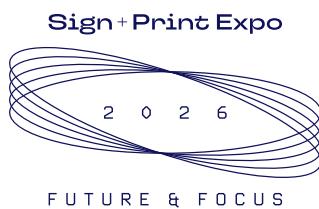


WELCOME
TO
THE
SIGN
&
PRINT
EXPO



Future & Focus – Your Expo Invitation

If your goals include building brand awareness, generating leads, launching new products, or reconnecting with customers - then the 2026 Sign & Print Expo is where you need to be.

Our last Expo in 2023 delivered some awesome results for exhibitors, and we've taken everything we learned to make this one even better. We know the climate's been tough. Some of you told us straight up: the appetite wasn't there for a big, flashy, high-cost event. Fair enough. But we also heard from plenty of you who couldn't wait to get back out there, to connect, showcase, and move forward.

So we've found the sweet spot — and built an Expo that works harder for everyone.

Here's what that looks like:

PRICE FREEZE

Same stand size, same price as 2023. In a time when everything else is going up, that's a genuine saving.

NEW STAND OPTIONS

More flexibility and lower costs. Exhibit at a level that suits your budget and goals.

DEMO DAY THURSDAY

Golden Circle exhibitors get live product demos with MC shout-outs and crowd engagement - a powerful way to boost ROI and spotlight your brand.

YOUNG SIGNEE OF THE YEAR

A brand new hands-on challenge celebrating the energy and skill of our under-30 talent. This will be a crowd favourite.

But this Expo is about more than stands and sales. Future and Focus is about where we're heading as an industry - how we innovate, grow sustainably, and support the people behind the craft. It's a space to share ideas, launch new thinking, and learn from those leading the way.

**We're focused on what matters. The future is ours to shape.
We'd love you to be part of it.**

LOGAN SUTTON
NZSDA President

AGENDA

EXPO

AGENDA

EXPO

PACK-IN

TUE 16 JUNE

8.00am - 7.00pm

WED 17 JUNE

8.00am - 12.00pm

SHOW DAYS

WED 17 JUNE

12.00pm - 8.30pm

Expo Opening	12.00pm
Welcome Event – Behind Closed Doors	5.00pm
NZSDA AGM with Drinks & Nibbles	5.30pm
Taskmaster	6.30pm
Free Mingle	7.30pm

THU 18 JUNE

10.00am - 8.00pm

Demo Day
Speaker Sessions & Workshops

FRI 19 JUNE

9.00am - 4.00pm

Young Signee of the Year Competition	11.00am - 3.00pm
Industry Networking Dinner	6.00pm

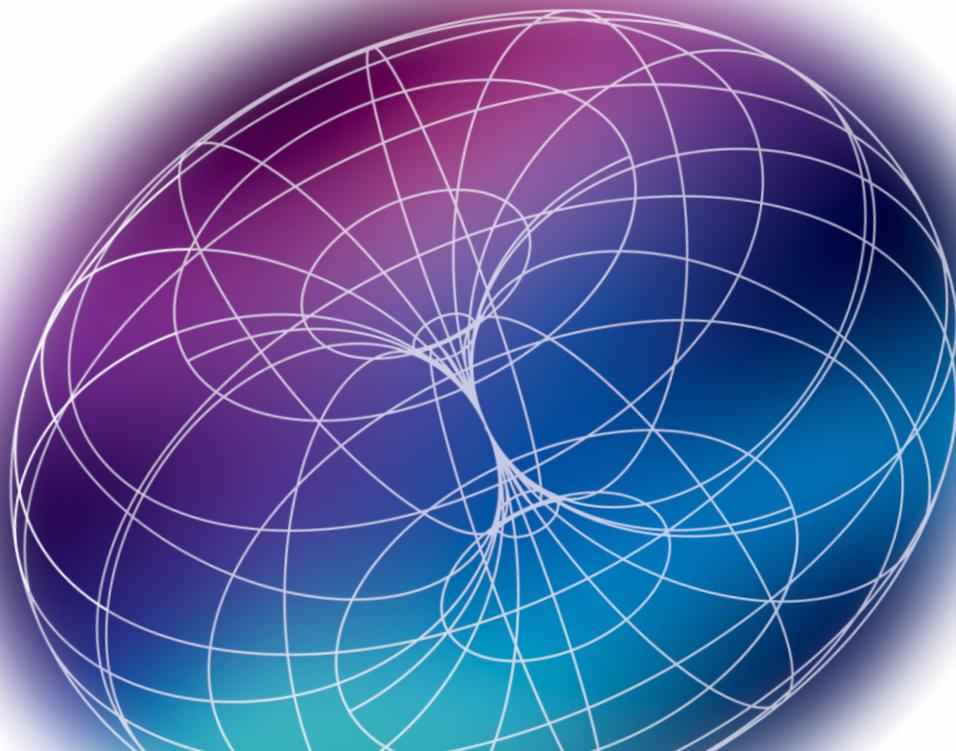
PACK-OUT

SAT 20 JUNE

8.00am - 4.00pm

Illumination Bootcamp Workshop
- Make it Happen Signage Academy

8.30am - 1.00pm



EXPO OPEN DAY

WED 17 JUNE

BEST IN SHOW

Throughout Expo visitors will have the chance to cast their votes for the Best in Show Awards, recognising one outstanding large stand and one outstanding small stand.

To stand out, keep your display aligned with the **Future and Focus** theme, showcasing innovation, technology, sustainability, or creative solutions, and capture attention with vibrant, interactive experiences that engage both the industry and visitors.

Winners will be announced at the 2026 Sign Display Awards of Excellence.

2026

FUTURE & FOCUS

EMBRACE THE EXPO
THEME & WIN!

WELCOME EVENT - BEHIND CLOSED DOORS (5pm-8pm)

Expo will close to the public at 5pm on Wednesday so that the NZSDA members and VIP guests can gain exclusive access behind closed doors to the exhibitions.

