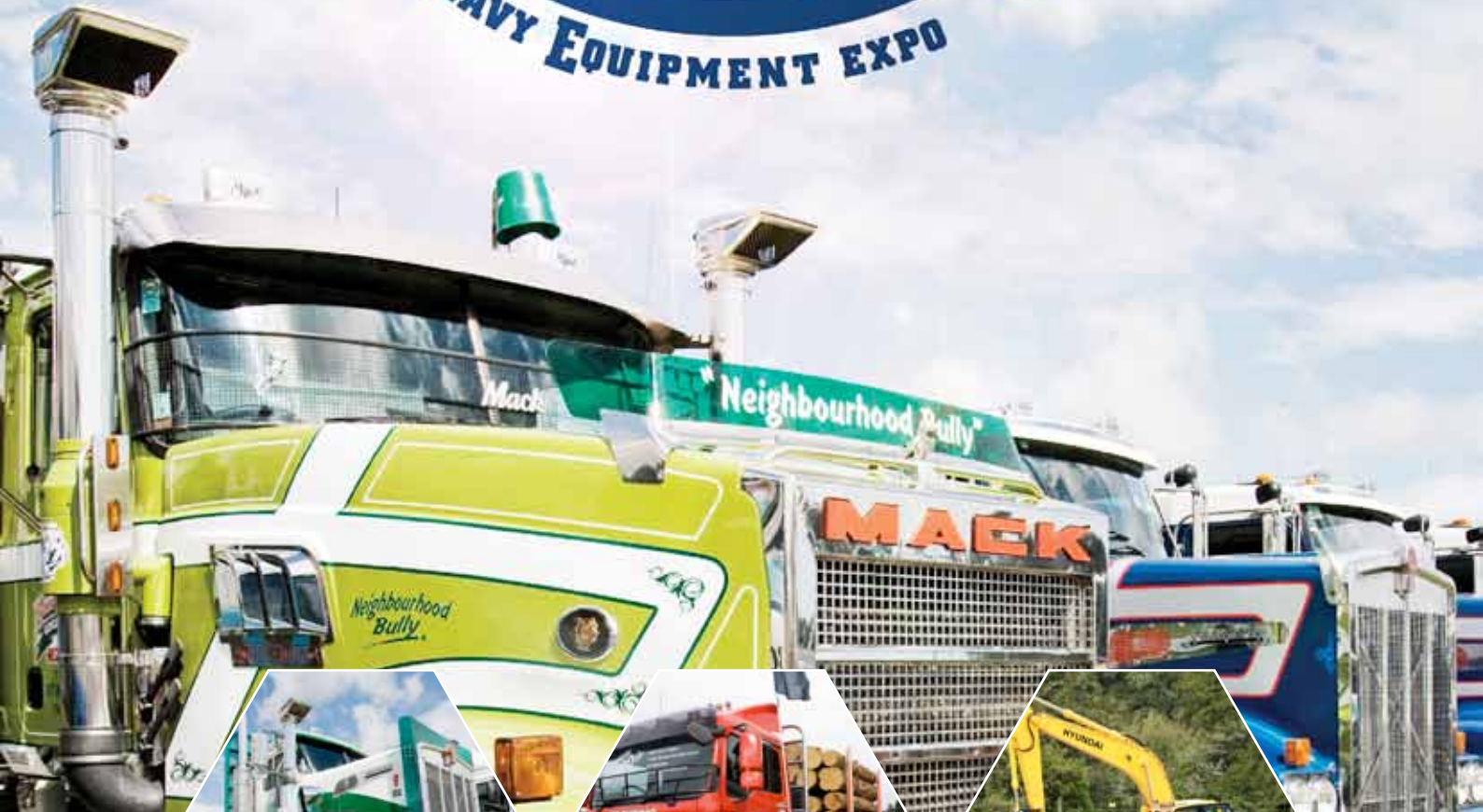


# TRANSPORT AND **THE** EXPO HEAVY EQUIPMENT EXPO



## PROSPECTUS

TRANSPORT AND HEAVY EQUIPMENT EXPO

7-9 MARCH 2013 / MYSTERY CREEK EVENTS CENTRE, HAMILTON

[WWW.THEEXPO.CO.NZ](http://WWW.THEEXPO.CO.NZ)

PROUDLY ENDORSED BY:



# WELCOME TO THE EXPO

## 7-9 MARCH 2013

Load up for another successful show as the four-yearly Transport and Heavy Equipment Expo returns to Mystery Creek Events Centre.

THE Expo is New Zealand's premier forum for the transport and heavy equipment industries to meet with clients to explain industry changes, demonstrate product developments and technologies on offer and increase sales of products.

THE Expo sets the benchmark for the industry and like this industry, is fast-paced and continually developing.

