

EXHIBITOR'S PROSPECTUS

NEW ZEALAND

2010 

In conjunction with



43RD ANNUAL  
CONFERENCE AND EXPO

incorporating the 1st Asia/Pacific  
Symposium of Building Officials

11-14 APRIL 2010 • ROTORUA NEW ZEALAND

## INTRODUCTION

The Building Officials Institute of New Zealand will hold its 43rd Annual Conference and Expo in Rotorua, New Zealand from 11-14 April 2010 in conjunction with the first Asia/Pacific Symposium of Building Officials. The combined event will bring together professionals from throughout the Asia/Pacific region for a unique opportunity to develop a better understanding of the responsibilities and duties imposed on them by Acts and Regulations and to exchange knowledge and experiences in their common passion of public safety and building of safe communities. Delegates will also be able to use the opportunity to benchmark programmes they have found effective and to share other information of relevance to their day to day work practices, experiences and ideas as well as undertake problem-solving together.

### WHO WILL ATTEND?

Over 500 people attend the Institute's Annual Conference and Expo annually and it is expected that, combined with the international component, this conference will be the largest ever held in the region.

Delegates will include building control (code) professionals, surveyors, architects, builders, developers, plumbers, lecturers and others interested in this industry.

Accommodation has been arranged at:

- Millennium Hotel Rotorua
- Sudima Hotel Rotorua

### CONFERENCE VENUE & DATES

Energy Events Centre, Rotorua

Sunday 11 April to Wednesday 14 April 2010

Rotorua is situated in the heart of New Zealand's thermal region, a tourist destination approximately 3 hours' drive south-east of Auckland, which has the largest international airport in New Zealand. The proposed venue, the Energy Events Centre, is situated on the shores of Lake Rotorua and adjacent to both the city centre and numerous hotels and other accommodation.

The centre is a purpose-built, multi-use facility with a large arena suitable for the exhibition, forum meeting rooms and breakout session rooms, as well as ample foyer space for delegates to meet and share their day's experiences. Its decor reflects a modern approach to the provision of meeting and multi-purpose space while also embracing the local Maori heritage of the region.

### BENEFITS TO EXHIBITORS

- General conference promotion
- Exhibitor Information Manual
- Conference satchel
- Complimentary listing on Building Officials Institute website
- Complimentary listing on Conference CD
- Stand including - carpeted floor space, Velcro-receptive walls (2.3 m high), 2 spotlights, power point with 4-way splitter box
- Morning/afternoon tea and lunch for two company representatives
- Admittance to networking functions
- Networking function held in Expo Area

### ASSIGNMENT OF SPACE

No application will be processed until the deposit is received. The full stand price must be paid prior to conference and, if not, the contract will be considered cancelled and the stand reassigned.

Requests for exhibition space must be made on the site application form and will be assigned on a space available basis. The organiser reserves the right to assign or reassign booth space so that the arrangement of the exhibition is in the best interest of the attendees and the exhibitors.

### RESERVATION OF SITES

APPLICATIONS FOR SPACE via email or fax will only be accepted IF ACCOMPANIED BY CREDIT CARD DETAILS.

Otherwise please complete and sign the application form which must be accompanied by a deposit CHEQUE of \$1,000.00 plus GST (\$1125.00).

Completed forms and deposits may be posted to:

**Building Officials Institute of NZ**  
**C/- Events Division Ltd,**  
**P O Box 24 505, Manners Street, Wellington**  
**Attention: Liz Alexander**  
**Phone: (04) 473 6210**  
**Fax: (04) 473 6209**  
**Email: [liz@eventsdivision.co.nz](mailto:liz@eventsdivision.co.nz)**

### STAND PERSONNEL TICKETS

Additional stand personnel tickets are available at \$225 incl. GST each covering morning, afternoon teas and lunches on Monday, Tuesday and Wednesday for each additional stand person. Please note that paper presenters or delegates cannot register as additional stand personnel on an exhibitor's stand.

The Conference Dinner(s) are an additional cost (refer to main registration form).

### EXPO STANDS

Member Rate \$2,500 plus GST (\$2812.50)

Non-Member Rate \$2,680 plus GST (\$3015.00)

The Institute may consider a variation in site sizes on individual application by a potential exhibitor.

# 2010



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### PAYMENT FOR EXPO STAND

A deposit of \$1,000.00 plus GST (\$1125.00) is payable for each stand ordered. The balance must be paid in full by 5 March 2010. If full payment is not received by this date, the application is considered cancelled, and space may be reassigned.