This will be chance to network directly with members in a more personal and intimate setting. Drinks and nibbles will be served upon entry and to kick start the evening the AGM will be held in the speaker area.

To follow we are holding a team event, Taskmaster! This will take place within the Expo spaces. We are on the lookout for some exhibitors that could host a “task” on their stand, so if your business wants to be involved with the Taskmaster event, contact the organiser.



WELCOME EVENT

DEMO DAY

THU 18 JUNE

On Thursday we will spotlight Golden Circle exhibitors with a full day dedicated to on-stand live demonstrations and mini workshops, giving you the chance to showcase your products or services in action.

To ensure you have an audience, each session will be announced by our MC over the loudspeaker.. The MC will guide the visitors to where they need to go and promote your session throughout the day.

Once the sessions begin, the MC will co-ordinate the demo by asking questions and prompting the audience to interact and or have a go. This part will be conducted without a microphone, ensuring privacy of each exhibitors IP.

MAKING THE MOST OF YOUR DEMO

Showcase your products - use props, samples, or tools to highlight your new products in action.

Encourage participation - design a hands-on element that invites visitors to test, try, or experience your product themselves.

Highlight the benefits - clearly show how your product or service solves a problem, saves time, or adds value.

Engage your team - have staff ready to welcome visitors, explain features, and answer questions.

Offer a takeaway - whether it's a free sample, discount code, or flyer, give your audience something that keeps your business top of mind after they leave.

The more interactive and memorable you make your demo, the bigger the impact for your business.



The more **INTERACTIVE** & **MEMORABLE** you make your demo, the **BIGGER** the impact for your business.

HOW WILL DEMO DAY WORK?

The demonstration sessions will take place throughout the day from 10.30am through to 8.15pm, giving each Golden Circle exhibitor a dedicated 30-minute slot. There will be a 15min break between each session to give delegates time to ask further questions, and to walk over to the next demonstration. Time slots will be allocated on a first in, first served basis.

If your exhibition space is not within the Golden Circle but you would like the chance to run a demonstration, limited sessions may be available on Wednesday afternoon or Friday at an additional cost. Please contact the organiser for details and pricing.

Demo 1 10.30am - 11.00am

Demo 2 11.15am - 11.45am

Demo 3 12.00pm - 12.30pm

Demo 4 12.45pm - 1.15pm

Break

Demo 5 2.15pm - 2.45pm

Demo 6 3.00pm - 3.30pm

Demo 7 3.45pm - 4.15pm

Demo 8 4.30pm - 5.00pm

Break

Demo 9 6.00pm - 6.30pm

Demo 10 6.45pm - 7.15pm

Demo 11 7.30pm - 8.00pm

YOUNG SIGNEE OF THE YEAR

FRI 19 JUNE

This new event will debut at the NZ Sign Expo and celebrates up-and-coming talent aged 30 and under within our industry. Young Signees will go head-to-head in a series of timed, hands-on challenges based on the key pillars of sign making from 11am – 3pm.

This event will be run in the clearing, centre stage area within the Golden Circle, and will definitely draw a crowd. Exhibitors around this space will benefit from the increased foot traffic in this area as attendees gather to watch the event unfold.



CELEBRATE OUR
UP-AND-COMING
TALENT!

ENHANCING YOUR EXPO EXPERIENCE WITH LÜP



This year we are introducing Lüp, a powerful event registration and data platform designed to make the Sign and Print Expo smoother for exhibitors and attendees alike.

With Lüp, we can easily capture rich attendee data throughout the event, and you will have access to it too. This allows you to:

- Gain valuable insights to optimise your marketing strategies
- Streamline your event operations
- Boost future registrations through data-driven decisions

Each visitor will also receive a personalised digital showbag email that contains promotions and information from the stands they scanned during the event. These emails can be sent daily or after the event has ended, keeping your brand in front of attendees and helping to maximise sales opportunities.

10 REASONS TO EXHIBIT

Make face to face contact with leading industry professionals.



Launch new products or services.



Be seen as a leading provider.



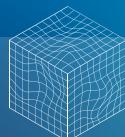
Promote your company's services or products.



Maintain your brand awareness to the industry.



Establish new customer relationships.



TOP TIPS FOR A SUCCESSFUL STAND

KNOW YOUR 'WHY'

Too often people have no idea why they exhibit and don't know what the business is hoping to achieve, or how 'success' will be measured. It is so important that EVERYONE on your stand MUST know WHY they are there! Branding, doesn't count unless you have a strategy on how to measure the shift!

PRE-PLAN MARKETING

Hardly anyone take the opportunities to do pre-marketing campaigns prior to Expo's as most are more concerned and excited about the look and feel of their stand at the Expo. DON'T depend solely on your show organiser to bring in the crowds. Organise your own marketing campaigns, target your loyal customers and consider inviting them to the "Expo Exposed" evening and tell them to bring an industry friend.

PLAN FOR THE WORST

As the motto goes 'expect the best and plan for the worst'. Having a plan for potential problems eliminates a great deal of stress. When you exhibit you need to remind yourself and others that things may not go according to plan on the day but if you have a plan then no-one will be disappointed.

DESIGN YOUR STAND FOR CUSTOMERS

Your stand is not about you, it is about your customers and potential prospects. You need to ask yourself, "what will they want to see?", "what will they want to do?" Ensure that your stand is set up so it is easy for them to do what you want them to experience.

MAKE AN IMPACT-FEEL THE BUZZ

Having fun at expos and trade shows is a key aspect to engaging with your customers and future prospects. It is a form of speed dating, of which you have 3 seconds to connect and make an impact. People much prefer to do business with people that are fun, engaging and enjoy the process.

