



EXHIBITOR INFORMATION & REGISTRATION

SUNDAY 30TH OCTOBER 2011
10.30AM – 3.30PM

TSB ARENA, QUEENS WHARF

OVER 100 STANDS AVAILABLE, 3 FASHION SHOWS AND BRAND NEW FLOOR PLAN.
EXTENSIVE ADVERTISING CAMPAIGN THROUGH, RADIO, PRESS AND MAGAZINES.



The Wellington Wedding Show is one of New Zealand's biggest and best Wedding Shows. Over 15 years it has become an institution in Wellington and a must do on every brides calendar.

This month the full ownership has been taken over by Paula Bevege Events. 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 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 brand, new logo, new website and new magazine. Through our various mediums we are able to easily reach our target market. We hold 2 wedding show's per year at the TSB Arena, attracting hundreds of exhibitors and thousands of brides. Our website "an online wedding show" offers helpful wedding planning advice and an easy to navigate listing of all exhibitors. Our blog and twitter campaign keep's brides informed of what's hot in the wedding industry." Mr and Mrs" is the official magazine of the Wellington Wedding Show. An essential item for bride's offering gorgeous images and informative articles, a wonderful wealth of wedding inspiration. The magazine is dedicated to showcasing the amazing weddings held in the Wellington Region and will feature real couples sharing their experiences.

We are currently looking for companies who see potential in our market for their brand, a relationship that will mutually benefit both companies. In exchange of services, products and expertise we would love to promote your business and company to our bride and grooms. Weddings are the talk of the town at the moment and have never been more fashionable.

I look forward to discussing how our companies might complement each other and how we can provide a successful marketing campaign with you.

Kind regards

Paula Bevege



paula bevege
events

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Marion Square,

Wellington

0274 490 025

Email: paula@pbevents.co.nz

www.paulabevegeevents.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 BRIDE AND GROOMS WHO FLOW THROUGH THE DOOR.

REGISTRATION TO OUR SHOW WILL ALLOW YOU TO ADVERTISE ON "THE WELLINGTON WEDDING SHOW" WEBSITE, OUR ALL YEAR ONLINE "WEDDING SHOW". THE SITE ALLOWS EASY ACCESS FOR COUPLES PRE AND POST SHOW TO FIND ALL THE INFORMATION THEY NEED TO YOUR SERVICES.

AS AN EXHIBITOR AT "THE WELLINGTON WEDDING SHOW" YOU WILL BE OFFERED SPECIAL ADVERTISING RATES IN THE OFFICIAL WELLINGTON WEDDING SHOW MAGAZINE "MR AND MRS", A WEALTH OF WEDDING INSPIRATION. WITH OVER 20,000 WEDDINGS IN NZ 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!

WEDDING & FASHION SHOW

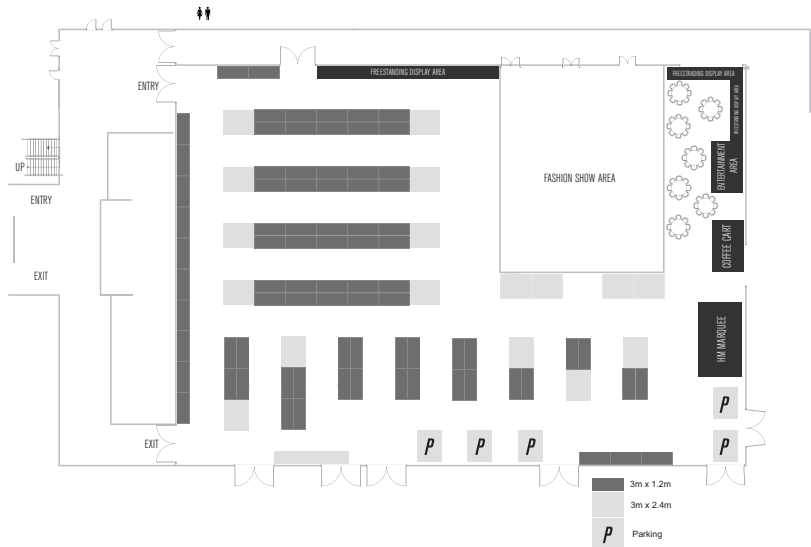
30th October 2011,
TSB Arena

STAND PRICING

- Bronze 3.00m x 1.20m \$799.00
- Silver 6.00m x 1.20m \$1,399.00
- Gold 2.40m x 3.00m \$1,399.00
- Platinum 9.00m x 1.20m \$1,799.00
- Cars POA
- Fashion Show & Stand POA
- All prices are GST Exclusive

FLOOR PLAN

Our new open and spacious floor plan encourages our couples to spend a longer amount of time at the show. We have added a cafe in the entrance as well as a cafe area next to the fashion show catwalk for people to relax in and listen to the entertainment. The open end stands were hugely popular at the May 2011 show so we have added more for you to choose from.



