

NZCB Conference – Sponsorship and Exhibition Terms and Conditions



Stand Application and Allocation

Stand applications must be completed through the organisers or the online portal. Stand allocation is on a "first-come-first-served" basis. The application will constitute the Exhibitor's commitment of participation and acceptance of these Terms and Conditions. The Organiser reserves the right to accept or reject applications without giving any reason. The application will be accepted in writing by the Organiser. The Organiser reserves the right to modify booth allocation and the floor plan if in the best interest of the Exhibition. Stands cannot be shared without prior approval of the Organiser.

Stand Inclusions

Small stand inclusions:

- Three velcro receptive panels - 3.00m wide x 1.80m depth x 2.30m high unless it has been agreed by the Exhibitor and the Organiser to have a side removed
- 10-amp single phase power supply with a 4-way multi box
- 1x spotlight
- Complimentary WiFi
- Installation (basic set up) and removal (panels, lights, power)
- One exhibitor registration including one ticket to the Friday night happy hour networking drinks

Medium stand inclusions:

- Three velcro receptive panels - 3.00m wide x 3.00m depth x 2.30m high unless it has been agreed by the Exhibitor and the Organiser to have a side removed
- 10-amp single phase power supply with a 4-way multi box
- 1x spotlight
- Complimentary WiFi
- Installation (basic set up) and removal (panels, lights, power)
- One exhibitor registration including one ticket to the Friday night happy hour networking drinks

Large stand inclusions:

- Three velcro receptive panels - 3.60m wide x 3.00m depth x 2.30m high unless it has been agreed by the Exhibitor and the Organiser to have a side removed
- 10-amp single phase power supply with a 4-way multi box
- 2x spotlights
- Complimentary WiFi
- Installation (basic set up) and removal (panels, lights, power)
- One exhibitor registration including one ticket to the Friday night happy hour networking drinks

The fixing of display material to the booth will be permitted only by methods advised by the Organiser. No nails, screws or other fixtures may be driven into any part of the exhibition hire equipment. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

Sponsorship Application

Sponsorship must be completed through the organisers or the online portal. Sponsorship items and packages are on a "first-come-first-served" basis. The application will constitute the Sponsor's commitment of participation and acceptance of these Terms and Conditions. Certain sponsorship items require the Sponsor to also be an Exhibitor. The Organiser reserves the right to accept or reject applications without giving any reason. The application will be accepted in writing by the Organiser who will then issue a sponsorship agreement and invoice. Sponsorship packages are only confirmed once sponsorship agreements are signed, and full sponsorship payment is received.

Payment

All fees are in New Zealand dollars and include 15% GST (Goods and Services Tax). The EXHIBITOR/SPONSOR will pay NZCB the full payment within 10 working days following the original invoice date to secure the stand/sponsorship. If payment is not received the stand/sponsorship may be released and can be rebooked by another vendor unless prior arrangement has been made with the Organiser. Payment can be made by electronic funds transfer (direct credit) or credit card. Payment online by Visa or MasterCard are processed via a secure gateway. Your payment will appear on your credit card statement as a transaction with 'Twelve Conferences + Events'. Credit card payments incur a surcharge of 3%.

Postponement or Cancellation

If the Organiser postpones the conference:

- The booking will be transferred to the new dates.

If the Organiser cancels the conference:

- The Organiser will not be liable for any expenses incurred by the Exhibition/Sponsorship in preparation of material for the Conference or the supply of goods and services.
- A full refund will be given.

If the Exhibitor/Sponsor cancels their participation:

- Cancellations must be made in writing to the Organiser by email to events@nzcb.nz
- A full refund will be given for cancellations received within 7 days of your exhibition/sponsorship application being accepted.
- Cancellations received later than 7 days after your exhibition/sponsorship application being accepted and up to and including Friday 4 April 2025 will incur a loss of 50% of total charge for the sponsorship.
- No refund will be made for cancellations received from Saturday 5 April 2025.

Non-payment does not constitute a cancellation.

Insurance and Liability

Exhibitors are responsible for all of their exhibits and contents and are required to carry their own insurance for the loss, theft, damage or otherwise of their belongings and public liability over the period of the Conference. This insurance should remain in force until their exhibits are removed from the venue. Neither the Organiser, Conference Organiser, or the Venue is liable for any damage or loss of any exhibitor's material brought into the venue, prior, during or after the event. Exhibitors must assume all responsibility for any damage caused by themselves or their equipment to the venue, other exhibitors or attendees at the event however so caused.

Health and Safety

The Organiser and the Exhibitor will consult, cooperate, and coordinate with each other and any other person(s) or organisation(s) who manage or control the venue of the Conference to ensure that both parties comply with their respective obligations under the Health and Safety at Work Act 2015 in relation to the Conference.

Force Majeure

Force Majeure means events beyond the reasonable control of the Organiser including, without limitation, acts of God, national emergency, riots, civil commotion, terrorist activities, act of Government and industrial action. If the conference is cancelled or delayed by Force Majeure the Organiser will, as soon as is possible, give written notice of that to the Exhibitor specifying the matters constituting Force Majeure and the period for which such prevention or delay will continue, the Defaulting Party will be excused performance or the punctual performance (as the case may be) as from the date of such notice for so long as the Force Majeure continues.

The Organiser and the Exhibitor will co-operate, and the Organiser will use their utmost endeavours to make alternative arrangements to enable the obligations to be performed or to make a full or partial refund for the Conference.

Disputes

This Contract will be governed and interpreted in accordance with the laws of New Zealand. In the event a dispute arises in relation to this sponsorship, the parties agree to use their best endeavours to resolve the dispute through good faith negotiations in keeping with the spirit of sponsorship. If no agreement can be reached within 14 days, then the matter will be referred to mediation. Each Party will meet their own costs of resolving the dispute.

General Conditions:

- All exhibits must remain intact until the specified time and date for dismantling and may not be dismantled or removed before that hour.
- The Exhibitor will need to nominate the recipients of the included complimentary registration.
- Exhibitor registrations are for exhibiting organisations only.
- Exhibitors and their representatives must abide by the Organisers Code of Conduct.
- All electronic items that will be brought onto the exhibition site (laptops etc) must have been 'tag and tested' by a qualified electrician and not be up for retesting. Items not suitably tested and tagged will be removed from the venue.
- Sponsor representatives must register to attend the Conference.
- The Sponsor will need to nominate the recipients of any included complimentary registration.
- Provision of delegate details is subject to privacy laws. Delegate lists will consist only of delegates who have agreed to the publication of their details and will contain only the following pieces of information:
 1. Full name
 2. Organisation name
 3. Email

Contact Details

Conference Organisers – Twelve Conferences + Events

events@nzcb.nz

027 410 6567

