

EQUIDAYS®

18-20 November 2011

Prospectus 2011

Mystery Creek Events Centre | Hamilton | New Zealand

WWW.EQUIDAYS.CO.NZ

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Contact

Post Equidays Event Executive
Mystery Creek Events Centre
Private Bag 3206
Hamilton 3240

Email info@equidays.co.nz

Phone +64 7 843 4497

Fax +64 7 843 8572



About

From the team behind New Zealand National Agricultural Fieldays, the Transport and Heavy Equipment Expo and the Waikato Boat, Fishing and Leisure Show; Mystery Creek Events Centre is pleased to bring New Zealand's equine industry their own national event – Equidays.

After 18 months in development, including collaboration with a variety of equine industry leaders, organisers are delighted to announce the launch of Equidays, to be held every two years in November with the inaugural event being 18, 19 and 20 November 2011.



The Event

The vision is to develop a national event the equine industry will be proud to support.

Equidays is an all-encompassing event that will focus on both the commercial and recreational aspects of the equine industry. There will be an exhibition of equipment, suppliers, services and breeds; demonstrations from each discipline attending; competitions; clinics; seminars and training.

One of the key objectives of Equidays is to encourage future generations to consider the equine industry as an attractive career choice. The intention is to include career options in the seminar series and invite schools to attend coordinated school visits on the Friday of the event.

Equidays intends to host a unique evening show that will inspire the most enthusiastic horse lover. The show will require an additional ticket.

The Venue

Equidays will be held at Mystery Creek Events Centre, Hamilton, New Zealand. Mystery Creek Events Centre is easily accessible to visitors from the greater Waikato, Bay of Plenty, and Central North Island regions. Mystery Creek Events Centre is located just minutes from the Hamilton International Airport and is less than 10km from Hamilton city, Cambridge and Te Awamutu. Equidays is positioned within the hub of one of New Zealand's main equine areas.

The Support

Sir Patrick Hogan says, "The equine industry is very lucky to have an events organisation such as the Mystery Creek team, with its reputation and events expertise now focussing on our industry with the development of a specialised equine event. The event, encompassing all equine breeds and disciplines, will, I believe, be well supported; and build momentum to become a special and wonderful event. Having been in the equine industry all my life, I wholeheartedly endorse the Equidays event, 100%".

David Carter (Minister of Agriculture) says, "From young children learning to ride through to eventing and racing, New Zealanders have a real love for horses. This event is a wonderful opportunity to showcase our whole equestrian industry".

The Charity Benefactors

Organisers are pleased to support the New Zealand Riding for the Disabled Association and Horse Welfare New Zealand.

A percentage of revenue from all general admission tickets sold will benefit these outstanding organisations.

By supporting Equidays you will in turn be supporting Horse Welfare New Zealand and Riding for the Disabled – on their behalf, we thank you.



Why you need to be here

- This is New Zealand's only event for the entire equine industry
- There is both indoor and outdoor exhibition space available to suit your specific requirements
- Equidays will boast a selection of purpose built arenas for specialised demonstrations
- An experienced event management team is behind the event, ensuring the success of Equidays
- The large venue with 92 hectares of land, will also provide extensive free parking
- Equidays aims to attract 18,000 visitors over three days from two key markets:
 - Those involved in the equine industry in a professional capacity, or participate in equine events at an elite level, and
 - Those who enjoy horses as a hobby or an interest, or would like to learn more about the industry

Equidays provides a great opportunity to:

- **Expose** your product or service to new and existing clients
- **Network** with the equine community
- **Showcase** the industry as a logical and sensible career choice
- **Educate** visitors on your methods, products or services
- **Promote** your brand to the accredited media attending Equidays
- **Enhance** your presence by utilising the experienced team of professionals at Mystery Creek Events Centre

Sponsorship

Sponsorship is an excellent way to align your business to an industry or event. Make the most of your time at Equidays by sponsoring an area, sub-event or activity with naming rights and branding. Levels of sponsorship commitment and exposure vary, please contact the Equidays Event Executive on +64 7 843 4497 or email info@equidays.co.nz to discuss your options.

Demonstrations, Clinics and Activities

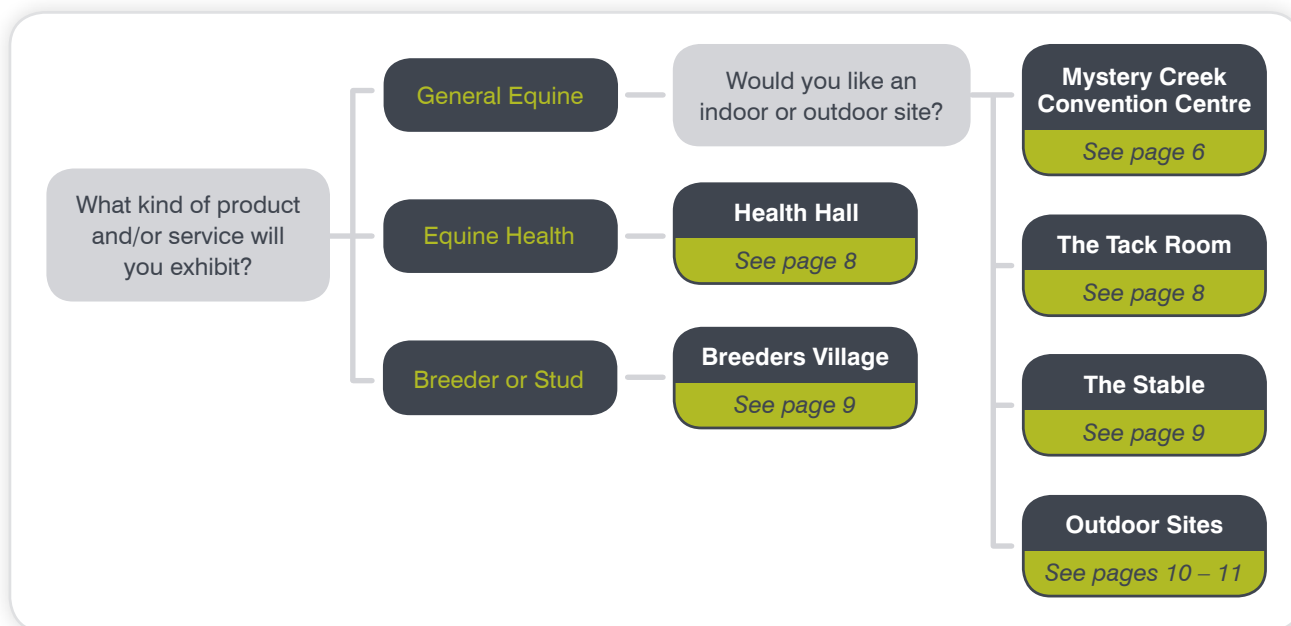
For further exposure during Equidays, exhibitors are welcome to present clinics, demonstrations or seminars. If you think that you, or someone you know, has the expertise to deliver a clinic, demonstration or seminar, please contact the Equidays Event Executive.

