CHRISTCHURCH MODEL RAILWAY EXHIBITION

Exhibitor Layout Application 2026

Saturday 4 & Sunday 5 October 2026 | Cowles Stadium, Christchurch

Public Hours: Sat 9:30am–5:00pm | Sun 9:30am–4:30pm | Exhibitor Set-up: Fri 3 Oct from 2:30pm

Please return completed applications by email before 7th of July 2026 to ensure your layout is considered.

SECTION 1 — APPLICANT DETAILS

Organisation or Individual's Name:

Contact Person:

Phone: **Email:**

Postal Address:

Details of bank account for reimbursement

Account Name: **Account Number:**

SECTION 2 — LAYOUT DETAILS

Layout Name:

This name will appear on the visitors' programme.

Scale: **Prototype Country (freelance OK):**

Layout Status: ☐ Complete ☐ Work in Progress ☐ Demonstration

Description:

SECTION 3 — DIMENSIONS & SETUP

Height from floor: **Key Dimensions:**

Floor plan preference: ☐ Island (viewed from 4 sides) ☐ Group (1, 2 or 3 sides)

PLEASE ATTATCH A DIMENSIONED SKETCH / DIAGRAM WITH YOUR APPLICATION

SECTION 4 — EXHIBITOR REQUIREMENTS

Estimated number of support staff / members: **Number of hired tables required ($15/table):**

Tables are 1.8 × 0.6m, delivered to site. Name tags for layout operators and direct support staff only.

Special placement requests (near/away from specific layouts or stands):

SECTION 5 — IMAGES

Please attach 2–5 photographs of your layout with this application. Include images that clearly show the layout from the public viewing angle.

Side/View/Name/Description for each Photo if applicable (Optional):

1.

2.

3.

4.

5.

Exhibitor and Vendor Terms and Conditions of Application

Venue: Cowles Stadium, Christchurch | Event Date: 2nd, 3rd, and 4th October 2026

The Christchurch Model Railway Exhibition Trust (the "Trust" or "Show Committee") asks all exhibitors and vendors (together, the "Applicant") to read and understand these Terms and Conditions before taking part in the Christchurch Model Railway Exhibition (the "Event").

By signing this document, the Applicant confirms that they have read and agree to these Terms and Conditions in full, including any related policies referred to here. These Terms and Conditions are governed by New Zealand law, including the Health and Safety at Work Act 2015, the Consumer Guarantees Act 1993, the Privacy Act 2020, and the Contract and Commercial Law Act 2017.

1. Rejection of Application

The Show Committee may decline an application at its discretion if it believes this is in the best interests of the Event and its attendees. While the Committee is not required to provide reasons, each application will be considered carefully.

If the Applicant feels a decision was made in error, or was affected by bias, prejudice, or an improper process, they may formally ask for a review by contacting the Chairman of the Board of Trustees via:

secretary@christchurchtrainshow.co.nz

Note: Contested decisions will be reviewed within 35 days of receipt of the written request. The decision of the Board of Trustees is final.

2. Health and Safety

To help keep everyone safe, the Applicant and all associated personnel must follow the CMRET Health and Safety Policy and the requirements of the Health and Safety at Work Act 2015 while at Cowles Stadium and surrounding areas, including during set-up and pack-down.

This includes, but is not limited to:

- Ensuring their display area, equipment, and operations do not present any undue hazard to attendees, other exhibitors, or staff.
- Immediately addressing or reporting any hazard identified within or adjacent to their display area.
- Ensuring all electrical equipment brought to the event is safe, in good working order, and where applicable, has a current test and tag in accordance with AS/NZS 3760.
- Complying with any reasonable direction given by the Show Committee, Floor Manager, or venue staff in relation to health and safety.

If health and safety requirements are not followed, the Applicant may be asked to stop operating and leave the venue, and any fees paid may not be refunded. In serious situations, the matter may also be referred to WorkSafe New Zealand.

3. Property, Theft, and Liability

All equipment, property, and personal belongings brought to the venue by the Applicant and their team remain their responsibility throughout the Event, including set-up, public hours, and pack-down.