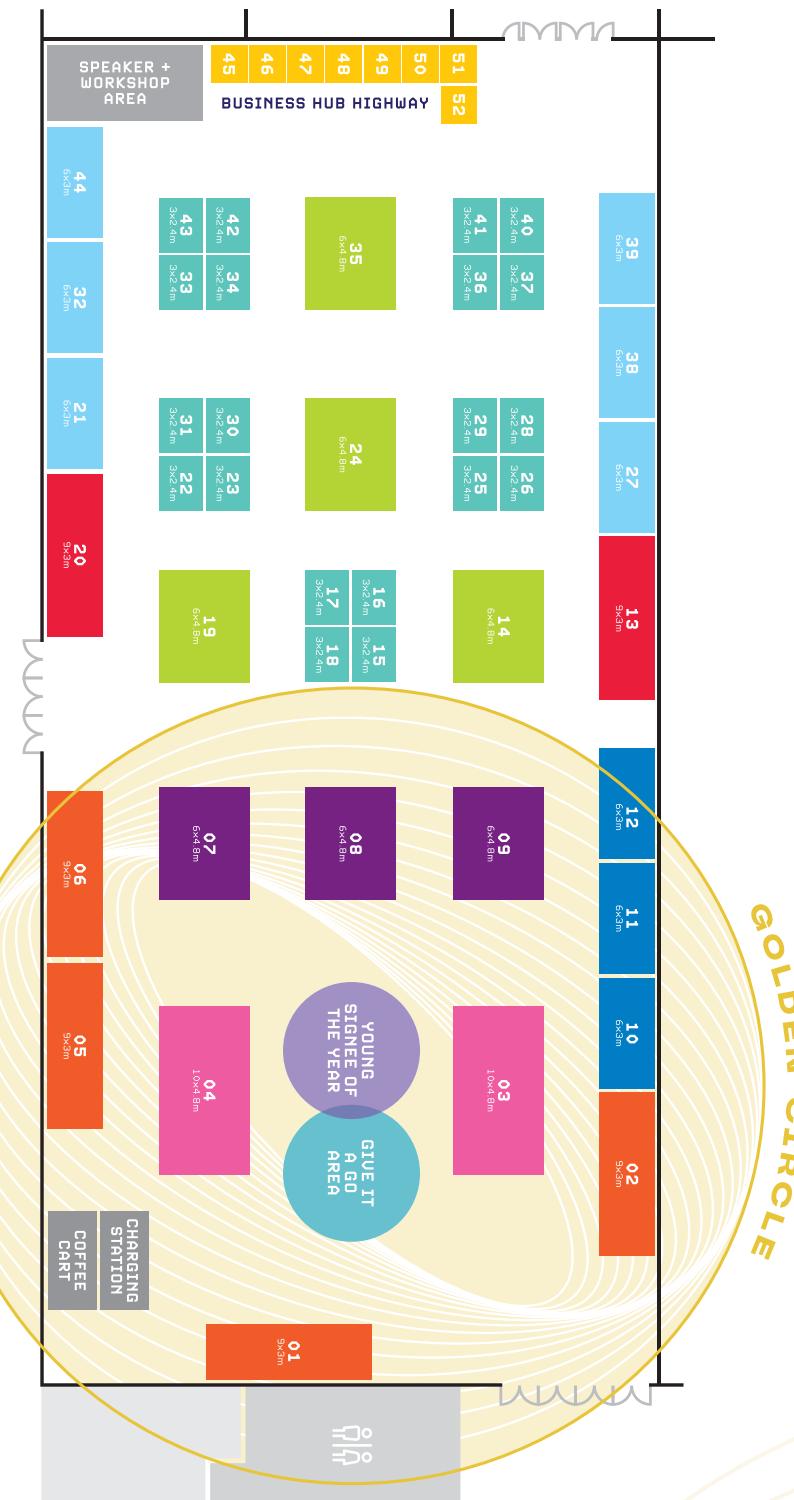
FOLLOW UP, MEASURE UP

What gets measured, gets improved. Was your exhibit process a success? Did your goals get achieved? To measure success you must commit to the event more than once to have a comparison to measure results more successfully. It takes two business days after the event for the prospect to be half as interested as they were at your stand, then another 2 days after that they are half as interested again. Book the 2 days after the event to follow up on leads, ignore emails and phone calls, they will wait another day but your potential prospects won't!

MAP SITE MAP



GOLDEN CIRCLE



What is the Golden Circle?

The Golden Circle is a premium collection of exhibitor sites positioned near the entrance way, arranged around a central open space that acts as the heart of the event. This clearing will host a packed schedule of activities, from hands-on training workshops to the Young Signee of the Year competition, drawing attendees in and keeping them engaged for longer. With the spotlight naturally on this area, Golden Circle sites offer exceptional visibility and value. Exhibitors also enjoy added benefits, including the opportunity to run live demonstrations on Thursdays Demo Day.

CHANGES PACKAGE



GOLDEN CIRCLE MAINLAND STANDS

\$13,000+GST

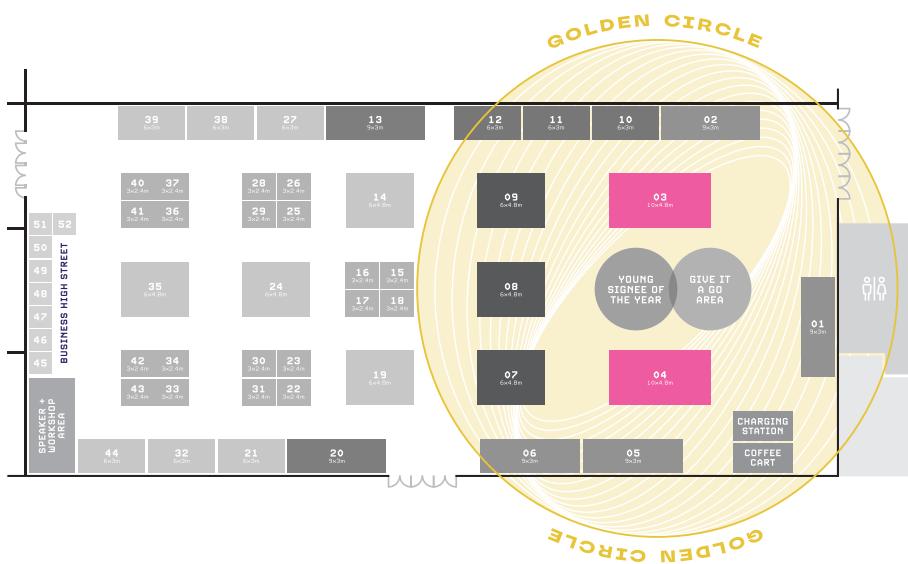
10x4.8m

2 Available

**Centre front in the Golden Circle.
Opposite entrance way.**

PACKAGE INCLUDES:

