



effluent EXPO

EXHIBITOR AGREEMENT 2019 THE NEW ZEALAND EFFLUENT EXPO

MYSTERY CREEK EVENTS CENTER, 125 OHAUPO ROAD, HAMILTON

**Tuesday 19th & Wednesday 20th November 2019
8.30am – 3.30pm**

**The one stop event for agricultural nutrient
management, effluent and environment.**

THE NZ EFFLUENT EXPO 2019

BACKGROUND / PURPOSE

The Effluent Expo is now in its eighth year. The Effluent Expo was successfully run in 2018 by an Industry Organizing Committee, attracting over 1500 farmers through the doors from all over New Zealand.

Seminars are run over both days, and last year these informative sessions were over booked, and very popular.

This year we are hosting all exhibition stands inside the pavilion to de risk the event from weather events, so all exhibitors get maximum attention. What were outdoor sites are now called industrial sites and are indoor.

Due to farmer feedback the seminars will be run upstairs through the foyer again.

The Effluent Expo is an industry collaboration and aims to build upon the success of previous events by providing an opportunity for farmers and rural professionals to engage with industry professionals around effluent management and infrastructure.

The event aims to help farmers to increase their effluent knowledge and have well-managed, fit for purpose effluent systems on their farms.

The Expo's purpose is to provide information to farmers on a range of systems available to ensure full compliance and good management practices. The Expo promotes a collaborative approach to farm effluent and nutrient management – a one stop event for effluent design, storage, containment, management, and application solutions.

The Effluent Expo is free to NZ Farmers.

DATE AND VENUE OF EFFLUENT EXPO

When: 19 & 20th November 2019 (8.30am to 3.30pm)

Where: Mystery Creek Events Center Pavilion
125 Mystery Creek Road, Ohaupo, Hamilton

APPLICATIONS FOR EXHIBITION SPACE

Applications are now invited for exhibition space at the Expo.

Sites are allocated on a first in first paid basis. We will do our best to accommodate your needs.

Applications for space must be submitted to the Effluent Expo by 31 July 2019 using the booking form provided.

The Effluent Expo is strongly focused on the management of effluent (design, storage, containment and application). Considering the Expo's expansion in recent years, we reserve the right to accept or reject applications for a stand based on the relevance of a business to the Expo and the way in which it contributes to supporting farmers to improve their effluent management.

The Effluent Expo will allocate preferred exhibition sites on a first in first paid basis. The Effluent Expo will send out a final site plan to all Exhibitors prior to the commencement of the Expo.

In applying for an exhibition space Exhibitors agree to adhere to the terms and conditions outlined in this agreement.

TERMS AND CONDITIONS FOR EXHIBITORS

1 PURPOSE OF DISPLAY

- 1.1 Exhibitors must provide a beneficial and relevant display of material to farmers that come from all regions, having regard to the purpose of the Effluent Expo.
- 1.2 Subject to the terms and conditions of this Agreement, an Exhibitor has the right to display material on their exhibition site. Exhibitors must not allow other persons to display material or advertise products on or around their exhibition sites.
- 1.3 There is no subletting permitted at this Expo

2 COST AND PAYMENT

2.1 EXHIBITION SITES

The costs for a standard exhibition site are as follows. Larger indoor sites may also be available by negotiation.

Sites are allocated on a first in first paid basis. Please review plan included.

Indoor site pricing includes:

Power 10amp 4way Multibox 1 per stand

X2 150watt Spotlight per stand

2.3m high black Velcro panels

Forklift to pack in and out

X2 tickets to the Effluent Expo Function Tuesday from 3.30pm – includes x2 complementary drinks & dinner

Any additional requirements please let us know

2.2 INDOOR INDUSTRIAL EXHIBITION SITES

What were previously outdoor sites, these are now all-weather indoor sites with dimensions 10m x 10m.

Industrial Site pricing includes:

Three phase power if needed – please specify

Forklift to pack in and pack out

X2 tickets to the Effluent Expo Function Tuesday 19th November from 3.30pm – includes x2 complementary drinks & dinner

2.3 Table 1: Indoor Exhibitor & Industrial Exhibitor Sites Pricing Schedule

INDOOR EXHIBITOR SITES	
Site Size	Cost plus GST
4m width x 4m depth	\$1050
6m width x 4m depth	\$1350
8m width x 4m depth	\$1600
12m width x 4m depth	\$1850
INDUSTRIAL EXHIBITOR SITES	
Site Size	Cost
10m width x 10m depth	\$1150
20m width x 10m depth	\$1850
ADDITIONAL EXTRAS	
Trestle Tables 1.8m and Cloth	\$40ea
Trestle Tables 2.4m and Cloth	\$55ea
Chairs	\$6ea

- 2.4 Invoices for the exhibition site costs must be paid by the 20th of the month following the date on the invoice issued by The Effluent Expo NZ. Exhibitors who secure an exhibition site are liable to The Effluent Expo NZ for payment for the exhibition site irrespective of whether they set up a display at the Expo.
- 2.5 If an Exhibitor has not made payment to The Effluent Expo NZ before 30st October 2019, they shall not be allowed to set up an exhibition site.
- 2.6 Assignment of sites will be on a *first in first paid* basis for each of selected site options.

