



SUPPLIER DISPLAY CONTRACT AGREEMENT

Between

Wellington i-SITE Visitor Information Centre
Wellington Regional Economic Development Agency Ltd
P O Box 11007, 111 Wakefield Street (in front of Michael Fowler Centre), Wellington.
Telephone: 04 915 7292. Email: Gunde.Knudsen@WellingtonNZ.com.

And

Client Trading Name: _____

Client Legal Name: _____

Brochure Name/s: _____

Contact Person: _____

Postal Address: _____

Telephone: _____ **Mobile:** _____

Email Address: _____

Website Address: _____

Agreement

Wellington Regional Economic Development Agency Ltd has agreed to grant the client the right to display promotional material at the Wellington i-SITE Visitor Information Centre, on the terms outlined below and the client has accepted those terms.

This agreement does not appoint the Wellington i-SITE Visitor Information Centre as an agent for the client.

Wellington Regional Economic Development Agency Ltd reserves the right to charge a minimum of 10 percent commission on the sale of products sold from display at the Wellington i-SITE Visitor Information Centre. When quoting rates for your product, please ensure these are *inclusive* of this commission.

Invoicing

The Client will issue an invoice to the Wellington i-SITE Visitor Information Centre. This invoice must include the voucher number/s issued from the Wellington i-SITE Visitor Information Centre. Please email this invoice to Gunde.Knudsen@WellingtonNZ.com.

A minimum of 10% commission will be deducted from the gross value of the vouchers. Voucher numbers with an issue date older than 12 months will not be approved for payment. Standard payment terms are 20th of the month following receipt of invoice.

Signed

On behalf of Wellington Regional Economic Development Agency Ltd & Wellington i-SITE Visitor Information Centre by:

Name: _____ **Signature:** _____ **Date:** _____

On behalf of The Client by:

Name: _____ **Signature:** _____ **Date:** _____



Contract options

Type	Size	Price inclusive GST	Please select preference/s
Tourism brochure	DLE (21 x 10cm)	\$550 per year	
Retail brochure	DLE (21 x 10cm)	\$440 per year	
Tourism brochure	A5 (21 x 15cm)	\$730 per year	
Tourism brochure	A4 (30 x 21cm)	\$850 per year	
Above counter electronic screen <i>*exclusive use of screen</i>	42 inch	\$375 per month	
Poster display – 2 side display	H-119 cm, W-84cm. AO size	\$300 per month	
Poster display – 1 sided display	H-84 cm, W-59cm A1 size	\$100 per month	
Foyer Display	Suitable for pull up banner	\$300 per month	
Sandwich Board (Limited number)	Dimension 75cm x 60cm	\$1000 per year	

All rates are inclusive of GST of 15%.

Please note:

- A4 and A5 brochure display slots are available in restricted areas only.
- Wellington i-SITE Visitor Information Centre reserves the right to determine duration of poster, electronic screen and foyer display promotions.

Quality and Content

The quality, standard and content of the advertising material must be approved by the Wellington i-SITE Visitor Information Centre. Advertising guidelines are available on request. The content of the material should not be in direct competition with the Wellington i-SITE Visitor Information Centre services. All products advertised on brochures/advertising must be able to be booked at the Wellington i-SITE Visitor Information Centre at a commissionable rate.

Compliance

The Client will be responsible for ensuring the contents of any material it displays in terms of this agreement complies with New Zealand law, particularly in relation to advertising and marketing. The Client will also be responsible for complying with the regulations of The Health and Safety at Work Act 2016 and committed to providing a safe environment for visitors to enjoy.

Display

The Wellington i-SITE Visitor Information Centre will display the material once it has been received, the contract fee paid in full and a signed copy of the contract is returned.

The Client will ensure that adequate stocks of brochures are delivered to the Wellington i-SITE Visitor Centre prior to the commencement date and from time to time thereafter to enable efficient distribution.

It is recommended that an initial supply of 100 to 200 brochures is provided. When further stocks are supplied the Wellington i-SITE Visitor Information Centre is to be advised in writing if these are to supplement or replace current stocks. Excess/expired brochures will be returned at the request and expense of the client.



In the event that the client does not deliver brochures to the Wellington i-SITE Visitor Information Centre, the Wellington i-SITE Visitor Information Centre reserves the right to temporarily fill the advertising space with Wellington Visitor Information guides.

Contract Fees

In the event that The Client fails to pay the display fee, the Wellington i-SITE Visitor Information Centre may terminate this agreement without notice.

If the Client fails to pay any other related or unrelated contract with the Wellington i-SITE Visitor Information Centre, the Wellington i-SITE Visitor Information Centre may terminate this contract with one month's notice.

In the event the Client decides to withdraw the display before the end of the contract, no refund will be due and formal written notice must be sent to the Wellington i-SITE Visitor Information Centre.

Complaints

In the unfortunate circumstance where the Wellington i-SITE Visitor Information Centre receives a complaint regarding the goods and services of the Client, the Wellington i-SITE Visitor Information Centre will initiate the following process:

- Seek the complaint in writing
Send a copy of the complaint to the Client requesting a response to the issue raised
Based upon the written responses of both parties, the Wellington i-SITE Visitor Information Centre will suggest a resolution which aims to satisfy those involved. If the complaint is justified, the Wellington i-SITE Visitor Information Centre will seek assurances from the Client that they will address both the current complaint and, also put systems and procedures in place to prevent a similar situation arising, where appropriate.

If the Client fails to respond within an appropriate timeframe or refuses to acknowledge a justifiable complaint, then the Wellington i-SITE Visitor Information Centre shall:

- Remove Supplier's brochures from the rack (where applicable)
- Refund any brochure space rental paid in advance
- The Wellington i-SITE Visitor Information Centre will no longer provide a booking agent service for The Client, effectively terminating this agreement
- The Wellington i-SITE Visitor Information Centre will also advise other booking centres in the region of their decision and the basis for that decision. The Wellington i-SITE Visitor Information Centre will advise the other relevant associations.

Contact

Gunde Knudsen
Finance Officer / Advertising
Wellington i-SITE Visitor Information Centre
Email: Gunde.Knudsen@WellingtonNZ.com
Telephone: 04 915 7292