The arena in the Health Hall building has been dedicated to health demonstrations or clinics. If you are exhibiting in the Health Hall you are encouraged to submit your concepts for a demonstration or clinic to the Equidays team for consideration.

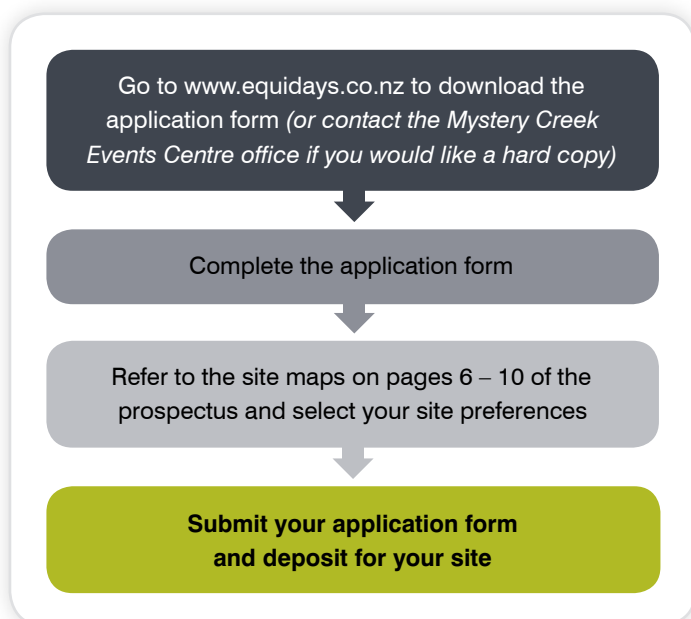
Please feel free to discuss ideas and requirements with the Equidays Event Executive on +64 7 843 4497 or email info@equidays.co.nz



How do I choose a site?



Booking a site is easy!



Forward your application by :

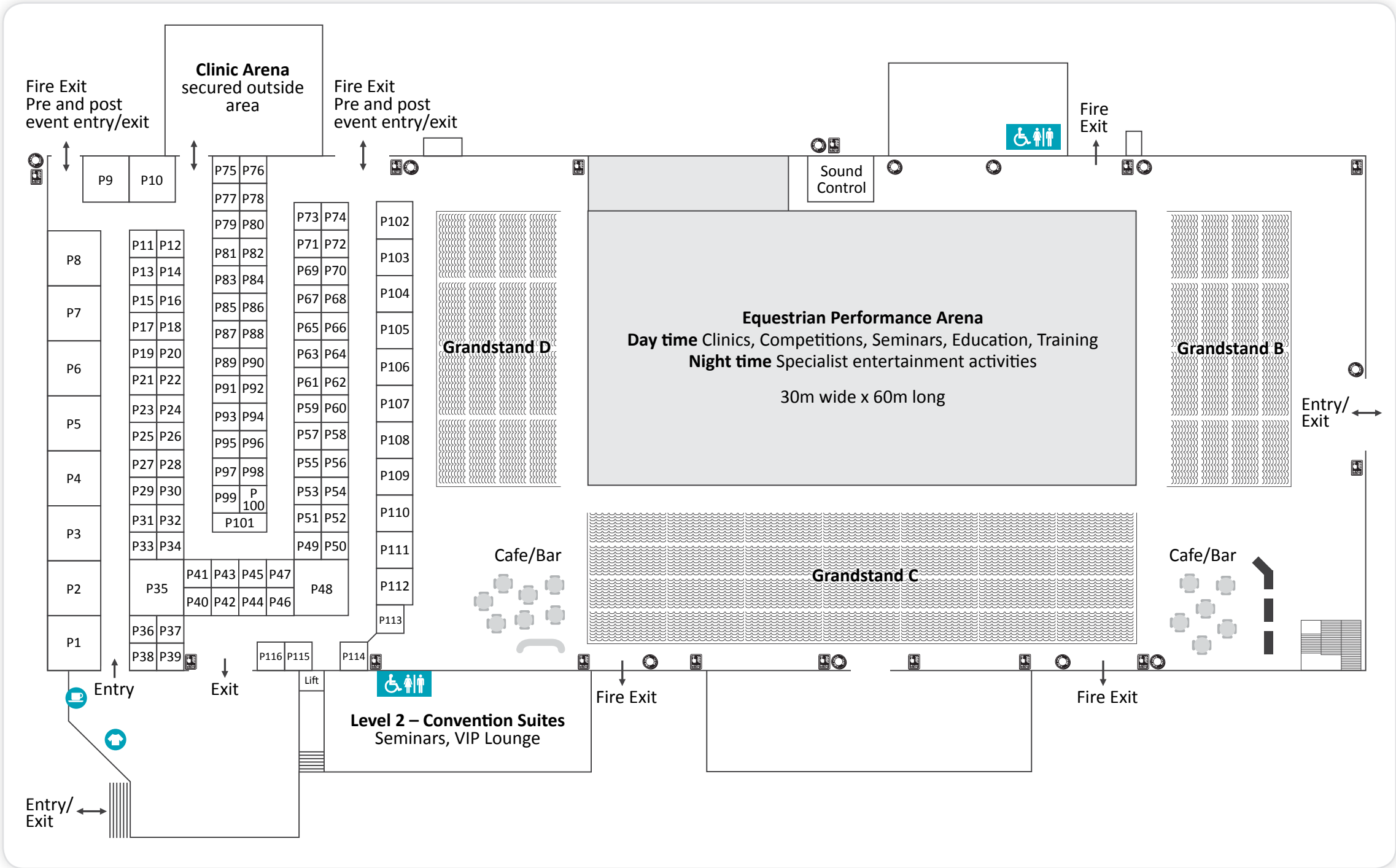
Email info@equidays.co.nz

Fax +64 7 843 8572

Post Equidays Event Executive
Mystery Creek Events Centre
Private Bag 3206
Hamilton 3240

