

MEETINGS 2026 – Exhibitor Terms and Conditions

DEFINITIONS

For the purposes of these Terms & Conditions, the following definitions shall apply:

- **Exhibitor:** Includes all employees, representatives, and agents of any company, partnership, firm, or individual to whom exhibition space has been allocated for the purpose of exhibiting at MEETINGS 2026.
- **Exhibition:** Refers to *MEETINGS 2026*, the event organised by Business Events Industry Aotearoa (BEIA).
- **Exhibition Venue:** Denotes *New Zealand International Convention Centre (NZICC)*, the designated location for the Exhibition.
- **Organisers:** Refers to Business Events Industry Aotearoa (BEIA), including its employees, contractors, and authorised agents responsible for the planning and execution of the Exhibition.
- **Landlord:** Means the owners and management of the Exhibition Venue, including their employees and agents.
- **Contract:** The legally binding agreement between the Organisers and the Exhibitor for the allocation of exhibition space or shell scheme stand, incorporating these Terms & Conditions.
- **Authorities:** Includes the relevant Local Authority, Fire Authority, and any other statutory or regulatory bodies with jurisdiction over the Exhibition and its operations.
- **Exhibition Information Manual:** The official manual prepared by the Organisers and distributed to Exhibitors prior to the Exhibition, outlining operational, logistical, and compliance requirements.
- **Stand Coordinator:** The designated or default representative from the Exhibitor's organisation responsible for liaising with the Organisers regarding stand arrangements and exhibition logistics.
- **Key Contact:** The primary representative from the Exhibitor's organisation responsible for coordinating appointments and engagements at the stand during the Exhibition.
- The Key Contact must attend the online onboarding sessions.
- All **Stand Coordinators** must complete the official **MEETINGS 2026 Exhibition Application Form & Contract for Space** to reserve exhibition space.
- A **Key Contact** must be nominated at the time of application, with full contact details provided.
- By acknowledging these Terms & Conditions, the Stand Coordinator agrees to all stipulations contained herein.
- A written **confirmation of space** from the Organisers constitutes the establishment of a rental contract between the Organisers and the Exhibitor.
- Exhibiting companies must be **current financial members of BEIA** at the time of registration and during the Exhibition.
- All personnel working on an exhibition stand must be directly employed by a company that is a current BEIA member.

TERMS & CONDITIONS

1. PARTICIPATION COST

- The cost of floor space includes **space only**, unless otherwise specified.
- Exhibitors opting for an **independent walling package** will receive:
 - Rear and side walls (as required)
 - Company name signage
 - Standard power supply
 - Basic lighting

2. APPLICATION FOR SPACE

Alteration of Space Allotted

- The contract grants a **licence to exhibit**, not a tenancy.
- The Organisers reserve the right to adjust the **position, size, or shape** of the allocated space.
- No alteration will increase the Exhibitor's rental liability beyond what is stated in the original Contract.

- **Activation space** must be used to promote products relevant to the Exhibition's subject matter.
- The Organisers reserve the right to **refuse any application or prohibit any exhibit** (in whole or in part) without obligation to provide a reason.

Sub-letting

- Exhibitors may **not assign, sub-let, or share** their stand or any portion thereof without **prior written consent** from the Organisers.

3. CONDITIONS OF PAYMENT

- Upon receipt of the **GST Tax Invoice** from BEIA, the full amount is **due immediately**.
- **Super Earlybird** applications must be paid in full by **21 July 2025** to qualify for discounted rates. After this date, **Earlybird rates** apply.
- **Earlybird** applications must be paid in full by **20 December 2025** to qualify. After this date, **Standard rates** apply.
- All outstanding invoices must be paid **in full by 30 April 2026**.
- Exhibitors will **not be permitted to erect or occupy** their stand if payment has not been received in full.
- In such cases, all participation fees paid shall be **forfeited**, and the Organisers may reallocate the site at their discretion.
- The Organisers reserve the right to **recover any costs** incurred in reallocating the site.

