Prospectus
Kiwi Link Greater China and Frontline Training
2019
June 2019

Kia ora,

Tourism New Zealand (TNZ) is pleased to invite representatives of the New Zealand tourism industry including tourism operators, existing International Marketing Alliances (IMAs) or other Regional Tourism Organisation (RTO) clusters/alliances and, where appropriate, individual RTOs to participate in Kiwi Link Greater China 2019.

Kiwi Link Greater China is a bi-annual TNZ offshore trade event that provides a unique opportunity for representatives of the New Zealand tourism industry to educate and establish business relationships with product managers and frontline travel agents from Mainland China, Hong Kong and Taiwan.

Kiwi Link Greater China includes one-on-one pre-scheduled meetings with product managers and frontline travel agents and networking opportunities at official event functions.

In addition to this event, representatives are also invited to participate in Kiwi Link Greater China Frontline Training. This event provides a further opportunity to inform and build relationships with frontline travel agents from China.

Kiwi Link Greater China will take place in Chengdu from 5 November to 8 November 2019. Frontline Training will take place in Guangzhou, Beijing and Shanghai from 11 November to 15 November 2019.

Prior to Kiwi Link Greater China, Air New Zealand Taipei will host a training event on Monday 4th November. If you would like to participate, please contact Sunny Yang of Air NZ at tw.sales@airnz.co.nz for an event agenda and the registration process.

The following prospectus outlines key information on these events. Please read this prospectus carefully and take note of the event dates and deadlines. Tourism New Zealand welcomes your registration.

Please note that final participation is at Tourism New Zealand’s discretion and is subject to the guidelines outlined in the event terms and conditions.

Should you have any questions on this event, please contact Carrie Talbot Carrie.Talbot@tnz.govt.nz.

Yours sincerely

Gregg Wafelbakker
General Manager Asia
Event checklist

KEY DATES

Registration opens 08-Jul-2019
Registration closes 22-Jul-2019
New Zealand delegation confirmed and invoiced 05-Aug-2019
Participation fee payment due 30-Aug-2019
50% cancellation period begins 02-Sep-2019
100% cancellation period begins 30-Sep-2019

WHAT NZ SELLERS NEED TO BOOK

You can find more details on what NZ sellers need to book on page 10 and 19.

WHAT INFORMATION NZ SELLERS NEED TO PROVIDE

You can find more details on what information NZ sellers need to provide on pages 11 and 20.
Kiwi Link Greater China 2019

EVENT DETAILS

Event type
TNZ offshore trade event

Event format
Kiwi Link event

Target markets
Mainland China
Hong Kong
Taiwan

First day of official event programme
05-Nov-2019

Last day of official event programme
08-Nov-2019

Event locations
Chengdu, China

TNZ event listing

Event objectives
- Build strong selling capability of travel sellers
- Engage with existing network of travel sellers and build on general business relationships
- Facilitate new business relationships and expand network of engaged travel sellers
- Increase general destination & product knowledge of travel sellers
- Promote regional dispersal
- Promote shoulder season travel
- Provide platform for negotiating new and existing contracts with travel sellers
- Showcase new products to the market
- Showcase new regions to the market
- Stimulate product development
- Showcase Tiaki Promise to market

Event benefits
This event provides New Zealand organisations with an opportunity to:

- Connect with travel distributors who play a large role in the development, promotion and purchasing process of New Zealand tourism experiences
• Broaden their customer base far beyond the reach of their marketing budget
• Build new relationships and foster existing relationships with distributors
• Set themselves apart from their competition and encourage distributors to promote and sell their regions and/or product(s)
• Raise distributors’ awareness of their regions and/or product(s) and what they have to offer to the distributors’ clients so that they are in a better position to sell the region
• Gain market intelligence, insights and advice on international markets
• Meet with a larger base of travel distributors than they would have access to at New Zealand trade shows
• Benefit from economies of scale and TNZ investment - TNZ organised or facilitated events require a fraction of the investment and time required for individual sales calls. In addition, these events create more value for the travel distributors and therefore enable organisations to meet with more high quality distributors

Market importance
For the first time Kiwi Link Greater China will take place in Chengdu, which is one of the most potential 2nd tier cities in China. We invite New Zealand sellers to come to better understand the market.