Early Bird Allocation: 20 May 2011

Mystery Creek Convention Centre



- A range of site sizes available
- Purchase single or multiple sites
- \$110 (+ GST) per m²
- Flooring: Grey carpet
- Partitions: Black 2.3m velcro receptive
- Power: 10 amp power point and 4 way multi box
- Lighting: 2 x spotlights

Mystery Creek Convention Centre			
Site Number	Size (w x h)	Price (excl. GST)	Exhibitor Tickets
P1 – P8	6m x 6m	\$3,960	5
P9 & P10	5m x 5m	\$2,750	4
P11 – P34	3m x 3m	\$990	3
P35	6m x 6m	\$3,960	5
P36 – P47	3m x 3m	\$990	3
P48	6m x 6m	\$3,960	5
P49 – P100	3m x 3m	\$990	3
P101	6m x 2m	\$1,320	3
P102 – P112	4m x 4m	\$1,760	3
P113 – P116	3m x 3m	\$990	3

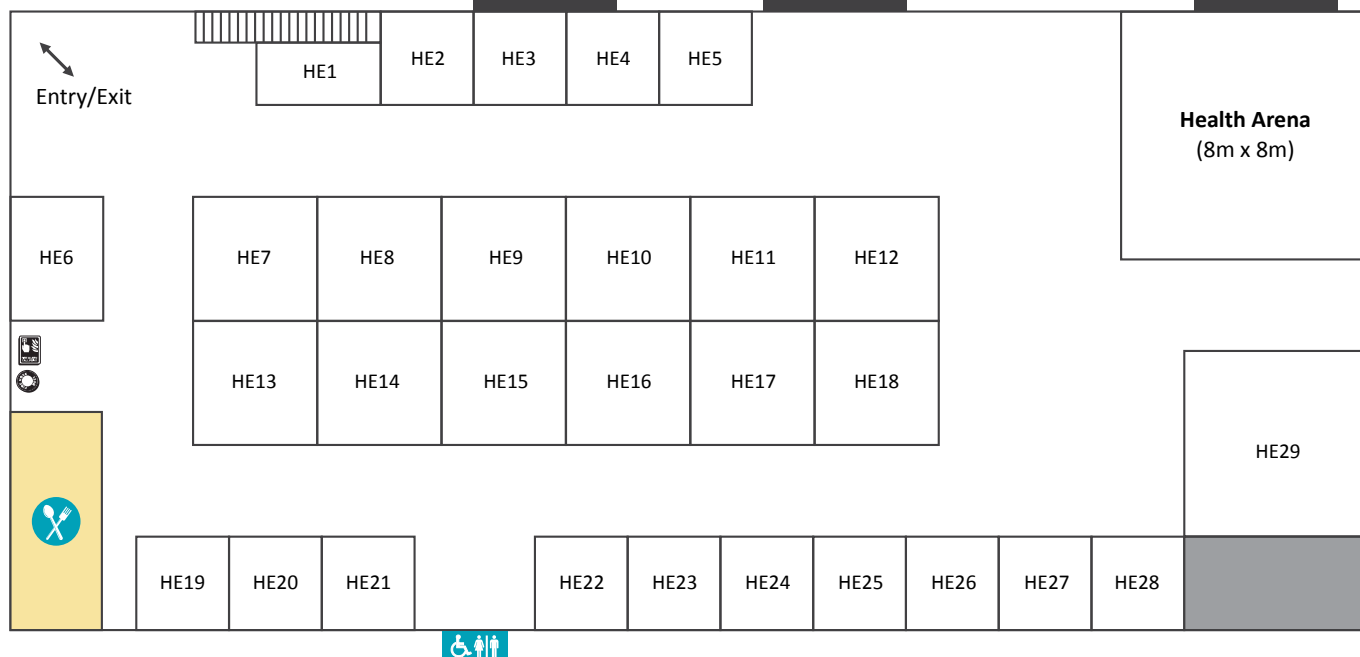
! NOTE: All prices exclude GST.

Key

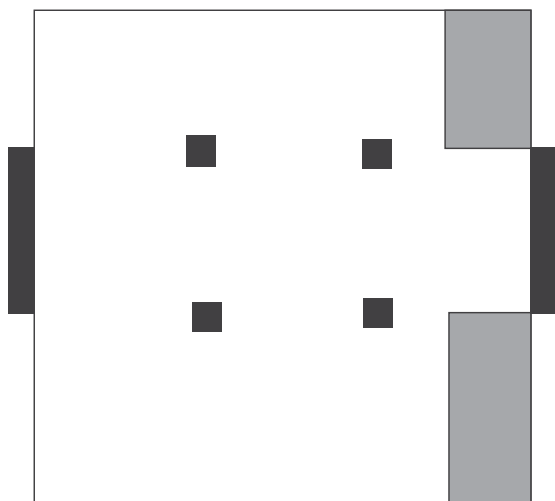
- Coffee Stand
- Merchandise
- Toilets
- Grandstand Seating
- Cafe/Bar Seating
- Fire Hose
- Fire Alarm



Health Hall



The Tack Room*



- Purchase a site or the whole building
- \$50 (+ GST) per m²
- Flooring: Grey carpet
- Partitions: Black 2.3m velcro receptive
- Power: 10 amp power point and 4 way multi box
- Lighting: 2 x spotlights

*Can be renamed if purchased in entirety.