THE Expo is the only New Zealand event of its type; jointly endorsed by the Motor Industry Association, NZ Truck-Trailer Manufacturers Federation and NZ Equipment Suppliers Association. Mystery Creek Events Centre works with these three endorsees to ensure that THE Expo meets the needs of your business and the industry. Keep reading to get involved in this unique and effective event.

## CONTACT

THE Expo Event Coordinator  
Mystery Creek Events Centre  
Private Bag 3206  
Hamilton 3240

Ph 07 843 4497  
Fax 07 843 8572  
Email [info@theexpo.co.nz](mailto:info@theexpo.co.nz)  
[www.theexpo.co.nz](http://www.theexpo.co.nz)

PROUDLY ENDORSED BY:





## HIGHLIGHTS OF THE 2009 EVENT

- > **13,222 visitors over three days** - 70% of which were involved in the industry
- > **Demonstration areas** - attracting visitors and potential buyers to see exhibitor equipment in action
- > **Successful on site networking and hosting**
- > **Live Drive** - an unbeatable tool for making high value sales
- > **The Training and Recruitment Village** - providing growth to the industry by attracting and informing new entrants
- > **The Saturday Show'n'Shine** - professional pride meets a fantastic family attraction in a display of nearly 80 trucks

## THE TRANSPORT AND HEAVY EQUIPMENT EXPO 2013 WILL PROVIDE:

- > One of New Zealand's largest indoor exhibition pavilion - high quality space at reasonable rates
- > Targeted visitors and media
- > Large and well serviced outdoor exhibition space
- > Power to all sites - outdoor sites all RCD protected
- > Fantastic networking and hosting opportunities
- > Training and Recruitment Village to provide educational exhibitors the opportunity to attract people to the industry
- > Virtual trade show - website and links to exhibitors

## VENUE AND EVENT TEAM

THE Expo will be held at Mystery Creek Events Centre, Hamilton, New Zealand. Just minutes from an international airport and less than 10km from Hamilton City, Cambridge and Te Awamutu; THE Expo will be ideally positioned within the hub of New Zealand's transport and manufacturing networks. The venue offers quality indoor and outdoor exhibition space and unparalleled opportunities for demonstrations and special displays, all supported by parking and event infrastructure. THE Expo will be supported by a full team experienced in hosting exhibitions and large scale events including the NZ National Fieldays, the Waikato Boat, Fishing & Leisure Show, Equidays and RetroFest.



# INDOOR SITES



MAIN ENTRANCE

## KEY



Indicates Call Points which must remain accessible through your site.  
 Note: These Call Points are located inside the Pavilion.



Indicates overhead (10m above) Gantry Lines.



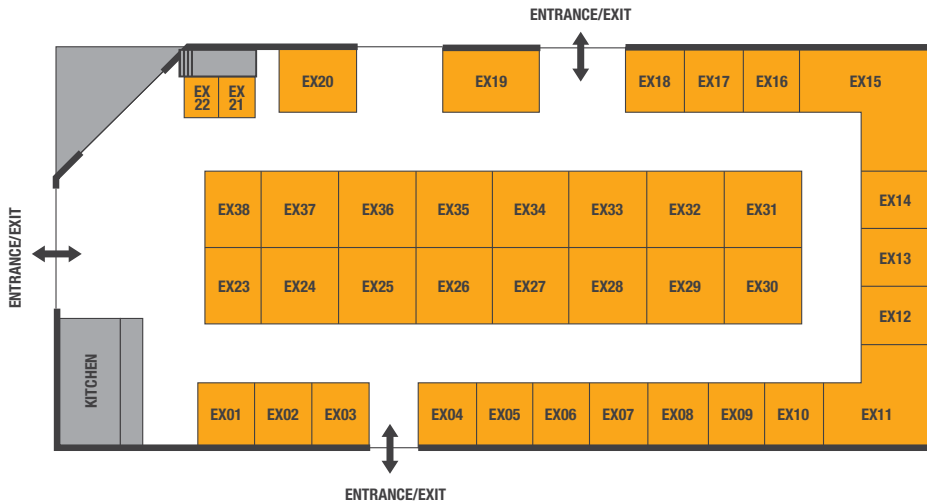
Optional site could go through to outdoor site.