NZ TNZ contact
Carrie Talbot
Trade Events Manager
Carrie.Talbot@tnz.govt.nz

In-market TNZ contact
Emma Zhou
Event and Training Manager
Emma.Zhou@tnz.govt.nz
EVENT PARTICIPATION

Types of NZ sellers suited to this event

- Accommodation providers
- Activity providers
- Airlines
- Inbound tourism operators (ITOs) – **PKP only**
- Transport providers
- National tourism operators
- International marketing alliances (IMAs)
- Regional tourism organisations (RTOs)
- RTO clusters/alliances

Maximum number of applications available: 50

Maximum number of delegates per application: 2

Event participation fees

- Delegate one participation fee $3,900.00 NZD
- Delegate two participation fee $2,800.00 NZD
- IMA delegate one participation fee $3,400.00 NZD
- IMA delegate two participation fee $2,800.00 NZD

Items included in participation fee

- Appointment scheduling software
- Accommodation (core nights only)
- Event participation
- Lunch and coffee break during event
- Function(s)

Note

- Only PKP inbound tourism operators can attend
- Due to predicted registration numbers it is anticipated that additional RTO attendance (over and above attendance by the IMA to which they belong), may not be possible at this event.
- There will be a limited number of places available for New Zealand companies, so we encourage early registration. If the event reaches capacity, acceptance will be on a first come first served basis.
- The second delegate will work in conjunction with the first delegate and will not have their own appointment schedule
- No more than two delegates can attend per organisation
- If you wish to bring a colleague with you to provide translation services, they need to be registered as a second delegate
- As per the International Marketing Alliance (IMA) Memorandum of Understanding Tourism New Zealand
Zealand (TNZ) has with RTONZ, TNZ will waive the event administration cost ($500) that makes up part of the participation fee for one representative per IMA – this representative will be responsible for representing all regions within their IMA whilst at events.

Can delegates bring pull up banners with them?
No. Only small table top banners are able to be displayed at the event.

Preferred collateral type
Digital

EVENT ATTENDEES
Primary type of in-market attendees attending the event
Managers of NZ Department

Secondary type of in-market attendees attending the event
Product managers

Will an attendee contact list be made available to NZ sellers following the event?
Yes

Tourism New Zealand market infographics
Tourism New Zealand's Insights team develops a range of infographics which present key facts and data in picture form, showing the demographics and behaviour of international travellers to New Zealand.

You can find a list of all market insights at www.tourismnewzealand.com/markets-stats/research/infographics.

EVENT FORMAT
Appointment schedule
Pre-scheduled appointments

Appointment format
One-on-one meetings

Appointment duration (mins)
14 mins

Appointment rotation
In-market attendees rotate

Layout
Table layout
## EVENT PROGRAMME

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-departure webinar</td>
<td>22-Oct-2019</td>
<td>NZ time: TBC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local time: Afternoon</td>
</tr>
<tr>
<td>Latest that NZ sellers can arrive in-market</td>
<td>05-Nov-2019</td>
<td>AM</td>
</tr>
<tr>
<td>In-market briefing</td>
<td>05-Nov-2019</td>
<td>04:30 PM - 06:00 PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Day One</td>
<td>06-Nov-2019</td>
<td>08:30 AM - 05:30 PM</td>
</tr>
<tr>
<td>Day one de-brief</td>
<td>06-Nov-2019</td>
<td>05:30 PM - 05:45 PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Networking Happy Hour</td>
<td>06-Nov-2019</td>
<td>06:00 PM - 07:00PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Day Two</td>
<td>07-Nov-2019</td>
<td>08:30 AM - 05:30 PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Award Ceremony</td>
<td>07-Nov-2019</td>
<td>01:00 PM - 02:00 PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Networking Happy Hour</td>
<td>07-Nov-2019</td>
<td>06:00 PM - 07:00PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 Day Three</td>
<td>08-Nov-2019</td>
<td>08:30 AM - 05:00 PM</td>
</tr>
<tr>
<td>Kiwi Link Greater China 2019 After Party</td>
<td>08-Nov-2019</td>
<td>08:00 PM - 00:00</td>
</tr>
<tr>
<td>Earliest that NZ sellers can fly home (if not attending Guangzhou, Beijing and Shanghai Frontline Training 2019)</td>
<td>09-Nov-2019</td>
<td>AM</td>
</tr>
</tbody>
</table>

Please note that the itinerary is subject to change.