- 48 Sqm Area
- 4 x 10amp power
- 8 x Spotlights (if required)
- Company Name Signage
- Exhibitor Lead Scanners on stand
- Host a 'demonstration' on stand
- Naming rights to industry workshop session
- Rights to provide show tote bag OR lanyards
- Full page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site
- Packed lunch daily for 2
- Host a challenge during the Young Signee competition



PACKAGES



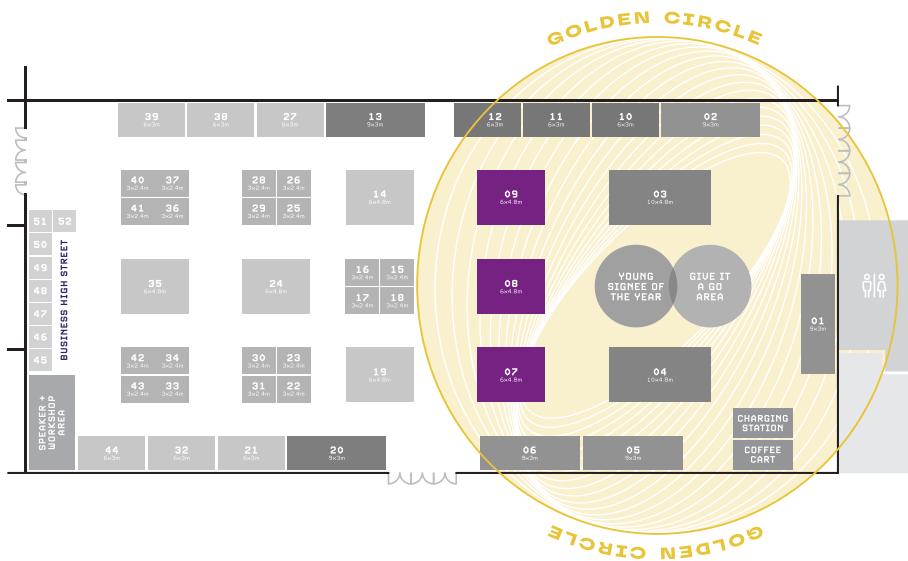
GOLDEN CIRCLE ISLAND STANDS

\$10,500+GST **6x4.8m** **3 Available**

Within Golden Circle. Front of show and opposite Workshop Area.

PACKAGE INCLUDES:

- 28.8 Sqm Area
- 4 x 10amp power
- 6 x Spotlights (if required)
- Company Name Signage
- Exhibitor Lead Scanners on stand
- Host a 'demonstration' on stand
- Naming rights to industry workshop session.
- Half page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site.
- Packed lunch daily for 2



CHICAGO PACKAGES

GOLDEN CIRCLE SIDELINE STANDS

\$9,000+GST

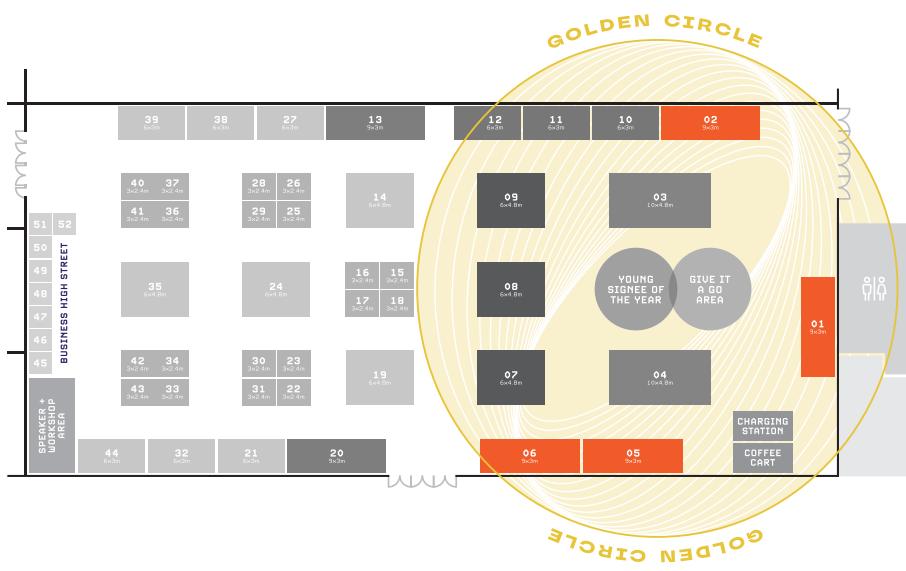
 **9x3m**

 **4 Available**

**Within Golden Circle. Front of show,
wall space and near Workshop Area.**

PACKAGE INCLUDES:

- 27 Sqm Area
- 3 x 10amp power
- 6 x Spotlights (if required)
- Wall panels for back of stand
- Company Name Signage
- Exhibitor Lead Scanners on stand
- Host a 'demonstration' on stand
- Half page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site
- Packed lunch daily for 2



