

National Horticultural Field Day organisers reserve the right to alter the site map at any time to ensure an effective, safe and clear layout for all trade exhibitors and public. Alterations to layout and sites will be communicated to the site holder as soon as possible.

Event hours: Exhibitors are required to have their sites fully operational during the advertised opening hours of the Field Days, Wednesday 26 June 11-4.30pm & Thursday 27 June from 9am - 4.30pm. Food Vendors may open beyond these hours if desired.

Set up and pack down: Outdoor sites are accessible for set up from Monday 24 June. Indoor sites are available from Tuesday 25 June. If you would like access to the Showgrounds prior to these dates, please discuss this with our team, as approval is required.

All gear must be removed from the Showgrounds by 5pm Friday 28 June unless prior approval has been granted.

Power: Power will be supplied as per your trade confirmation; supply is standard 3-point plug. Limited 3 phase may be available. All exhibitors are required to bring their own tagged and tested leads (appropriate for their intended use ie outdoor specific) to connect to the Showgrounds supply.

All power requirements must be confirmed at the time of site booking, *some outdoor sites do not have power available*. There is no guarantee after this date that power will be made available if a late request is made. Some outdoor sites do not have wifi cover, please confirm your requirements when booking.

Trade Packs: Tickets and entry passes, and vehicle access passes will be allocated prior to the Field Days and sent with your trade packs Mid May. You must have your site paid in full before your trade pack will be sent. Please note on your trade application the number of staff who will require access during the field day.

Insurance and Security: The National Horticultural Field Day organisers do not insure exhibitor's property. Night security is provided overnight Tuesday 26, Wednesday 27 & Thursday 28 June.

National Horticultural Field Day organisers will not be liable for loss or damage to the exhibitor's property whilst it is on the Showgrounds site.

Health & Safety: Exhibitors must comply with the current Health & Safety legislation and must comply with its provisions.

As an exhibitor at the National Horticultural Field Day, you must acknowledge on your application form that it is the responsibility of yourself, your staff and any appointed agents to take all necessary precautions to ensure the safety of the people and property within the allocated boundaries of the trade site & demonstration space as applicable.

Exhibitor cancellation and refunds policy and key dates:

Exhibitor cancellations must be made in writing by email. These will be acknowledged by National Horticultural Field Day Trade Manager. The following rules will apply:

Prior to 1st March 2018, 50% refund of total fee paid.

Prior to 1st May 2018 25% refund of total fee paid.

After 1st May 2018, no refund.

National Horticultural Field Day organisers hold the right to cancel this contract and to retain any monies paid in relation to this contract if the exhibitor infringes any of the exhibiting conditions.



The National Horticultural Field Days 2019 event proudly owned & managed by: Hawke's Bay A&P Society
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