## EVENT VENUE

<table>
<thead>
<tr>
<th>Venue</th>
<th>Event/Function</th>
<th>Address</th>
<th>Phone number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shangri-La Hotel Chengdu</td>
<td>In market briefing &amp; 3-day Kiwi Link</td>
<td>9 Binjiang Dong Road</td>
<td>+86 28 8888 9999</td>
<td><a href="http://www.shangri-la.com/chengdu/shangrila/">www.shangri-la.com/chengdu/shangrila/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chengdu 610021 China</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EVENT ACCOMMODATION

### Shangri-La Hotel

| Core nights at hotel            | 5 November  
|                                | 6 November  
|                                | 7 November  
|                                | 8 November  
|                                | 9 November (for those attending FLT only) |

**Is it mandatory to stay at the hotel?** Yes

**Hotel details**

Shangri-La Hotel  
9 Binjiang Dong Road  
Chengdu 610021  
China  
+86 28 8888 9999  
www.shangri-la.com/chengdu/shangrila/

**Core nights booked by**

Tourism New Zealand – will automatically book core night accommodation on behalf of NZ sellers

**Core nights paid by**

Tourism New Zealand – included in event participation fee

**Additional nights booked and paid by**

NZ sellers are to contact the hotel direct to book additional nights (the group rate is available for NZ sellers for any additional nights required).

**Additional comments**

There is no reduction in your registration fee if you stay elsewhere

**Room types available**

Single room  
Double room

**Wi-Fi included with room**

Yes

**Breakfast included with room**

Yes
EVENT FLIGHTS

Air New Zealand flight support

Air New Zealand is pleased to support this event by offering delegates discounted travel on Air New Zealand. Detail of the fare offer will be provided to all participants once applications are confirmed.

EVENT TRANSLATORS

Are translators recommended for this event?  Yes

If you do not speak Chinese we expect you to use a translator. If you wish to bring a colleague with you to provide translation services, they will need to be registered as a second delegate.

Will TNZ arrange translators for NZ sellers on request?  Yes

Translator cost  3600 RMB (approximately NZD $785)

Translator payment instructions  Cash at event

WHAT NZ SELLERS NEED TO BOOK

Accommodation

NZ sellers need to book any accommodation required outside of the core nights

Flights

NZ sellers need to make their own flight arrangements for this event

Ground transfers

NZ sellers need to make their own ground transport arrangement for this event.
### WHAT INFORMATION NZ SELLERS NEED TO PROVIDE

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Required/Optional</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translator requests</td>
<td>Recommended for this event</td>
<td>Recommended</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>Collected in EventsAIR system during registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile phone numbers for WeChat group</td>
<td>The mobile phone number that you intend to use while in-market so that you can be added to the event WeChat group</td>
<td>Yes</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>You will need to have the app installed on your phone to be added to the group</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collected in EventsAIR system during registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room preference</td>
<td>Single or double room</td>
<td>Yes</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>Collected in EventsAIR system during registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Logo</td>
<td>High resolution company logo (PNG)</td>
<td>Yes</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>Collected in EventsAIR system during registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight details</td>
<td>Passport details</td>
<td>Yes</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td></td>
<td>Collected in EventsAIR system</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Inbound flight</td>
<td>Yes</td>
<td>09-Sep-2019</td>
</tr>
<tr>
<td></td>
<td>• Outbound flight (if not attending Frontline Training)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email to <a href="mailto:carrie.talbot@tnz.govt.nz">carrie.talbot@tnz.govt.nz</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td>In order to encourage travel buyers to attend, Tourism NZ would like to invite delegates to provide products or gifts relevant to your product, experience or region to be included for activities during networking happy hour</td>
<td>Optional</td>
<td>09-Sept-2019</td>
</tr>
<tr>
<td></td>
<td>If providing a voucher please include the following information:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company name</td>
<td>Prize description</td>
<td>Booking email contact</td>
<td>Voucher numbers</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Email to <a href="mailto:Carrie.Talbot@tnz.govt.nz">Carrie.Talbot@tnz.govt.nz</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Digital collateral**

<table>
<thead>
<tr>
<th>USB</th>
<th>Optional</th>
<th>Bring to event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions to <a href="mailto:Emma.Zhou@tnz.govt.nz">Emma.Zhou@tnz.govt.nz</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Kiwi Link Greater China Frontline Training 2019