Toilets

## MYSTERY CREEK PAVILION

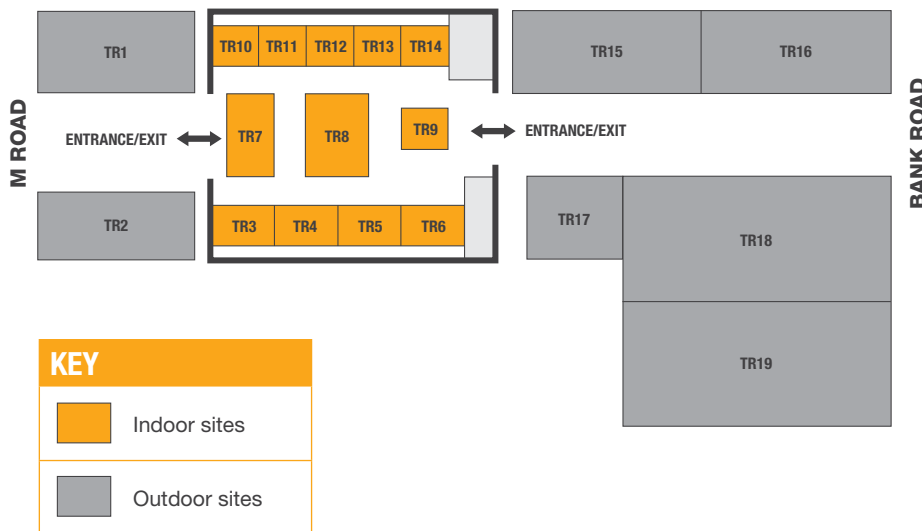
Site	Dimensions (w x d)	Site Cost (excluding GST)	Site	Dimensions (w x d)	Site Cost (excluding GST)
MC01 - MC08, MC27 - MC32	6 x 6	\$3,168.00	MC61 - MC64	11 x 10	\$9,680.00
MC10 - MC26, MC33 - MC45	4 x 4	\$1,408.00	MC65 - MC68	11 x 9.5	\$9,196.00
MC46 - MC49	13 x 19	\$21,736.00	MC69, MC71	18 x 10	\$15,840.00
MC50 - MC57	13 x 9.5	\$10,868.00	MC70	18 x 14	\$22,176.00
MC58, MC60	16 x 21	\$29,095.00	MC09	54m <sup>2</sup>	\$4,752.00
MC59	17 x 21	\$30,712.00			



## EXHIBITION BUILDING

Site	Dimensions (w x d)	Site Cost (excluding GST)
EX01 - EX10, EX12 - EX14, EX16 - EX18	3 x 3	\$792.00
EX11	21m <sup>2</sup>	\$1,848.00
EX15	27m <sup>2</sup>	\$2,376.00
EX19	5 x 3	\$1,320.00
EX20	4 x 3	\$1,056.00
EX21 - EX22	2 x 2	\$352.00
EX23, EX38	4 x 3	\$1,056.00
EX24 - EX37	4 x 4	\$1,408.00

# INDOOR SITES & SITE BOOKING



TRAINING & RECRUITMENT VILLAGE		
Site	Dimensions (w x d)	Site Cost (excluding GST)
TR1	5 x 10	\$950.00
TR2	6 x 10	\$1140.00
TR3 - TR6	4 x 3	\$960.00
TR7	6 x 3	\$1440.00
TR8	6 x 4	\$1920.00
TR9 - TR14	3 x 3	\$720.00
TR15 - TR16	12 x 6	\$1368.00
TR17	6 x 6	\$684.00
TR18 - TR19	17 x 9	\$2907.00

## BOOKING A SITE

- > Download the Site Application Form from [www.theexpo.co.nz](http://www.theexpo.co.nz) and return it to: THE Expo, Mystery Creek Events Centre, Private Bag 3206, Hamilton 3240 as soon as possible.
- > Site allocation will begin from 1 March 2012.
- > Include your 10% deposit (non-refundable) or minimum \$300, whichever is the largest, to confirm your booking.  
**Sites cannot be held without this deposit.**
- > If you were an exhibitor in 2009, indicate if you would like the same sites. If you were an exhibitor in 2009 and you would like the same sites, please list those site numbers.
- > Nominate three preferences for site location. If there is more than one company wanting a particular site a ballot will be held.
- > Site fees must be paid in full prior to site occupation and ticket allocation. Any unpaid fees will attract 10% interest on full amount outstanding and any collection fee if required.
- > After 1 March 2012, applications will be processed based on the date they are received.
- > If you would like to submit an application after this date, please phone THE Expo office on 07 843 4497 to confirm site availability.

## APPLICATION CONDITIONS

- > Sites are not considered booked until FULL payment is received (See Payment Terms for date deadlines).
- > Exhibitors must belong to the transport, trailer, forestry, heavy equipment, hire or contracting industries. If not, they must demonstrate that their product/service is of benefit to those industries.
- > The emphasis of THE Expo is on new products, equipment, transportation and technology. New equipment dealers are encouraged to exhibit. Please note, there is to be no used equipment permitted at THE Expo.
- > **If you follow the payment terms and dates, your site will be secure.** If payment is not received by the nominated date, then your site may become available to other exhibitors.

