

SCALE MODELS EXPO

displays/public competition/demonstrations/trade stalls/more

10AM-4PM 21-22 APRIL 2018

EXPRESSIONS ARTS AND ENTERTAINMENT CENTRE

836 FERGUSSON DRIVE, UPPER HUTT, WELLINGTON

Vendor table hire information

A strictly limited number of vendor tables (approx 2.4m x 0.6m) are available to hire.

Pricing

- First table NZ \$100
- Additional tables NZ \$50 each
- Half table* NZ \$60

How to hire

Please contact us directly to reserve tables:

- expo@scalemodelswellington.org.nz
- 027 2983567

Vendors will be restricted to those dealing with scale modelling related items (models, tools, books etc.)

Table reservations must be paid by 28 February 2018 to hold table requests. Unpaid table requests after that date will not be guaranteed because table space is limited.

Cancellations may be made up to 31st March 2018. There will be no refunds after this date.

What's included

Table hire covers both days of the Scale Models Expo (Saturday 21st & Sunday 22nd April 2018) plus the opportunity to set up on the Friday evening.

We'll provide the tables, access to power if needed, help and support, and complementary passes and seating for you and your staff.

* If you hire a half table you may well be sharing with another vendor.

The space between your tables and the wall behind (approximately 2m deep) is yours to arrange as you see fit, provided all relevant conditions are met - see below for details.

Conditions of hire

All chairs, tables and furniture must be lifted and placed in position - they **must not be dragged** over floors. Any damage to the hall floor will be charged against the hirer at full commercial repair rates.

Items placed behind tables must not impede the operations of Scale Models Expo staff or cut off access to other vendor tables. Please check with us when planning your layout or during set up if you have questions.

The use of nails, staples, adhesive tape, glue etc for any purpose is prohibited on the walls and floors.

To comply with conditions of the Venue's Insurance Policy, all electrical devices that are brought in and used within the Centre, must have been inspected in accordance to and comply with Electrical Standard NZS 3760-2001.

No devices will be permitted into the venue unless suitably qualified personnel have inspected them, and are tagged with the date of inspection, which must be no later than 12 months prior to the 20th April 2018.

All rubbish must be removed at the end of each day.