WWW.



& YOU

As a valued client you receive a free listing on our website once we receive your confirmation form and deposit. This listing is valid for 6 months or up to the following show. With up to 4000 visits a month on the Wellington Wedding Show website this is not something you want to miss.

To ensure we get your listing online as quickly and efficiently as possible please check the 'Web Specs' information sheet for all you need to know and what you need to provide us with to get your free spot on New Zealand's first online wedding show.



What you need to know

PRE SHOW DELIVERIES;

You are welcome to arrange delivery of items to the TSB on Thursday 27th October and Friday 28th October. Please address your delivery to;

TSB Arena
Queens Warf Centre
Wellington
Event; The Wellington Wedding Show
Exhibitor; (your company name and stand number)
Contact; (your name)
Phone number; (your phone number)

OPENING HOURS

Saturday 29th October 2011, 9.00am – 6.00pm, for pack in
Sunday 30th October 2011, 8.30am – 6.00pm (show is open 10.30am – 3.30pm)

REGISTRATION ON SATURDAY 29TH OCTOBER

When you arrive please go to the registration desk by the back dock-way. 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 personalised lanyards at all times. Safety and security are paramount at all times.

PACK IN

Please load in through the back dock-way. 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.

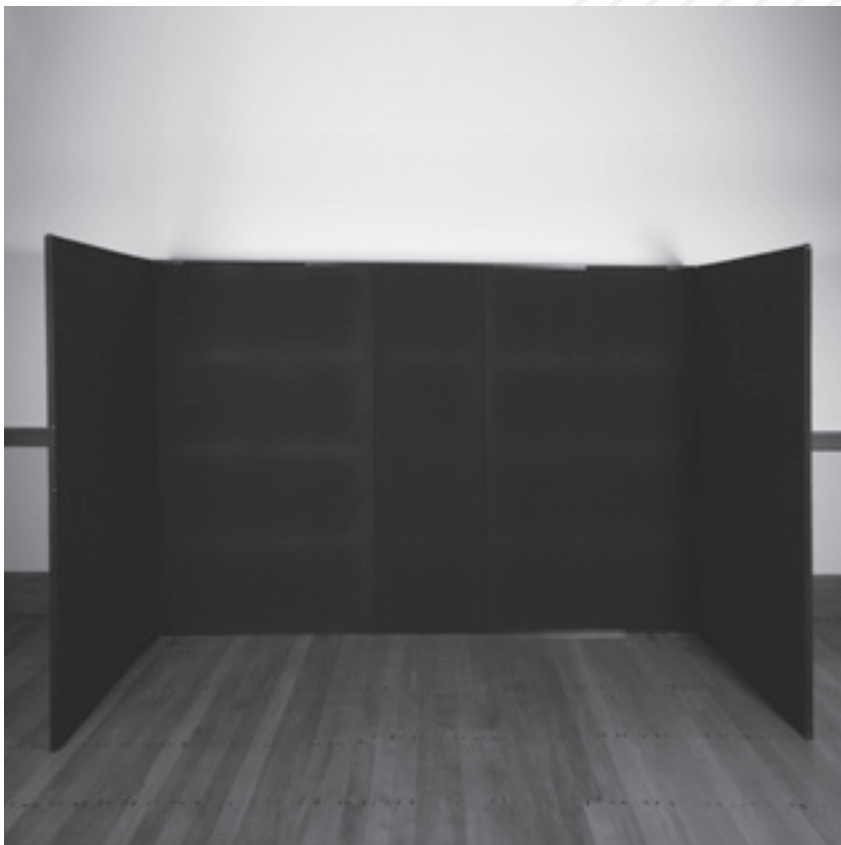
Please place all rubbish in the bins provided.

Please remove all staples and fixing from the walls.

EXHIBITOR BRIEFING

There will be an exhibitor briefing in the cafe area on Sunday 30th October at 10.00am, please attend.

Your Stand



THE STAND

Sizes;

3.00m x 1.20m x 2.30m high

6.00m x 1.20m x 2.30m high

9.00m x 1.20m x 2.3m high

2.40m x 3.00m x 2.30m 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.

