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# ***Road Lighting 2015: Smart City Investment***

9 & 10 March 2015  
The Langham Hotel  
Auckland

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## **Trade Exhibitor Offer**

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Strategic Lighting Partners Ltd  
Management Consultants and Conference Organiser

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**ROADLIGHTING** | 2015

V11 February 18, 2014



## 1 Introduction

This offer has been provided because your organisation is a potential exhibitor at New Zealand's **Road Lighting 2015: Smart City Investment** Conference and exhibition to be held on the 9th and 10th of March 2015 at the five star Langham Hotel in Auckland. The conference website is at [www.roadlightingconference.com](http://www.roadlightingconference.com).

The event organiser, Strategic Lighting Partners Ltd (SLP) is a lighting management consultancy with no commercial ties to any of the suppliers of products or services to the road lighting market, other than as consultants and advisers.

This Exhibitor offer is made in good faith and on a best endeavours basis. Strategic Lighting Partners Ltd (SLP) are working to provide a forum for all parties involved in road lighting. SLP cannot accept any liability for errors or omissions in this offer document or unintended consequences arising from these to the Exhibitor's business.

**TRADE EXHIBITOR BOOTHS WILL BE ACCEPTED ON A FIRST-COME FIRST-SERVED BASIS.**

## 2 Trade Exhibition

The Langham Hotel's Great Room 1 and 2 will be used as an Exhibit Hall which will become the hub for conference networking with all daytime catering breaks and pre-dinner cocktails hosted there. This is shown in Figure 1. Exhibition booths are available to any party and are independent of sponsorship. Thus a Sponsor is not required to be a trade exhibitor and vice versa.

### 2.1 Exhibition Booth Pricing

The charge for an exhibition booth of about 3m by 2m is **\$3,900 + GST**. For international exhibitors, GST is a NZ Goods and Services Tax (sometimes called a Value Added Tax or VAT) which is 15% and is therefore an additional NZ\$585.

Included in the booth pricing each exhibitor will receive -

- **ONE** full Conference Registration including dinner (worth \$600 excl GST early bird, or \$860.87 excl GST non-early-bird)
- **TWO** exhibit-only Staff Passes for booth personnel (worth \$347.83 excl GST)
- **FIVE** exhibit-only single-entry Guest Passes (worth \$200 excl GST)

### 2.2 Exhibitor-only Staff Passes

Extra exhibitor-only Staff Passes are available for **\$200 + GST** (\$230 incl NZ GST) which entitle the holder to all hospitality services for the duration of the trade exhibition including the cocktail function on the first evening for networking purposes. This pass does NOT allow entry to the conference sessions or conference dinner.

Note that access to the exhibition area will be open during conference sessions so booths should be preferably staffed for the whole two days. The exhibition area will not be accessible to the general public or anyone who is not in possession of Exhibit Guest Passes, Exhibit Staff Passes or Conference Attendee Passes.

### 2.3 Exhibit Guest Passes

Extra Guest Passes are available for **\$40 + GST** (\$46 incl NZ GST). Trade Exhibitors and Sponsors will also be able to invite customers and clients to attend the Trade Show and enjoy Langham Hotel conference food and drink at no extra cost to your guests.

Note that the guest passes will entitle the holder to access to the exhibition area where food and drink will be available, but they will **NOT** be allowed access to the conference presentations. This is a single-entry only pass that your guests may use on either day of the trade exhibition. You simply need to provide us with a list of your guests, and upon presentation of your guest's

business card at the registration desk, a single-entry only pass will be issued at the time they show up. For catering purposes please indicate on the list which day your guests expect to attend.

## 2.4 Exhibition Times

The trade exhibition will be operational on Day 1 from 8.30am to 6.30pm (including the cocktail function) and on Day 2 from 8.30am to 5.00pm. Exhibitors will be responsible for providing their own staffing cover and booth security during these times.

