



EXHIBITOR INFORMATION & REGISTRATION

SUNDAY 16TH SEPTEMBER 2012
10.30AM – 3.30PM

WELLINGTON TOWN HALL

ONLY 100 STANDS AVAILABLE SO DON'T MISS OUT ON PROMOTING
YOUR BUSINESS AT OUR VERY STYLISH SHOW.
EXTENSIVE ADVERTISING CAMPAIGN THROUGH RADIO, PRESS AND MAGAZINES.

WWW.THEWELLINGTONWEDDINGSHOW.CO.NZ



The Wellington Wedding Show has a reputation of being one of New Zealand's best shows. We provide a stylish, professional and well organised event to promote your business to the thousands of brides and grooms who flow through the door. Over 15 years it has become an institution in Wellington and a must do on every brides calendar.

Paula Bevege Events is the very proud owner of the Wellington Wedding Show taking full ownership in June 2011. I have over 10 years experience as an event manager, wedding planner and stylist. During this time I have had the pleasure of producing some of Wellington's and New Zealand's most prestigious events. Taking over the Wellington Wedding Show was a natural progression for my career as it involves both my passions, events and weddings. I could see huge potential for this business and wanted to give it a fresh new look, glamorous and contemporary but most importantly professional.

We are very proud of our new logo, new website and new magazine.

Through our various mediums we are able to easily reach our target market.

Our 2 wedding shows each year attract thousands through our doors.

Registration to our show includes a free page on our very busy website,

www.thewellingtonweddingshow.co.nz. The site allows easy access for

couples pre and post show to learn about your business. As an exhibitor at the

Wellington Wedding Show you will also be offered special advertising rates in

'Mr and Mrs' the official magazine of the Wellington Wedding Show.

'Mr and Mrs' is an essential magazine for brides offering gorgeous images,

informative articles and inspiration. The magazine is dedicated to showcasing

the amazing weddings held in the Wellington region and features real couples

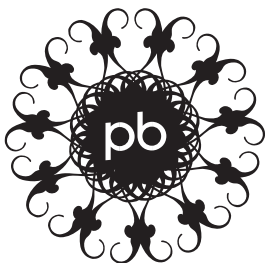
sharing their experiences and memories.

If you require further information regarding The Wellington Wedding Show

please feel free to contact me.

I look forward to creating an amazing show with you.

Paula ♥



paula bevege
events

PO Box 27466,

Marion Square,

Wellington

0274 490 025

Email: paula@pbevents.co.nz

www.paulabevegeevents.co.nz

With over 20,000 weddings held in New Zealand each year, it has never been more fashionable to get married. Don't miss this exciting opportunity to promote your business with the best in the business.

OUR VERY STYLISH SHOW

- Limited to 100 exhibitors to maximise exposure for everyone.
- New relaxed floor plan to encourage our clients to stay longer and communicate with you. Gorgeous WWS goodie bag for everyone who attends the show.
- Free copy of 'Mr and Mrs' for all our brides and grooms.
- Professional team to look after your every need.
- Extensive marketing campaign through press, magazines, radio and social networking.



- As a valued exhibitor you receive a free page listing on New Zealand's first online wedding show.
- With over 4000 visits per month our website offers huge sales potential for you 24 hours a day, 7 days a week.
- To ensure we get your listing online as quickly and efficiently as possible, please refer to the 'Web Specs' on page 12.



MR & MRS

- As an exhibitor you will receive special advertising rates in 'Mr & Mrs', the official magazine of the Wellington Wedding Show.
- 'Mr and Mrs' is a free magazine, 8000 copies produced, divine to look at and delightful to read.
- 'Mrs and Mrs' is dedicated to showcasing the weddings and wedding suppliers of the coolest little wedding capital in the world.

For advertising pricing please refer to the 'Mr and Mrs' info on page 13.