3 HEALTH AND SAFETY

- 3.1 Exhibitors must meet their obligations under the Health and Safety at Work Act 2015 and follow appropriate health and safety requirements as advised by The Effluent Expo NZ. Relevant information will be provided to Exhibitors when they are at Mystery Creek. Hazard Assessment information is required from all Exhibitors by 31st October 2019. Failure to do so may result in an exhibitor not being allowed to set up an exhibition site.
- 3.2 Any electrical equipment that is connected into the Mystery Creek power must be tested and tagged at the exhibitor's expense. Available service during pack in.
- 3.3 Exhibitors must provide their own personal protective equipment (PPE) for use during pack-in and pack-out periods. Entry to exhibition spaces may be restricted to those without appropriate PPE. The following PPE is required:
 - a) High-visibility safety vest; and
 - b) Closed in shoes; and
 - c) Any other personal protective equipment appropriate for the activities associated with the setup and removal of their site such as hard hats etc.

4 SETTING UP

- 4.1 Exhibitors are responsible for the set up and all costs associated with their display other than what is expressly provided for in these terms and conditions.
- 4.2 Both indoor and industrial indoor sites are available.
- 4.3 Indoor exhibition sites will:
 - 4.4.1 be made up of 2.3m high Velcro panels to allow display material to be attached;
 - 4.4.2 have a depth and width as specified by the Exhibitor based on the options outlined on the online Booking Form;
 - 4.4.3 have an optional trestle table and up to three chairs at additional cost; provided for in the booking form.
- 4.5 a standard arrangement of spotlights and one 10amp, 240v power supply. Some indoor exhibition sites at the end of rows will only have panels at one end.
- 4.6 For indoor exhibition sites greater than 4 meters in length there may be some short support panels intersecting the display area.
- 4.7 Any additional requirements for the exhibition sites are at the Exhibitors responsibility and are the Exhibitors cost (refer to condition 5).

- 4.8 Access to Mystery Creek Pavilion will be available for set up of indoor and outdoor exhibition sites as follows:
- Monday 18th November 2018 9.30am – 7pm
- 4.9 Exhibitors with large machinery or equipment that requires a forklift must have completed set up of their exhibition sites 5pm Monday 18th November.
Smaller displays have until 7.30am on Tuesday 19th November 2019 (the day of the Expo).
- 4.10 Security will be provided from 7pm – 8am Monday 18th November to Thursday 21th 8am.
- 4.11 Before attaching or suspending any item whatsoever from the walls, ceiling, roof or overhead walkways, the Exhibitor must supply The Effluent Expo NZ with composition and weight details of such items and details of the means of attachment. The Effluent Expo shall have sole discretion as to whether to permit attachments.
- 4.12 At no stage is the Exhibitor permitted to drill holes in the floor surface. Only tape approved is to be used when attaching items to the floor. At all times the Exhibitor is to ensure that the floor surface is protected from damage from leaking oils, paints, adhesives and marking of any type.
- 4.13 Exhibitors must immediately make any adjustments to their displays as directed by The Effluent Expo where a hazard is identified or where in The Effluent Expo opinion the display is objectionable.
- 4.14 The Effluent Expo will not be involved in what Exhibitors choose to display other than where The Effluent Expo NZ considers a display objectionable or for health and safety reasons.
- 4.15 The Effluent Expo will provide access to a forklift and driver to assist in loading/unloading of equipment on Monday 26th November, as requested. Preferred timing for forklift access must be specified on the online booking form. The Expo will provide a forklift timetable prior to the Expo.

5 ADDITIONAL SITE REQUIREMENTS

- 5.1 Furniture in addition to that provided (refer to condition 4.3) is the responsibility and cost of the Exhibitor.
- 5.2 Any additional requirements for power or specific power requirements beyond those specified in condition 4.3 are the responsibility of, and at the cost of the Exhibitor and **MUST** be arranged directly with SBI Productions -please see preferred suppliers at the end of this agreement for contact details.
- 5.3 Internet access will be supplied, WIFI codes will be distributed closer to the event.

6 APPEARANCE OF EXPO

- 6.1 Exhibitors must assist with the general appearance of the Expo by ensuring any rubbish near their exhibition sites is quickly disposed of. Rubbish bins will be provided so please utilize these.