## PAYMENT TERMS

- > **A site fee deposit of 10% with the Site Application Form due 1 March 2012**  
*Sites cannot be held without this deposit*
- > **35% of site fees due 20 August 2012**
- > **55% or balance of site fees due 20 December 2012**



### OUTDOOR SITE SCALE

2013 Site	Width	Depth	Area (m <sup>2</sup> )	Cost (excluding GST)
C2	26	6	156	\$2,964.00
C1	22	18	396	\$7,524.00
C4, C6	11	6	66	\$1,254.00
C8	10	6	60	\$1,140.00
C29	10	8	80	\$1,520.00
C31, C33, C35, C37	12	9	108	\$2,052.00
C42, C44	16	11	176	\$3,344.00
C51	9	14	126	\$2,394.00
C49	18	14	252	\$4,788.00
C47	22	18	396	\$7,524.00
D7, D9, D11	13	9	117	\$2,223.00
D17	14	11	154	\$2,926.00
D19, D21, D23, D25	11	11	121	\$2,299.00
E10	30	24	720	\$13,040.00
E1	22	27	594	\$10,898.00
E3, E5	11	27	297	\$5,643.00
K6	29	11	319	\$6,061.00
E2	22	11	242	\$4,598.00
E7	29	16	464	\$8,688.00
E4	11	15	165	\$3,135.00
E9	9	18	162	\$3,078.00
E6	11	15	165	\$3,135.00
E11	9	18	162	\$3,078.00
E8	11	15	165	\$3,135.00
E13, E15	9	18	162	\$3,078.00
E17			340	\$6,460.00
F1	11	23	253	\$4,807.00
K1, K3, K5	9	10	90	\$1,710.00
B2	22	18	396	\$7,524.00
M19	22	28	616	\$11,272.00
M24	18	22	396	\$7,524.00
M9	20	32	640	POA
Bank 1	28	22	616	POA
M1			862	\$15,223.00
Building N	12	24		POA



Please note: This map is an indication of the 2013 MCEC site and as so is subject to change or modification at any time.



### KEY

- Information
- Sealed Sites
- Food Sites
- Helipad
- Site on Slope
- ATM
- Toilets
- Seating
- Parking
- Loading Zone Walkthrough
- Event Zone Perimeter
- Retaining Wall
- Underground Cable Lane
- Aboveground Cable Lane
- Irregular Size
- 11 x 36 \$7,524
- 9 x 22 \$3,762
- 11 x 18 \$3,762
- 11 x 9 \$1,881

# OPPORTUNITIES AND INFORMATION

## TRAINING AND RECRUITMENT VILLAGE

THE Expo will be a prime opportunity to introduce new people and showcase the employment pathways within the industry. Training organisations and recruitment agencies from the relevant industries will be invited to exhibit and potential students will be targeted to visit and network with these organisations.

## DEMONSTRATIONS

Demonstrations are an exciting way to exhibit your equipment or product. If you would like to be involved in the demonstrations, please fill out the details on the Demonstration Request Form in the Exhibitor Manual. We are looking for interesting, practical and feasible demonstrations such as rock crushing and excavator demonstrations. Please contact THE Expo office to discuss your ideas.

## LIVE DRIVE

After a successful Live Drive in 2009, Live Drive will be a key focus of THE Expo promotion to industry visitors. Get involved early to truly interact with your potential buyers.

## BEST SITE AWARDS

Exhibitors will have the opportunity to win THE Expo Site Awards, which will certainly aid in making THE Expo a worthwhile event to visit for both industry leaders and the public.

Some of the awards you can be in the running for are:

- > Best large outdoor site
- > Best medium outdoor site
- > Best small outdoor site
- > Best Mystery Creek Pavilion site
- > Best other indoor site
- > Best Training and Recruitment site

The awards will be judged on opening day and announced in the Exhibitor Newsletter, so start thinking about how your company can make an impact at THE Expo.

## HOSPITALITY

If you would like to hold functions on site during the event, during set up, or after the official closing hours of the event, you will need to complete the Hospitality Request Form in the Exhibitor Manual. This will require specific details regarding catering and alcohol provision.

**Contact THE Expo office for more information on 07 843 4497.**

## OUTDOOR SITES

We can organise a package deal for outdoor space which can include a floored or un-floored marquee, subject to availability. Please indicate your interest in this on the Site Application Form.

## EXHIBITOR TICKETS

THE Expo is able to provide personalised tickets for your staff. The advantage of this is they can be worn as name badges during the event. Alternatively, you can have your company name printed on them. Exhibitor tickets give you access to the site from 8am on 7-9 March 2013 and must be presented at the gate for scanning purposes.

