



Nelson Parent and Child Expo Saturday 20th October 2018

www.nelsonparentandchildexpo.co.nz

Venue: Saxton Oval, Stoke, Nelson

Exhibitor Set Up: Friday 19th October
2018 5pm to 8pm

Date: Saturday 20th October 2018

Expo Open Time: 10am to 4pm

Exhibitor Pack Down: Saturday 20th
October, 2018 from 4.15pm

Gold Coin Donation Entry for Public

All sites have limited numbers available. In the event that the type of stand you require is sold out we will contact you to make alternate arrangements.

Please return this form by email or post, no later than 30th September 2018. No site is secure until payment is received.

Post: The Ecomoon Collective, 54 Jenner Road, Nelson 7010

Email: theecomooncollective@xtra.co.nz

Organisation Name	
Contact Name	
Position	
Postal Address	
Email	
Phone	
Website	
Description of your business (maximum 50 words) Please write "YES" if we have your permission to possibly use this for promotional purposes.	

Exhibition Details (tick appropriate box for site)



I would like to book a Charity Outdoor Market area (5 available)

- 4m x 4m outdoor area
- Exhibitor staff passes to expo (included up to 3)
- Logo, company description, and link to your website or Facebook Page on www.nelsonparentandchildexpo.co.nz
- Logo, company description, and link to your website or Facebook Page on www.facebook.com/nelsonpandcexpo
- Inclusion of 1x sample or voucher in Showbags x 300

Price: \$30



I would like to book a Boutique Stand 2.4m x 1.5m. (19 available)

- 2.3m high Velcro receptive wall panels (along back of stand)
- Indoor floor area
- Exhibitor staff passes to expo (included up to 4)
- Logo, company description, and link to your website or Facebook Page on www.nelsonparentandchildexpo.co.nz
- Logo, company description, and link to your website or Facebook Page on www.facebook.com/nelsonpandcexpo
- Inclusion of 1 x sample or voucher in Showbags x 300

Price: \$220



I would like to book a Premium Corner Site Stand 2.4 + 3.5m x 1.8m (1 available)

- 2.3m high Velcro receptive wall panels (along back of stand)
- Indoor floor area
- Exhibitor staff passes to expo (included up to 6)
- Logo, company description, and link to your website or Facebook Page on www.nelsonparentandchildexpo.co.nz
- Logo, company description, and link to your website or Facebook Page on www.facebook.com/nelsonpandcexpo
- Inclusion of 1 x sample or voucher in Showbags x 300

Price: \$370



I would like to book an outdoor Market Space (10 available)

- 4m x 4m outdoor area
- Exhibitor staff passes to expo (included up to 4)
- Logo, company description, and link to your website or Facebook Page on www.nelsonparentandchildexpo.co.nz
- Logo, company description, and link to your website or Facebook Page on www.facebook.com/nelsonpandcexpo
- Inclusion of 1 x sample or voucher in Showbags x 300
- You must supply all gear for set up and service, including Food handling certificate

Price: \$60

Optional Extras: (please circle yes/no)

- I wish to use my free space in the show-bags and have completed the show-bag booking form: yes/no
- I would like to place additional items in Show-bags for \$50 per 300 inclusions: yes/no
- I require power access/power points on my site \$59: yes/no
- I will require a hire table (1.8m Trestle) \$20: yes/no

Please add the amounts of the options you have selected and write the total amount here

Total amount for Exhibitor booking: \$_____ excluding GST

Payment & Authority

An invoice will be generated upon receipt of this booking form to the above named company/person.

Booking is not confirmed until deposit has been paid. Payment options for invoice are as follows:

- Cheque (Please make cheque payable to The Ecomoon Collective) *If paying by cheque please include an additional \$3 cheque clearance fee.*
- Payment by direct credit to bank account The Ecomoon Collective – ANZ – 06-0958-01330631-01 (Preferred option). Please include a reference of your organisation's name and Nelson Expo.
- By instalments. 50% of total cost as deposit, with remainder paid in instalments, total amount payable to be completed before 1st October 2018

I have read, and agree to adhere to; the terms and conditions listed on T & C Document, and have read the copy of the exhibitor information document.

