

Wedding Fair

Exhibitors Pack

Founders Heritage Park

Pop Up Events Wedding and Event Fair

Pop Up Events is proud to be bring back a Wedding and Events Fair to Nelson and Tasman. This event will be a collection of Regional and National exhibitors from the Events and Wedding Industries. Set up to directly influence the Bride’s and Groom’s in Nelson and Tasman. We would like to offer you the opportunity to showcase your business and services to our attendees that are looking for professional advice and inspiration in planning their event or wedding. Nothing is better than talking directly with leading professionals in the industry.

About the Show

The show will be held at Founders Heritage Park in Nelson. Exhibitor opportunity is strictly limited. We aim to only showcase a limited number of the same category for diversity within the show. We will make sure that you are not placed near your competitors.

Each exhibitor will be given a Two (2) Metre Wide by 1.5 Meter Deep space inside the Founders Energy Events Centre or Granary. Power will be supplied if needed.

We will also offer additional marketing opportunities for exhibitors in the form of a programme of exhibitors given to all participants, and with our show promotion and prizes given away on show day. We would love for you to let us know if you have something you can offer for these prizes.

The 2019 Pop Up Events Wedding and Event’s Fair are all about giving back to the community and any profits from the Fair will be donated to local charities and Non-Profits in the Nelson and Tasman Region. These charities will be decided on before show day so you can also promote and encourage donations on the day.

Key Dates and Exhibitor Information

Venue: Founders Heritage Park, Atawhai Drive, Nelson

Show Date: 24th August 2019

Show Times: 10:00am – 4:00pm

Set Up Times: 4:00pm – 8:00pm Friday 23rd August

Pack Out Times: 4:00pm- 8:00pm Saturday 24th August

Show Promotion

Pop Up Events will promote the event via Social Media, Print, and Media Advertising. All exhibitors will get one dedicated Social Media Post about what they offer on the Pop Up Events Wedding and Events Fair Facebook Event in the lead up to the event.

We will also promote on our website [www.popupevents.co.nz](http://www.popupevents.co.nz) and through our partner organisations in the Nelson and Tasman Regions. Including Phantom Billboards, Itson and What’s on Nelson.

Spot Prizes

Spot prizes will be given out during the event supplied by Pop Up Events and our exhibitors that have chosen to provide a prize.

Attendees will be given a number on arrival and that will be drawn by the Pop Up Events Team and announced via sound system at the event.

Any Exhibitors that want to offer a prize please get in touch with the Pop Up Events Team.

Fashion Show

Pop Up Events hope to be able to host a Bridal Fashion show at the Wedding and Event Fair. This will be of Dresses, Suits and Accessories from exhibitors. Spaces for the fashion show will be strictly limited. If you are interested in being involved in this show, please get in touch with Pop Up Events as soon as possible (Please note that garments entered in this show are entered at the exhibitor’s risk. While we will take every precaution possible to ensure the safety of your garments, we will not be held responsible for accidental damage).

We will also be looking for volunteer models for the fashion show.

Ticketing and Registration

Tickets will be available for purchase from Eventfinda, Pop Up Events Website and Facebook page.

Tickets will be $5 per Person or $10 per couple. Children under 16 are free.

Exhibitors will be given 2 free passes for staff or guests with registration.

Goodie Bags

We welcome exhibitors to provide us with samples, gifts, or wedding information to include in our goodie bags. These goodie bags will be given to the first 250 Couples or Attendees that come through the doors. They are an excellent way to promote yourself further.

Organiser Contacts

Jennifer Currie PH 0276066809, Alex Bradley PH 021954498

Email: Jennifer@popupevents.co.nz or info@popupevents.co.nz

Registration Form

CONTACT DETAILS

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Address

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Web Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOKING INFORMATION (All Pricing excludes GST)

|  |  |
| --- | --- |
|  | Outside Large Marquee Space – Provide Own ($300) |
|  | 2.0m x 1.5m ($150) |
|  | Outside Site – Food Carts ($150) |
|  | Double Site 4.0m x 1.5m ($250) |

|  |  |
| --- | --- |
|  | Trestle Table ($20) |
|  | Large Black/ White Table Cloth ($10) |
|  | Extra Staff or Guest Tickets ($5) Two Free per Site. |
|  | I would like to provide an item for Goodie Bags |

Please return completed form to info@popupevents.co.nz and we will create an invoice for you.

**TERMS & CONDITIONS**

**Definitions**

In these Terms and Conditions:
The word 'EXHIBITOR' means the person, company, firm or other organization to whom space at the Exhibition has been allocated by the Organisers and, in relation to any term or condition, shall include employees, contractors, sub-contractors, servants, agents, licensees or invitee of the Exhibitor. The word 'EXHIBITION' means ‘NELSON WEDDING AND EVENT FAIR’. The word 'ORGANISERS' means ‘POP UP EVENTS NELSON’’.

***Allocation of Site Space***

Application for site space must be made on the booking form provided by the Organisers. Applications will be dealt with in strict order of receipt save that in the event of a conflict regarding space or other imperative conditions (including without limit a need for the utilities’ services), the Organisers shall have the right to allocate space to the Exhibitor, re-arrange the floor plan, and/or relocate any booth at any time before or during the period of the Exhibition. The Organisers shall reserve the right to refuse any application. The Booking Form must list all firms being represented by the Exhibitor. The Organisers undertake to give the fullest sympathetic consideration to the interests of the Exhibitor provided that any question arises which is not provided for within the terms of these Terms and Conditions. The Organisers' decision must be accepted as final.