## VISITOR TICKETS

You can invite visitors or VIPs to attend THE Expo by encouraging them to register online for their tickets. These tickets are for general admission and will not be suitable for your staff as they only allow access during show hours. Stay tuned for more information regarding the online registration.

## IMPORTANT TICKET INFORMATION

Please be aware that all tickets will only be sent out once site fees have been paid in full. The final date for full payment of your site is 20 December 2012. We will endeavour to make the ticketing system as easy as possible, but to avoid hassles, please indicate your ticketing requirements as early as possible and pay your site fees by the due date.

## EXPOSURE FOR YOUR PRODUCT/SERVICES

There are a number of THE Expo special events and activity sponsorships available. Advertising in the Official Programme will further maximise your exposure. The newly developed THE Expo website offers 365 days of exposure to your market. Please contact THE Expo office for details.

## EXHIBITOR FACILITIES

Exhibitors will have access to on site parking within a short walk of the exhibition space. There will be a restaurant open for breakfast from 8am just in case you don't have time before you get here! During the day, feel free to visit the Exhibitor Lounge which is open to all exhibitors and help yourself to free tea and coffee.

## EXHIBITOR MANUAL

A comprehensive Exhibitor Manual and Services Directory will be forwarded to you in September 2012 once your site is confirmed. This contains information on all the services and facilities available, details on advertising opportunities, your power requirements, information on your gate pass and car pass allocations, set up and break down times, night security, accommodation, competitions and an A-Z of exhibitor services at THE Expo.

## LOCATION, LOCATION, LOCATION

To ensure maximum visual impact, we are looking to allocate high profile exhibits near key entrances in the Mystery Creek Pavilion.

Applications for the key entrance sites in Mystery Creek Pavilion will be allocated to those with transport and heavy equipment exhibits.

The ceiling above sites MC46, 47 50 - 53 is capable of holding up to 2 tonnes at a single point, or a distributed load of up to 8 tonnes. The in-house truss has a 4 tonne lifting capacity. Utilising these would make for a fantastic visual impact.



# GENERAL EXHIBITOR INFORMATION

## SET UP/BREAK DOWN

### Set up

Exhibitors will have access to the Mystery Creek Event Centre venue for site set up from Friday 22 February 2013. Weekday hours are 8.30am until 5pm, and access during the weekend, 2 & 3 March 2013 will be by special arrangement\*.

### Break down

Exhibitors must not remove items from their site until 5pm on the last day of the show. All exhibitors' staff will be requested to vacate the site by 7pm on the last day of the show.

All sites must be cleared and returned to its original condition by 5pm Thursday 14 March 2013. Due to subsequent event requirement, this removal time will be enforced with penalties payable by the exhibitor if the site is not available by Friday 15 March 2013. After this deadline, the exhibitor will be charged for the re-instatement of the exhibition site, and a fee of \$100 (+GST) per day every day until it is cleared.

### Pavilion Air Space/Banners

Exhibitors in the Mystery Creek Pavilion have the opportunity to use air space above their sites where possible at no extra fee. Banners may be hung off the roof. There is also an opportunity to hang equipment from the ceiling above sites MC46, MC47, MC50-53, up to 4 tonnes.

Those seeking to use their air space for banners and or equipment must obtain consent and prior approval from Mystery Creek Events Centre. All requests for consent must be included in the Site Application Form. Banners must not restrict the visual flow of the building and must not obstruct neighbouring exhibitors' sites.

Please see more Exhibiting Conditions regarding air space and banners on page 9. Mystery Creek Events Centre reserves the final right to accept or decline a request for the use of air space.

## HEALTH AND SAFETY ON SITE

It is important that everyone involved with and attending the event is safe and can enjoy the atmosphere. It is a requirement of the Health and Safety Act (1992) that all reasonable steps be taken to ensure the safety of your staff and the public.

- > All equipment and exhibits/demonstrations shall be positioned or displayed to protect the public
- > Exhibitors are to keep all products/signage within their sites to enable safe public access
- > With the exception of 'seeing eye' dogs, Mystery Creek Events Centre prohibits animals on site during set up, the event and break down
- > Sites must be manned at all times during exhibition hours
- > All hazards must be identified, along with steps taken to eliminate, isolate or minimise them. A Hazard Form will be provided to assist with this
- > No children are permitted on site outside of event time

## SUBLETTING

If you normally sell a product or brand and wish to include it on your site, it must be integrated sufficiently with your exhibit and be sold by your staff.

If a secondary exhibitor wishes to profile itself with its brand name appearing electively as a separate exhibit, then it is deemed a sublet.

All sublets must fill in a separate Site Application Form indicating the amount of space they will occupy and pay a sublet fee of \$350 + GST.

This will enable THE Expo to provide accurate information to visitors looking for products and also enable the sublet companies to order tickets and have a presence in the Official Programme.

