

1. GL Events Ltd shall be referred to in this document as the **ORGANISER**.
2. **The event** is referred to as the Outdoor Expo, held at The Great Kiwi Summer Festival.
3. Booking is required through the online form and is not confirmed until payment has been made. You will be advised of the total due and full payment is required to confirm your booking. A tax invoice will be emailed in September. Once payment has cleared and your booking is confirmed.

By submitting the online application, you agree to these Terms and Conditions and the Organiser accepts that application on the understanding that you have read and agreed to abide by these Terms and Conditions.

4. The Organiser may accept or decline any trade site application.
5. If the event is cancelled or postponed for any reason whatsoever, Exhibitors will be notified and payment made by an Exhibitor will be refunded in full and no further claim can be made. The Organiser is not liable for any direct or indirect loss incurred by an Exhibitor if the event is cancelled/ postponed for whatever reason.

Cancellations received prior to 12 September will not be charged.

Cancellations received prior to 12 October will be entitled to a 50% refund.

Cancellations received after 12 October will not be entitled to any refunded.

6. By supplying logo and images you agree these may be placed on Great Kiwi Summer Festival website for advertising, and may be used for promotional purposes on (but not limited to) Facebook and Instagram.
7. A confirmed booking allows the Exhibitor a licence to sell and/or exhibit and is not a tenancy agreement. Taxes from sales of products or services are the Exhibitor's responsibility. There are strictly no roving sales permitted. Exhibitors cannot sublease their site without consent of the Organiser.
8. The Exhibitor must indicate on the booking form if they require power to their site. This will include a connection only and will be arranged by the Organiser. No other power source is permitted brought to the site. All electrical equipment must be tested and tagged by an approved electrician. These will be checked at random during the event.
9. Other than food Exhibitors, Exhibitors are not permitted to sell any food or drink at their site. Samples may be given out and it is the responsibility of the exhibitor to maintain appropriate food standards and gain any licences required. No exhibitors (including food vendors) are permitted to supply any alcohol. The Organiser reserves the sole right to supply alcohol.
10. Exhibitors are responsible for security of their own site during exhibition hours. The Organiser has arranged for onsite security outside exhibition hours from 7pm, Friday 8th November until 11am, Saturday 9th November and 10pm 9th November to 8am Sunday 10th November. However the organiser does not accept any responsibility for loss or damage occurred.
11. The Organiser reserves the right to alter the site plan to adjust for greater or lesser sites sold prior to the event. A final site plan will be emailed to site holders a week before the event.
12. The Exhibitor must be fully operational during the opening hours of the event.

13. All Exhibitors goods, advertising, and other belongings including tents, marquees and gazebo guide ropes, within your site and other dangerous protrusions must be within your site and made safe.

14. Exhibitors must not advertise any other business other than their own.

15. Exhibitors selling things need to comply with New Zealand laws. The Organiser is not held responsible for any law breaches.

16. Packing in is to be done on Friday 8th November between the hours of 1pm and 6pm. Any earlier entry at the discretion of the Organiser. Exhibitors must be onsite from 11am on Saturday 9th November ready to open at 12noon. There will be no provision for any packing in to take place on Saturday except for Food Vendors.

Food Vendors must be onsite from 9am and ready for business no later than 11.30am on Saturday, 9th November.

Exhibitors may not begin packing down until 3pm on Sunday 11th November (unless agreed by the organisers) and must be finished and out of the venue by 6pm.

17. All Exhibitors must receive a site induction prior to packing in.

18. Any damage to the site either during pack-in, during the event and when packing out will be charged to the Exhibitor.

19. The Exhibitor is responsible and liable for their allocated site.

20. The site must be manned at all times and displays kept tidy. Exhibitors are required to conduct in a safe, professional and positive manner and must not act in a way that brings the event into disrepute.

21. Whilst competitions are allowed and actively encouraged, there is to be no lottery, auction or raffle unless by prior agreement with the Organiser.

22. Exhibitors must at all times keep within their allocated site space and must not intrude on neighbouring sites.

23. Sub-letting of exhibitor sites is not permitted. Sharing of stands must be approved by the Organiser and will be charged accordingly. All exhibiting companies must be listed separately.

24. The Organiser reserves the right to add, delete or amend any conditions stated within this agreement, at any time, and without prior notification to Exhibitors. Exhibitors will be informed of any such changes via email.

25. Exhibitors must comply with laws such as dangerous goods and health and safety regulations and any other laws pertaining to their line of business.

26. Exhibitors (and their guests and customers) must not undertake or allow any illegal activity to take place onsite.

27. Exhibitors will ensure that there is no smoking or vaping onsite.

28. All rubbish generated from site is to be removed by the Exhibitor.

Exhibitors are to check that there are no remnants remaining on their site after packing out.

29. Exhibitors agree to be photographed and images may be used for further promotional material by Organiser.

30. Food Exhibitors must obtain relevant licences and health and safety regulatory permissions which need to be sighted by the Organiser.

31. Exhibitors must comply with all requirements under the Health and Safety at Work Act 2015. The Organiser reserves the right to remove any Exhibitor acting dangerously, offensively or uncooperatively at any time during the event.

32. If Exhibitors see anything that is likely to cause damage or injury, the Exhibitor must immediately notify the Organiser.

33. Any exhibitor undertaking on land or on water demonstrations or Have A Go events will be required to submit a specific H&S Plan and Risk assessment for the activity.

34. The Organiser is not liable for any injuries to any person or damage to property owned or controlled by Exhibitors. The Exhibitor indemnifies the organiser from any claims that arise out of the Exhibitors participation in the event.

35. Exhibitors are recommended to hold their own Public Liability Insurance and Personal Insurance for their own property.

36. If any of the above are breached the Organiser may terminate the Exhibitor either before the event or on the day.

37. Exhibitors must comply with all reasonable instructions and directions of the Organiser.