Key

- Food Stand (outside)
- Toilets
- Fire Hose
- Fire Alarm

- A range of site sizes available
- Purchase single or multiple sites
- \$110 (+ GST) per m²
- Flooring: Grey carpet
- Partitions: Black 2.3m velcro receptive
- Power: 10 amp power point and 4 way multi box
- Lighting: 2 x spotlights

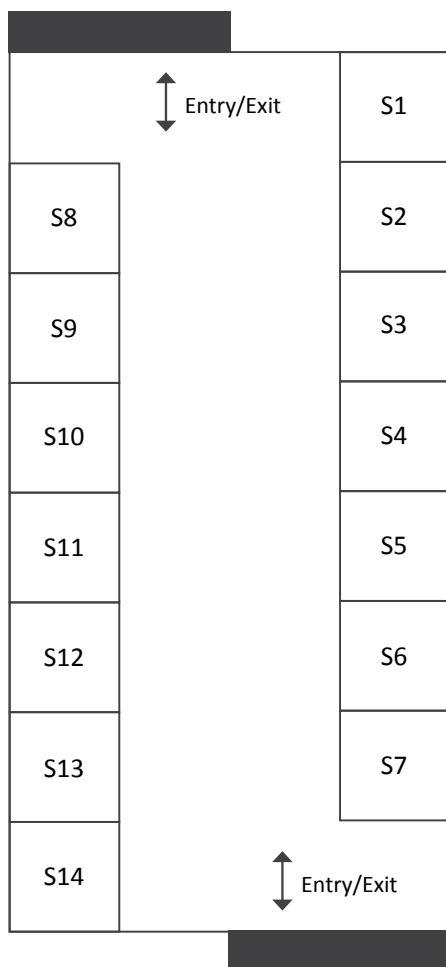
Health Hall			
Site Number	Size (w x h)	Price (excl. GST)	Exhibitor Tickets
HE1	4m x 2m	\$880	3
HE2 – HE5	3m x 3m	\$990	3
HE6	3m x 4m	\$1,320	3
HE7 – HE18	4m x 4m	\$1,760	3
HE19 – HE28	3m x 3m	\$990	3
HE29	6m x 6m	\$3,960	5

NOTE: All prices exclude GST.

Outdoor Sites

Outdoor sites are sold in varying sizes. Purchase single or multiple sites. All sites are priced at \$15 (+ GST) per m². Outdoor sites are provided as 'space' only, and do not include any marquee provision. See Marquee section below. Please refer to the Site Map on pages 10 and 11 for site locations and sizes.

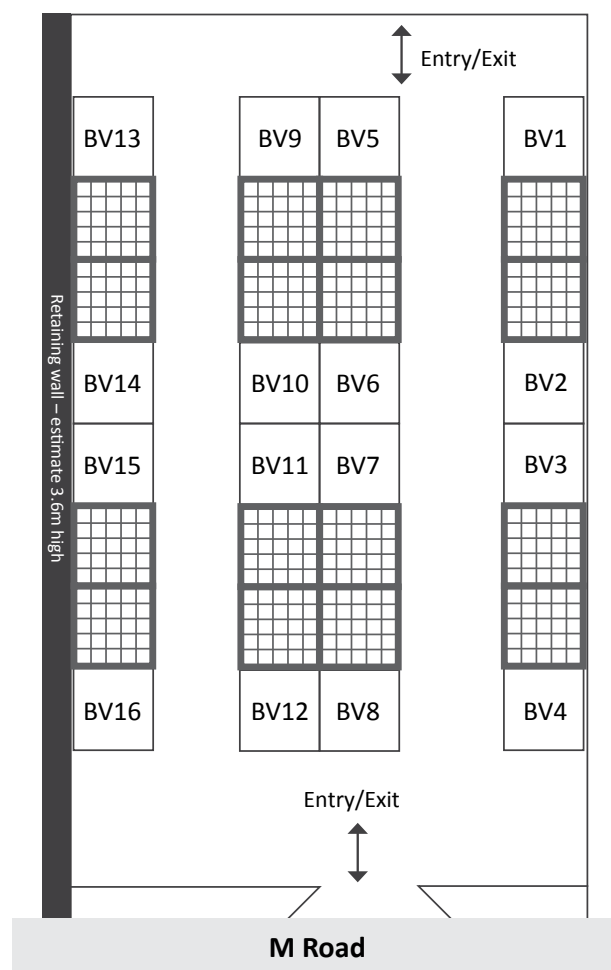
The Stable



- 3m x 3m sites
- \$90 (+ GST) per m²
- Flooring: Concrete
- Partitions: Black 2.3m velcro receptive
- Power: 10 amp power point and 4 way multi box
- Lighting: 2 x spotlights

The Stable has been dedicated to participating disciplines, clubs and associations.

Breeders Village



Key



Horse Pen

Office/Promotional Material

- 3m x 3m pens
- A minimum of two pens must be purchased
- \$1,400 (+ GST) per pen
- Power: 16 amp power point

Participation in the Breeders Village will grant you **free entry** into the daily Breeders Parade in the main outdoor arena.

NOTE: All prices exclude GST.