EVENT DETAILS

Event type
TNZ offshore trade event

Event format
Frontline training event

Target markets
China

First day of official event programme
11-Nov-2019

Last day of official event programme
15-Nov-2019

Event locations
- Guangzhou
- Beijing
- Shanghai

Official event website

Event objectives
- Build strong selling capability of travel sellers
- Engage with existing network of travel sellers and build on general business relationships
- Facilitate new business relationships and expand network of engaged travel sellers
- Increase general destination & product knowledge of travel sellers
- Promote TNZ campaign(s) and increase brand awareness amongst trade

Market importance
Tier 1 cities in China

NZ TNZ contact
Carrie Talbot
Trade Events Manager
carrie.talbot@tnz.govt.nz

In-market TNZ contact
Emma Zhou
Event and Training Manager
Emma.Zhou@tnz.govt.nz
EVENT PARTICIPATION

Types of NZ sellers suited to this event
- Accommodation providers
- Activity providers
- Transport providers
- National tourism operators
- International marketing alliances (IMAs)
- Regional tourism organisations (RTOs)
- RTO clusters/alliances

Maximum number of applications available 24

Maximum number of delegates per application 2

Event participation fees
- Delegate one participation fee $3000.00 NZD
- Delegate two participation fee $2500.00 NZD
- IMA delegate one participation fee $2500.00 NZD
- IMA delegate two participation fee $2500.00 NZD

Event participation fees (with translator)
- Delegate one participation fee $3350.00 NZD
- Delegate two participation fee $2800.00 NZD
- IMA delegate one participation fee $2800.00 NZD
- IMA delegate two participation fee $2800.00 NZD

Items included in participation fee
- Accommodation
- Domestic flight
- Event participation
- Food and beverage during event
- Ground transfers

Note
- Inbound tourism operators are not suitable for the Frontline Training, therefore will not be accepted.
- Due to predicted registration numbers, it is anticipated that additional RTO attendance (over and above attendance by the IMA to which they belong), may not be possible at this event.
- There will be a limited number of places available for New Zealand companies, so we encourage early registration. If the event reaches capacity, acceptance will be on a first come first served basis.
- The second delegate will work in conjunction with the first delegate and will not have their own appointment schedule
- No more than two delegates can attend per organisation
If you wish to bring a colleague with you to provide translation services, they need to be registered as a second delegate.

As per the International Marketing Alliance (IMA) Memorandum of Understanding Tourism New Zealand (TNZ) has with RTONZ, TNZ will waive the event administration cost ($500) that makes up part of the participation fee for one representative per IMA – this representative will be responsible for representing all regions within their IMA whilst at events.

Can delegates bring pull up banners with them? No

Preferred collateral type Digital

**EVENT ATTENDEES**

Primary type of in-market attendees attending the event Frontline travel agents

Will an attendee contact list be made available to NZ sellers following the event? Yes

Tourism New Zealand market infographics

Tourism New Zealand's Insights team develops a range of infographics which present key facts and data in picture form, showing the demographics and behaviour of international travellers to New Zealand.

You can find a list of all market insights at [www.tourismnewzealand.com/markets-stats/research/infographics](http://www.tourismnewzealand.com/markets-stats/research/infographics).

**EVENT FORMAT**

Appointment schedule Pre-scheduled appointments

Appointment format Small group meetings

Appointment duration 14 mins

Appointment rotation In-market attendees rotate
## EVENT PROGRAMME

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest that NZ sellers can arrive in-market</td>
<td>10-Nov-2019</td>
<td>Afternoon</td>
</tr>
<tr>
<td>TBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earliest that NZ sellers can fly home</td>
<td>16-Nov-2019</td>
<td>Morning</td>
</tr>
</tbody>
</table>

## EVENT VENUES

<table>
<thead>
<tr>
<th>Venue</th>
<th>Event/Function</th>
<th>Address</th>
<th>Phone number</th>
<th>Website</th>
</tr>
</thead>
</table>
## EVENT ACCOMMODATION

<table>
<thead>
<tr>
<th>Hotel details</th>
<th>Core nights at hotel</th>
<th>Is it mandatory to stay at the hotel?</th>
<th>Hotel details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Westin Bund Centre Shanghai</td>
<td>14 November 15 November</td>
<td>Yes</td>
<td>The Westin Bund Centre Shanghai Bund Centre 88 Henan Central Road Shanghai China +88 21 6335 1888</td>
</tr>
</tbody>
</table>

- **Core nights booked by**
  Tourism New Zealand – will automatically book core night accommodation on behalf of NZ sellers