***Charges for Site Space***

The charge for site space is as set out in the Exhibitor Information. Additional requirements may be obtained on request to the Organisers and will incur additional charges. It is essential that the Organisers be advised of these requirements as early as possible and not later than 30 days prior to the show date.

***Payment for Site Space***

The exhibitor shall have FULL PAYMENT made by the 17th of July 2019, after which time there will incur a $50 late fee. If the invoice is not paid by the 1st of August the organizers may re-allocate the site space to another company and will be deemed as a cancellation on the part of the exhibitor and treated as cancellation as set out in the cancellation section of these terms. The organizers shall have the right to refuse to permit the exhibitor to occupy or use the site until all sums due to the Organiser from the exhibitor have been paid.

***Cancellation or reduction of space***

Notice of cancellation, must be given to the organizer in writing at the address on the booking form or via email. Cancellations received after the 17th of July or before the 17th of August will incur a $50 Cancellation fee. Any cancellations after the 17th of August will not be refunded.

***Alteration to Site Space***

The Organiser is entitled to alter the layout if, in their opinion, this is in the general interest of the exhibition.

***Construction/Installation of Exhibits***

All booths must be complete and ready for inspection 30 minutes prior to show time commencing/official opening time. All sites must be opened for viewing for official show times. Removal of exhibits and dismantling of sites may not commence until the official closing time of the exhibition. The exhibitor is liable for all materials and other items brought into the exhibition hall by the exhibitor. The contractor appointed by the organisers are the only persons authorised to carry out movement of, and fixtures to, the shell scheme hired from the Organizers and to carry out any electrical installation and connections. All structures, materials and signage will conform to the requirements of the Organizers as laid down by the regulations of the venue and of the event. Carpet flooring installed by the exhibitor must be laid directly on the floor and securely tapped at the edges. The Organizer and the Venue reserve the right to examine and exclude any exhibit. No exhibitor will be permitted to install and display materials or exhibits which contravene safety or security regulations as laid down by the Organizers or Venue. Gangways must be kept clear and free for passage and must not be littered or obstructed.

***Conduct of Exhibitors***

No exhibitor shall place signs or distribute promotional material in any area not designated for such purposes by the organizers. Any materials placed in a non-designated area shall be removed. No exhibitor may conduct surveys or distribute print items, promotional samples or other materials in the exhibit hall unless it is within the parameters of their own site space. No exhibitor shall promote another business not registered to attend the expo from the show/exhibition hall. Any business not registered, caught promoting their business will be charged the full exhibitor registration fees.

***Additional Requirements***

Orders for additional requirements, lighting, power, tables or other materials/services etc must be placed by the exhibitor with the Organizer at time of registration. The Organizer accepts no responsibility for failure to provide these services where the exhibitor has failed to order the said service. A schedule of these services together with charges, are included in the exhibitor information manual. All electrical installations must comply with the relevant regulations and are subject to an inspection test.

***Fire Precautions***

Exhibitors must comply with any instructions given by the venue and the organizers.

***Damage to Exhibition Buildings & Venue***

No painting is to be carried out in the exhibition halls. The fixing of display materials to the shell scheme will be permitted only by methods layed down by the organizers. No nails, screws, or other fixtures may be drilled into the exhibition building, including floors, nor any part of the building be damaged in any way. Should any damage occur, the exhibitor shall be liable for reparation charges incurred.

***Security***

The Organizers shall supply site security service during the period the Exhibitor is permitted access to the exhibition site but shall be under no liability for theft or loss of or damage to any property equipment or materials brought onto the exhibition site. For the purposes of security, lapel badges are provided by the organizer for exhibitors to display. Badges must be worn at all times by exhibiting personnel whilst within the venue.

***Sub-letting***

Sub-Letting or licensing the use of site space is NOT permitted, neither the products or services of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the SOLE selling agent for such products or firms, or express written permission has been obtained from the organizers.

***Public Liability***

The Organisers shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's booth and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability therefore assumed by the Exhibitor. Nothing in these Terms and Conditions shall exclude the Organisers’ liability for death or personal injury caused by the negligence of the Organisers, its employees, sub-contractors or agents.

***Insurance***

The Organisers do not accept responsibility for any theft, loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor. The Exhibitor releases from and indemnifies the Organisers against any liabilities in respect of any loss or damage to the exhibits or any other property brought to the venue and the Exhibitor shall effect insurance on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition. The Exhibitor shall provide proof of adequate cover to meet the insurance requirements of the clauses concerning Public Liability, Insurance of Exhibits, Postponement or Abandonment, and Failure to Vacate.

***Confidentiality***

The exhibitor agrees not to disclose or otherwise publish any information agreed to between Pop Up Events Nelson and the exhibitor, including but not limited to any financial, contra, discount or monetary agreements. The exhibitor also agrees that should they breach this term, they will be liable to the Pop Up Events Nelson for the full retail value of the allocated site along with any additional charges that may have been incurred, along with any collection costs as set out above.

***Failure to Vacate***

If the Exhibitor, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by the official move-out time, due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the venue or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers. The Organisers will remove and may then store any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the Exhibitor shall be liable for the costs of such removal and storage and any other incidental costs incurred by the Organisers or their agents. Any such removal and storage will be at the risk of the Exhibitor.

***General***

In the case of any dispute arising, whether provided for within these Terms & Conditions or not, the decision of the Pop Up Events Nelson shall be final. The completion and signature of an Exhibitor Registration Form/Contract shall be deemed explicit acceptance of these terms and conditions as they form part of every booking.