Key

ATM

Coffee Stand

Seating Area

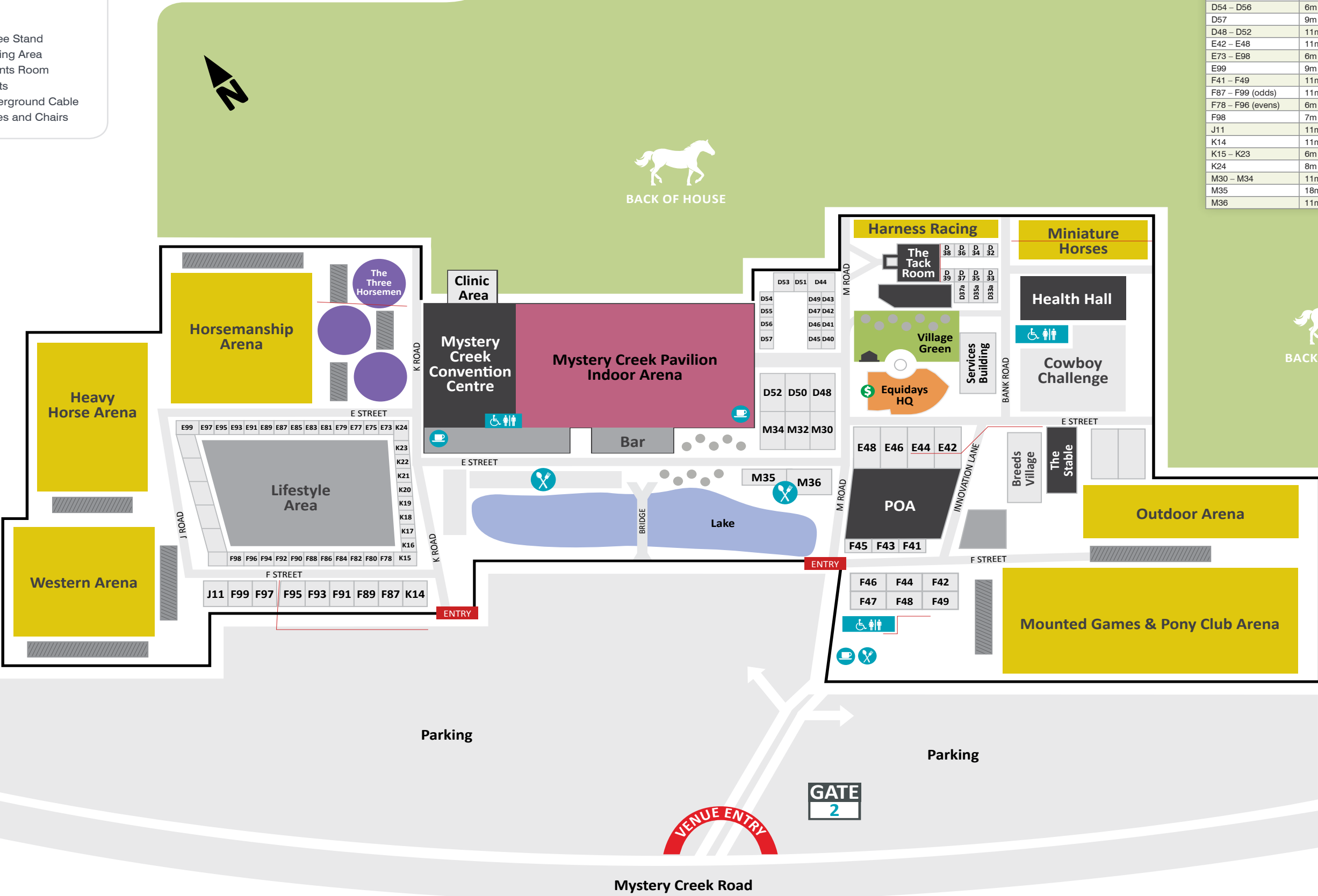
Parents Room

Toilets

Underground Cable

Tables and Chairs

Outdoor Sites			
Site Number	Size (w x h)	Price (excl. GST)	Exhibitor Tickets
D32 – D39	6m x 6m	\$540	5
D33a, D35a, D37a	6m x 12m	\$1,080	9
D40	9m x 6m	\$810	7
D41 – D43	6m x 6m	\$540	5
D44	9m x 12m	\$1620	10
D45	9m x 6m	\$810	7
D46 – D49	6m x 6m	\$540	5
D51	6m x 9m	\$810	7
D53	9m x 9m	\$1215	9
D54 – D56	6m x 6m	\$540	5
D57	9m x 6m	\$810	7
D48 – D52	11m x 18m	\$2,970	10
E42 – E48	11m x 18m	\$2,970	10
E73 – E98	6m x 6m	\$540	5
E99	9m x 6m	\$810	7
F41 – F49	11m x 9m	\$1,485	10
F87 – F99 (odds)	11m x 12m	\$1,980	10
F78 – F96 (evens)	6m x 6m	\$540	5
F98	7m x 6m	\$630	5
J11	11m x 12m	\$1,980	10
K14	11m x 12m	\$1,980	10
K15 – K23	6m x 6m	\$540	5
K24	8m x 6m	\$720	5
M30 – M34	11m x 18m	\$2,970	10
M35	18m x 7m	\$1,890	10
M36	11m x 18m	\$2,970	10



NOTE: This event map is subject to change, but is correct at time of print. Map is not to scale.

Accommodation

A variety of local accommodation providers can be found at:
www.hamiltonwaikato.com
www.teawamutuinfo.com
www.cambridge.co.nz

Limited camping space is available for those with horses on site overnight. Please discuss this option with the Equidays Event Executive on +64 7 843 4497 or email info@equidays.co.nz

Application Conditions

In keeping with the equine industry focus of Equidays, exhibits at Equidays must have a direct equine focus and be selling only new (unused) products. Please read all Terms & Conditions.

Banners and Flags

Promotional signage is encouraged where available, within and above the exhibitor's exhibition space. Size and load maximums will be detailed in the Exhibitor Manual. All hanging material must comply with Waipa District Council regulations.

All banners and signage that require assistance to secure must be supplied to Mystery Creek Events Centre by Friday 11 November 2011. Signage materials must be collected at the exhibitor's expense by Friday 25 November 2011. Signage materials uncollected will be disposed of. If you have banners or flags to hang, please complete the Additional Equipment Form on the Equidays website, or contact the Event Executive.

Best Site Awards

All exhibits will automatically be eligible to compete for one of the Best Site Awards. Exhibits will be judged on Friday 18 November and the Best Site Awards will be presented at the exhibitor function on Friday evening. More information will be available in the Exhibitor Manual.

Contact the Equidays Team

The team of experienced professionals at Mystery Creek Events Centre are dedicated to helping you maximise your presence at Equidays. Please contact our team with any questions, comments or feedback on +64 7 843 4497 or email info@equidays.co.nz

Demonstrations, Clinics and Activities

For further exposure during Equidays, exhibitors are welcome to present clinics, demonstrations or seminars. If you think that you, or someone you know, has the expertise to deliver a clinic, a demonstration or seminar, please contact the Equidays Event Executive.

The arena in the Health Hall building has been dedicated to health demonstrations or clinics. If you are exhibiting in the Health Hall you are encouraged to submit your concepts for a demonstration or clinic to the Equidays team for consideration.

To discuss your ideas and requirements, please contact the Equidays Event Executive on +64 7 843 4497 or email info@equidays.co.nz

Exhibitor Facilities

A range of services will be provided for Exhibitors to ensure that their time at Equidays is well supported:

- Exhibitor Lounge – An Exhibitor Lounge will be provided for Exhibitors use during Equidays, providing “quiet space” with complimentary tea and coffee facilities
- Exhibitor Function – An Exhibitor Function will be held on Friday 18 November 2011 from 5.30pm to 7pm. Invitations and details will be sent with your ticket allocation. Complimentary refreshments will be available.
- Plenty of parking and horse truck parking. Limited camping for horse and care person
- Onsite caterer and food sites
- Onsite bar for hosting clients

Exhibitor Manual

A comprehensive manual filled with essential information to support your presence at Equidays will be sent in your Exhibitor Kit, due out 5 August 2011.

Exhibitor Tickets

All exhibitors will receive a minimum of three and a maximum of ten 3 day Exhibitor Tickets (for staff) per site. Additional 3 day Exhibitor Tickets are available to purchase at \$30.00 + GST each.

