



## EXHIBITION RULES AND REGULATIONS

### STAND PERSONNEL REGISTRATIONS

Two complimentary stand registrations are included with each stand booking. This includes morning and afternoon teas and lunches on Tuesday, Wednesday and Thursday plus admission to the Welcome Reception. Additional stand personnel registrations are available at \$368 (including GST) each (limited to two per stand).

Please note that paper presenters or delegates cannot register as stand personnel on an exhibitor's stand. All optional social functions are extra. Tickets to the Conference Dinner are limited and are available on a first-come, first-served basis.

There has been confusion in the past about exhibitors and stand personnel access to Conference presentations. It has been standard policy for many years that Conference attendance is separate to Expo staff attendance. Capacity and safety considerations require us to enforce this. If there is seating available, Exhibitors and stand personnel MAY be admitted to Conference presentations on a case-by-case basis. Please note that Conference Registrants will always have priority admission and persons without Conference registration may not be admitted until after the commencement of the presentation.

**Please note: Stand personnel registrations do not include tickets to the Conference Dinner.** However, these can be added to the stand personnel registration portal though.

### EXHIBITOR NAMETAGS

Exhibitor nametags can be collected from the Registration Desk located in the foyer. Please ensure your staff/contractors are always wearing a pass.

Please ensure that all stand staff are supplied with their nametags and are advised that **NO** access will be given to the venue without the appropriate exhibitor nametag.

### SALES LITERATURE & COMPETITIONS

Printed promotional materials may be distributed only from within an exhibitor's own exhibition space. They are not to appear in any other public space within the Expo Area except for bona fide sponsors under the sponsorship guidelines. Demonstrations, other direct sales activities, and "give-away" items are also restricted to the exhibitor's own space.

## **CATERING ON STAND**

Please note that you cannot provide separate catering or food giveaways (this includes any food or beverage, including water and coffee) on your stand without prior permission from event organisers. Please contact Aimee Fraser if you have further questions [aimee@avenues.co.nz](mailto:aimee@avenues.co.nz) or 04 473 8044. Organisers reserve the right to remove items which do not adhere.

## **NOISE LEVEL**

Any sound trucks, equipment demonstrations or other sales presentations must be at a low volume so that nearby exhibitors are not bothered. Any form of attention-getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitor's display.

The nature of exhibitions is such that noise is unavoidable. Exhibitors must expect and accept a certain level of noise in their area. In the event of justifiable complaints from other exhibitors, Avenues Event Management reserves the right to determine the acceptable sound level and extent of demonstrations. Please be considerate to other exhibitors and keep noise levels to a minimum.

## **ANIMALS**

No animals are permitted in the venue except for Guide Dogs.

## **CHILDREN**

The presence of children during pack-in and pack-out times is strongly discouraged. No responsibility will be taken for any accidents.

## **DRESS CODE**

Exhibitors are free to wear either casual or business attire, but we do ask that, where possible, exhibition staff wear shirts with company logos for easy identification by attendees. **Promotional floor walkers are not permitted.**

## **EXITS**

Exits must not be obstructed. A clearance of at least 3 meters must be allowed. Exit signs must always remain visible.

## **FIRE & SAFETY REGULATIONS**

In the interest of public safety, all fire exits, air conditioning vents, lighting and sound controls, fire appliances and power distribution boards should always remain clear. There must be at minimum 1m clear access around equipment and display materials should be well clear of such areas and equipment.

All fabric and display materials used to dress your stand area must comply with fireproof regulations and must be made of non-combustible materials or non-flammable materials. Any activities conducted on stand that have a risk of fire, i.e. pyrotechnics, must have the appropriate certification, firefighting equipment and be approved by venue management. If you have any doubt about the materials, you will be using on your stand please contact Avenues Event Management.

All exhibitors planning demonstrations requiring open flames, any kind of compressed gas or explosive fuels, heat, etc. are required to contact the Exhibition Manager and give pertinent information that allows approval to be obtained in advance. Exhibitors must accept full responsibility for compliance with national and local fire safety regulations.

As part of health and safety requirements it is required that fully enclosed footwear and high visibility vests are to be worn by staff and contractors during the build and break down period.

All electrical leads must have a current test tag before being plugged in at Te Pae. This can be done by an electrician or arranged onsite at Te Pae. An electrician will be onsite during pack in to ensure that all test tags are current.

## **SAFETY**

Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power. Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.

All pressure vessels or equipment under pressure must conform to the safety standards and regulations. Approval for use is required. No motors, engines or power-driven machinery may be used without adequate protection against fire. No naked or open flame, temporary gas or naked, live electrical fittings may be used in the exhibition areas at any time. This includes welding works.

## **SECURITY**

Stands MUST be staffed at all times during expo opening hours.

## **SMOKING**

Smoking and vaping are not permitted at any time within the venue. The use of smoke machines is not permitted either. Laser smoke detectors operate at all times.

## **ASSIGNMENT OF SPACE**

No application will be processed, or space assigned, until the required deposit is received in NZ dollars. Space must be paid in full by the specified date. If not, the contract will be considered cancelled and space will be reassigned, or sold, by Avenues Event Management.