4. REDUCTION OF STAND SIZE / CANCELLATION

- Without prejudice to the rights and remedies of the Organisers in respect of any breach of contract by the Stand

Coordinator, a reduction in stand size or cancellation of participation is subject to the following conditions:

- **a)** Written notice must be submitted to the Organisers specifying the amount of space to be relinquished or the intent to cancel participation.
- **b)** Upon receipt of such notice, the Organisers will confirm the applicable rental charges or cancellation fees:
 - For all exhibitors (excluding Regional Bureaux), cancellations made **on or before Friday 20 March 2026** will incur an **administration fee of \$500 + GST**.
 - After this date, **no refund** will be issued.
 - **Regional Bureaux space** held as of **10 December 2025** is **non-refundable**. Any vacant space as of **Friday 20 March 2026** may be resold at **activation space rates**.
- **c)** Any changes to stand dimensions resulting from a reduction request are subject to the Organisers' discretion.
- **d)** After **Wednesday 12 May 2026**, **no refunds** will be issued for additional purchases, including:
 - MEETINGS Opening
 - MEETINGS Celebration
 - Additional exhibitor personnel registrations
- **e)** All cancellation notices must be submitted **in writing to the Exhibition Manager**.

5. Occupation & Completion of Site

- Stand Coordinators and contractors must adhere to **pack-in and pack-out schedules** as outlined in the *Exhibitor Information Manual*.

- All stands must be **fully installed and ready for display by 1800 hours on Tuesday 16 June 2026**.
- Exhibitors may **not dismantle or remove exhibits** prior to the official closing time of **1700 hours on Thursday 18 June 2026**.

6. Construction & Erection of Shell Scheme Stands – Walling Package

Stand Fittings

- All interior fittings must remain **within the shell scheme structure**.
- Maximum height is **2.3 metres**, unless prior approval is granted by the Organisers.

Space Only Stands – Design & Build

- Stand Coordinators are responsible for **design and construction** of their own stands.
- A **visual plan** (including ground plan, elevation, and electrical layout) must be submitted to the Organisers for approval **by Tuesday 17 March 2026**.
- All fittings must remain **within the designated stand area** and must **not encroach into aisle space**.
- Plans are subject to approval by both the **Organisers and the Landlord**, and must comply with all venue regulations.
- The Organisers reserve the right to **prohibit construction** if plans are not submitted in accordance with this regulation.

Entry Level Exhibitor Stand

- Available only to **new exhibitors** or those returning after a **5-year absence**, at the sole discretion of the Organisers.

- This option is limited to **two consecutive years**.
- Entry Level exhibitors do **not** have access to the **Pre-Scheduled Appointment process** but will receive access to the **Online Diary**.
- A **limited number** of Entry Level stand spaces are available.

Stand Name and Number

- Space Only stands must ensure their **stand number and company name** are clearly displayed, as these will **not be provided** by the Organisers.

General Stand Regulations

- The Organisers may, at the Exhibitor's expense, **remove or alter any part of a stand** if deemed necessary for the integrity or presentation of the Exhibition.
- The Organisers reserve the right to **affix numbers or directional signage** to any stand in any location.

Electrical Installations

- All electrical work must be carried out by the **official contractor appointed by the Organisers** for the relevant exhibition area.

7. Alcoholic Beverages

- Exhibitors may serve **tasting-sized portions of alcohol** at their stand **only with prior written approval** from both the Exhibition Manager and the Venue.
- **Glassware** of any kind must **not leave the footprint** of the stand.
- Alcoholic beverages intended as **giveaways** must be **covered or bagged**, and may only be distributed **with permission** from the Exhibition Manager.

8. Fire Regulations & Safety

All Exhibitors must comply fully with:

- **a)** The regulations of the **Landlord** and relevant **Authorities** concerning fire safety, health and safety, and emergency access and exits.
- **b)** All obligations under the **Health and Safety at Work Act 2015**.

9. Exemptions

- Requests for exemptions from any regulation must be submitted **in writing** to the Organisers.
- Applications must include **full details** of the matter for which consent is sought.
- Exemptions may be granted **at the sole discretion** of the Organisers.
- No exemption shall be valid unless **confirmed in writing** by the Organisers.

