

TRAVEL EXPO

NEW ZEALAND'S LARGEST TRAVEL SHOW

MINIMUM STANDARDS

Below are the minimum standards of participating in the Flight Centre NZ Ltd Travel Expo's.

Both Flight Centre and our exhibitors invest heavily in these shows and see fantastic returns. The shows are known nationwide as travel's largest and most popular event. Therefore, to further encourage this reputation and benefit all involved, please adhere to the minimum standards noted below.

Supplier Flyers

Design – Please keep the design of your expo flyer within the following standards:

- Colour / Black & White at suppliers preference
- Travel Expo logo/header – this is to be placed in the top left hand corner of the flyers front page. It must be either 10cm wide and 6cm deep, or the same size as your own brand logo (if displayed)
- Hosted footer – this is to be placed at the bottom edge of both the front and back pages of the flyer. It must occupy the bottom 2cm depth of the flyer and feature all 3 Flight Centre Travel Group brands.
- Must include all Terms & Conditions of the offer
- A template is provided for guidance if required.

Set up

Booth space – please see below for the requirements of your booth space:

- Exhibitions are required to stay within the space of the allocated booth – displays are not permitted to overhang the booth walls into the aisles
- All posters / banners / plants etc. must stay within your booth
- Booth set up is your own responsibility – Flight Centre does not accept responsibility for your booth set up
- Booth security is your responsibility, Flight Centre are not held liable for anything going missing or stolen
- Booths are to be decorated in an inspiring manner – please utilise posters, props, media and theming to create an inviting, eye catching and inspirational booth best displaying your product. The majority of exhibitors design fantastic booths thereby highlighting those who've neglected to invest in their booths.

Hanging banners – exhibitors are permitted to hang banners from the ceiling, please see below for the minimum standards associated with this

- Maximum size per banner : 1.5m w x 1m h
Limited to one per booth
- This is not a free service and will be billed to you directly
- No banners are to obscure those of Flight Centre's, if so they will be removed.

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- You must seek permission from the exhibitors around you if you plan to hang any banners or signage that back onto their stands.
- All hanging signage must be within your stand space. If the ceiling beams off which to hang the banners do not correspond to your booth location please seek approval from the Expo manager before continuing.
- For banner hanging services, please contact the below – they will assist you with this
Exhibit Group: Christina Dumper, christina@exhibit.co.nz

Show day

This is the minimum standard of conduct expected by exhibitors at the Flight Centre Travel Expo's:

- Please do not leave your booth unattended, or eat or drink in front of the customers. There are plenty of Flight Centre staff and product representatives at the show, please ask someone to cover for you while you have your lunch. It's a long day so we advise forward planning and arranging a time with your product representative before the show to ensure you get a break.
- Minimum arrival time 30 minutes before show starts – our consultants are on site and wanting to ask you questions
- Minimum pack up time is 4pm – no earlier. We still have customers in the building wanting to talk to you
- Refer all sales via our consultants, no private bookings are to be made in conjunction with our show Terms and Conditions
- Supplier contact information is limited to flyers only, no Business Cards are to be distributed or displayed
- You are not permitted to canvas or distribute promotional material other than within your exhibition stand

Booth space -

- Exhibitors are required to exhibit within their booth space throughout the day
- Do not create congestion in the aisles through exhibiting
- Maintain your booth in a tidy and presentable manner – please use the rubbish bins provided or hide empty boxes, and ensure you have enough brochures and flyers to last the show.