Water New Zealand reserves the right to assign or reassign booth space so that the arrangement of the exhibition is in the best interest of the attendees and the exhibitors. Water New Zealand also reserves the right to determine the eligibility of any exhibit and/or exhibitor either before or after the proper execution of the contract. Avenues Event Management further reserves the right to close or reconfigure any exhibit that is found to violate the agreement described herein or any applicable laws, by-laws, or regulations during the course of the Expo.

## **CANCELLATION OF STAND BOOKINGS**

### **Cancellation and Refunds**

If you wish to cancel your expo stand booking, this must be in writing. Cancellation received prior to Friday, 22 August will qualify for a full refund less an administration charge of \$300.00 plus GST (per stand).

Cancellation received after Friday, 22 August will qualify for a 50% refund if a replacement exhibitor is found for the cancelled expo stand less an administration charge of \$300.00 plus GST (per stand).

### **CHANGE OF LOCATION OR CANCELLATION OF EXHIBITION**

If, for any reason, the selected meeting place is not available for exhibiting, or if other contingencies prevail which, in the opinion of Water New Zealand, would prohibit or greatly limit attendance at the convention, then Water New Zealand has the right to cancel the exhibition or move the exhibition location to another facility or city at the discretion of Water New Zealand, and shall not be liable for any expense incurred by reason thereof. In the event of cancellation of the exhibition, Water New Zealand will refund to exhibitors all space charges paid by them.

### **INTERPRETATION AND ENFORCEMENT**

These regulations become part of the contract between the exhibitor and Water New Zealand, which has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of Water New Zealand, and all decisions so made shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of Water New Zealand, conduct themselves unethically, may be immediately dismissed from the exhibition without refund or other appeal.

### **INSURANCE**

It is the exhibitor's responsibility to insure their own goods, fittings and other property against loss or damage. This insurance should cover the total duration of the expo, including pack-in and pack-out periods.

### **LIABILITY**

Neither Water New Zealand nor the venue assumes any responsibility for the protection and safety of exhibitors, their exhibition representatives, agents, or employees, for the protection of exhibits or other property secured or removed after hours and placed in safekeeping. Any guard service, security room, or other protective measures that Water New Zealand may take shall be deemed to be purely gratuitous on its part, and Water New Zealand shall have no responsibility for the effectiveness or failure of such measures or for the conduct of personnel involved therein. Each exhibitor agrees to indemnify and hold harmless Water New Zealand, including its officers, directors, agents, employees, contractors, assignees and insurers (hereafter 'Water New Zealand'), and the other exhibitors at the conference from and against any and all claims, losses, damages, liabilities and expenses, including attorneys' and consultants' fees and expenses and court costs incurred by Water New Zealand or such other exhibitors, in defending against, satisfying or compromising any such claim arising out of any injury to persons or property caused by any act or omission of the exhibitor or its representatives, agents, employees or contractors.

Further, the exhibitor shall indemnify and hold harmless Water New Zealand and such other exhibitors from and against any penalties, damages or charges imposed for any violations of any law or ordinance by the exhibitor or its representatives, agents, employees or contractors, and shall also indemnify and hold harmless Water New Zealand and such other exhibitors against any and all claims, losses, damages, or expenses arising out of any failure by the exhibitor in any respect to comply with and perform all the requirements and provisions of these Rules and Regulations.

## **SPONSOR**

Water New Zealand reserves the right to negotiate and conclude arrangements for the benefit of Water New Zealand with a sponsor or sponsors, in relation to the Expo at the entire and unfettered discretion of Water New Zealand.

Water New Zealand acknowledges that no contractual or other relationship exists between Water New Zealand and the sponsors as a result of the conclusion of this agreement and the exhibitor taking part in the Expo, and the exhibitor agrees that it will look to Water New Zealand alone for fulfilment of all obligations in terms of this agreement or arising at common law as a result of the exhibitor's participation in the Expo.

## **PURPOSE OF EXHIBITION**

The Water New Zealand Conference & Expo 2025 is sponsored and managed by Water New Zealand, a non-profit organisation. The purpose of the exhibits, an integral part of the Association's educational activity, is to complement the professional meetings and technical sessions by enabling delegates and trade visitors to see state-of-the-art equipment, service, and technologies, including the latest innovations in the water and waste industries.

## **USE OF EXHIBIT SPACE**

Exhibits are confined to products manufactured by or services rendered by the exhibitor. No exhibitor shall assign, sublet, or share the space allocated without the approval of Water New Zealand, and shall be required to have the assigned exhibit space neat and clean at all times.

During show hours, each exhibit must be staffed by a company representative substantially all the time. Booth attendants shall be dressed modestly and in good business taste. Exhibitors and their representatives shall conduct themselves with decorum and in a professional manner at all times.

No cementing, nailing, tacking, taping, or attaching of any material to any floor, wall or column will be permitted unless approved by the Water New Zealand Exhibition Manager.