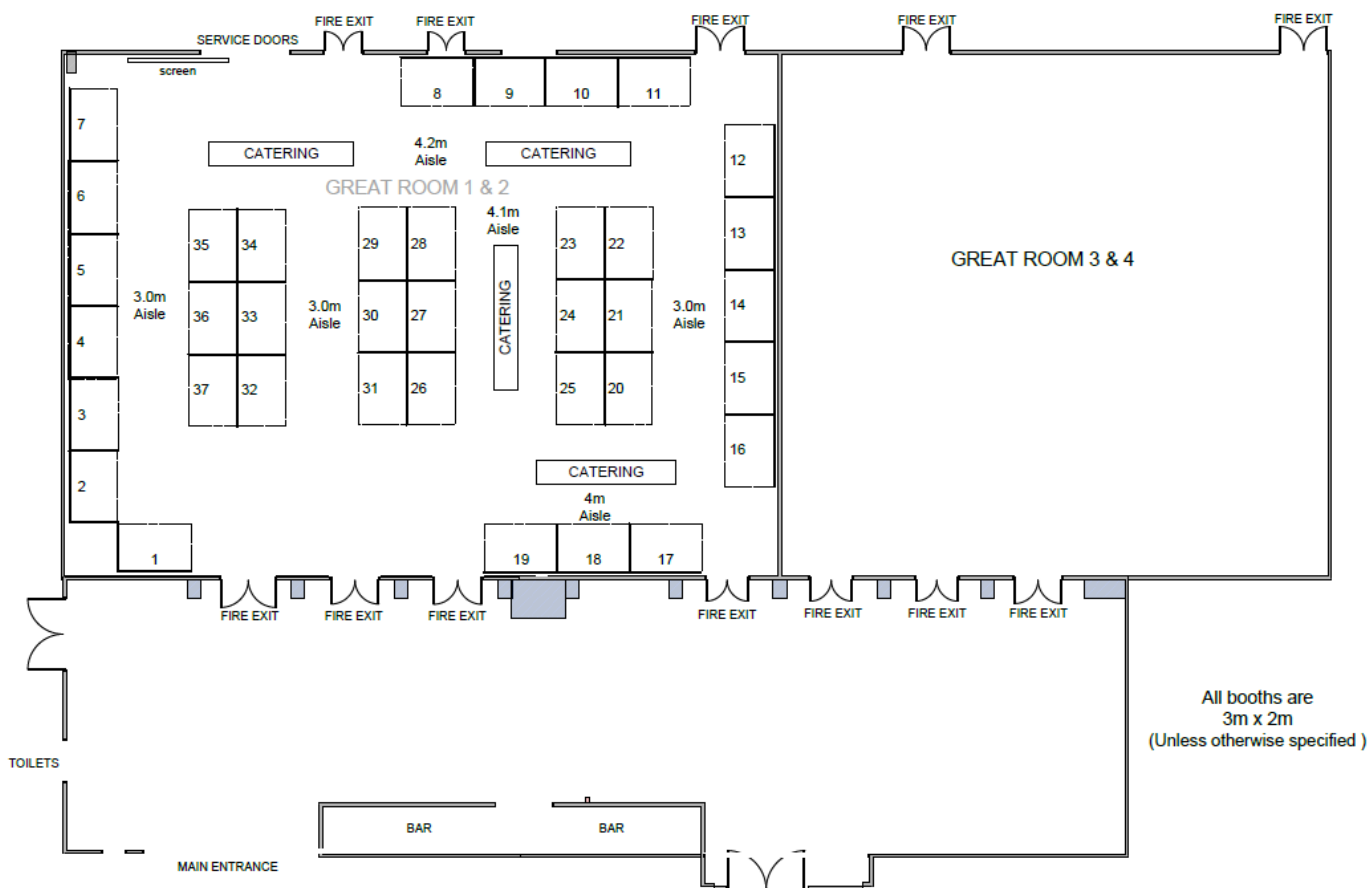
## 2.5 Exhibition Booth Location

Figure 1 below shows a provisional layout for the exhibition area.

Exhibition booth location preferences will be accommodated subject to prior confirmed bookings and availability. All reasonable efforts will be made to accommodate exhibitor first choice preferences but the organisers reserve the right to make adjustments in line with practical requirements. To this end exhibitors can express their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preferences when accepting the offer in Section 4.

## 2.6 Pack-in and Pack-out

Set up of the exhibitor booths will need to take place between 3pm to 6pm Sunday 8 March or 6am to 8.30am Monday 9 March to be ready for exhibition start at 8.30am. Pack-out will need to be done following afternoon tea on Day 2 after 4pm. Pack-out must not be undertaken by any exhibitor before 4pm to ensure the events and networking activities of other exhibitors are not disrupted.



**Figure 1 Provisional Layout of Exhibition Hall**

(Note -The rear fire exit and service doors will be normally closed throughout the event)

## 2.7 Exhibition Booth Furniture

Exhibition furniture such as chairs and tables and other accessories are available direct from the Contractor installing the Exhibition Booths. We will provide you their contact details so that this can be organised directly with them.

## 2.8 Exhibitor Security

While the organisers Strategic Lighting Partners Ltd (SLP) take all security and safety precautions, no responsibility can be assumed for any loss or damage to goods. Safety and security of equipment and individuals on a stand is the responsibility of the exhibitor. SLP shall be under no liability for any loss or damage to any property of the exhibitor or any other person, whether or not caused in whole or in part by any act or omission of the organiser, its servants, agents or contractors. The exhibitor is advised to take out all necessary insurance cover.

## 2.9 Timing of the essence

After booking, Invoices are to be paid within 7 days, otherwise SLP reserves the right to re-allocate the exhibition booth space.

## 3 Provisional Programme

The conference is spread over two full days with a networking cocktail function (5pm - 6.30pm) and a conference dinner (7.30pm to 9.30pm) on Monday night 9<sup>th</sup> March 2014.

## 4 Acceptance of Trade Exhibition Offer

Please fill in the form below, sign and date it, scan it and e-mail it as a pdf file to - Bryan King, Roadlighting 2015 Trade Exhibition Manager at e-mail address - [bryan@strategiclightingpartners.com](mailto:bryan@strategiclightingpartners.com) Mobile: +64 21 300 111

Organisation Name:			
Person Name:			
Job Title:			
Mobile Phone No:			
E-mail Address:			
Preferred Booth No	1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference

On behalf of the organisation identified above I am authorised to accept the Conference Trade Exhibition offer by Strategic Lighting Partners Ltd as outlined in this document and by signing my acceptance of the offer I am also agreeing to be invoiced for NZ\$3,900 plus 15% GST and pay this invoice by 7 days from receipt of invoice.

Signature and Date