SPRING SHOW

SUNDAY 16TH SEPTEMBER 2012
10.30AM - 3.30PM

WELLINGTON TOWN HALL

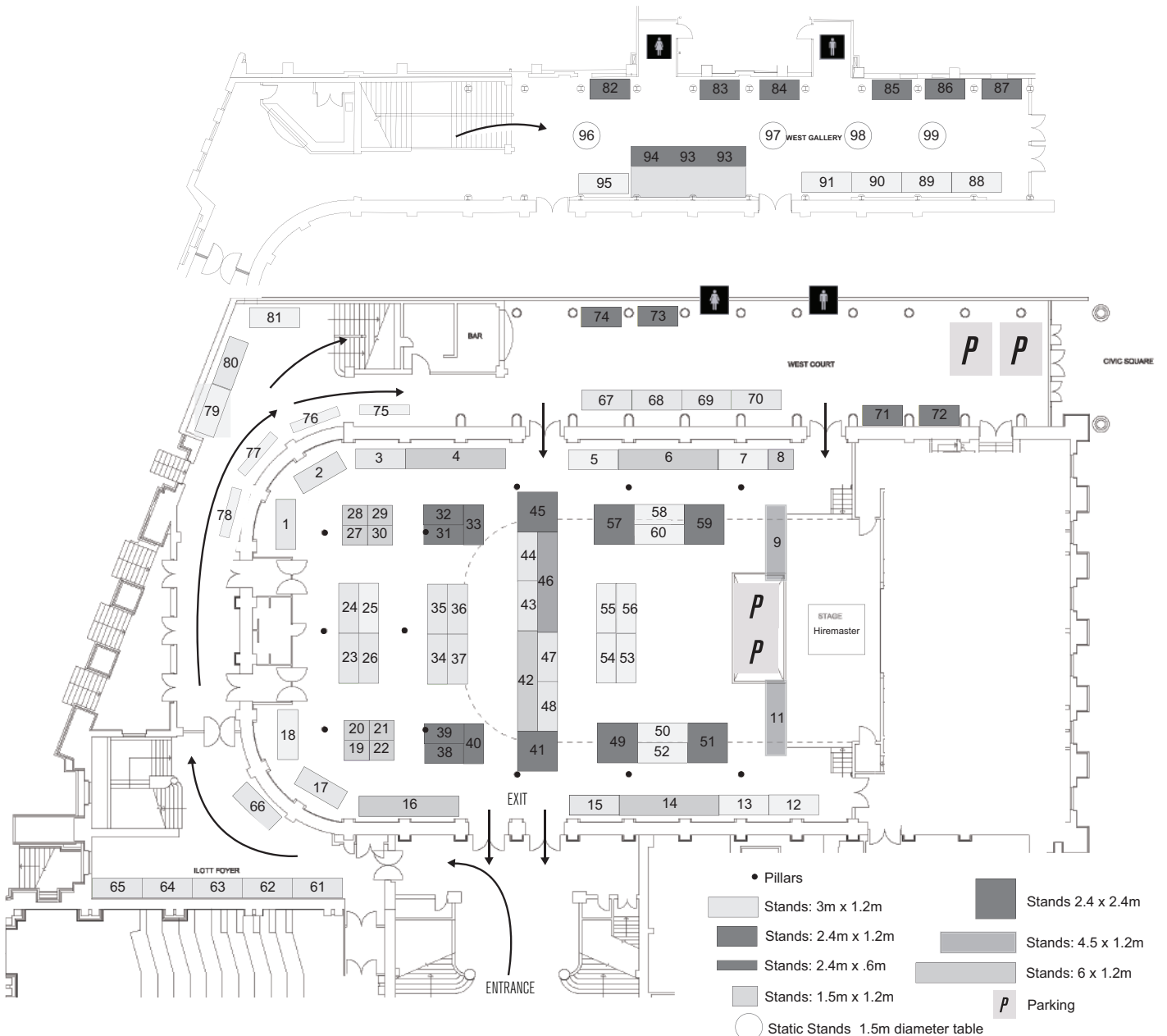
STAND PRICING;

Static Table Displays **2.4m x 2.4m**
\$400.00 plus GST \$699.00 plus GST

1.5m x 1.5m **3m x 1.2m**
\$500.00 plus GST \$799.00 plus GST

2.4m x .6m **4.5m x 1.2m**
\$500.00 plus GST \$1,199.00 plus GST

2.4m x 1.2m **6m x 1.2m**
\$599.00 plus GST \$1,399.00 plus GST



THE WELLINGTON WEDDING SHOW - SPRING 2012 - FLOOR PLAN

What you need to know



PRE SHOW DELIVERIES

You are welcome to arrange delivery of items on Friday 14th September. Please address your delivery to;

Reception

Michael Fowler Centre

111 Wakefield Street

WELLINGTON 6011

NEW ZEALAND

Event: The Wellington Wedding Show

Exhibitor: (your company name and stand number)

Contact: (your name)

Phone number: (your phone number)

OPENING HOURS

Saturday 15th September

11am – 6.00pm for pack in

Sunday 16th September

7.00am – 6.00pm

(show is open from 10.30am – 3.30pm)

REGISTRATION ON SATURDAY 15TH SEPTEMBER 2012

When you arrive please go to the registration desk in the main foyer on the MFC side. Our friendly team will have your info pack, exhibitor passes and map with your stand number and will be able to help with anything you need.