CHICAGO PACKAGES



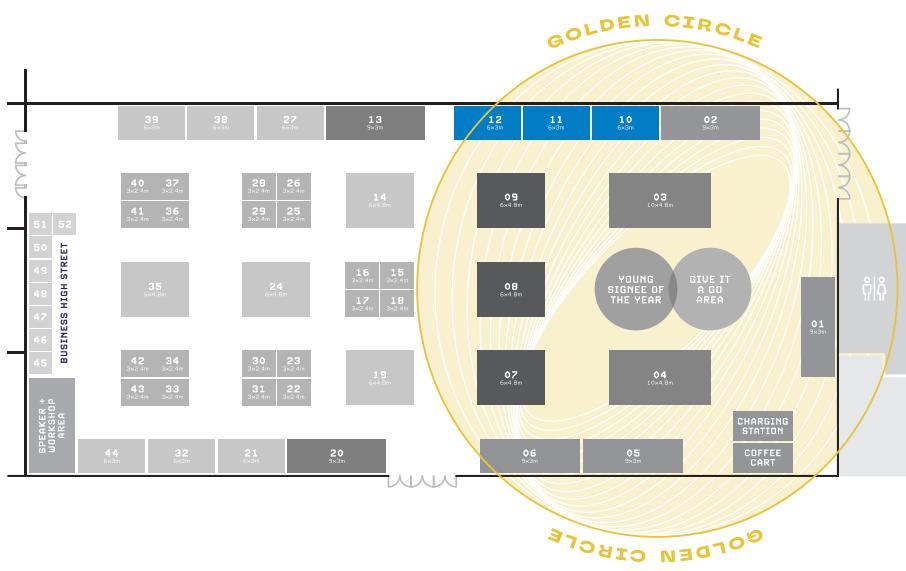
GOLDEN CIRCLE MINI SIDELINE STANDS

\$7,500+GST **6x3m** **3 Available**

**Within Golden Circle. Front of show,
wall space and near Workshop Area.**

PACKAGE INCLUDES:

- 18 Sqm Area
- 2 x 10amp power
- 3 x Spotlights (if required)
- Company Name Signage
- Wall panels for back of stand
- Exhibitor Lead Scanners on stand
- Host a 'demonstration' on stand
- Half page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Packed lunch daily for 2
- Complimentary coffee for all staff on site



ISLAND STANDS

\$8,500+GST

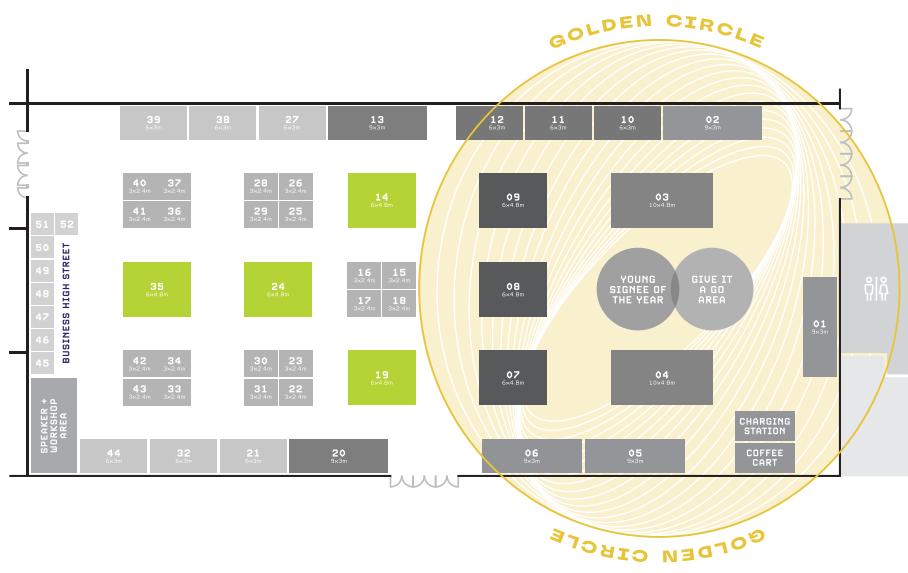
6x4.8m

4 Available

Centre of Show, great exposure and forced pathway to business hub Highway.

PACKAGE INCLUDES:

- 28.8 Sqm Area
- 3 x 10amp power
- 6 x Spotlights (if required)
- Company Name Signage
- Exhibitor Lead Scanners on stand
- Quarter page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site



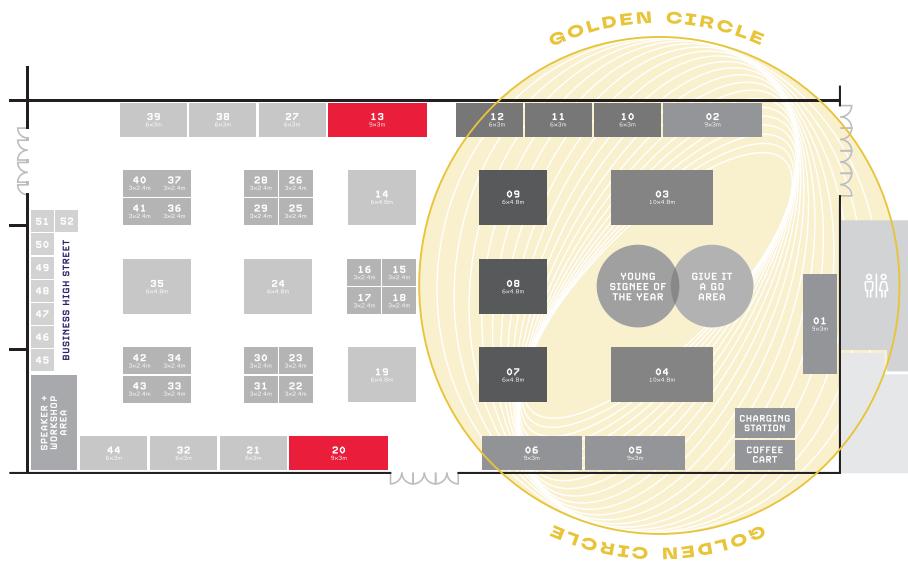
SIDELINE STANDS

\$7,500+GST **9x3m** **2 Available**

Centre of Show with wall space, great exposure and forced pathway to Business Hub Highway.