Displayways do offer the option of white walls

3m stand \$340.00

6m stand \$490.00

9m stand \$705.00

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

TICKETS

The ticket price is \$18.00 per person, children free.

Tickets will be available before the show through Ticketek, www.ticketek.co.nz

As an exhibitor you will be able to purchase a limited number of tickets for your clients at a discounted price. Please contact Paula for the password.

LIGHTING

This year we are very proud to announce we have 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.

3.00m x 1.20m: 1 light supplied

6.00m x 1.20m: 2 lights supplied

9.00m x 1.20m: 3 lights supplied

2.40m x 3.00m: 2 lights supplied

Extra spot lights: \$40.00

Uplighting: \$40.00 each

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.

PHONE LINES AND INTERNET ACCESS

The venue is Telecom Wireless and CafeNet capable throughout. Any exhibitor requiring a phone line will need to complete a requisition form, this will be emailed to you. Phonelines are charged at \$75.00 + GST per line and \$10.00 each day after that. Jetstream access is \$130.00 for the first day and \$60.00 per subsequent day. Requests for phone lines must be received 14 working days in advance of your pack in.

PARKING

Access to the loading dock is a maximum of 10 minutes per vehicle.

Wellington Venues will have any illegally parked vehicles towed at the owner's expense. Please do not park your vehicle behind the dockway.

There is parking under Queens Wharf available. www.wilsonsparking.co.nz

And on the waterfront
www.wellingtonwaterfront.co.nz

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

There will be an exhibitor briefing at 10am on Sunday 30th October in the cafe/entertainment area. Please attend to be briefed on safety requirements and evacuation procedures. Or please feel free to approach a Venue Duty Manager for advice.

FOOD AND BEVERAGES

The magic goodie bag fairy will leave a wee surprise for you on Sunday morning.

Restaurant Associates will have a cafe in the entrance to purchase, tea, coffee, cold drinks and food.

The exhibitors lounge is located on the first floor where tea, coffee, nibbles and water is free of charge.

A coffee cart will be placed in the cafe/entertainment area near the fashion marquee.

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 are GST exclusive



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



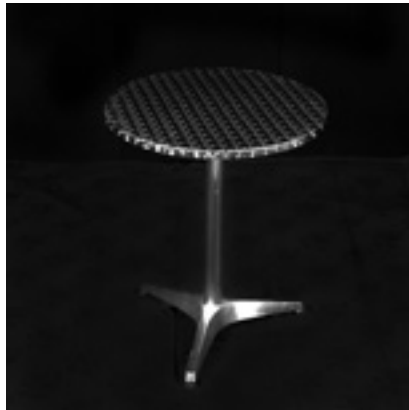
½ length trestle and cloth
(black or white) \$19.00



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

I. 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 \$500.00 no later than 10 weeks 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

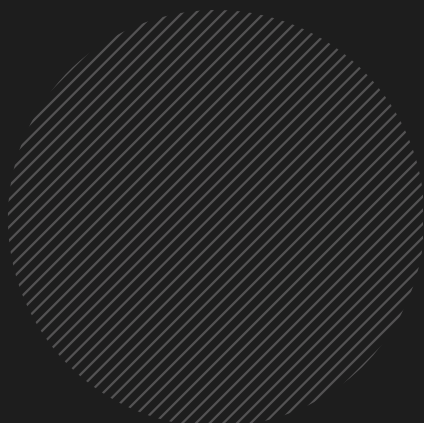
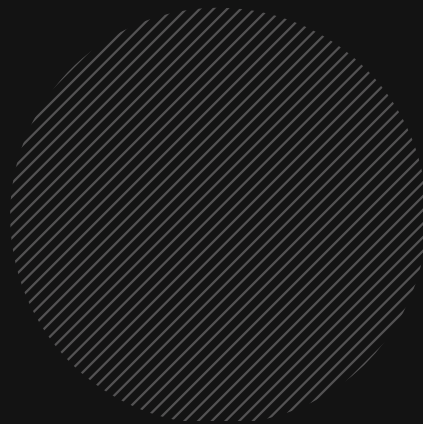
- 6.1 The Exhibitor shall insure all its exhibits and other property displayed at the Show.
- 6.2 PB Events shall not be liable for any claims for any loss, damage or theft of the Exhibitor's property.
- 6.3 The Exhibitor indemnifies PB Events in respect of any and all claims arising from death, bodily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



WWW.THEWELLINGTONWEDDINGSHOW.CO.NZ