7 PROHIBITED ACTIVITIES

- 7.1 The following activities are not permitted within the boundaries of the area known as the Mystery Creek Pavilion
- 7.1.1 Smoking (except outside of expo grounds);
 - 7.1.2 Consumption of alcohol (outside of defined licensed areas);
 - 7.1.3 Consumption of any illegal substances;
 - 7.1.4 Public access or any unauthorized access to any overhead walkways and structures; and
 - 7.1.5 No dogs/animals are to be brought on to the site by Exhibitors; and
 - 7.1.6 Any illegal activities.

8 PACK DOWN

- 8.1 Exhibitors **must not** begin dismantling their displays until 4.00pm on the second day of the Expo (Wednesday 20th November 2018).
- 8.2 Entry of vehicles into the pavilion is strictly prohibited after 8am and before 4pm on the day of the Expo. All entry of vehicles into the Expo grounds must first be cleared with the designated Health and Safety officer and may be refused at their discretion.
- 8.3 Access to Mystery Creek will be available for the taking down of exhibition sites as follows:
- | | |
|----------------------------|--------------------------------|
| Wednesday 20 November 2019 | 4.00pm to 7.00pm |
| Thursday 21 November 2019 | 8am to 12 noon - final courier |
- 8.4 We will provide access to a forklift and driver to assist in loading/unloading of equipment on Monday 18th November and Wednesday 20th November after 4.00pm Thursday 21 November (until 12-noon), as requested.
- 8.5 Any larger equipment needed to load and unload other than a forklift is at the Exhibitors expense and for themselves to organize.
- 8.6 All equipment, displays, structures, resources, or other property of the Exhibitor shall be removed, and the site left in a clean and tidy condition by 12 noon on Thursday 21 November 2019.
- 8.7 It is the Exhibitors responsibility to have equipment packaged, tied down and ready for collection if being collected by freight company. Unpackaged items will not be collected.

9 CHANGES TO TERMS AND CONDITIONS

- 9.1 The Effluent Expo reserves the right to make changes to these terms and conditions. Any such changes will be notified to Exhibitors in writing no later than one month prior to the Expo.

10 INSURANCE

- 10.1 Exhibitors must hold public liability insurance of not less than \$2 million to cover the period 18 November 2019 to 21 November 2019 (inclusive).
- 10.2 Exhibitors must provide The Effluent Expo with written confirmation of such cover (a current insurance certificate). Exhibitors will not be able to set up a display without

confirmation of such insurance.

11 INDEMNITY

- 11.1 The Exhibitor agrees to indemnify The Effluent Expo against all liabilities, costs and expenses (including full costs between solicitor and client) claims or demands incurred by The Effluent Expo or any third party resulting from any acts or omissions of the Exhibitor using Mystery Creek Events Center or any breach of these terms and conditions by the Exhibitor.

12 NO GUARENTEE, LIABILITY OR ENDORSEMENT

- 12.1 The Effluent Expo has promoted the event to farmers in the various regions, but there is no guarantee about the number of farmers attending the Expo.
- 12.2 The Effluent Expo provides no guarantee that The Effluent Expo 2019 will proceed. In the event of an Act of God, natural disaster, fire, rain, wind, storm or any other unforeseen event of catastrophe, which:
- affects the number of people who attend The Effluent Expo 2019; or
 - means that The Effluent Expo 2019 must be cancelled;
- 12.3 The Effluent Expo is not obliged to refund any part of the cost of the Exhibitor Sites or other monies.
- 12.4 Any full refunds or part-refunds are at the discretion of The Effluent Expo.
- 12.5 The Effluent Expo does not endorse individual suppliers and is only focused on systems on the farm that, through appropriate management and best current practice, meet compliance and good environmental management.

13 USEFUL INFORMATION

- 13.1 The Effluent Expo suggests that Exhibitors are aware the following:
- 13.1.1 Effluent Design Standards and Code of Practice and the IPENZ Practice Note 21 Design and Construction of Farm Dairy Effluent Ponds, and IPENZ Practice Note 27 Dairy Farm Infrastructure. These documents can be viewed at <http://www.dairynz.co.nz/publications/environment/>
 - 13.1.2 The Effluent Expo is also encouraging professional development within the industry and encourages Exhibitors to consider the professional development courses which can be arranged through DairyNZ.
 - 13.1.3 Companies that hold FDE Accreditation or have staff that are Certified WOF assessors are also encouraged display the relevant logos.

Exhibitors may also wish to have costed examples of what they consider the minimum standard and best practice systems based on their product lines or services

EFFLUENT EXPO CONTACT INFORMATION

Please refer any email queries to: office@effluentexpo.co.nz

Alternatively, you can contact Amanda Hodgson 07 573 9883 or 021542941



EFFLUENT EXPO PREFERRED SUPPLIERS

SBI Productions – Sound and Audio Visual

info@sbi-productions.co.nz

07 843 3718

www.sbi-productions.co.nz

Exhibition Hire Services – Furniture and Equipment

gwen@exhibitionhire.co.nz

07 847 4747

www.exhibitionhire.co.nz