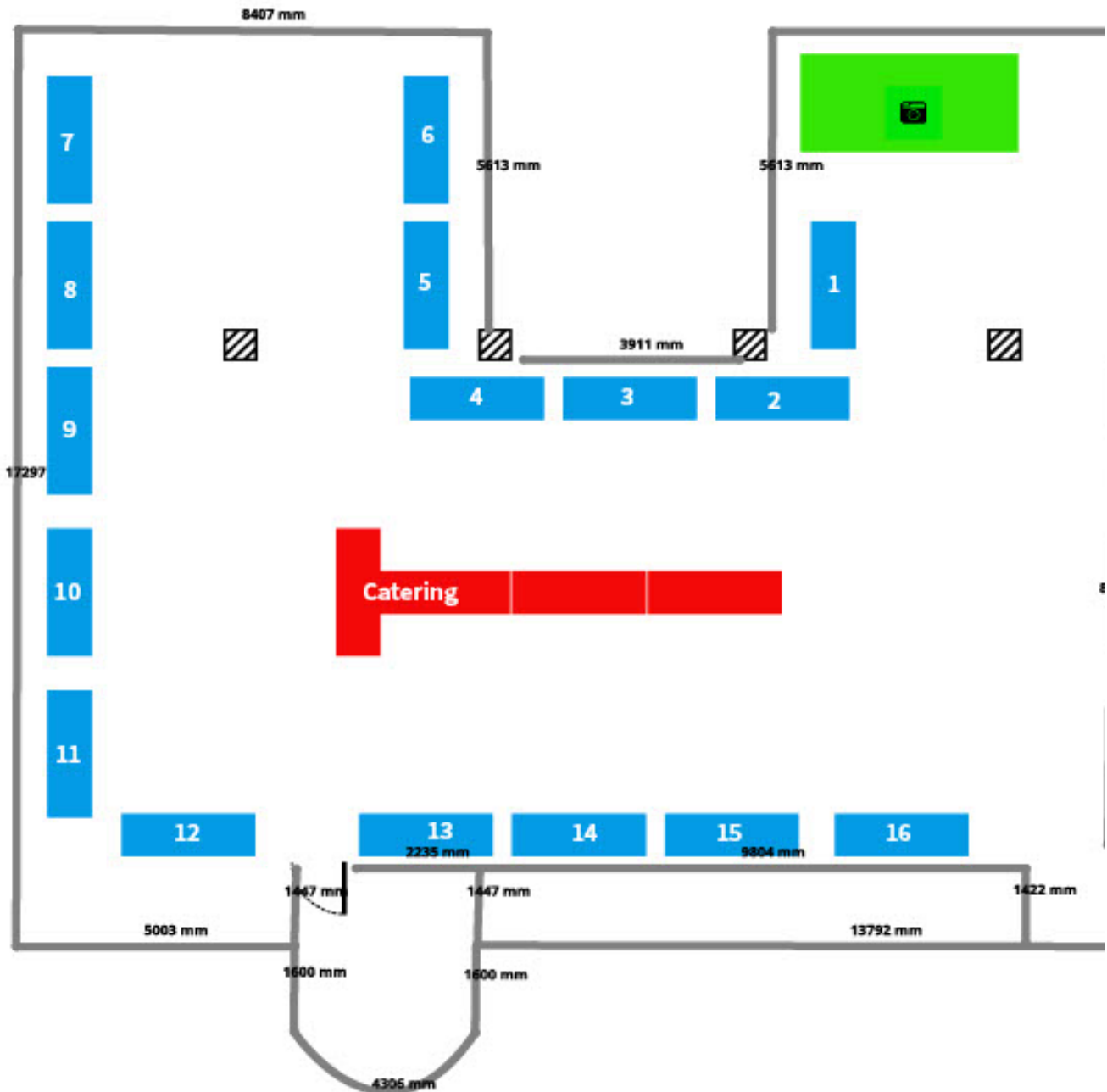




**54<sup>th</sup> AGM and Convention**  
**4-5 August 2022**  
**Riccarton Park, Christchurch**

**Exhibitor and Lucky Seat Prizes**  
**Booking Information**

# Nightmarch Room Exhibitor & Function Space



There are 16 exhibitor spaces available at Convention 2022; each space consists of a large trestle table measuring 2400 mm x 760 mm and room for a pull-up banner. Each trestle table will have a table cloth cover, access to an electrical supply multi-box, and a chair for a company representative. The cost for an exhibition space is \$685 inc GST for member companies (\$925 for non-member companies). This price includes participation of ONE company representative. If additional reps are required, these will be charged as an additional delegate registration.