PACKAGE INCLUDES:

- 27 Sqm Area
- 3 x 10amp power
- 6 x Spotlights (if required)
- Company Name Signage
- Wall panels for back of stand
- Exhibitor Lead Scanners on stand
- Quarter page advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site



CHICAGO EXPO PACKAGES

MINI SIDELINE STANDS

\$6,000+GST

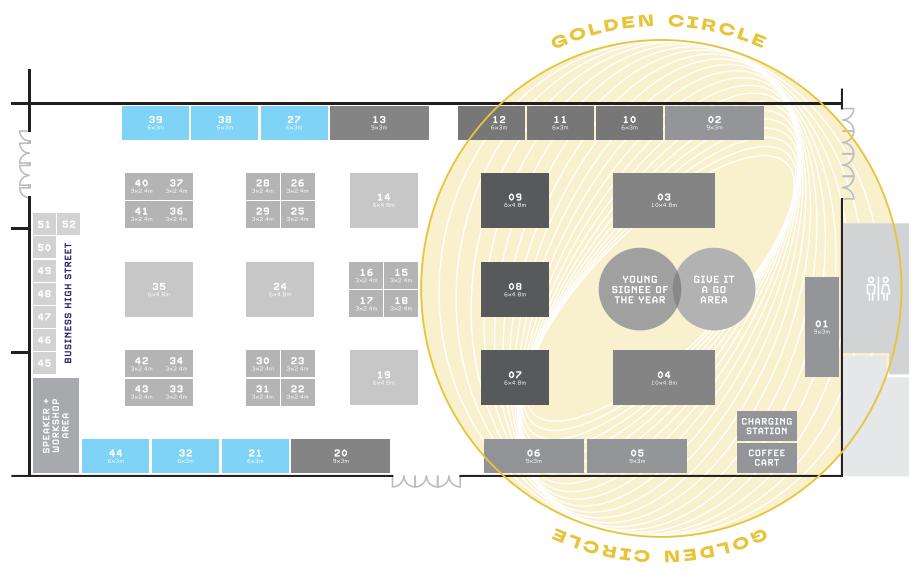
 **6x3m**

 **6 Available**

Wall space, great exposure near speaker sessions and Business Hub Highway.

PACKAGE INCLUDES:

- 18 Sqm Area
- 2 x 10amp power
- 3 x Spotlights (if required)
- Company Name Signage
- Wall panels for back of stand
- Exhibitor Lead Scanners on stand
- Business Card advert in Visitors Guide
- Inserts into Visitors bags
- Logo on all promotional marketing
- Complimentary coffee for all staff on site



CHICAGO PACKAGES

PACKAGES

MICRO ISLAND STANDS

\$2,500+GST

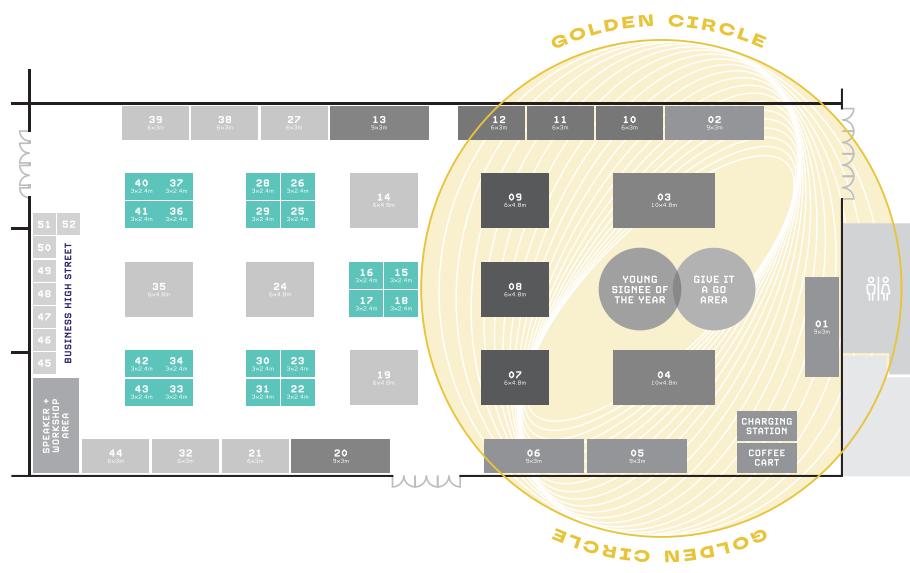
 **3x2.4m**

20 Available

Wall space, great exposure near speaker sessions and Business Hub Highway.

PACKAGE INCLUDES:

- 7.2 Sqm Area
- 1 x 10amp power
- 2 x Spotlights (if required)
- Company Name Signage
- Two wall panels
- Exhibitor Lead Scanners on stand
- Business Card advert in Visitors Guide
- Logo on all promotional marketing
- Complimentary coffee for all staff on site

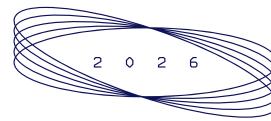


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Sign + Print
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FUTURE & FOCUS

Name of Exhibitor _____

Contact Person _____

Address _____

Mobile Phone _____

Email _____

Confirmed Stand Site/s _____

Cost of Preferred Stand Site/s \$ _____

GST on cost @ 15% \$ _____

Total Cost GST Inclusive \$ _____

A deposit is required to secure @ 35%
of Total Cost to be paid within 30 days \$ _____

Contract Acceptance

I/We have read and accept the TERMS OF CONTRACT for participation and stand allocated.
I/We further accept to pay the balance due as outlined in the Terms of Contract on or before
4th May 2026, failing which the organisers may otherwise dispose of the said space, and
my/our deposit will be forfeit and I/we will remain responsible for the balance outstanding
as per the terms outlined. The undersigned acknowledges that he/she has the authority to
execute this document. (Please sign below and forward to the Organiser at the above address.)

TERMS & CONDITIONS

1. TERMS OF REFERENCE

In these Terms of Contract, the term 'Exhibitor' shall include all employees, servants and agents of any company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting.

