

# Building Officials Institute of New Zealand

## Exhibition Rules & Regulations

### VENUE CLOSURE

- The venue will be locked 15 minutes after closing time
- Please note, removal of items from the stand outside of Expo hours is not permitted

### CLEANING OF STANDS

- All aisles will be cleaned nightly, rubbish on stands should be moved into aisles prior to closing

### SUSPENDED DISPLAYS

- Under no circumstances may signage be hung from the venue walls. Signage, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems, and other surfaces, except with prior approval from the venue and the Building Officials Institute of New Zealand's Management. Damages resulting from installation will be a direct charge to the exhibitor.

### HEIGHT OF STANDS

- Built up exhibits: no part of the display (except free standing equipment and island exhibits) may be in excess of 2.3 metres in height, and shall not extend from the back wall more than half the depth or height of the booth

### ANIMALS

- No animals are permitted within the exhibition area during buildup, breakdown, or while the conference and expo are in progress. Guide Dogs are exempt.

### CHILDREN

- Children under the age of 18 are not allowed in the expo hall during buildup and breakdown. There are no exceptions.

### CATERING

- Catering for exhibitors will take place 15-30 minutes prior to the end of the technical sessions.

### SECURITY

- Security will be in attendance. Stand should be staffed at all times during expo opening hours.

## **INSURANCE**

- It is essential you make your own arrangements for appropriate insurance cover, including third part liability insurance. This insurance should cover the total duration of the expo, including buildup/breakdown periods.
- Exhibitors are liable for any damage they cause to the venue and exhibition stands.
- All materials used must comply with fire regulations

## **ELECTRICAL**

- If you require any other electrical work, contractors will be available.
- Please contact the Building Officials Institute of New Zealand's office prior to expo set up for further information.

## **SMOKING**

- Smoking is not permitted at any time within the venue.
- The use of smoke machines is not permitted.
- Laser smoke detectors will operate at all times.

## **STORAGE ON SITE**

- Storage is strictly limited.
- If any storage is required prior, during or after the event this must be arranged with the venue, and will be entirely dependent on space available.

## **ELECTRICAL DEVICES**

- No electrical devices will be permitted into the venue unless written confirmation that a suitably qualified electrician has inspected the device, and has certified that the device complied with the Electrical Standards NZS 3760-2001 has been provided.
- Any such certification must be dated within 12 months of the start of the hire period.
- Any devices that are not certified in accordance with the aforementioned must be tested at the venue before use at the venue.
- The Hirer will be liable for any costs or damages that arise out of the use of electrical devices that have not been inspected in accordance with policy.
- The venue will reserve the right to demand the removal of any electrical equipment from the site if it is deemed to be non-compliant or suspect.

## **BALLOONS**

- Helium Balloons are not permitted without prior written consent from the venue.
- The Hirer will incur the cost of removing loose balloons suspended or trapped in the ceiling.

# Building Officials Institute of New Zealand

## Standard Safety Requirements

As from 31 March 2005, The New Building Act became compulsory. If any exhibitor wishes to build a stand or structure that people can walk on, under, or fall off or is suspended above, may require a building consent. If in doubt please contact the Institute's office.

Due to the exhibition being held in a place of assembly, for public safety, the fire safety, the fire safety standards are greater and more rigidly enforced. Exhibition organisers and exhibitors on stands are required to observe these standards and be continuously conscious of fire safety from build-up stage through to breakdown.

The following will give some guidelines to these requirements.

1. All exit doors must be unlocked to all sections of the building being used.
2. Exit routes are to be kept clear of vehicles and goods inside and outside.
3. Covering of fire hoses - exit routes or signs will not be permitted.
4. Vehicles and stands are not permitted in front of fire hose intakes and alarm panels.
5. Fire safety wardens are required whenever an exhibition or show is opened for viewing.
6. Dangerous Goods - each exhibitor who proposes to use Dangerous Goods in their exhibits must obtain prior approval from Council's Dangerous Goods Inspector.
7. No straw, hay, flammable fluids, bituminous building paper or crepe paper will be permitted on stands.
8. Paper - No paper in sheet form is to be used. Posters, etc limited to 20% of wall area.
9. All cloths used in backdrops, ceilings and the like must be of the approved type and/or treated with fire retardant.
10. If using cooling or heating appliances approval must be obtained from local Council's Fire & Egress Inspector prior to show or exhibition.
11. Encroachment of displays into walkways will not be permitted.

# Exhibitors Contract

## EXHIBITION RULES AND REGULATIONS

- This exhibition is managed by the Building Officials Institute of New Zealand (hereafter 'BOINZ').
- Please note that upon signing the site application form and contract you are agreeing to these terms and conditions as well as all rules and regulation as outlined in the Exhibitors Guidebook (latest copy available upon request.)

## PURPOSE OF EXHIBITION

- The BOINZ Annual Conference & Expo is sponsored and managed by BOINZ, a non-profit, charitable organisation.
- The purpose of the exhibits, an integral part of the Institute's education activity, is to compliment the professional technical sessions by enabling delegates and trade visitors to see and understand equipment, service and technologies, including the latest innovations in the water and waste industry.

