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MEMORANDUM

TO: SNOW SPORTS RETAILERS

FROM: NZ SNOW INDUSTRIES FEDERATION

DATE: 4 SEPTEMBER 2007

**SUBJECT: NZSIF TRADE FAIR – ARENA MANAWATU, PALMERSTON NORTH
TUESDAY 09 TO THURSDAY 11 OCTOBER 2007**

The NZSIF Trade Fair is being held at the Arena Manawatu, Pascal Street Palmerston North from Tuesday 09 to Thursday 11 October 2007.

Those retailers wishing to attend the Trade Fair should complete the Retailer Registration form below. These details will be included in the trade fair catalogue. The catalogue will be posted on the website www.nzsif.org.nz prior to the Trade Fair and hard copies will be available at the Trade Fair. Passes can be picked up on arrival.

All bone fide retailers can attend the trade fair however it is necessary to provide details of your retail outlet when registering. **There is no entry fee to the trade fair for retailers but non members will be charged \$20 (cash or cheque only) for a copy of the Trade Fair Catalogue.** These will be available at the door, together with buyer and visitor passes as per your registration form.

Please return your registration form no later than **Friday 14 September 2007**. This means that your details will be included in the catalogue and it will avoid any delays on arrival at the venue, otherwise you will have to register and wait for passes to be issued.

All Trade Fair visitors are required to wear an official Trade Fair pass. Retailers can have either:

1. **Buyer Pass** - for shop owners or staff of shop owners authorised to write orders on behalf of the retail outlet.
- OR
2. **Visitor Pass** - indicates other shop staff who may attend the Trade Fair but do not have direct purchasing authority.

This year we have 33 confirmed exhibitors.

ACCOMMODATION:

Accommodation bookings are to be made directly with the property you choose. A full list of accommodation options can be found on www.manawatunz.co.nz and click on the accommodation tab. The Arena Lodge across the road from Arena 2 has a few rooms left – contact 0800 881255 or www.arenalodge.co.nz

Information regarding rates at the Kingsgate is attached.

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. Please indicate on the registration how many of you will attend the Wednesday night party.

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.

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 retailers prior to the on snow day.

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.

TERMS & CONDITIONS FOR RETAILERS ATTENDING THE TRADE FAIR

- a) Bone fide member and non-member retailers can register for the Trade Fair.
- b) Retailer buyer or visitor passes will be issued on presentation of ID detailing retail name, location and contact details.
- c) Retailers entering the Trade Fair must not bring equipment returns or equipment subject to warranty claims into the venue. These matters must be dealt with outside the Trade Fair programme.

We look forward to receiving your completed registration form by Friday 14 September 2007 and to seeing you all in Palmerston North.

Miles Davidson NZSIF

**NZSIF TRADE FAIR
RETAILERS REGISTRATION FORM**

Your registration as a Buyer or Visitor to the 2007 Trade Fair is most important.
Please complete the form below.

Trading Name:	
Registered Company Name:	
Proprietor:	
Postal Address:	
Street Address:	
Telephone:	Fax:
Email:	

Please refer to the memo for distinction between Buyer/Visitor Passes.

BUYERS PASS: **NAME** _____

NAME _____

NAME _____

VISITORS PASS: **NAME** _____

NAME _____

NAME _____

NAME _____

PASSES MUST BE WORN TO GAIN ENTRY TO THE TRADE FAIR

AGM Breakfast - 1 representative attending **OR** 2 representatives attending
(please tick)

NZSIF Party Wednesday 10 October - _____ (**# of staff who will attend**)

<p>Please return this form to either NZSIF PO Box 27501 Wellington or email - nzsif@gosnow.co.nz By Friday 14 September 2007</p>
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