EXHIBITOR PASSES

Please wear your lanyards and wrist bands at all times.

PACK IN

Please load in through the main doors of the Town Hall on the MFC side. You can park to unload under the MFC portico. We will have helpers with trolleys to assist you unload and move your gear to your stand.

After you have unloaded please move your car to the parking area.

All stands are to be set up on Saturday, no Sunday pack in without prior approval.

PACK OUT

All stands to be dismantled on Sunday from 3.30pm (not prior). Everything must be removed from the venue.

Please place all rubbish in the bins provided.

Please remove all staples and fixings from the walls.

EXHIBITOR BRIEFING

There will be an exhibitor briefing in the Hiremaster marquee on the stage on Sunday 16th September at 10.00am, please attend.



What you need to know

{Continued}

PHONE LINES AND INTERNET ACCESS

Requests for phonelines or internet access must be received by 3rd September.

Wireless Internet connection 24hours
\$10.00 plus GST

Broadband internet connection \$130.00
plus GST

Analogue phonenumber \$75.00 plus GST

PARKING

Access to the portico is a maximum of
10mins per vehicle.

Wellington venues will have any illegally
parked vehicles towed at the owners
expense.

Parking is available in the MFC carpark
or across the road at the James Smith
Carpark

[http://www.tournament.co.nz/
location/the-james-smiths-carpark/](http://www.tournament.co.nz/location/the-james-smiths-carpark/)

SECURITY

Please ensure all your valuables are stored
safely away and out of sight- we cannot
accept any responsibility for any lost items.

EMERGENCY PROCEDURES

Exhibitor briefing Sunday 16th September
at 10.00am in the Hiremaster marquee
on the stage. Please attend to be briefed
on safety requirements and evacuation
procedures or please feel free to approach
a Venue Duty Manager for advice.

Your Stand

THE STAND

Sizes;

Static Table Display 1.5m diameter table

1.5m wide x 1.2m deep x 2.3m high

2.4m x .6m deep x 2.3m high

2.4m wide x 1.2m deep x 2.3m high

2.4m wide x 2.4m wide x 2.3m high

3m wide x 1.2m deep x 2.3m high

4.5m wide x 1.2m deep x 2.3m high

6m wide x 1.2m deep x 2.3m high

The panels are black velcro adhesive panels so are very easily dressed.

The Wellington Wedding show has a wonderful reputation for having a very high quality of presentation. If you would like a free styling consultation please contact Paula.

We have some ladders available for your use. Don't forget to pack a tool box with staplers, scissors, velcro, nylon etc.

LIGHTING

Our new look show has a new lighting designer with a brand new lighting system to create a professional and well lit event. Adrian from Backlight is one of New Zealand's top lighting designers and will certainly make your stand shine! You will be supplied with one spot light per 3m stand. You can order additional lighting on the confirmation form. No additional lighting can be supplied by an exhibitor.

Please note our lighting is set at an ambient level so we recommend ordering extra spotlights. (especially for high lighting images and banners or if you are doing demonstrations). We have a limited number of extra spotlights available on the day, so please pre order or you will be disappointed.

1.5m wide x 1.2m deep; 1 light supplied

2.4m x .6m deep; 1 light supplied

2.4m wide x 1.2m deep; 1 light supplied

2.4m wide x 2.4m wide; 1 light supplied

3m wide x 1.2m deep; 1 light supplied

4.5m wide x 1.2m deep; 2 lights supplied

6m wide x 1.2m deep; 2 lights supplied

POWER

A 10 amp multi box can be ordered on your confirmation form if you require power. Each box is \$36.50.

If you require more than 10 amps please contact us. You may not use your own multi boxes as they need to be certified and tagged in accordance with health and safety requirements.