The Trust, the Show Committee, and the venue owner cannot accept responsibility for any loss, theft, or damage to property not owned or leased by them. Applicants are strongly encouraged to:

- Ensure appropriate insurance cover is in place for all equipment and property brought to the Event.
- Secure valuable items appropriately and maintain supervision of their display area at all times.
- Report any suspected theft or property damage to the on-duty Floor Manager immediately (see Section 5).

Note: Nothing in this clause limits any rights The Applicant may have under the Consumer Guarantees Act 1993 or other applicable New Zealand law.

4. Media Release and Privacy

By attending and taking part in the Christchurch Model Railway Exhibition, the Applicant and their associated personnel agree that photographs, video, audio, and other media may be captured and used by the Trust, the Show Committee, or approved media providers to help promote the Event and the Trust's activities.

Personal information will be handled in line with the Privacy Act 2020 and the New Zealand Privacy Principles. Images will not be used for unrelated purposes without additional consent.

If the Applicant or anyone in their group would prefer not to be photographed or filmed, or would like facial imagery blurred in published material, please let the Trust know in writing as early as possible, and no later than 48 hours before the Event begins, by contacting:

marketing@christchurchtrainshow.co.nz

Note: While The Trust will make reasonable efforts to accommodate such requests, no guarantee of complete discretion can be made where contact is not received within the timeframe stated above. The Applicant is responsible for informing all associated personnel of this requirement.

5. Incident Reporting

The Applicant and their associated personnel must let the on-duty Floor Manager know straight away if they become aware of any of the following:

- Any accident, injury, near-miss, or hazardous condition, regardless of severity.
- Any suspected or confirmed theft, loss, or damage to property — whether their own, another Applicant's, or belonging to The Trust or the venue.
- Any behaviour or situation likely to endanger the safety, wellbeing, or enjoyment of attendees or other participants.

The Show Committee will keep an incident log in line with the Health and Safety at Work Act 2015. Reports will be taken seriously and handled promptly and confidentially where appropriate.

Note: Failure to report a known incident or hazard may be treated as a breach of these Terms and Conditions and may affect The Applicant's ability to participate in future events.

6. Conduct and Compliance

The Applicant and their associated personnel are expected to behave professionally and respectfully throughout the Event. The Show Committee may ask anyone whose behaviour is inappropriate, offensive, or disruptive to leave, and fees may not be refunded.

Applicants must also follow all relevant New Zealand laws and regulations that apply to their participation, including:

- Consumer law obligations under the Fair Trading Act 1986 and Consumer Guarantees Act 1993, where goods or services are sold.
- Food safety requirements under the Food Act 2014, where food or beverages are supplied.
- Relevant licensing requirements for any regulated activity.

7. Fees, Cancellation, and Refunds

Any application or space hire fees will be set out in the Applicant's acceptance letter or invoice, and payment is due by the date shown there.

If the Applicant needs to withdraw after being accepted, please let the Show Committee know in writing as soon as possible. Refunds will be considered as follows:

- Cancellation more than 60 days prior to the Event: full refund of fees paid.
- Cancellation 30–60 days prior to the Event: 50% refund of fees paid.
- Cancellation fewer than 30 days prior to the Event: no refund, unless the cancellation is due to a genuine emergency at the sole discretion of the Show Committee.

If the Event needs to be cancelled or postponed for reasons outside the Trust's reasonable control, such as a natural disaster, government directive, or venue issue, the Trust will make every effort to provide a full refund or offer a credit toward a future event.

8. Acceptance of Terms

Please make sure that everyone included in your application is aware of these Terms and Conditions and understands them. The Applicant is responsible for sharing this information with their team.

If the application is being made on behalf of an organisation, club, or group of three or more people, one authorised signature is enough to confirm acceptance on behalf of the group.

These Terms and Conditions may be updated from time to time. The version in effect when an application is accepted will apply. A current copy is available from the Show Committee on request.

Signatory Declaration

I/We, the undersigned, confirm that I/we have read, understood, and agree to be bound by the Christchurch Model Railway Exhibition 2026 Terms and Conditions of Application, including any supplementary policies referenced within.

Note: This has to be signed by hand, E-signatures are not accepted.

Full Name	**Signature**	**Date**
Organisation / Club	**Position / Role**	**Contact Phone**

Christchurch Model Railway Exhibition Trust — Registered Charitable Trust, New Zealand
These Terms and Conditions are governed by the laws of New Zealand.