

Terms & Conditions

Space: Upon allocation of space by the Organiser, the Exhibitor will be responsible for the erection, dismantling and removal of the display at his/her own cost, and to a standard acceptable to the Organiser. The exhibitor shall provide a site identification sign.

Use: The exhibitor will use the space for the purpose stated in the application contract and will not sublet or assign the space without the permission of the Organiser. Any site fee paid by the exhibitor will not be refunded.

Set up information and hours of access:

Exhibit partitions are being organised in the Event Centre, date and time to be advised. Set up for exhibitors times and dates are: **3.30-6.30pm on Tuesday 16 May and/or 7.00-8.00am on Wednesday 17 May.**

No display can be dismantled prior to the closing of the exhibition without the Organisers' agreement.

Breakdown of the site ONLY after 2.00pm Please. Exhibitor space must be cleared by 5pm sharp.

Rental: The site fee shall be paid in full in advance in any event no later than **26th April 2023**

Refreshments: The committee supplies tea & coffee (free to exhibitors only). There is a kiosk available for refreshments for extra staff at your cost. It is a condition of the venue hire that **only food purchased on-site may be eaten on the premises.**

Any other matters

If there is anything else on which you need clarification, please get in touch with us as soon as possible so we can do our best to meet your needs.

Nuisance: The organiser may prohibit any advertising, noise, or sale or distribution of any product or matter if the Organiser considers it to be an obstruction, nuisance or annoyance.

Lighting & Electrical: The exhibitor shall pay for additional power and the cost of special electrical work. No Electrical work shall be installed without the permission of the Organiser and/or venue and without any authorities required by statute or by-law. **Exhibitors need to provide their own extension leads.** Free wifi is available throughout the venue.

Dangerous Goods: No explosives or flammables shall be brought into the building without prior written consent of the Organiser.

Damages: The building and partitions must, at the completion of the exhibition, be in the same condition as they were at the beginning.

Exhibitors shall not damage the buildings, fences, grassed or other surfaced areas and in particular:

- must not mark or nail any floor, walls.
- must not bring into the building or place on the floor anything which exceeds the floor loading allowed by the owner
- if the Exhibitor causes damage to the building or partitions he shall reinstate them to their original condition.

The Organiser may elect, at the exhibitors cost, to reinstate any damage.

Machinery: All moving parts of machinery forming part of the stand or exhibit shall be securely fenced and comply with the appropriate legal requirements.

Stands Risk: All stands and exhibits are at the risk of the Exhibitor. The Exhibitor indemnifies the Organiser and owners of the building against all losses, damages, claims and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party. made against or suffered by them or each of them in any way directly or indirectly relating to the stand of an Exhibitor or any action of the exhibitor its servants or agents.

Cancellation/Postponement: The Organiser shall not be liable for the cancellation/postponement or early termination of the exhibition or loss or damages suffered by the exhibitor.

If stand cancellation is received more than 30 days prior to the event, the registration fee already paid will be refunded, less a 25% administration fee. If stand cancellation is received within 30 days of the event, no refund will be given.

Non payment of fees: If for any reason the Exhibitor does not make full payment by the due date the Organiser may re-let the site without being liable to repay any moneys already paid.

Rules:

- The Organiser reserves the right to waive, add to, or amend these conditions in any particular case in order to ensure the best possible arrangements for all concerned.
- Exhibitors must seek prior approval from the Rotorua Career Expo Trust before organising any on site media involvement outside the pre-organised media sponsors.
- The Organiser shall not be responsible for any loss or damage sustained by the Exhibitor resulting from such action.
- The Organiser shall not be responsible for any loss or damage sustained by the Exhibitor as a result of delay in opening of the exhibition, or by interruption to the exhibition.

Thank you for choosing the 2023 Rotorua Careers Expo

Contact details

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