Tickets will be dispatched after 21 October 2011. Tickets will not be dispatched to exhibitors with outstanding fees or to exhibitors who have not submitted their Hazard Identification forms.

Event Programme

The official Equidays Programme will be an excellent resource for visitors. Exhibitors who have their site confirmed prior to programme publication will be offered a free listing. Additional exposure in the Programme will be made available through advertising and promotions. Further information about these opportunities will be provided in your Exhibitor Kit or contact the Equidays Event Executive.

Exposure

Promotion

There are a number of official Equidays marketing vehicles in place to assist with maximising your exposure at Equidays, these include:

- Advertising in the official Equidays Visitor Programme
- Radio advertising
- Roaming MC (circulates venue promoting exhibitors at their site)
- Sponsorship opportunities

Tips on promoting your presence at Equidays can be found in the Exhibitor Centre of www.equidays.co.nz. Rates for these marketing vehicles will be provided in your Exhibitor Kit.

Media Partners

Take advantage of exclusive exhibitor only rates with Equidays Media Partners. Refer to www.equidays.co.nz, or your Exhibitor Kit for further information.

Let your customers know you're here

All Equidays exhibitors are welcome to use the Equidays logo on their Equidays event related advertising and promotional material. It's as easy as adding your site number and the Equidays logo to your advertisements. Send your logo request to the Communications team on media@equidays.co.nz and you will be sent the logo file and guidelines for use.

Media

Key media throughout New Zealand and Australia will be invited to attend Equidays as accredited correspondents. Therefore numerous opportunities will exist to generate media attention for exhibitors. Journalists are typically interested in new or innovative products or services exhibitors have on offer. Ensure you share your news updates with the Equidays Communications team on media@equidays.co.nz. Tips on gaining media exposure at Equidays can be found in the Exhibitor Centre of www.equidays.co.nz

Health and Safety

All Exhibitors must comply with the requirements of the Health and Safety Act (1992).

All practical steps must be taken by exhibitors to ensure the safety of their staff and the public. Exhibitors must submit a list of identified hazards posed on their site, along with remedies to eliminate, isolate or minimise these. Forms will be provided with the Exhibitor Manual to assist with this.

All exhibitors and contractors working on site need to familiarise themselves with the Health and Safety procedures of the venue, these are available from Mystery Creek Events Centre Reception.

NOTE: Mystery Creek Events Centre has substantial underground cabling. All cable lanes are marked with red lines on the Equidays site map of this Prospectus. There is strictly no digging, for further information please contact the Mystery Creek Facilities team on +64 7 843 4497.

Hire of Additional Services

Furniture, audio visual equipment, appliances, landscaping supplies and BBQs are available to hire through Mystery Creek Events Centre. The price list and order form for additional services will be included in the Exhibitor Kit.

Lighting Requirements

Inside sites include two spotlights.

To order additional lights, please complete the Additional Equipment Form on www.equidays.co.nz, or contact the Equidays Event Executive.

Marquees

Outdoor exhibition sites are space only - marquees are not included in the site fee. However, marquees of various sizes are available to hire through Mystery Creek Events Centre. To order a marquee, please complete the Additional Equipment Form on www.equidays.co.nz, or contact the Equidays Event Executive.

Partitions

Partitions (2.3m high) will be provided for the indoor sites, and will be positioned vertically on the back and side boundaries of each site. Exhibitors can request additional partitions and lockable doors;

Partition walls	\$30 + GST per lineal metre
Lockable doors	\$120 + GST each

To order partitions and doors, please complete the Additional Equipment Form on www.equidays.co.nz, or contact the Equidays Event Executive.

Payment Schedule

Sites under \$500

- In order to be part of the early bird allocation, full payment must be made **20 May 2011**

Sites over \$500

- In order to be part of the early bird allocation, \$500 deposit due **20 May 2011**
- The balance payment due **01 July 2011**

Tickets will not be dispatched to exhibitors with outstanding fees. **Please read all Terms & Conditions.**

Payment can be made by: direct deposit, EFTPOS, cheque, cash or credit card

- A direct credit payment form is available on request, please contact the Equidays Event Executive
- Please make cheques payable to Mystery Creek Events Centre
- Visa/MasterCard accepted (credit card payments will incur a 2.5% processing fee)

Power Requirements

Inside Sites

All inside sites will receive a standard single phase 10 amp power point and a 4-way multi-box. To order additional power, please contact the Equidays Event Executive.

Outside sites

All outdoor sites will receive a standard 16 amp power point. Exhibitors can also request a 4-way multi-box. All outside exhibitors must supply their own 25 metre extension cord.

Additional single phase power points can be supplied at \$180 + GST per point. 32 amp three phase connections (96amps) can be supplied at \$760 + GST.

Security

Uniformed security guards will be onsite from 8am Tuesday 15 November until 5pm Monday 21 November 2011. While all reasonable security and safety precautions are taken by Mystery Creek Events Centre, there will be no responsibility taken for loss or damage to exhibitors' property whilst at Mystery Creek Events Centre.

Set Up and Break Down Access

Site set up

Please sign in at the Mystery Creek Reception on arrival and sign out at departure. The venue will be open for set up at the following times:

Tuesday 15 November 2011	8am – 5pm
Wednesday 16 November 2011	8am – 5pm
Thursday 17 November 2011	8am – 5pm

Show Hours

Friday 18 November 2011	10am – 5pm
Saturday 19 November 2011	10am – 5pm
Sunday 20 November 2011	10am – 5pm

Access times on event days

Exhibitors and contractors will have access to the venue from 8am.

Site Break Down

The venue will be open for break down at the following times:

Sunday 20 November 2011	5pm – 8pm
Monday 21 November 2011	8am – 5pm

- Additional access outside of these times is strictly by prior arrangement only.
- All exhibitors and contractors entering the site for set up or break down must sign in at Reception, wear high visibility clothing and comply with all site Health and Safety Guidelines.

Sharing a Site (Subletting)

Subletting is when an exhibitor (primary) invites another exhibitor (secondary) to display or demonstrate their secondary products or services on the primary exhibitor's site.

Equidays has strict rules regarding subletting. The subletting (secondary) exhibitor must:

- Be eligible to exhibit at Equidays
- Complete and sign an application form, and pay the sublet fee of \$350.00 (+ GST).
- Complete a Health and Safety form identifying hazards

If the subletting company fails to submit a site application form and pay the fee, their exhibit will be closed down and they will be asked to leave.