*All prices quoted are GST exclusive

FURNITURE/ EXTRA'S

We can have the following items delivered to your stand at a discounted price. Please order on your confirmation form. All items are to be left on your stand at the end of the day. *All prices quoted are GST exclusive.



1.80m trestle table and cloth
(black or white) \$19.00



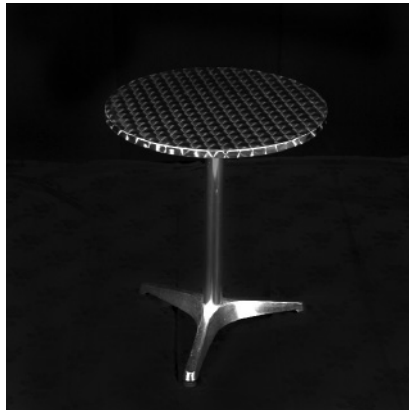
½ length trestle and cloth
(black or white) \$19.00



Bar leaner and lycra cover
(blue, red or black) \$28.50



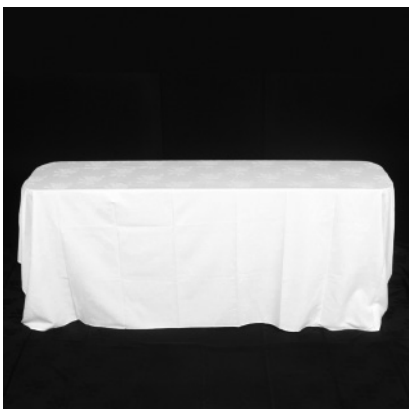
1.20m round table and cloth
(black or white) \$26.00



Cafe Table \$11.50



Bar leaner and lycra cover (white) \$49.50



½ width trestle and cloth
(black or white) \$19.00



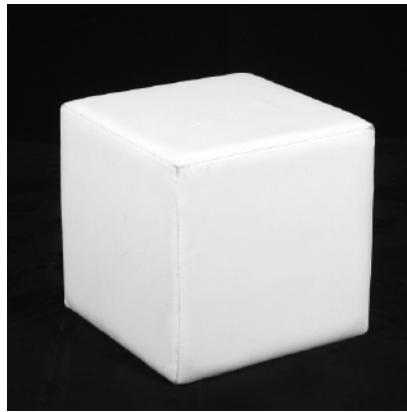
Cafe table and cloth (black or white)
\$24.00



Large Bar leaner with cloth (black or
white) \$28.50



2 seater black leather couch \$80.00



Ottomans (black or white) \$13.00



Storage Ottoman \$95.00



Black leather arm chair \$51.00



Wooden Bistro chair \$12.00



Counter \$80.00



Cane Arm Chair \$51.00



Black and Silver Chair \$6.00



Bar Stools \$90.00



Cane 2 seater and coffee table \$118.00



White folding chair \$5.00



Brochure Rack \$45.00



TERMS



CONDITIONS

TERMS AND CONDITIONS OF DISPLAY

1. Interpretation

1.1 In these Terms and Conditions:

| | |
|-------------|---|
| “Exhibitor” | means the person, company or other organisation to whom space at the Show has been allocated by PB Events |
| “Show” | means a Wellington Wedding Show |
| “PB Events” | means Paula Bevege Events Limited |

2. Allocation of Site Space

- 2.1 Application for site space at the Show must be made by completion of the PBEvents' application form .
- 2.2 The application form must specify the names of all persons representing the Exhibitor at the Show.
- 2.3 Applications will be dealt with in strict order of receipt.
- 2.4 PB Events may decline any application.
- 2.5 PB Events will allocate site space at the Show to the Exhibitor.
- 2.6 PB Events reserves the right to alter the floor plan of exhibits at the Show and/or relocate any Exhibitor before or during the Show.

3. Payment of Site Space

- 3.1 The fee for the site space shall be set out in the brochure of PB Events.
- 3.2 Payment for the site space shall be made by:
 - 3.2.1 a deposit of 50% no later than 10weeks prior to the date of the show, and
 - 3.2.2. the balance no later than 6 weeks prior to the date of the Show.
- 3.3 Notice of cancellation must be given to PB Events in writing.
- 3.4 The deposit shall not be refundable nor transferable in the event of cancellation.
- 3.5 Any cancellation made within 3 weeks of the date of the Show shall incur an administration fee of \$200.00 plus GST in addition to forfeiture of the deposit.
- 3.6 The Exhibitor shall not be entitled to occupy the site space until the fee has been paid in full .

