



## SUPPLIER EXPO TERMS AND CONDITIONS

### DONOVAN PARK, INVERCARGILL

Annual Connection is the only platform of its kind in New Zealand for the electricity supply industry. Bringing together suppliers and key industry players in an environment that showcases the skills and technology that are practically and physically required to keep the power flowing.

Attracting a wide range of industry representatives from across New Zealand Annual Connection features a range of high-profile events over three days. These include the Cable Jointer Competition, Line Mechanic Competition, Supplier Expo, and the Connexis Excellence Awards.

#### Key Objectives:

- Showcasing industry and ensuring a sustainable workforce.
- Promoting best practice in Health & Safety.
- Promote, recognise, and reward a qualified and skilled workforce through the competitions and the Excellence Awards.
- Showcase recent technologies and innovation via the supplier's expo and competition.

#### **KEY DATES AND CONTACT**

Registration Bookings (Online) <a href="https://www.connexis.org.nz/annual-connection/">https://www.connexis.org.nz/annual-connection/</a>	Open 6 March 2023	
Site Pack In – from 11am	18 September 2023	
Site Pack Out – from 3.00pm	21 September 2023	
<b>Contact:</b> Hillary Riches – Event Manager <a href="mailto:Hillaryr@connexis.org.nz">Hillaryr@connexis.org.nz</a> 027 565 1961		

## **TERMS AND CONDITIONS**

### **1. SITE ALLOCATION**

- 1.1 Sites will be allocated based on the order of booking and best fit to venue, site size required and collaborative intentions between groups of exhibitors and sponsors. Site allocation is at the sole discretion of Connexis (organiser).
- 1.2 The site plan will be released to exhibitors on 31 August 2023.
- 1.3 All exhibitors must ensure they keep within their allocated site, including all signage.

### **2. PAYMENT AND CANCELLATION**

- 2.1 Early bird rates apply to bookings received no later than 1 May 2023. Payment must be made in full 20 month following. Full rates will apply thereafter.
- 2.2 Bookings close on 1 August 2023. (For inclusion in the event program, subject to availability bookings will be taken up to 31 August 2023)
- 2.3 Full payment on all sites is required by the 31 August 2023.
- 2.4 Exhibitors who cancel their site on or before the 1 August 2023 will be invoiced for 50 percent of the site cost, even if the site is resold. Exhibitors who cancel after this date will be invoiced for the full site fee.

### **3. SITE SET UP AND PACK DOWN**

- 3.1 Exhibitors are responsible for organising their own marquees, furniture, and any other equipment they may need.
- 3.2 Equipment can be couriered to a central point and will be delivered to the site prior to setup. Please contact Event Manager, Hillary Riches for these details.
- 3.3 Site set up can commence from 11.00am – 5.00pm on Monday 18 September 2023.
- 3.4 Pack out can commence from 3.00pm on Thursday 21 September 2023.
- 3.5 All sites must be fully cleared by 10.00am on Friday 22 September 2023.
- 3.6 All exhibitors will be required to wear hi viz, closed in shoes and any other appropriate PPE (Personal Protective Equipment) during pack in and pack out.

### **4. POWER**

- 4.1 All sites have access to power. However, exhibitors must supply their own power leads to plug into the power box.
- 4.2 All power leads, multi-boxes and electrical equipment must be certified as electrically compliant.

### **5. HEALTH & SAFETY**

- 5.1 All exhibitors must examine their sites for hazards and take all practical steps to eliminate, isolate or minimise against potential injury.
- 5.2 All exhibitors will be required to sign in at the Connexis Marquee on arrival at the venue, prior to set up.
- 5.3 All exhibitors must complete the Hazard ID form for their site. This will be sent separately closer to the event date.
- 5.4 Connexis must be notified in advance if exhibitors intend to carry out any hazardous activities or bring hazardous materials or substances onto their site.
- 5.5 Notwithstanding anything contained in any part of these Terms and Conditions, it is the responsibility of each exhibitor to ensure they comply in all respects with legal and local government requirements (including OSH Act) that may be in force at the time of the event.
- 5.6 All exhibitors must have at least one suitable fire extinguisher readily available on their site.