The subletting (secondary) exhibitor will have a separate programme listing, a separate website company listing, and their own ticket allocation. Please contact the Equidays Event Executive with any sublet queries.

Site Allocation Date – 20 May 2011

In order to be part of the early bird allocation, please return your Site Application form and deposit to us by **20 May 2011**. If more than one application is received for a particular exhibition site, a ballot will be held.

Sponsorship

Sponsorship is an excellent way to align your business to an industry or event. Make the most of your time at Equidays by sponsoring an area, sub-event or activity with naming rights and branding. Levels of sponsorship commitment and exposure vary, please contact the Equidays Event Executive on +64 7 843 4497 or email info@equidays.co.nz to discuss your options.

Social Events

An Exhibitor Function will be held on Friday 18 November 2011 from 5.30pm to 7pm. Invitations and details will be sent with your ticket allocation. Complimentary refreshments will be available.

Vehicles

All exhibitor and contractor vehicles must be removed from the exhibition area by 9.45am. Vehicles left in the exhibition area will be removed at the owner's expense.

Important dates and deadlines

Early Bird Site Applications

20 May 2011

Site Fees Due (under \$500)

20 May 2011

\$500 Site Fee Deposit Due

20 May 2011

Early Bird Site Allocation Date

27 May 2011

Site Fees Balance Due

1 July 2011

Exhibitor Kit Sent

5 August 2011

Additional Ticket Forms

7 October 2011

Hazard Forms

7 October 2011

Additional Equipment Forms

7 October 2011

Ticket Allocation Sent

21 October 2011

Programme Content Deadline

28 October 2011

Banners & Flags Received

11 November 2011

Limited Liability Insurance

11 November 2011

Security Onsite

15 – 21 November 2011

Site Set Up

15 – 17 November 2011

Equidays

18 – 20 November 2011

Site Breakdown

20 – 21 November 2011

Contact

Post Equidays Event Executive
Mystery Creek Events Centre
Private Bag 3206
Hamilton 3240

Email info@equidays.co.nz

Phone +64 7 843 4497

Fax +64 7 843 8572



1.0 General

Equidays acting through the appointed officer shall be sole judge of whether the following items have been adhered to in a proper manner. The decision of Equidays shall in all respects be final and conclusive. If, in the opinion of the organisers, a serious breach of these terms and conditions has taken place, an exhibitor may be required to remove their exhibit within 24 hours of notice being given. In such a case all fees paid or due to Equidays shall be forfeit. Notwithstanding anything contained in this Prospectus, the organisers reserve the unrestricted right to make such rules or orders for the proper conduct of the exhibitors, as circumstances may warrant, either before or during the currency of the exhibition.

2.0 Application for Exhibition Site

- 2.1 All applications for exhibition sites should be made promptly on the application form and returned to this office with the required deposit. The balance payment of the total site fee is due by 01 July 2011. If for any reason the exhibitor fails to make any of the nominated payments by the due dates, Equidays may at their discretion, proceed to re-let the site without being liable to account to the exhibitor for any sum already paid or due from them. The exhibitor will continue to be contractually liable for any outstanding funds.
- 2.2 Site and additional service fees must be paid in full before site occupation and ticket allocation. Any unpaid site or additional service fees will attract 10% interest per month on the full amount outstanding and any collection fee if required.
- 2.3 Equidays reserves the right to allocate sites, but where possible will endeavour to meet applicant's requests. Allocation will be made by an Equidays appointed officer who will give regard to the order in which applications are made and has the right to refuse entry and decline applications.
- 2.4 The site plan shown in the Prospectus is indicative and may be altered depending on sales. Organisers reserve the right to alter the site plan if considered necessary.
- 2.5 A high standard of display is required. The exhibitor shall not permit any other company to share any part of their exhibition site unless subletting (refer Clause 3 – Subletting).
- 2.6 Only NEW equine products shall be displayed and sold on the exhibition site at Equidays.

3.0 Subletting

If a company normally sells a particular product line it may continue to do so providing they use their own staff and it clearly appears that the product is integrated into the exhibitors' site. If an exhibitor applies for site space and invites another company to exhibit on their site the secondary exhibitor must pay a sublet fee of \$350.00 (excluding GST) to Equidays and must fill in a separate application form.

4.0 Liability

If for any reason the exhibitor does not make any of the payments hereunder on the due date, the organiser may at their discretion, proceed to re-let the site without being liable to account to the exhibitor for any sum already paid or due from them without prejudice to the organiser.

5.0 Cooperation

No exhibitors shall permit their exhibition stand to be used in such a manner as to conflict with the purpose of the exhibition or the rights of other exhibitors. In the event of any dispute arising between exhibitors, in relation to the exhibition such disputes shall be submitted to the organisers in writing for consideration, and the decision of the organisers shall be accepted by all parties as final and conclusive in all respects.

6.0 Cancellation of Contract

- 6.1 If an exhibitor should cancel the contract or terminate a site booking:
 - (a) prior to 01 July 2011 any refund shall be at Equidays' discretion, notwithstanding that a portion shall be retained to defray expenses/costs.
 - (b) On or after 01 July 2010 Equidays shall retain all monies received.

- 6.2 Equidays has the right to cancel this contract and to retain any monies paid in relation to this contract if the Exhibitor:
 - (a) infringes any of the Exhibiting Conditions and/or
 - (b) does not occupy the site during the full period of the Equidays to which this contract applies and/or
 - (c) does not occupy the site by 5pm on the day preceding the opening day of Equidays.

7.0 Cancellation of Equidays

- 7.1 If Equidays is cancelled by the organiser, cancellation will be confirmed in writing, and rental monies paid (inclusive of deposit) will be returned in full.
- 7.2 If an exhibitor cancels a booking for a site/sites, cancellation must be confirmed in writing, and fees paid to date will be forfeited.
- 7.3 The organisers will not be liable for any additional compensation if Equidays is cancelled.

8.0 Show Closure

Exhibitors should not begin removing their exhibition and must be available to customers/visitors until closing time on the last day of the show, 5pm Sunday 20 November 2011.

9.0 Utility Service Charges

Extra lights and power points on display sites can only be supplied by the organiser's electrician on application and at the exhibitor's expense.