4. Set Up and Removal

- 4.1 The Exhibitor must set up the site space on the Saturday prior to the Show.
- 4.2 PB Events reserves the right to inspect and exclude any exhibit.
- 4.3 The site space must be used solely by the Exhibitor and may not be subleased, licensed or occupied by any other person, company or other organisation.
- 4.4 Dismantling of the site space and removal of all exhibits must be completed on the day of closure of the Show.
- 4.5 PB Events may remove and store the property of the Exhibitor not removed from the site space. The Exhibitor shall be liable for the cost of such removal and storage and any other costs incurred by PB Events. Any such removal and storage will be at the risk of the Exhibitor.

5. Conduct of Exhibitor

- 5.1 No sign nor publicity or promotional material may be displayed by the Exhibitor outside the allocated site space of the Exhibitor.
- 5.2 The Exhibitor may not display or promote any business other than that of the Exhibitor.
- 5.3 The Exhibitor will comply with all instructions of PB Events in relation to fire, health and safety.
- 5.4 The Exhibitor will not obstruct any aisles or common areas.
- 5.5 The Exhibitor will make good any damage to the building or fixtures of the Show venue caused by the Exhibitor or any of the Exhibitor's agents or employees.

6. Risk

- 6.1 The Exhibitor shall insure all its exhibits and other property displayed at the Show.
- 6.2 PB Events shall not be liable for any claims for any loss, damage or theft of the Exhibitor's property.
- 6.3 The Exhibitor indemnifies PB Events in respect of any and all claims arising from death, bodily injury or damage to property caused by, arising out of, or in any way connected with the participation of the Exhibitor at the Show.

7. Video

- 7.1 The Exhibitor authorises PB Events to take videos and photography of its exhibit at the Show. Such videos and photography will remain the property of PB Events and may be used for future promotional purposes in relation to the Show.

8. General

- 8.1 In the case of any disputes arising, whether provided for within these Terms and Conditions or not, the decision of PB Events shall be final.



BE PART OF SHOW,
AND BE ONLINE

Your Web Page

AS EASY AS



ONE IMAGE

Have you got a favourite image that sums up your business?

Send it to us and we'll re-size it and post it on your new Wellington Wedding Show page. It's going to be 280px x 280px, but don't worry too much about that as long as it looks nice and crisp on screen, we'll do the rest.



Your Logo

We'll need your logo too.

It's also going to be in a 280px x 280px square. Once again if your logo looks crisp that should do the trick (we'll let you know if we think it's not going to make the grade).



YOUR COMPANY INFO

Sell yourself!

You've probably got an introductory statement for your business already, if so that is what you'll send us. If not 100 - 200 words is a good amount to get your message across.

Finally we would like to give visitors an idea where you sit in the market. We've defined these categories as Affordable, Moderate, Premium, please select the one that best describes your pricing.

Then email us at yourwebpage@thewellingtonweddingshow.co.nz

ISSUE 3

MR & MRS

MEDIA PACK

{ PUBLICATION DATE ♥ ADVERTISING DEADLINE }
16TH SEPTEMBER 2012 20TH AUGUST 2012 }

ADVERTISING RATES

¼ page \$650.00 – Exhibitor \$400.00

½ page \$950.00 – Exhibitor \$750.00

Full page \$2,000.00 – Exhibitor \$1,500.00

3 page editorial \$3,500.00 – Exhibitor \$2,800.00

2 page spread, front pages, \$4,000.00 – Exhibitor \$2,500.00

Inside back cover \$2,300.00 – Exhibitor \$2,000.00

Back Cover \$4,000.00 – Exhibitor \$2,500.00

**All prices quoted are G.S.T exclusive. If you require design services please contact us for details.*

TERMS AND CONDITIONS

1. The stated rate is for page placement only.
2. Failure to meet the stated deadline may mean deletion from publication unless special arrangements have been made. Space will still be invoiced.
3. If supplied artwork does not meet specifications, extra production work will be charged at agreed rates.
4. Payment is due within 14 days of invoice date.