No sites will be considered booked and confirmed until payment is received by one of the above methods

Signed Date

A receipt can be requested at time of payment.

Please feel free to pass this booking form on to anyone you think may wish to attend.

**Nelson Parent and Child Expo 20th October 2018
Exhibitor Terms and Conditions**

Application

- Applications close 1st October 2018. All exhibitors must complete the attached form and payment by this date. Only applications with payment will be considered booked. Late applications are considered at the organiser's discretion.
- The organiser's reserve the right to decline applications, and a full refund will be made.

Payment

- Payment is to be made before any site is considered booked.
- Cheque made out to The Ecomoon Collective – please include a \$3 cheque clearance fee (This is a charge that the bank applies)
- Bank Deposit – The Ecomoon Collective – ANZ – 06-0958-0133063-01 (please include your organisations name as the reference)
- On a payment plan. 50% deposit payable on acceptance, and the rest paid in instalments – payment is to be completed by the 1st October 2018

Cancellation

- Any deposits paid are non-refundable after 31st July 2018 unless the stand can be resold by Nelson Parent and Child Expo. This is solely at the discretion of the Nelson Parent and Child Expo.
- The Nelson Parent and Child Expo will go ahead except in emergency conditions. There will be no refunds of exhibitor fees.
- Outdoor sites are booked fully at the exhibitor's risk, and will not be refunded in the event of adverse weather events. The use of a gazebo or similar is recommended.

Hours

- The Expo will open at 10am and close at 4pm, 20th October 2018
- All site holders are expected to attend the expo regardless of weather. Late arrivals may be turned away. Site Holders are expected to arrange a suitable float for the day and we strongly advise the hiring of an eftpos machine to increase your sales and bookings. There will be no cash out facilities on the day.

Venue

- Saxton Oval, Stoke Nelson
- Should an exhibitor cause any damage to the venue, they shall be financially responsible.
- The exhibitor is responsible for removing any rubbish generated by their site, and must leave the site in a clean and tidy condition.

Stand details

- Allocation of stands is at the complete discretion of the Organiser's. All consideration is given to the layout so that like for like businesses will not be directly placed near each other, but this may occur in some situations.
- A preliminary site layout/floor plan is attached to this document. This is NOT the final layout, and is subject to change completely at the organiser's discretion.
- A final floor plan will be issued to exhibitors late September to early October.
- Site size will be marked out. Exhibitors are welcome to set up their allocated space however you chose, but you must not to overhang, or hinder adjacent sites, or extend into space used for public walkways.
- For all sites these may include one 1.8m trestle table which must be requested upon registration. This attracts a hire fee. Exhibitors are welcome to bring their own table but it must not exceed the 1.8m size. Racks or other displays, so long as they are in a tidy condition are welcome.
- Exhibitors cannot fix anything to the venue walls.
- If you have selected a site with the wall panelling option, these are best suited to Velcro dots for display. You are welcome to attach items to these. These are not suitable for a large amount of heavy items. Items hung from a single wall should not exceed 15kg total (even when made up of several smaller items).
- Outdoor areas will be marked by number. These areas are suitable to set up how the exhibitor wishes. The organiser recommends the use of a gazebo or similar.

Set-Up

- Final exhibition and set up details will be advised in late-September to early October (with floor plan and site allocation).
- Site allocation remains completely at the discretion of the organisers.
- Set up will be available from the Friday evening prior.
- Stands must be complete and ready to meet visitors by 9:45am on the day of the Expo and **must not** be packed down before 4pm.

Health & Safety

- Exhibitors must agree to abide by all Health & Safety requirements applicable to the venue.
- Exhibitors are responsible for their own Health and Safety and neither the organiser's nor the venue can be held responsible for any accident or injury.
- This event is entirely Smoke free, please completely leave the grounds if you choose to smoke.

Security

- Exhibitors are responsible for their own security, including that of any cash. The organiser's will not be held liable for any losses.

Rubbish

- All exhibitors must maintain their site in a clean and tidy manner, and take away all rubbish generated at, or by their site.
- Should additional cleaning be required of your site – including rubbish removal an invoice will be generated for cleaning fee of \$100. This will be enforceable.

I understand the above Terms and Conditions: Name _____ Date _____

Company/Organisation booked at Expo: _____