10.0 Theft, Damage or Loss

It is expressly stated that under no circumstances will Equidays accept any responsibility whatsoever for any loss, damage or theft to any exhibitors stand, property or equipment by any cause or means whatsoever. Exhibitors are required to provide supervision during the whole time that the exhibition is open to the public. It is requested that all exhibits, fixtures, fittings, equipment etc shall be adequately insured against any claims in relation to allocation of space and the actions and conduct of employees. The exhibitor should hold appropriate public liability insurance at a recommended level no less than \$3 million (three million dollars), however this does not in any way suggest liability is limited to this level for any loss or damage caused by your negligence. We suggest you discuss this with your insurance broker/advisor to ensure you are sufficiently insured.

11.0 Advertising

Exhibitors shall have the full right to advertise within the confines of their own stand, but Equidays reserves the right to prohibit any such advertising material or equipments which obstruct aisles/roads, interferes with or obstructs neighbouring stands or is, in the opinion of the organisers, a source of annoyance to others. No exhibitor, or employee thereof including promotional staff, may canvas other than from within the boundaries of their own exhibition site. Advertising and promotion in car parks on site is prohibited.

12.0 Noise

If exhibitors intend to use amplifiers and loud speakers on their exhibition site, prior written approval must be obtained from Equidays. The organisers reserve the right to withdraw such approval if use of such equipment proves disruptive to other exhibitors.

13.0 Legal Requirements

Notwithstanding anything contained in any part of these terms and conditions, it shall be the express responsibility of each exhibitor to ensure that their exhibit complies in all respects with such legal and local government requirements as may be in force at the time of the exhibition. All exhibitors must comply with all provisions of the Health & Safety in Employment Act (1992).

14.0 Competitions or Contests

Exhibitors desiring to run any form of competition must gain prior written approval from Equidays. Competitions or contests must be free of charge to patrons. No raffles or fund raising shall be run.

15.0 Radio and Electronic Devices

The use of radio, public address systems or other electronic devices within the exhibit sites that affect the display of the exhibitor's products or trade process, will be permitted subject to, in each

instance, approval from Equidays. This regulation is not designed to discourage the use of such appliance but to ensure that they are adjusted so as not to operate to the discomfort of other exhibitors or public. Plans for their use should be submitted for prior written approval, and such use will be subject to regulation during the show.

16.0 Power Cables

For outside exhibitors, underground power cables will be marked with red paint on the grounds. Absolutely no digging or tent pegs shall be permitted in the power cable area.

DANGER - NO DIGGING BETWEEN THE RED LINES.

17.0 Selling of Food and Beverage

Exhibitors are not permitted to distribute food or beverages from their exhibition site without prior written approval from Equidays. Only approved food distributors will be permitted to sell food in designated food areas for the duration of the event. Such food distributors must comply with all legal and local authority regulations in order to handle, prepare, sell or display food. Food distributors may be required to install sink and hot water systems. Consent on this matter should be obtained from the Health Division of the Waipa District Council.

18.0 Alcohol

To comply with our liquor license, exhibitors are not permitted to bring alcohol onto the site, nor give away, sell or distribute alcoholic beverages for cash or for vouchers.

19.0 Fire Retardant Materials

In compliance with the NZ Building Code (C3/AS1 Table 4) exhibitors are informed that curtains, drapes or backdrops are to be restricted to Fire Retardant Materials with a flammability index no greater than 12. Further information may be obtained from the Building Inspectors Department, Waipa District Council.

20.0 Security

Equidays will have security guards on site from 8am Tuesday 15 November 2011, remaining on site until 5pm Monday 21 November 2011. Exhibitors shall not rely on the security guards for the security of their products. Exhibitors shall make certain they are sufficiently insured for sole risk.

21.0 Removal

All displays must be removed from the Mystery Creek Events Centre site by 5pm Wednesday 23 November 2011, unless alternative arrangements have been made with the organisers. If any property/displays remain on the site after the break down period, Equidays organisers will arrange for the removal of such items, at the exhibitors' expense. Exhibitors will be responsible for ensuring their site is left in its original condition. Failure to do so will result in the exhibitor having to pay for the re-installment of the exhibition site, and a fee of \$100 (+GST) per day. Exhibitors shall at all times be responsible for their property and have appropriate insurance.

22.0 Vehicles

All vehicles must be removed from the exhibition site, and parked in the car park, by 9.45am each morning. Vehicles remaining on the exhibition site after 9.45am will be removed at the exhibitor's expense. Vehicles will not be permitted into the show area while the show is open to the public without the written permission of the organisers.

23.0 Amendments

The organisers and promoters of Equidays reserve the right to amend any part or parts of the herein described.

24.0 Consequential Loss

Equidays shall not be liable for any consequential loss which may arise out of any association with Equidays.

25.0 Fire Extinguishers

Fire extinguishers **MUST** be held on each exhibitor's site. This is the exhibitors' responsibility.

26.0 Photographic Rights

Commercial photographers and media must apply for Equidays Media Accreditation. Photography (still and video) taken by representatives of Equidays during the event will remain the property of the organisers and may be used for promotional purposes. Any exhibitor who wishes to be excluded from being photographed must advise the Equidays Event Executive in writing at least one week prior to the event opening.

27.0 Young Persons on Site

27.1 A condition of entry to Mystery Creek is that all activities must comply with the Health and Safety in Employment Act of 1992 and Health and Safety in Employment Regulations 1995 (SR 1995/167) (as at 01 April 2009) which deals specifically with the presence of young persons on site during set up times:

- (a) no person under the age of 15 years shall be present in any area at the place of work;
- (b) at any time when goods are being prepared or manufactured for trade or sale in that area;
- (c) at any time when any construction work is being carried out in that area (set up and breakdown times);
- (d) at any time when any logging operation or tree felling operation is being carried out in that area;
- (e) at any time when any work is being carried out in that area that is likely to cause harm to the Health and Safety of a person under the age of 15 years.

27.2 Persons under 15 years of age can be present on site when:

- (a) under the direct supervision of an adult in that area; or
- (b) on a guided tour of that area; or
- (c) in any office in that area; or
- (d) in any part of that area used only for selling goods or services.

27.3 If young persons are going to be present on site under any of the above clauses this must be noted on your hazard register complete with a plan on how they will be supervised. This plan must be signed off by the Facilities and Property Manager before the children are brought to site.

28.0 Health and Safety

A Hazard Identity form must be completed and submitted to the Equidays office, prior to site set up. Forms are available online or from the Equidays Event Executive.