- **Core nights paid by**
  Tourism New Zealand – included in event participation fee

- **Additional nights booked by**
  NZ sellers (the group rate is available for NZ sellers for any additional nights required)

- **Additional nights booked by**
  NZ sellers – please book any additional nights required directly with the hotels

- **Additional comments**
  There is no reduction in your registration fee if you choose to stay elsewhere

- **Room types**
  Single
  Double

- **Wi-Fi included with room**
  Yes

- **Breakfast included with room**
  Yes

**EVENT FLIGHTS**

<table>
<thead>
<tr>
<th>Departure date</th>
<th>Departure time</th>
<th>Arrival date</th>
<th>Arrival time</th>
<th>Route</th>
<th>Flight number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 November</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
<td>Chengdu - Guangzhou</td>
<td>TBC</td>
</tr>
<tr>
<td>12 November</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
<td>Guangzhou - Beijing</td>
<td>TBC</td>
</tr>
<tr>
<td>14 November</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
<td>Beijing - Shanghai</td>
<td>TBC</td>
</tr>
</tbody>
</table>
**GROUND TRANSPORT**

<table>
<thead>
<tr>
<th>Departure date</th>
<th>Departure time</th>
<th>Arrival date</th>
<th>Arrival time</th>
<th>Route</th>
<th>Ref. number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EVENT TRANSLATORS**

*Are translators recommended for this event?* Yes

If you wish to bring a colleague with you to provide translation services, they need to be registered as a second delegate.

*Will TNZ arrange translators for NZ sellers on request?* Yes

**Translator cost and payment instructions** See participation fee with translator

**WHAT NZ SELLERS NEED TO BOOK**

- **Accommodation**
  NZ sellers need to book any accommodation required outside of the core nights - more information on page 17

- **Flights**
  NZ sellers need to make their own outbound flight arrangements from Shanghai for this event. Domestic flight will be booked by TNZ - more information on page 19

- **Ground transfers**
  NZ sellers need to make their own ground transfer arrangements at the conclusion of the Frontline Training
## WHAT INFORMATION NZ SELLERS NEED TO PROVIDE

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Required/Optional</th>
<th>Due date</th>
</tr>
</thead>
</table>
| **Translator requests**     | Recommended for this event. Please select through registration fee options  
Collected in EventsAIR system during registration | Recommended        | 22-Jul-2019      |
| **Mobile phone numbers for Wechat group** | The mobile phone number that you intend to use while in-market so that you can be added to the event Wechat group  
You will need to have the app installed on your phone to be added to the group  
Collected in EventsAIR system | Yes               | 22-Jul-2019      |
| **Room preference**         | Single or double room                                                  | Yes               | 22-Jul-2019      |
|                             | Collected in EventsAIR system during registration                      |                   |                  |
| **Flight details**          | Passport details                                                       | Yes               | 22-Jul-2019      |
|                             | Collected in EventsAIR system                                           |                   |                  |
|                             | Shanghai outbound flight details                                        | Yes               | 09-Sep-2019      |
|                             | Email to carrie.talbot@tnz.govt.nz                                      |                   |                  |
| **Prizes**                  | In order to encourage Frontline Travel Agents to attend Tourism NZ would like to invite delegates to provide products of gifts relevant to your product, experience or region to be included in the business card lucky draw at the end of each training session  
If providing a voucher please include the following information:  
  - Company name  
  - Prize description  
  - Booking email contact  
  - Voucher numbers  
  - Expiry date  
  - Conditions  
Email to carrie.talbot@tnz.govt.nz | Optional              | 09-Sept-2019       |
| **Digital collateral**      | USB                                                                     | Optional          | Bring to event   |
|                             | Questions to Emma.Zhou@tnz.govt.nz                                      |                   |                  |
# Registration information