10. Conduct of Exhibitors

- Exhibitors must ensure their stand is **open and staffed by competent representatives** during all official Exhibition hours.
- A **minimum of two staff members** must be present at the stand during **pre-scheduled appointment sessions**.
- If a stand is not opened or exhibits are left covered, the Organisers may take action to **open or remove** the stand and exhibits. The Exhibitor will be liable for any associated costs. The Organisers accept **no responsibility for any losses**, including consequential losses, resulting from such action.
- The Organisers reserve the right to **halt any activity** deemed disruptive or inappropriate, including conduct that causes annoyance to other Exhibitors or buyers.

- All business must be conducted **within the Exhibitor's own stand**. Activities in gangways or other areas of the Exhibition are strictly prohibited.
- Exhibitors and their representatives must behave in a **professional and respectful manner** at all times. The Organisers may, at their discretion, **remove any individual** from the Exhibition Venue for non-compliance and **refuse re-entry** for the duration of the event.
- Exhibitors must comply with **all directions and requests** from the Organisers that are consistent with these Terms & Conditions.

11. Lanyards & ID Badges

- The Organisers will issue **official lanyards and ID badges** for admission to the Exhibition. No other forms of entry will be accepted.
- **Exhibitors must wear their official Exhibitor ID badge** at all times while on-site. Entry will be denied without it.
- **Industry visitor passes** are valid **only during designated industry opening hours**. Individuals wearing these passes **may not work on a stand**.
- The Organisers reserve the right, at their discretion, to **withdraw any ID badge** if complaints are received regarding the conduct of the badge holder.

12. Damage to the Exhibition Venue

- No nails, screws, adhesives, or other fixtures may be applied to **any part of the Exhibition Venue**, including floors, walls, or structures.
- Exhibitors must not **damage, deface, or alter** any part of the Venue. Any damage caused will

result in the Exhibitor being **invoiced for repair costs**.

- **Soil, sand, water, or any substance** that may cause damage, staining, or mess **must not be placed on the floor** without **prior written approval** from the Exhibition Manager.
- Exhibitors are responsible for ensuring that **all materials used** within their allocated space comply with this requirement. Non-compliance may result in:
 - Removal of the item
 - Additional cleaning fees charged to the Exhibitor

13. Insurance

- Exhibitors must ensure they are **fully insured** against all risks associated with participation in the Exhibition. Key requirements include:

Third Party Claims

- Exhibitors are responsible for **all claims, actions, or costs** arising from personal injury or property damage caused during the **erection or dismantling** of their stand.
- Exhibitors shall **indemnify the Organisers** against any such claims, including legal proceedings and associated costs.

Public Liability Insurance

- Exhibitors must maintain **Public Liability Insurance** with a **minimum indemnity of NZD \$5 million**.
- Coverage must include the **entire duration of the Exhibition**, including **pack-in and pack-out periods**.
- A copy of the insurance certificate must be submitted to the

Organisers **by Friday 17 April 2026**.

Stand Insurance

- Exhibitors must insure against **loss or damage** to their property, fixtures, fittings, and personal effects while at the Exhibition Venue.
- The Organisers accept **no responsibility** for loss or damage to Exhibitor property, regardless of cause.

Force Majeure

- Exhibitors must insure against costs and losses resulting from the Exhibition being **abandoned, cancelled, postponed, or curtailed** due to circumstances beyond the Organisers' control, including:
 - War
 - Fire
 - National emergency
 - Labour disputes
 - Civil disturbances
- The Organisers may, at their discretion, **refund part or all of the rental fee**, but are **under no obligation** to do so.
- The Organisers shall not be liable for **any claims, losses, or expenses** incurred by the Exhibitor due to such events.

14. Stand Cleaning

- Exhibitors are responsible for ensuring their stand is **clean and tidy** throughout the duration of the Exhibition.
- If vacuuming or additional cleaning services are required, Exhibitors must **contact the Venue directly** to arrange and book the service.

15. Photographs

- No stand, product, or article may be **photographed, drawn,**

copied, or reproduced without **prior written permission** from the Organisers.

16. Audio Visual Equipment & Public Performance

- Exhibitors must comply with all **Landlord and Authority regulations** regarding the use of audio-visual equipment.
- **Public performances are not permitted** within the exhibition halls during MEETINGS 2026.
- Any **hospitality activities** must:
 - Be **confined to the Exhibitor's stand area**
 - Be **approved by BEIA**
- **Sound levels** must be kept to a **minimum** to avoid disturbing nearby stands. If complaints are received, the Organisers reserve the right to **suspend entertainment** for the remainder of the Exhibition.
- **Entertainment is strictly prohibited** during **appointment sessions**.

