

## Manawatu Wine & Food Festival Exhibition Conditions

1. General - The committee (Rotary Club of Terrace End Festival Committee) 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 committee shall in all respects be final and conclusive. If, in the opinion of the committee, 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 the committee shall be forfeited. Notwithstanding anything contained in this prospectus, the application for space or any other document concerning the committee, the committee 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 Exhibitor Site - Applications for sites should be made on the separate form and returned to The Festival Committee, Rotary Club of Terrace End, P O Box 54, Palmerston North by 31<sup>st</sup> March 2011 with a deposit of 50% of the total cost. A 15% discount will apply if the full balance is paid by 31<sup>st</sup> March 2011. Otherwise the final balance of site rental is to be paid no later than 30th April 2011. The committee reserves the right to allocate sites and to alter the site plan, but where possible will endeavour to meet exhibitors' requests. A high standard of display is required. The exhibitor shall not permit any other exhibitor to share any part of their exhibition site unless previously agreed to by the committee.
3. Liability - If for any reason the exhibitor does not make any of the payments hereunder on the due date, the committee may, at its discretion, proceed to re-let the site without being liable to account to the exhibitor for any sum already paid or due from him.
4. Co-operation - No exhibitor shall permit their exhibition to obstruct aisles, interfere with or obstruct neighbouring exhibits or be, in the opinion of committee, a source of annoyance to others. In the event of any dispute arising between exhibitors, the decision of the committee shall be accepted by all parties as final and conclusive.
5. Cancellation - if the committee cancels the event prior to 30 April 2011, then rental monies paid (inclusive of deposit) will be returned in full. If the exhibitor cancels site(s), site fees paid to date will be forfeited.
6. Utility Service Charges - Only the committee's electrician may supply extra light and power points on sites and this is at the exhibitor's expense.
7. Theft, Damage or Loss - It is expressly stated that under no circumstances will the committee accept any responsibility whatsoever for any loss, damage or theft of any exhibits or equipment by any cause or means whatsoever including any consequential losses. 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 committee against any claims in relation to allocation of space and the actions and conduct of employees.
8. Legal Requirements - Notwithstanding anything contained in any part of these terms and conditions, it shall be the 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.
9. Competitions or Contests - Exhibitors desiring to run any form of competition must gain prior written approval from the committee. Competitions or contests must be free of charge to patrons. No raffles or fundraising shall be run.
10. Selling of wine – Exhibitors may sell wine by the bottle and/or take orders but unless the exhibitor has appropriate liquor licence wine may not be sold by the glass. Exhibitors may however sell bottles of wine to the caterer for sale over the bar.
11. Security - The committee will not be responsible for security but the Awapuni Function Centre will secure the building during lock-up times.
12. Set-up – The Awapuni Function Centre will be available for set-up at 12.00noon on Friday 10<sup>th</sup> June 2011 and from 8.00am on Saturday 11<sup>th</sup> June 2011.
13. Removal - Exhibitors must not remove items from their site until 4.15pm on the last day of the show. All displays must be removed from Awapuni Function Centre by 6.00pm on Sunday 7 June 2009, unless alternative arrangements have been made with the committee. 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-instatement of the exhibition site.
14. Amendments – The festival committee reserves the right to amend any part or parts of these conditions.