### CONFERENCE CD

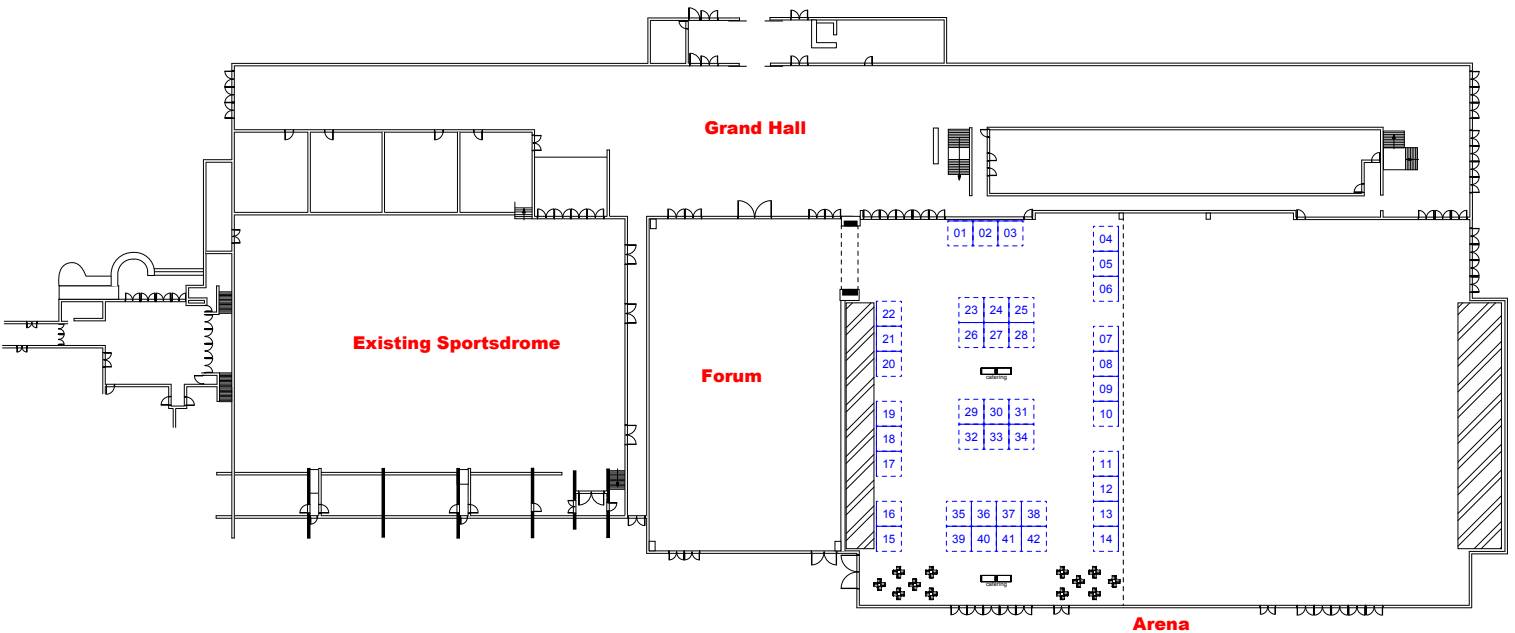
As part of your stand package a complimentary 75-100 word company profile and logo will be included on the Institute's website and Conference CD. Please return your profile along with a copy of your logo with your "Site Application and Contract".

### CANCELLATION AND WITHDRAWAL

If potential exhibitors later find they must cancel their stand booking, they are required to inform the Institute's office as soon as possible. However the cancellation will only become effective upon receipt of written notice by e-mail, letter or facsimile.

Once cancellation notice is received, the following will apply:

- Prior to 5 March 2010, a refund of 50% of the deposit will be made.
- After 5 March 2010, no refund will be forthcoming and unoccupied space may be reassigned.



## SITE APPLICATION CONTRACT

11-14 APRIL 2010 • ROTORUA NEW ZEALAND

NAME OF COMPANY:

POSTAL ADDRESS:

PHYSICAL ADDRESS:

PHONE:

FAX:

EMAIL:

CONTACT NAME:

DESIGNATION:

SITE No:

1st Choice

2nd Choice

3rd Choice

4th Choice

5th Choice

6th Choice

### PROFILE OF COMPANY:

Your company profile will be included on the Building Officials Institute website and on the Conference CD. The profile should be no more than 100 words and will include your company logo. Profiles will be received in writing no later than 1 March 2009.

COMPANY REPRESENTATIVES ON SITE WILL BE: (1) \_\_\_\_\_

(2) \_\_\_\_\_

Site fee includes catering for two company representatives excluding conference dinners. Extra stand personnel tickets must be purchased for additional site representatives (excludes conference dinners).

Number of Additional Stand Personnel Tickets: \_\_\_\_\_ @ \$225 incl GST each \$ \_\_\_\_\_

Total deposit enclosed (\$1,125 incl GST for stand plus extras as above & 3% fee if paying by credit card) \$ \_\_\_\_\_

Cheques should be made payable to: Building Officials Institute of NZ - BOINZ  
or (Visa/Mastercard only - extra 3% fee for use of credit card will apply)

Credit Card No:

Expiry Date:

Name on Card:

Signature: \_\_\_\_\_

We hereby acknowledge that the site booking enclosed will be accepted under the terms and conditions outlined in the Exhibition Rules and Regulations.

SIGNED: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Please retain a copy for your records and send your completed site application and deposit to:  
Events Division Ltd, PO Box 24 505, Manners Street, Wellington