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23 July 2007

TO: SNOW INDUSTRY WHOLESALERS - IMPORTERS & MANUFACTURERS

SUBJECT: 2007 NZSIF TRADE FAIR 08-11 OCTOBER

The NZSIF Trade Fair is being held at the **Arena Manawatu, Palmerston North** from Monday 8 October (set up day for exhibitors) to Thursday 11 October 2007.

The Trade Fair is for the industry only and will be open to bone fide retailers from Tuesday 9 October to Thursday 11 October. An On Snow Day will be held at Mt Ruapehu on Friday 12 October.

Stand Booking Form

To secure your space at the 2007 NZSIF Trade Fair please complete the stand booking form and return it by email or fax by Friday 3 August 2007. Fax (04) 977-1112.

The floor plan and shape of your stand will be prepared once we have received your information. Please also indicate on the form if you will be having an open or closed stand.

Priority will be given to exhibitors requesting the same stand location and size as last year. Changes to your stand will be accommodated depending on the final layout and space sold. NZSIF members are receiving this information two weeks earlier than non members.

Upon receipt of your form a trade fair pack will sent to you. This will include order forms for additional paneling (panels for 3 sides of your stand are provided within the stand costs) and electrical requirements. These forms are to be sent to the suppliers directly and orders are to be paid directly to the suppliers.

Floor Covering - Carpet

The entire floor of the venue will be covered with grey carpet. An additional \$5.00 per square meter carpet levy will be added to your stand costs.

Accommodation

Accommodation bookings are to be made directly with the hotels. A list of accommodation options and contacts will be sent out with the exhibitor manual.

Programme

The programme is below and includes the regular meetings normally held during the trade fair. The NZSIF is organising a party for the industry on Wednesday evening at a bar in the Square. All trade fair participants are welcome to attend this party. We therefore recommend that if you want to hold your own function/party you do this on Tuesday evening. This is a free night as far as NZSIF organised functions are concerned.

The AGM will be a breakfast meeting on Wednesday morning prior to the trade fair opening. Members are welcome to attend with two representatives per member.

Please note that the trade fair closes at 3pm on Thursday 11 October. Early breakdown is not permitted. Exhibitors who break down early will **not** receive space rebates in the event that they are paid out after the trade fair.

The on snow day at Mt Ruapehu on Friday 12 October is not a formal demo day and wholesalers are not expected to provide demo equipment unless previously arranged with your retailers.

Programme is as follows:

2007 NZSIF TRADE FAIR

ARENA MANAWATU, PALMERSTON NORTH

08-12 OCTOBER 2007

Monday 8 October

8.00am to 5pm - set up
5.00pm Executive Meeting - Arena Manawatu
6.00pm Wholesalers Meeting - Arena Manawatu

Tuesday 9 October

8.00am – 7.00pm - Trade Fair open
6.15pm – 7.00pm - Retailers Meeting – Arena Manawatu

Wednesday 10 October

7.15am – 8.30am - AGM Breakfast – Arena Manawatu
8.30am – 7.00pm - Trade Fair open
7.30pm – - NZSIF Party – City bar

Thursday 11 October

9.00am to 3.00pm - Trade Fair open
3.00pm to 11.30pm - Breakdown

Friday 12 October

9.00am to 4.00pm - On snow day Mt Ruapehu.

We look forward to receiving your stand booking form and organising another successful trade fair. Please do not hesitate to contact me if you require further information and assistance.

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