## LIABILITY

- Neither BOINZ nor the venue assumes any responsibility for the protection and safety of exhibitors, their exhibition representatives, agents or employees, for the protection of exhibits or other property secured or removed after hours and placed in safekeeping.
- Any guard service, security room, or other protective measures that BOINZ may take shall be deemed to be purely gratuitous on its part, and BOINZ shall have no responsibility for the effectiveness or failure of such measure or for the conduct of personnel involved therein.
- Each exhibitor agrees to indemnify and hold harmless BOINZ, included its officers, directors, agents, employees, contractors, assignees and insurers (hereafter 'BOINZ') and the other exhibitors at the conference from and against any and all claims, losses, damages, liabilities and expenses, including attorneys and consultants fees, expenses and court costs incurred by BOINZ or such other exhibitors, in defending against, satisfying or compromising any such claim arising out of any injury to persons or property caused by any act or omission of the exhibitor or its representatives, agents, employees or contractors.
- Further, the exhibitor shall indemnify and hold harmless BOINZ and such other exhibitors from and against any penalties, damages or charges imposed for any violations of any law or ordinance by the harmless BOINZ and such other exhibitor against any and all claims, losses, damages or expenses arising out of any failure by the exhibitor in any respect to comply with and perform all the requirements and provisions of these Rules and Regulations.

## USE OF EXHIBIT SPACE

- Exhibits are confined to products manufactured by or services rendered by the exhibitors. No exhibitors shall assign, sublet or share the space allocated without the prior approval of BOINZ, and shall be required to have the assigned exhibit space neat and clean at all times.
- During show hours, each exhibit must be staffed by a company representative substantially all of the time.

- Booth attendant shall be dressed modestly, and in good business taste.
- Exhibitors and their representatives shall conduct themselves with decorum and in a professional manner at all times.
- All material used in the exhibit hall and or exhibitors booths must be fireproofed and conform to all appropriate regulations.
- All exhibitors planning demonstrations requiring open flames, any kind of compressed gas or explosive fuels, heat, etc., are required to contact the exhibition manager and provide pertinent information that allows approval to be obtained in advance.
- Exhibitors must accept full responsibility for compliance with national and local fire safety regulations.
- Any sound trucks, equipment demonstrations, or other sales presentations must be at a low volume so that nearby exhibitors are not bothered.
- Any form of attention getting device or presentation must be terminated when crowds jam aisles or infringe upon another exhibitors display.
- No cementing, nailing, tacking, taping or attaching of any material to any floor, wall or column will be permitted unless approved by the BOINZ exhibition manager.

#### **ARRANGEMENT OF EXHIBITS**

- Built up exhibits: no part of any display (except free standing equipment and island exhibits) may be in excess of 2.3 metres in height, and shall not extend from the back wall more than half the depth of the booth.
- Displays should be located so as not to obstruct other exhibits.
- All exposed parts of displays and or equipment must be finished or covered in a workmanlike and neat manner, so they do not present an unsightly appearance when viewed from adjoining booths or aisles.
- Exhibition management may order masking at the exhibitor's expense, without the prior consent or knowledge of the exhibitor, where it is deemed necessary.
- No carpeting, overhead roofs or bridge type structures, etc., are permitted across aisles. Any booth with an overhead roof or cover must receive special approval. Exhibitors may be asked to provide fire extinguishers, smoke alarms, etc. Peninsula booth arrangements are not allowed.
- Mobile or trailer displays are permitted only in certain areas. Permission must be obtained prior to employing this type of exhibit.
- Specifications for island or non-standard type exhibits must be approved by the exhibition manager. A copy of such specification must be furnished to and approved by BOINZ prior to the space assignment date. After this date, requests for this type of exhibit space are handled on a "space available" basis.
- Exhibitors shall limit raised floors or platforms for addressing visitors and/or demonstrating exhibits 300mm above the floor. No flashing lights or distractions are permitted.
- No portion of any machine, skid or display may be closer than 300mm to any aisle.
- All exhibits must remain intact until the specified time and date for dismantling and may not be dismantled or removed before that hour. Should any exhibitor dismantle before the appointed hour a \$2,000.00 fine will be imposed on their company.

## **INTERPRETATION AND ENFORCEMENT**

- These regulations become part of the contract between the exhibitor and BOINZ, which has full power of interpretation and enforcement of these rules and may amend them at any time.
- All matters in questions not covered by these regulations are subject to the decision of BOINZ, and all decisions so made shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contact or who, in the opinion of BOINZ, conduct themselves unethically may be immediately dismissed from the exhibition without refund or appeal.

## **CHANGE OF LOCATION, OR CANCELLATION OF EXHIBITION**

- If for any reason, the selected meeting place is not available for the expo, or if other contingencies prevail which, in the opinion of BOINZ, would prohibit or greatly limited attendance at the convention, then BOINZ has the right to cancel the exhibition, or move the exhibition location to another facility or city, which is at that discretion of BOINZ.
- BOINZ shall not be liable for any expense incurred by reason thereof.
- In the event of cancellation of the exhibition, BOINZ will refund to exhibitors all space charges paid by them.

## **WAIVER**

- The exhibitor hereby waives and abandons any right to claim specific performance of any obligation of BOINZ now or henceforth

## **SPONSOR**

- BOINZ reserves the right to negotiate and conclude arrangements for the benefit of BOINZ with sponsor/sponsors in relation to the expo at the entire and unfettered discretion of BOINZ.
- BOINZ acknowledges that no contractual or other relationship exists between BOINZ and the sponsors as a result of the conclusion of this agreement, and the exhibitor taking part in the expo agrees that it will look to BOINZ alone for fulfilment of all obligations in terms of this agreement or arising at common law as a result of the exhibitors participation in the expo.
- Insofar as may be necessary, the exhibitor, by their signature to the agreement, hereby waives and abandons all rights they may have against the sponsor arising as a result of this conclusion of this agreement or at common law.

## **TIME IS OF THE ESSENCE**

- The parties acknowledge that the exhibitor agreement in terms of which time is of the essence and that BOINZ shall be entitled to give the exhibitor written or verbal notice to immediate remedy any breaches of this agreement committed by the exhibitor.