



EVENT TERMS & CONDITIONS FOR SUPPLIERS & VENDORS

The following terms and conditions have been developed to ensure Cromwell & Districts Promotion Group (CDPG) events run smoothly with minimal disruption. By making payment to CDPG for attending our event you will be deemed to have accepted these terms and conditions. Please retain a copy of this document for your reference ensuring that you are aware of the responsibilities.

General conditions

Vendors/Suppliers are required to pay their attendance fee no later than 7 days prior to the event to confirm their attendance. If payment isn't received then vendor/supplier will not be permitted to attend the event.

Cancellations

In the event that Vendor/Supplier cancels their attendance at a CDPG Event, the following cancellation fees will apply:

- Cancellation notice received more than 30 days prior to the date of event: Full refund available.
- Cancellation notice received within 29 - 7 days prior to the event date – 50% cancellation fee
- Cancellation notice received within 7 days prior to the event date – No Refund

All cancellations must be advised in writing.

Any refund due will be made to the account from which online payment was made via Internet Banking.

CDPG reserves the right to cancel events where circumstances so warrant. These may include, but are not limited to, emergency situations and adverse environmental/weather conditions. If the event disrupted by factors out of the control of CDPG, CDPG will work with Supplier/Vendor to either find another common date or hold fees as credit towards a future CDPG event.

Covid-19

As of 22 August 2021, it is mandatory for all vendors/suppliers to ensure they have QR codes available for event attendees to sign-in using the NZ Covid Tracer App and the responsibility for compliance falls on the Supplier/Vendor. CDPG will ensure all events are COVID compliant. All Suppliers/Vendors are to required to supply CDPG with contact details of all staff working at the event.



In the event of the lockdown falling on the agreed event booking date the first option will always be to reschedule the event to the next best date agreed by CDPG.

If the Supplier/Vendor wishes to cancel rather than reschedule to the new date CDPG will refund the fee.

Sustainability

In the interest of sustainability, CDPG asks that Suppliers/Vendors think about where supplied products are going after the event. Please consider composting, recycling or repurposing all waste and leftover product.

Cleaning, rubbish & lock up

Suppliers/Vendors are responsible for ensuring their allocated space is left tidy. This means all rubbish needs to be removed, all hire equipment and rental collected, and all decorations taken down.

The Supplier/Vendor must remove all their rubbish off site at the end of the event and must leave the venue, including car parks and adjacent premises in good, clean and tidy order.

Parking

Supplier/Vendor shall ensure that no vehicle obstructs access in any way.

Furniture and Equipment

It is the responsibility of the Supplier/Vendor to ensure that all furniture brought in externally for an Event is removed by the end of the event.

All electrical equipment brought in by Suppliers/Vendors must be up to date with the current testing and tagging by a qualified technician.

Health & Safety

A Health & Safety document will be provided to all Suppliers/Vendors by CDPG for each event. Please ensure you read and understand for each event.