## WATER

If you require additional plumbing for water supply, please indicate this on your Site Application Form. Any special water requirements which require work by a plumber shall be charged to the exhibitor at cost.

## POWER COSTS

Power is included in your site fee. All power supplied to outdoor sites are RCD protected:

Indoor: 10 amps supplied  
Outdoor: 16 amps supplied

### You will need to provide:

- > Extension lead
- > Multi-box
- > Outdoor exhibitors will require a 25m extension lead
- > NB Additional spotlights may need additional power

**Additional power** of up to 32 amps, single phase is available for \$480 + GST. Please nominate if you require this on your Site Application Form. Over 2 x 16 amps up to 48 amps &/or any 3 phase connection up to 48 amps is available for \$750 + GST.

To improve your load efficiency, you may require distribution boards. These can be hired from most equipment hire companies.

Exhibitors that require more than 48 amps must consult an equipment hire company for the provision of silenced generators. This should be done as soon as possible because silenced generators are of limited availability. Exhibitors must pay for the costs of silenced generators.

Mystery Creek Events Centre will credit an exhibitor \$160 + GST on their site fee, where they have installed their own silenced generator and take no supply from Mystery Creek Events Centre.

Helpful hints to determine your supply requirements:

- > Identify all electrical appliances, motors, lights, coffee urns etc, intended to be used on your site(s)
- > Check their specifications or labels for current usage (i.e. amps)
- > Typically a heater uses 10 amps (2,300 watts) and a single 150-watt bulb uses 0.75 amps. It is wise to use gas heaters. We have a calculation sheet which will help you determine your power requirements, please phone for a copy

## GENERAL POWER CONDITIONS

1. Mystery Creek Events Centre reserves the right to assign an exhibitor with a high power requirement to any site in order to provide improved capability to supply. This will be undertaken in consultation with the exhibitor provided that the exhibitor has indicated their power requirements prior to 7 January 2013.
2. In all cases, exhibitors that have not declared their requirements for high power usage (regardless of the number of sites) and have not paid their power usage fees as described above by 7 January 2013, may have supply declined by Mystery Creek Events Centre.
3. Mystery Creek Events Centre has invested heavily in power reticulation but cannot guarantee supply without possible interruption.

Note: Exhibitors will be monitored during the event to ascertain their power usage. Any Exhibitor exceeding their level may trip the circuit breaker and will be charged a penalty in addition to the fee. They may also be disconnected. It is important to assess your likely power consumption when you are booking your site.

It is the Exhibitor's responsibility to arrange all electrical equipment on their site. All electrical equipment used on site must comply with Australian/New Zealand standard 3002:2002.

All electrical work on any exhibit is to be carried out only by a qualified electrical tradesman who must provide Mystery Creek Events Centre with a compliance certificate. We recommend all electrical work be contracted to our site electricians. Prior written advice must be provided by all electricians likely to be doing work on site.