The term 'Exhibition' shall mean: NZ Sign Expo

The term 'Organiser' shall mean: N Z Sign & Display Association (Inc)

The term 'Venue' shall mean: The Auckland Showgrounds

The term 'Contract' shall mean the contract for exhibit space at the Exhibition entered into between the Organiser and the Exhibitor which incorporates the Terms of Contract and any rules and regulations that may be subsequently issued. The signing of this Contract and its acceptance constitutes acceptance of the complete conditions of the Venue for participation in shows and exhibitions presented at the Auckland Showgrounds.

The Organiser reserves the right to accept or reject any application and to control the type of exhibit.

2. SPACE

Allotment of space by the Organiser to the Exhibitor shall constitute a licence to exhibit and not a tenancy. The Organiser will give the Exhibitor possession of the area specified in the Contract for the exhibit during establishment and dismantling times and public hours and a reasonable time before and after the public hours to allow for preparation and cleaning. The Organiser shall allocate the space in accordance with the nature of the exhibits or the manner they deem fit. The Organiser shall reserve the right to change the space allocated to the exhibitor at any time prior to the commencement of the build-up of the Exhibition should circumstances demand. Such changes shall be at the discretion of the Organiser, and the Exhibitor shall have no claim for compensation as a result of the changes.

3. TERMS

The rental of the space shall be paid as follows;

- a) deposit of the rental as per the application for display space.
- b) balance of the rental thirty days before the establishment time commences.

The Exhibitor may not sublet or assign or part with possession of his space except with the prior written consent of the Organiser. The Exhibitor will use the space only for the purpose authorised by the contract and will have the exhibit ready and operating at the commencement of viewing hours and will keep the exhibit operating during such hours. If the exhibitor does not comply fully with these clauses, the Organiser may (without releasing the Exhibitor from any other liability) deny the Exhibitor access and/or may relet the space to another party. An Exhibitor shall be deemed to have undertaken not to cancel or withdraw the application once the Contract has been signed and space allocated. 65% of the total rental may be refunded if the Exhibitor cancels up to 120 days prior to the commencement of the Exhibition. In the event that an Exhibitor withdraws from the Exhibition within ninety days before the establishment time commences, the deposit will not be refundable and all sums due up to and including the date of withdrawal will be payable, whether or not the site to such withdrawal be relet. Additionally, all costs incurred in securing the balance of rental and a penalty payment of 2% per month on the balance of outstanding rental as from the due date will be payable. All exhibits are subject to a general lien in favour of the Organiser for all sums due from the Exhibitor to the Organiser under the terms of this contract. The Organiser shall not be liable for the postponement, cancellation or early termination of the Exhibition if caused by Act of God, riot, civil commotion, industrial dispute, action of the New Zealand Government or a local authority, action of the Venue, fire or any matter or thing beyond the control of the Organiser or the Organiser's agents. The Exhibitor may not sell products and equipment other than that normally traded by the Exhibitor without the express permission of the Organiser. The Organiser, or the Organiser's agents, may from time to time make such rules, or give such directions as it considers necessary for compliance with any laws, regulations or by-laws imposed by national or local authority, or with any directions given by the owner/lessor of the exhibition building or site, or for the conduct of the Exhibition and maintenance of the building/s. The Exhibitor will observe any such rules or directions. The Organiser reserves the right to recover from the Exhibitor any charges made under the general title of Goods and Service Tax or any other charges, taxes, fees or duties that action of the New Zealand Government or its agencies cause to be incurred. If any part of this contract is found to be invalid or of no force or effect under any applicable laws, executive order or regulation imposed by any authority having jurisdiction, this contract shall be construed as though such part had not been inserted therein and the remainder of this contract shall retain its full force or effect. This Contract shall be governed by and construed in accordance with the laws of New Zealand.

4. STANDS

Exhibitors must take all reasonable care with the facilities of the Auckland Showgrounds and third-party suppliers and must comply with the Auckland City Council's requirements regarding stand construction. It is essential that floors, walls and ceilings are not damaged in any way. No part of the structure may be painted. Temporary walls or surfaces may be attached provided the original finish of the structure is not harmed. Back and side walls of stand modules supplied by the organiser must be made good by the Exhibitor. All additional fixtures must not damage existing structures.

5. SERVICES

The contractual price (unless otherwise stated by the Organiser) does not include the following:

- Carpet or any type of flooring
- Hanging of banners and extra lighting
- Insurance
- Cleaning of exhibits
- Electric current usage
- Loading and handling equipment and staff
- Telephones
- Dressing of stands
- Advertising catalogue or handbill

No service shall be installed without the consent of the Organiser and without any authorities required by statute, regulations or by-law. Any alteration is at the expense of the Exhibitor, and the facilities must be restored to their original condition at the end of the Exhibition.

6. PROMOTION

Handbills, advertisements and printed matter are subject to the approval of the Organiser, who also reserves all photographic rights to the Exhibition. An official visitors guide will include listings of exhibitors and on occasions free editorial mention of goods on display. No responsibility is accepted by the Organiser for any omission, mis-description or other errors.

7. FIRE PREVENTION

It is essential that Exhibitors take all precautions to prevent the occurrence of fire. The requirements for fire safety of the Auckland City Council and any other authority exercising jurisdiction must be observed. No person may do or permit anything which would vitiate or affect the fire and other insurance policies affected by the building owners. No gasoline, explosives or other dangerous substances will be permitted except in compliance with the provisions of the Dangerous Goods Act 1957 and with the prior written consent of the Organiser in which case all sums paid by way of increased premium shall be repaid to the building owners by the Exhibitors or concession proprietor concerned.

8. SECURITY

The Organiser shall take all reasonable security precautions in the interests of the Exhibitor. However, the Organiser shall not be held responsible for any loss or theft of or damage to exhibits at the Exhibition during the Exhibitor's possession.