## EVENT REGISTRATION AND CANCELLATION

<table>
<thead>
<tr>
<th>Event Information</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of registration</td>
<td>08-Jul-2019</td>
</tr>
<tr>
<td>Last day of registration</td>
<td>22-Jul-2019</td>
</tr>
<tr>
<td>How to register</td>
<td></td>
</tr>
<tr>
<td>You will be able to register for this event</td>
<td></td>
</tr>
<tr>
<td>listing once registration opens via EventsAIR.</td>
<td></td>
</tr>
<tr>
<td><strong>Kiwi Link Greater China and Frontline Training 2019</strong></td>
<td></td>
</tr>
<tr>
<td>On submission, delegates should receive an automated email confirming that the application has been received.</td>
<td></td>
</tr>
<tr>
<td>If you do not receive an email, please contact <a href="mailto:Carrie.Talbot@tnz.govt.nz">Carrie.Talbot@tnz.govt.nz</a>.</td>
<td></td>
</tr>
<tr>
<td>Sign up to TNZ’s newsletter Tourism News to receive event registration updates:</td>
<td></td>
</tr>
<tr>
<td>Registration confirmation date</td>
<td>05-Aug-2019</td>
</tr>
<tr>
<td>Participation fee payment due</td>
<td>30-Aug-2019</td>
</tr>
<tr>
<td>TNZ reserves the right to withdraw registrations if payment has not been received by this date</td>
<td></td>
</tr>
<tr>
<td>50% cancellation period begins</td>
<td>02-Sep-2019</td>
</tr>
<tr>
<td>100% cancellation period begins</td>
<td>30-Sep-2019</td>
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</tbody>
</table>
Participation and selection criteria

Organisations can only apply for this event if their product/service is Qualmark endorsed or they are an International Marketing Alliance (IMA), Regional Tourism Organisation (RTO) other marketing group or national association; or an airline with established routes to New Zealand.

Consideration and acceptance of applications is at the sole discretion of TNZ. TNZ is not obliged to provide any reasons for their acceptance or rejection of applications.

Your application to participate at the event will be assessed using one or more of the following criteria:

- The consistency of your application and your product/service with the objectives of the event and Tourism New Zealand
- The consistency of your application and product/service with Tourism New Zealand’s event objectives and statutory obligations
- The need to have an appropriately diverse selection of products and services promoted at the event
- The order in which your application is received within the application timeframe, for example: “first come first served”
- The availability of information about your product/service over the internet and by email and the quality of such information
- Where relevant, the ability of your product/service to be booked and commission paid in respect of your product/service at the appropriate industry levels and relevant to the distribution system used
- Your involvement with Tourism New Zealand’s marketing programmes, including but not limited to the international media programme
- Evidence of international marketing of your product/service in relevant markets by you or via off-shore travel sellers
- The availability of the relevant retail and wholesale rates for your product/service at the start of the event
- Your financial and industry performance; and
- Any other criteria that Tourism New Zealand considers relevant to the selection of products and services for promotion at the event
Code of professional conduct

All delegates must act in accordance with Tourism New Zealand’s code of professional conduct to ensure the safety of all personnel and that high professional standards are met.

A copy of the code of professional conduct can be downloaded here: www.tourismnewzealand.com/events.

Cancellation by delegates

Following acceptance of your application you may cancel your participation in the Event by providing written notice of such cancellation to Carrie.Talbot@tnz.govt.nz. Please take note of the cancellation periods noted above.

Cancellation by TNZ

Tourism New Zealand may, in its sole discretion, by notice in writing, withdraw its acceptance of your application and cancel your right to participate in the Event without incurring any liability to you or any third party if:

- Tourism New Zealand considers that you cease to satisfy any of the criteria or have otherwise breached these terms and conditions
- Tourism New Zealand reasonably considers that it is no longer appropriate for you to participate in the Event
- You fail to pay the Participation Fee to Tourism New Zealand by the due date for payment specified by Tourism New Zealand

Cancellation of your participation will have immediate effect on receipt of such notice.

PASSPORTS, VISA, VACCINATIONS & INSURANCE

NZ delegate passports, visas and vaccinations

Passports, visas and vaccinations are the responsibility of the delegates attending the event. Delegates should confirm their individual visa and vaccination requirements for each country prior to departure.

Travel and medical insurance

Please ensure that you arrange your own travel and medical insurance to provide appropriate insurance cover in attending the event. We recommend that you purchase a comprehensive medical and travel policy prior to departure. Tourism New Zealand does not provide indemnity for any loss or injury suffered to participants whilst traveling to or attending the event.
REGISTER YOUR TRAVEL

SafeTravel

TNZ encourages delegates to register their travel online through SafeTravel www.safetravel.govt.nz. SafeTravel allows the government to contact you if there is an unforeseen crisis, or if you have a family emergency, while you are overseas. If an emergency situation develops in the country you are in, then the government will do its best to contact you and see if they can provide any assistance.

We also recommend that you check if any travel advisories are in place before departure (www.safetravel.govt.nz/travel-advisories).