# EXHIBITING CONDITIONS



1. **GENERAL** - The New Zealand National Agricultural Fieldays Society trading as Mystery Creek Events Centre (MCEC) acting through the appointed officer shall be the sole judge of whether the following items have been adhered to in a proper manner. The decision of the MCEC shall in all respects be final and conclusive. If, in the opinion of MCEC, a serious breach of these terms and conditions has taken place, an exhibitor, at the sole discretion of MCEC, may be required to remove this exhibit with 24 hours of notice being given. In such a case all fees paid or due to the MCEC shall be forfeited. Notwithstanding anything contained in this prospectus, the application for space or any other document concerning the MCEC, MCEC reserves 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. **APPLICATION FOR DISPLAY SITE** - All applications for display sites should be made by 1 March 2012 on the enclosed form and returned to this office with a deposit of 10% or \$300 of the total cost. A further payment of 35% is due by 20 August and the final 55% is due by 20 December 2012. If for any reason the exhibitor does not make any of the nominated payments on the due dates, MCEC reserves the right to allocate sites, but where possible will endeavour to meet applicant's requests. Allocation will be made by MCEC appointed officer who will give due regard to the order in which applications are made and has the right to refuse entry and decline applications. MCEC reserves the right to alter the site plan if considered necessary. The exhibitor shall not permit any other company to share any part of their exhibition site except as per clause 4. Subletting below. MCEC only allows new equipment.
3. **SITE FEES** - Site fees must be paid in full prior to site occupation and ticket allocation. Any unpaid fees will attract 10% interest on full amount outstanding and any collection fee if required.
4. **SUBLETTING** - If a company normally sells a particular product line it may continue to do so providing they use their own staff. It needs to appear that that product is clearly integrated into the exhibitor's site. If the secondary exhibitor wishes to profile itself with a its brand name appearing effectively as a separate exhibit, then it is deemed a sublet. In these cases, an exhibitor shall apply for site space and invite other companies to exhibit on their site and the secondary exhibitor must pay a sublet fee of \$350 excluding GST to Mystery Creek Events Centre and must fill in a separate site application form. This ensure greater Occupational Safety and Health compliance and tickets being supplied.
5. **LIABILITY** - In the event of the exhibition being cancelled or terminated because of fire or earthquake, MCEC will refund to the exhibitor a fair proportion of any rental paid by the exhibitor.
6. **CANCELLATION** - If sites (s) are cancelled by the exhibitor, site fees paid to date will be forfeited and the exhibitor shall be liable, at the discretions of MCEC for the balance owing.
7. **CANCELLATION/POSTPONEMENT OF EVENT** - If the event is cancelled by the organiser, then monies paid (inclusive of deposit) will be returned in full.
8. **CO-OPERATION** - No exhibitor 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 MCEC in writing for consideration, and the decision of the MCEC shall be accepted by all parties as final and conclusive in all respects.
9. **EXHIBIT STANDARD** - A high standard of display is required. All exhibits must be in as-new condition. The offering for sale of second hand equipment is not permitted without written consent from MCEC.
10. **FOOD AND ALCOHOL** - Exhibitors are not permitted to distribute food from their exhibition site without prior written approval from MCEC at the latter's sole discretion. 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. Alcoholic beverages shall not be sold anywhere - for cash or exchanged for vouchers - except in MCEC's own controlled areas. All alcohol is to be ordered through MCEC in the Exhibitor Manual.
11. **SITE PREPARATION AND SAFETY** - EXHIBITORS MUST MAN THE SITE AT ALL TIMES DURING THE EVENT.
  - 11.1. The delivery of equipment and construction of displays must be completed by 5pm on the day preceding the opening day.
  - 11.2. Exhibitors must comply with local body bylaws and requirements and Acts of Parliament (including OSH Act) which govern the erection of structures, the display and/or sale of machinery, vehicles and/or other products or goods of the Exhibitor and Aviation Safety Regulations
  - 11.3. Stall holders with displays that allow members of the public to move or examine items, must ensure that items are in a state and form that cannot cause injury; and if moved can be put back in the same safe situation.
  - 11.4. Each Exhibitor must keep all display equipment and signs, etc within their allocated site boundaries. For outdoor sites the walls of all marquees and tents must not be closer to the boundary than the requirement of the Waipa District Council Building Control Officer. This may be one (1) metre from all site boundaries but can be varied by the Building Control Officer.
  - 11.5. Exhibitors must be cognizant with the Health and Safety in Employment Act and must comply with its provisions. All exhibitors shall examine their displays for hazards and take steps to eliminate, protect and mitigate against potential injury to the greatest extent practical.
  - 11.6. All tent and marquee pegs must be covered with bags or shrubs, as must other dangerous spikes, protruding objects etc.
  - 11.7. The flying of balloons, blimps etc shall conform to MCEC's published restrictions.
  - 11.8. Exhibitors must supply a police clearance for any contractors or staff working on site outside normal business hours. Forms are available from MCEC.
  - 11.9. Exhibitors must, before digging any holes or driving any objects into the ground, ensure that there are no underground power cables or water pipes that could be damaged or cause injury to the Exhibitor or their staff. All damage caused by Exhibitors or their staff will be repaired at Exhibitor's expense. DO NOT DIG BETWEEN RED PARALLEL LINES.
- 11.10. Fire precautions. Each Exhibitor must have at least one suitable fire extinguisher readily available on site.
12. **UTILITY SERVICE CHARGES** - All electrical work on any exhibit is to be carried out only by a properly qualified electrical tradesman who must provide MCEC with a compliance certificate. We recommend all electrical work be contracted to our site electricians. Prior written advice must be provided of all electricians likely to be doing work on site.