CONTACT

Paula Bevege
Paula Bevege Events
ph 0274 490025
email paula@pbevents.co.nz
www.pbevents.co.nz

www.THEWELLINGTONWEDDINGSHOW.co.nz

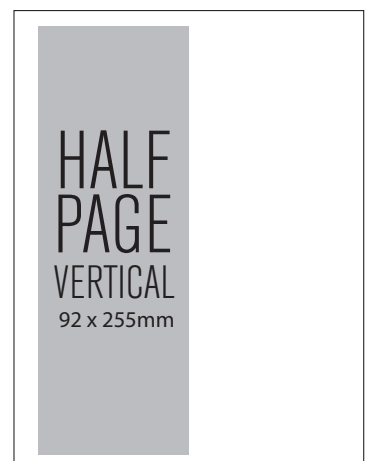
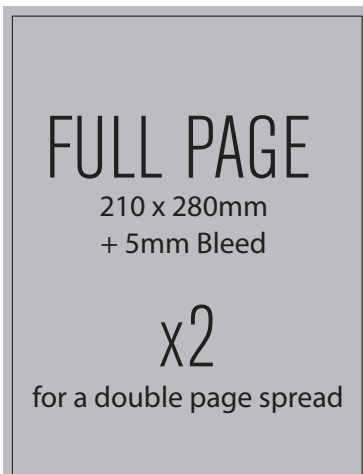
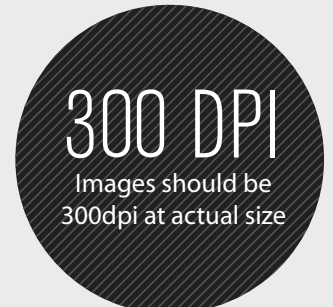
♥ MR & MRS ♥

THE OFFICIAL MAGAZINE FOR THE WELLINGTON WEDDING SHOW



Info For GRAPHIC DESIGNERS

MR & MRS ADVERTISING SPECS



All done? Email us at mrandmrs@thewellingtonweddingshow.co.nz

Confirmation Form



Please complete all details and return to Paula Bevege Events. An invoice for your 50% deposit and confirmation letter will then be emailed to you. (Your stand is not confirmed until your deposit is paid)

Exhibitor Trading Name:

Contact Person:

Phone Number: Mobile Number:

Postal Address:

.....

.....

Email Address:

Stand Number you would prefer

Stand size: 1.5m x 1.5m \$500.00 2.4m x .6m \$500.00 2.4m x 1.2m \$599.00 2.4m x 2.4m \$699.00

3m x 1.2m \$799.00 4.5m x 1.2m \$1,199.00 6m x 1.2m \$1,399.00

Static Table Display \$400.00 (for celebrants and small businesses, subject to approval)

Do you require power (10 amp multi box) \$36.50

Do you require extra spotlights at \$40.00 each, how many?

Please note we only have limited supplies of extra lights on the day so please pre order to or you will be disappointed. (our lighting levels will be at an ambient level so extra lighting is recommended).

Do you require an internet or phone line? (wireless access is free)

Furniture order (please note that furniture is not included in your stand price).....

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Your listing in our programme: (please make sure these details are correct, one website address only please)

Company Name:

Website Address:

How many exhibitor passes do you require for your stand? (please note this is closely monitored)

'Mr and Mrs' advertising

(special discounted rates) please see 'Mr and Mrs' info page for more information.

¼ page \$400.00 ½ page \$750.00 full page \$1,500.00 inside back cover \$2,000.00

back cover \$2,500.00 3 page editorial \$2,800.00 2 page advertisement \$2,500.00 (pages 2&3 , 4&5)

Terms and Conditions

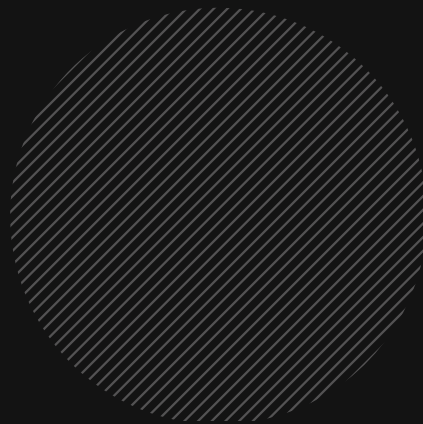
"The applicant acknowledges and accepts the Terms and Conditions of Display attached to this application form".

Name Printed:

Signature: Date:

**All prices quoted are G.S.T exclusive.*

Paula@pbevents.co.nz or Paula Bevege Events, PO Box 27466, Marion Square, Wellington - www.THEWELLINGTONWEDDINGSHOW.CO.NZ



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