17. Exhibition App & Floor Plan

- The Organisers will issue an **official exhibition app and floor plan**.
- The Organisers accept **no liability** for any **omissions, misquotations, or errors** in the compilation or distribution of these materials.

18. Organisers' Right to Terminate Contract

- If an Exhibitor **fails to observe or perform** any provision of the Contract, the Organisers reserve the right to **terminate the Contract immediately** by written notice.
- Upon termination:

- The Exhibitor's **exhibits must be removed** from the Exhibition premises at a time specified by the Organisers.
- The Exhibitor shall **lose access** to the Exhibition and its premises.
- The Organisers may, if necessary, **remove and dispatch the Exhibitor's property** to the address listed in the Contract, **at the Exhibitor's expense**.
- All rental fees paid shall be **forfeited** and retained by the Organisers.
- The Exhibitor shall **indemnify the Organisers** against all costs, losses, damages, or expenses incurred, including **consequential losses**.

19. Organisers' Right to Cancel Exhibition

- The Organisers reserve the right to **abandon, cancel, or suspend** the Exhibition (in whole or in part) if there is **insufficient exhibitor participation or support**.
- The Organisers' decision in such matters shall be **final**.
- In the event of cancellation, suspension, or abandonment:
 - Exhibitors will be entitled to a **refund of rental fees paid**.
 - The Organisers shall **not be liable** for any further actions, claims, losses (including consequential losses), costs, or expenses incurred by the Exhibitor as a result.

20. Failure of Services

- The Organisers will use their **best endeavours** to ensure the provision of services by the Landlord and those listed in the *Exhibitor Information Manual*.

- However, the Organisers shall **not be liable** for any loss or damage resulting from the **partial or complete failure** of such services.
- Exhibitors shall **not be entitled to any refund or allowance** in respect of rental or other payments due in such circumstances.

21. Bankruptcy or Liquidation

- If an Exhibitor (individual or firm) becomes **bankrupt**, is subject to a **Receiving Order**, or enters into an arrangement with creditors, or if a limited liability company enters **liquidation** (excluding voluntary liquidation for amalgamation or reconstruction) or has a **Receiver appointed**, the Contract shall be **terminated immediately**.
- Upon termination:
 - All **Rental paid shall be forfeited**.
 - Any **outstanding Rental balance** shall become **immediately payable**.
 - Termination shall be **without prejudice** to any claims the Organisers may have against the Exhibitor for **prior breaches** of the Contract.

22. Rights of the Organisers and Landlord

- The Organisers, the Landlord, and their authorised representatives reserve the right to **enter the Exhibition Venue at any time** to carry out works, repairs, alterations, or other necessary activities.
- No **compensation** shall be payable to Exhibitors for any **damage, loss, or inconvenience** resulting from such actions.

23. Disputes

- This Contract shall be governed by the **laws of New Zealand**.

- All parties agree to submit to the **exclusive jurisdiction of the New Zealand courts** for any disputes arising under or in connection with this Contract.

24. Additional Health & Safety Requirements

- A formal **Health & Safety Plan** will be provided by the Organisers prior to Pack-In.
- Exhibitors must **comply fully** with all requirements outlined in the plan and briefing.
- If an Exhibitor is deemed to be **non-compliant**, the Organisers reserve the right to **remove the Exhibitor from the Exhibition**.

25. General Requirements: Hosting of Hosted Buyers

- **Restriction:** Exhibitors **must not host or engage** any Hosted Buyers during event hours in a way that causes them to miss or be late to any scheduled MEETINGS 2026 programme events or appointments.
- **Definition of "hosting":** Includes **any form of engagement**, whether inside or outside the event venues, that interferes with the Hosted Buyers' official schedule.
- **Penalty:**
 - If an Exhibitor breaches this clause, they must pay a **service rebate of \$5,000 + GST to the Organiser**.
 - **The Exhibitor may also be excluded from future events organised by the Organiser.**
 - **Legal Note:** The \$5,000 service rebate is considered a genuine pre-estimate of the Organiser's loss, not a penalty