13. **THEFT, DAMAGE OR LOSS** - It is expressly stated that under no circumstances will the MCEC accept any responsibility whatsoever for any loss, damage or theft to any exhibitors stand 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 fire, theft, damage or loss from any cause, during the time in which the articles are on the exhibition premises. The exhibitor shall further indemnify the MCEC against any claims in relation to allocation of space and the actions and conduct of employees. The exhibitor shall hold appropriate public liability insurance. Exhibitors are advised to arrange personal and other insurance cover for their own property. All Exhibitors must have public liability insurance cover for an amount not less than \$2,000,000 (two million). Proof of this cover or an affidavit to be produced to MCEC if requested. MCEC will not be responsible for any claim.
14. **ADVERTISING** - Exhibitors shall have the full right to advertise within the confines of their own stand but the MCEC reserves the right to prohibit any such advertising material or equipment which obstructs aisles, interferes with or obstructs neighbouring stands or is, in the opinion of MCEC, a source of annoyance to others. No exhibitor, or employee thereof, may canvas other than from their own exhibition site.
15. **VEHICLES** - All vehicles must be removed from the exhibition site, and parked in the exhibitors' car park, by 9am each morning. Vehicles remaining on the exhibition site after 9.30am will be removed at the exhibitor's expense.
16. **COMPETITIONS OR CONTESTS** - Exhibitors desiring to run any form of contests must gain prior written approval from the MCEC. Competitions or contests must be free of charge to patrons. No raffles or fund raising shall be run.
17. **NOISE, RADIO AND ELECTRONIC DEVICES** - The use of radio, public address systems, amplifiers, loud speakers or other electronic devices that affect the display of the exhibitor's products or trade process, will be permitted subject to, in each instance, prior written approval from MCEC. This regulation is not designed to discourage the use of such appliances, but to ensure that they are adjusted so as not to discomfort other exhibitors or the public. Plans for their use should be submitted for prior written approval and such use will be subject to regulation during the show. The use of amplifiers or loud-speakers by exhibitors is at the discretion of MCEC. Noisy machines must be demonstrated on sites one at a time only for short periods, and such demonstration must not offend neighbouring Exhibitors. MCEC may limit times of use for noisy machines, loudhailers, amplifiers or other entertainment.
18. **REMOVAL** - Exhibitors must not remove items from their site until closing time 5.00 pm on the last day of the show. All exhibitors' staff will be requested to vacate the site by 7pm on the last day of the show. All sites must be cleared and returned to its original condition by 5.00 pm Thursday 14 March 2013. Due to subsequent event requirements, this removal time will be enforced with penalties payable by the exhibitor if the site is not available by Friday 15 March 2013. The exhibitor will be charged for the re-installment of the exhibition site, and a fee of \$100 (+ GST) per day. If any property/displays remain on the site after this date, MCEC 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.
19. **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.
20. **SECURITY** - MCEC have security in the exhibition area from show closing time, to half an hour before show opening time. Any Exhibitor who wishes to hold functions on their site after 7.00 pm on any event day will be responsible for their own security on and around their site and will be required to liaise with MCEC security and staff.
21. **FIRE RETARDANT MATERIALS** - In compliance with the NZ Building Code (C3/ASI Table 4) exhibitors are informed that curtains, drapes or backdrops are to be restricted to Fire Retardant Materials with a flammability index not greater than 12. Further information may be obtained from the Building Inspectors Department, Waipa District Council.
22. **AMENDMENTS** - MCEC reserve the rights to amend any part or parts of the herein described.
23. **CONSEQUENTIAL LOSS** - MCEC shall not be liable for any consequential loss which may arise out of any association with the exhibitor being involved with THE Expo.
24. **PRIVACY** - By completing an exhibit Site Application Form, the Exhibitor agrees and MCEC acknowledges that Exhibitor details will be made available to the media for use for programme preparation and for MCEC to use in promotional/educational material about THE Expo, and to the nominated companies that have exhibit resource materials.
25. **PAVILION AIR SPACE** - Exhibitors in the Mystery Creek Pavilion have the opportunity to use air space above their sites. Where possible, at no extra fee. Banners etc may be hung off the roof. Banners must not restrict the visual flow of the building and must not obstruct neighbouring exhibitors' sites. Those seeking to use air space must obtain consent and prior approval from MCEC. All requests for consent must be included in the application form. Any item weighing more than 15kg is to have an engineer's certificate. The Exhibitor is responsible for providing all lifting equipment, rigging equipment and labour to hang these items. MCEC reserves the final right to accept or decline a request for the use of air space. The Exhibitor shall be responsible for any damage caused through erection or dismantling signage, whatsoever.

# KEY DATES



**1 MAR  
2012**

10% of site deposit  
& Site Application  
Form due

**20 AUG  
2012**

35% of site  
deposit due

**20 DEC  
2012**

55% or remaining  
of site deposit due

**18 FEB  
2013**

Site set up  
commences

**7 MAR  
2013**

THE Expo begins





# YOU NEED TO BE AT **THE EXPO!**

- > Your industry will be represented, you need to be part of it!
- > THE Expo offers targeted marketing to attract YOUR buyers!
- > We are building on the success of 2009
- > This is the only show of its kind endorsed by your industry organisations

## **PROSPECTUS**

TRANSPORT AND HEAVY EQUIPMENT EXPO  
7-9 MARCH 2013 / MYSTERY CREEK EVENTS CENTRE, HAMILTON

[WWW.THEEXPO.CO.NZ](http://WWW.THEEXPO.CO.NZ)

