



HITCHED TERMS AND CONDITIONS

Definitions

The Wedding Group shall be referred to in this document as the ORGANISERS

Payment

- A 20% deposit is required with your exhibitor Registration Form/ Contract. This is non-refundable and will be deducted from any remaining balance of your invoice. Once payment of your 20% deposit is confirmed, you will receive an invoice for the residue balance owing.
- Cheques are to be made payable to The Wedding Group and posted to PO Box 1008, Rotorua 3040, Attention: Peter Duncan.
- Bank Deposits can be made direct into the ANZ, Albany branch, The Wedding Group, account number 01-0277-0177116-00. Please remember to include your **company name** and **site number** as a reference.
- The **balance owing** for each exhibit space booked is due **30 days prior to the start of the expo**. This will be invoiced.
- Registrations forms/contracts signed within 30 days of the show date will require full payment at the time of booking.
- Site rental price does not include tables or anything not otherwise already stated.
- Each Exhibitor is required to pay a \$150.00 bond in the form of a cheque, dated the day of the show, and made payable to The Wedding Group. This bond must be received with your final payment prior to the show. The bond cheque will be returned to the exhibitor un-banked, provided;
 - That no dismantling of the stand has occurred prior to the closure of the show to the public
 - That no damage has occurred to the Show venue, furniture and fittings or any hire equipment provided by the ORGANISERS or any of the ORGANISERS contractors, where such damage has been inflicted by the exhibitors', the exhibitor's contractors or the exhibitors' staff.
- Exhibitors agree to pay an additional sum of \$200 should the balance of monies not be paid on time, unless prior written arrangement to this effect has been agreed with the ORGANISERS. Failure to pay on time may result in the forfeiture of all monies paid to date and/or re-assignment of booth space.
- Exhibitors will be charged \$35 for bank fees on any cheques returned by a bank due to insufficient funds.
- In the event of non-payment of any monies due, and the subsequent handing over of the debt to a collection agency or attorney, the Exhibitor shall be responsible for all collection costs incurred.
- All outstanding amounts shall bear interest of 5% above the average monthly base lending rate charged by the ORGANISERS trading bank from due date until date of payment.

Sites

- All sites (unless otherwise stated), will come complete with black velcro receptive walls and power to site. Lighting, trestle, wifi and other requirements an exhibitor may need will be at additional cost.
- While consideration will be given to exhibitors needs, final booth placement is at the discretion of the ORGANISERS
- Placing of advertising material or equipment, or soliciting in the aisles or any area other than the space allotted is strictly prohibited. No Exhibitor shall obstruct aisles, common areas or neutral space between booths with his/her goods in any manner whatsoever.
- Exhibitors must notify ORGANISERS of the use of special backdrops at least 30 days prior to the SHOW. Any exhibit over 2-3m in height must have prior written consent from the ORGANISERS.
- Your booth must be setup at least 30mins prior to the Show opening to the public. The ORGANISERS reserve the right to re-allocate space not occupied by this deadline, in which case, all monies paid to the ORGANISERS will be forfeited.
- All booths must be dismantled within 4 hours following the close of the show and no booth may be taken down prior to the official show closing time.
- Your booth is booked solely for your use and cannot be transferred to any other individual or company

Cancellation:

- All cancellation requests must be made in writing prior to the show. If a cancellation is necessary, within 90 days of the Show, the booth fee is non-refundable and any remaining balance will remain due to the ORGANISERS. Cancellations made prior to this 90 day cut off period will be eligible for a refund, less the booking fee which is non-refundable and non-transferable.
- In the event of a show being postponed, or cancelled due to circumstances beyond the ORGANISERS control, all monies paid will then be applied to the rescheduled date/location. In the event of a full cancellation, all monies paid will be fully refunded.

Confidentiality

The exhibitor agrees not to disclose or otherwise publish any information agreed to between the ORGANISERS and the exhibitor, including but not limited to any financial, contra, discount or monetary agreements. The exhibitor also agrees that should they breach this term, they will be liable to the ORGANISERS for the full retail value of the allocated site along with any additional charges that may have been incurred, along with any collection costs as set out above.

Database

The sharing of any database information provided to the exhibitor by the ORGANISERS is strictly prohibited and distribution to any third party may result in exclusion from future shows and/or a \$5000 levy.

General

In the case of any dispute arising, whether provided for within these Terms and Conditions or not, the decision of the ORGANISERS shall be final. The completion and signature of an Exhibitor Registration Form/Contract shall be deemed explicit acceptance of these terms and conditions as they form part of every booking. **The ORGANISERS reserves the right to amend/alter these terms and conditions at any time. The ORGANISERS also reserve the right to change/alter/amend any aspect of this exhibitor document whenever it deems necessary without prior notification or enlisting consent of exhibitors.**

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