## **6. COVID-19**

- 6.1 Alert Levels:  
Connexis is committed to COVID-19 Ministry of Health guidance and will take Responsibility to stay up to date regularly and consistently with Ministry of Health guidance prior to and during the event.
- 6.2 Annual Connection will ensure that good hygiene facilities are available during the event  
Hand sanitiser will be available on site at multiple stations
- 6.3 Alert Level Changes: (Immediately prior to or during the event)  
Annual Connection will abide by all Government rules as required. An extensive plan has been put in place and will be available prior to the event.

## **7. FOOD AND BEVERAGES**

- 7.1 Venue regulations restrict people from bringing their own alcohol onto the site.
- 7.2 Alcohol must not be consumed during the hours of the competition.
- 7.3 Supply of food to the public on your site is encouraged. If you intend to provide Hospitality on your site, please register your interest to do so. The organisers will have control over the amount of hospitality being supplied.
- 7.4 Please Note: A coffee cart will be available for exhibitors, visitors, and competitors throughout the event.

## **8. DIGGING HOLES**

- 8.1 You must request permission in advance from the event manager before any digging is carried out.
- 8.2 Digging must be within the boundary of your site and be approved by the onsite Health and Safety officer
- 8.3 The ground must be returned to the condition it was prior to digging.

## **9. SECURITY**

- 9.1 Security will be in place from 5pm-7am for the period of 18 September 2023 to 22 September 2023 for the safety and security of products on display, however, the responsibility of the Exhibitor to insure their products. (See Insurance and liability section below).

## **10. USE OF COMPANY DETAILS**

- 10.1 Exhibitor details may be used by Connexis for the programme, competitors' manuals, and promotional material about Annual Connection events.

## **11. INSURANCE AND LIABILITY**

- 11.1 All exhibits are at the risk of the Exhibitor. The Organiser, its agents and the venue shall not, in any way, be liable for any damage, loss, theft or otherwise of any of the Exhibitor's property or equipment hired by the Exhibitor prior, during or after the event. Exhibitors are therefore advised to carry their own insurance for the damage, loss, theft, or otherwise of their belongings over the period of the Suppliers' Expo.
- 11.2 All exhibitors must have public liability insurance cover for an amount of not less than \$2,000,000 (two million).
- 11.3 Insurance should be in force when the Exhibitor begins their site set up and should remain in force until their exhibit is removed.

**12. SUBLETTING OR ALLOWING OTHER ORGANISATIONS ON SITES**

- 12.1 Exhibitors who invite other organisations to display or demonstrate on their site must ensure that the organisation concerned registers independently and pays the sublet fee, prior to supplier expo registration close on 1 August 2023.

**13. POSTPONEMENT, CANCELLATION, OR EARLY TERMINATION OF THE EVENT**

- 13.1 The organisers shall not be liable for the postponement, cancellation, or early termination of the event, or for any loss or damage suffered by the Exhibitor where this is caused by strike, lockout, riot, seismic activity, Covid-19 alert level changes, industrial action, terrorist act, fire, storm, tempest, biological hazard or organism, operation of law or any other matter or thing beyond the control of organiser.
- 13.2 Connexis acknowledges that should Annual Connection postpone or cancel due to government-imposed restrictions on gatherings (either national or local in the area where the event is to be held) the following conditions will apply.
- 13.3 Postponed Event: Connexis will consult with all affected parties on rescheduling the event within 6 months of the original date. All existing contracts will transfer to the alternative date. Businesses that are no longer able to support the event on the rescheduled date will be eligible for a refund. Connexis will retain 10% + GST to cover pre-event publicity and event planning costs.
- 13.4 Cancelled Event: If the event is not able to be held within a six-month window of the original date, Connexis will consult with all affected parties prior to making the decision to cancel the event. Refunds will be given. Connexis will retain 10% + GST to cover pre event publicity and event planning costs