9. THE EXHIBITOR

The Exhibitor at all times during the Exhibition;

- required to keep his stand open to view and properly staffed by competent representatives,
- responsible for the maintenance of his stand and display space in a clean and tidy condition,
- required to conduct any business only from his display space and to keep passageways in front of his display space free from obstruction,
- prohibited from holding a sale, by auction, lottery, raffle or sideshow and
- prohibited from doing anything which, in the opinion of the Organiser may bring discredit upon the Exhibition.



10. MACHINERY

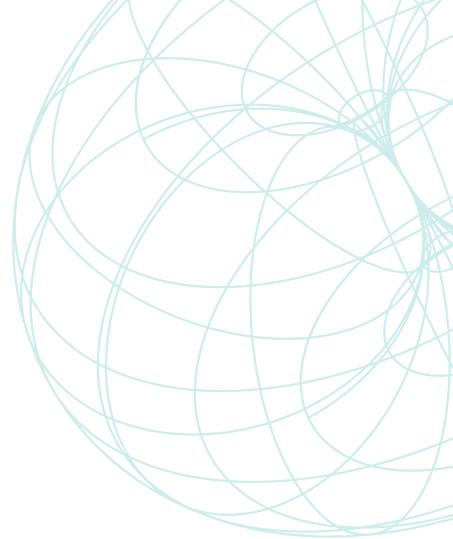
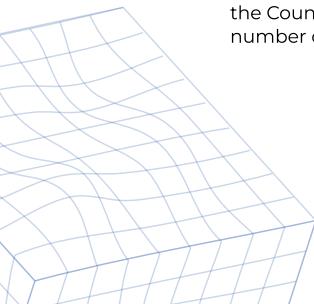
All moving parts of machinery forming part of a stand or exhibit shall be securely enclosed and comply with any requirements of the Labour Department and Occupational Safety & Health. The Exhibitor shall comply with the direction of the Organiser to ensure that others are not inconvenienced by noise and/or any other nuisance. During the period of the Exhibition exhibits may only be brought on to or removed from the stands with the approval of the Organiser. Permission will not be granted if the movement interferes with or disturbs any other exhibitors. Exhibitors are responsible and must make good or pay for all damage caused by their exhibiting.

11. STAND CONSTRUCTION REQUIREMENTS

Due to exhibitions being held in a place of assembly, for public safety, the fire safety standards are greater and more rigidly enforced. Additionally, as from 1 January 1993, the Building Act became law which dictates that all shows, trade fairs, exhibitions, etc., require building permits. This includes exhibits in which structures that people can walk on or walk under and includes items that are hung above people. The following are stand construction requirements of the Fire and Egress Inspectorate of Auckland City Council.

These requirements will be rigidly enforced.

- Exit doors and routes are to be kept clear of vehicles and display equipment both inside and out.
- Exhibits may not cover fire hoses, extinguishers, exit signs or alarm panels.
- Dangerous Goods - Each Exhibitor who proposes to use Dangerous Goods in their exhibits must obtain prior approval from the Council's Dangerous Goods Inspector. Note: L.P.G. gas bottles are limited to 10kg within the building with a maximum number of 10 cylinders throughout.



- d) Health - Any stands or exhibits where food is handled require hand washing facilities and provision for the cleaning of utensils used in food preparation (hot and cold water, sink, wash hand basin with wastewater disposal to sanitary sewer). Note: Food exhibitors and/or concessionaires should ensure their stand is located where these water supply and drain age facilities are available.
- e) No straw, hay, flammable fluids, bitumus building paper or crepe paper will be permitted on stands.
- f) Polystyrene is permitted for letterwork only and restricted to approximately 20% of wall area in display. Sheets of polystyrene will not be permitted, unless special conditions have been approved by the Council's Fire and Egress Inspector. g) (i) All cloths used in backdrops; ceilings and the like must be of the approved type and/or treated with fire retardant. (See list below)
 - (ii) Wool cloth is recommended and is very durable to constant reuse. (50% or more wool content)
 - (iii) Restriction of cloth will depend on the amount and position it is used.
 - h) Encroachment of displays into walkways will not be permitted.
 - i) Loose display packaging must be removed prior to opening and not stored behind screens.
 - j) The use of carpets as floor covering is recommended in preference to synthetics and hessian.

Approved Materials

- (i) Wool cloth (50% content minimum).
- (ii) Sail cloth - Dacron or small areas of mylar with Dacron backing.
- (iii) Nylon - Nylon taffeta only.
- (iv) Cottons - Flame treated cottons only.
- (v) Polycarbonate - Any form.
- (vi) Thick panel plastic - in small areas only 3m² of surface area.

Scaffolding and Platforms.

- (i) All scaffolding must conform to Department of Labour Heavy Scaffold standards.
- (ii) In addition to these an extra 1 - 2 rails will be required under handrail; planks must be secured and stepping in planking is to have tapered blocks to prevent tripping.
- (iii) Stairs are to be of sound construction and secured to the satisfaction of the Council inspector. Handrails are required on all stairs over 5 risers high. 1 riser approximately 180mm.
- (iv) Platforms are to be constructed in a sound manner and capable of supporting a concentrated load of several people, e.g. joists at 450 - 600mm centres.

If in doubt over displays and to avoid problems of having to remove materials from stands, contact the Council's Fire and Egress Inspector and discuss them prior to the show.

12. INSURANCE

Every article will be exhibited at the sole risk of the Exhibitor. Exhibitors shall be responsible to insure all exhibits and fittings against fire, theft and any other eventuality including public liability, while in the Exhibition buildings.

13. PRIVACY ACT 1993

The Exhibitor acknowledges that the Organiser will pass on information to stand contractors and/or promotional organisations prior to and after the event for the purpose of service provision, updated information and promotional event coverage. The Exhibitor shall inform the Organiser in writing of any objection to contact details being made available to third parties.

14. ADMISSION TO THE EXHIBITION BUILDINGS

The Organiser reserves the right to admit or expel any person or persons at any time notwithstanding that person or person's possession of any pass or ticket.

