

Important Notice for FUKUOKA Day

FUKUOK DAY (Sat 3 September 2016)

Auckland Town Hall

Terms and Conditions

By applying to Fukuoka Day you are deemed to have accepted the Terms and Conditions (1-14) as described below.

- 1 Application
Please submit application on line.

- 2 Booth/Stall allocation
NZJS Committee reserves the right to allocate a suitable booth/stall according the following priority; Fukuoka Day sponsors, NZJS membership and date of application accepted. In some cases, we may propose a change of booth/stall location to avoid similar products being sold or items exhibited next to each other. We may ask you to change the content of your booth/stall, if there are too many of the same type of booth/stall.

- 3 Booth fee
A unit size is 2m x 2m. To qualify for NZJS member discount, the principal applicant must be a NZJS member. If you are interested in becoming a NZJS member or a supporting company, please contact info@nzjapan.net or apply through the NZJS website, www.nzjapan.net

- 4 Table and chair hire
Please fill in the application form for table and chair hire. You can bring your own tables and chairs at no extra charge.

- 5 Electricity
Electricity can be supplied at additional cost. Please request for electricity in your application. There will not be any guarantee of electricity power points near your site. Bring your own extension

cables and power adapters (if required). Under NZ Electricity (Safety) Regulations 2010, all extension cables, power adapters and appliances will be “tag tested” on the morning of the event by a certified electrician. Only successfully “tag tested” appliances can be used on Fukuoka Day.

For details of the regulations, visit the website, <http://www.legislation.govt.nz/regulation/public/2010/0036/latest/DLM276...>

6 Food Safety and Temporary Food Stall License

Please ensure good hygiene practices are adhered to and follow New Zealand Food Safety Regulations for handling and storing food. It is compulsory to obtain a Temporary Food Stall License. A Food Safety Official will carry out an inspection on the event day, and stalls not complying with regulations may be closed.

7 Rubbish/Clean up

Please take your rubbish (polystyrene and plastic) home with you. We only have enough rubbish bins for customers. Please ensure that your stall/booth area is properly cleared to its original state. Should there be any additional cleaning required, you will be liable for the cost.

8 Confirmation of your application

Once your application is received by NZJS, we will send you an invoice. Upon receipt of your payment, we confirm the acceptance of your application. If you do not hear from us within 14 days from the date of your submission, please contact us through this website or email (info@nzjapan.net)

9 Inspection of the Town Hall

We will let you know the date and time as soon as possible.

10 Pack in day - Friday 2nd September 2016

Set up for booths and stalls are to be completed on Friday 2nd September (pack in day) or by Saturday 3rd September (event

day) early morning. NZJS Committee will contact you regarding the set up times and procedures.

11 Dismantle day - Saturday 3rd September 2016

All property must be cleared by Saturday 3rd September 2016, after the event. NZJS Committee will contact you regarding dismantle times and procedures.

12 Parking

Visitors to use public car parks in the CBD.

For loading/unloading, you may park your vehicle(s) in front of the loading zone at a specified time. Do not park your vehicle(s) in this area for a long time, as your vehicle(s) may be towed away at your expense. Once you finish loading/unloading, please park your vehicle(s) at a public car park.

13 ATM / EFTPOS

ATMs are available on Queen Street and in the CBD. Please bring enough cash change for your stall and/or provide your own EFTPOS machine.

14 Fees and cancellations

Applications close on the 26th of August 2016 or when all the spaces are taken, whichever occurs first.

Cancellation fees will apply after the 2nd of August (50%) and after the 29th of August 2016 (100%).