Exhibitors also have the option to park large vehicles and equipment outside of the Riccarton Park venue for display to delegates; there is a large parking area directly in front of the venue making it an ideal addition to your space inside the exhibition hall. A \$50 parking charge will apply to each piece of equipment booked for outdoor display.

# Booking Form

Company Name: \_\_\_\_\_

Company Representative \_\_\_\_\_

Best Contact Number \_\_\_\_\_

Email \_\_\_\_\_

AMR Member Company?                      Yes    No

Purchase Order number (if required) \_\_\_\_\_

Preferred Stand Number \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Equipment for Outdoor Display (please list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Names of Any Additional Company Representatives Attending

(These will be charged as additional delegate registrations )

\_\_\_\_\_  
\_\_\_\_\_

Exhibitors will be able to set up from 2 pm on Thursday, 4th August.

Pack down must be completed by 8:00 pm on Friday, 5th August. If the exhibitor does not pack down by the required time, they will be required to pay for any and all late charges levied by the venue.

All member company representatives are expected to attend the AGM where lunch will be served. If an exhibitor is a non-member company, their lunch will be served in the exhibition space. The exhibitor area will otherwise be closed during the AGM proceedings.

## Lucky Seat Prizes (optional)

Prizes are an ideal way of promoting your business to delegates. We acknowledge sponsors in the publicity leading up to the event including in Metal Matters magazine, on Facebook and LinkedIn, and in the President's Report to members.

A photo of your prize is highly recommended to assist with publicity.

Will you donate a Lucky Seat prize (drawn randomly at the Annual General Meeting)

Yes

No

If yes, what is the value and what is it?

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Have you attached a photo of your prize to this registration?

Yes

No

### **What makes a good Lucky Seat prize?**

*Ideally, something easy to carry home and relevant to delegates.*

*Gift vouchers are welcome if the merchant provides services nationwide (our delegates come from around NZ—not just main centres). If your company chooses to donate a large-sized item, you are responsible for shipping that prize to the winner following the convention.*

*Lucky Seat prizes should be delivered to Kathleen Crisley, General Manager, on your arrival to the convention.*

# Terms & Conditions

1. Exhibitor bookings are not valid until payment is received; payment at the time of booking is expected. Mastercard and Visa payments can be made by logging into your account on the AMR website once your invoice has been issued to you.
2. Payments for exhibitor bookings and delegate registrations are non-refundable except in the unlikely event that the AMR cancels the convention. If this occurs, refunds will be made in full.
3. Exhibitors are expected to man their stands at the opening and closing night functions and during the morning and afternoon tea breaks.
4. Accommodation costs are not included in the stated registration fees. The nearest hotel to Riccarton Park is the Racecourse Hotel & Motor Lodge at 118 Racecourse Road, Sockburn and is walking distance to the conference venue. A superior studio unit with one double bed at this venue is \$160 per night; a standard studio with two double beds is \$140 per night. As this hotel is 3-star rated, we recognise that you may wish a higher standard of accommodation. Please ask AMR for a list of other accommodation with a higher rating or use TripAdvisor/Google to find a location that suits you.

Please ensure you have accommodation arranged prior to your arrival in Christchurch.

5. The deadline to register for the conference is 22 July 2022. After this date, and provided we have the space to accommodate you, you will be charged a late fee of \$50.00 to cover administration.
6. Attendees are responsible for the actions of their staff and contractors. By registering, you certify for the AMR that you have appropriate insurance in place to indemnify you from damages and any other claims that may arise from your actions and the actions of your staff and contractors.
7. AMR and Riccarton Park reserve the right to refuse service to any delegate deemed to be intoxicated or acting in an inappropriate manner.
8. AMR has adopted a zero tolerance policy to alcohol-related incidents at the venue regardless of whether these occur during function hours or not. Member companies will be subject to the disciplinary process for any incidents involving their representatives. Please ensure all staff participating in the convention are aware of this policy.
9. This event will be run in accordance with the Government's Traffic Light System (Covid-19 public health requirements)

**I acknowledge and accept the above Terms & Conditions: \_\_\_\_\_ (initial)**

**Exhibitor bookings must be received by 22 July 2022 (unless sold prior)**

Please return this completed form via email to [gm@nzamr.org.nz](mailto:gm@nzamr.org.nz); you will be invoiced for payment through AMR's website portal which will allow you to log in and pay for the invoice by Mastercard or Visa. Direct credit payments are also accepted; we do not accept cheques.