

Expo Terms and Conditions 2020

1. Exhibition Venue: The Great Lake Centre, Story Place, Taupo

2. Exhibition Contact: amy@cyclechallenge.com

3. Exhibition Format & Timings:

Pack In - Thursday Nov 12th (1.00pm to 6.00pm) or Friday Nov 13th (8.00am to 10.00am)

Expo Open - Friday November 13th (10.00am to 10.00pm)

Pack Out- Friday November 29th (10.00pm to Midnight)

Booth Holders must be fully set up by 10.00am on Friday morning; failure to do so may result in the booth being reallocated to another exhibitor. There will be no refunds under these circumstances.

4. Deliveries:

Please ensure all deliveries are clearly marked with name and company as it appears on registration documents along with booth number. **No deliveries before Thursday November 12th as there is no storage available before or after the Expo.**

5. Payment & Cancellation

Upon your expression of interest being successful you will receive a confirmation email detailing your booth position and an invoice.

Booths are not confirmed until full payment is received. ***Please Note – we operate a no refund policy. However, if the event is postponed due to powers beyond our control we will either roll over your booking to the next event or refund you your fee minus any incurred costs.***

6. Booth Entitlements

As an exhibitor in the 2020 Lake Taupo Cycle Challenge you are entitled to the following:

- Black shell scheme **measuring 3.0m by 1.8m**
- 1 table and 2 chairs if required

7. Site Plan:

Management reserves the right to revise expo layout or to transfer exhibitors to alternate sites. Any such change will only be made after discussion with both parties and followed up in writing. 1.8m x 3m booths will be clearly marked on the floor with white tape, do not put stands/displays outside of this space. This is a health and safety issue and no one is exempt from this rule.

8. Car Parking:

Exhibitor parking is directly behind the Great Lake Centre and accessed off Story Place. Free all day parking is to the left as you enter the car park. Vehicles are not permitted on the Domain.

9. Food & Beverage:

Exhibitors wishing to serve food or beverage from their stands must first obtain permission from expo manager. It is the exhibitor's responsibility to ensure rubbish is removed regularly. As part of our sustainability project it is now a requirement that all of your cutlery and crockery bought onsite is 100% compostable or reusable (and taken away with you).

10. Insurance/Liability:

While the organisers provide security for the duration of the expo, neither the organisers, staff, agents or other representatives of Lake Taupo Cycle Challenge or the Great Lake Centre will be held accountable or be liable for any loss, damage, harm or injury to the person or property of any exhibitor.

11. Fire Exits:

Fire exits and expo aisles may not be blocked or obstructed at any time.

12. Personnel

All exhibitors will be issued with an ID swinger that must be worn at all times during pack in, exhibition and pack out. These can be picked up on arrival. Booths in main Hall must be manned and interactive at all times. Booths in Foyer may be static.

13. Security:

Security will be present during pack in and pack out. Outside the hours of venue operation a security alarm system is activated.

14. Display Material:

Advertising and promotional material must not dominate other stands sight lines or access and must accordingly be contained with the exhibitor’s booth. Exhibitors wishing to deviate from this must first obtain permission from expo management.

15. Sublet:

The Exhibitor shall not assign or sublet any part of the said space without the written consent of the Event Director.

16. Goods and Services:

Goods displayed during the Expo that are not listed on your registration forms, will be asked to be removed.

17. Event Photos

Photos taken at the Event can not be used for promotional use without the written consent of the Event Director.

I/We have read the Terms and Conditions and accept the rules and regulations of Exhibiting at the BDO Lake Taupo Cycle Challenge 2020. Failure to adhere to these Terms and Condition could result in being asked to leave the Event.

Signed..... Dated:.....