

Te Pou Pānui | Rotorua Event Signage Stations Booking sheet and agreement terms

Thank you for choosing to advertise your event on one of our Te Pou Pānui (Rotorua Events Signboard Stations). These stations are located on Fairy Springs Road, Hospital Hill, Tarawera Road, Fenton Street and Te Ngae Road. **You will need to book at least two weeks prior to when you want the signs displayed.**

Fees and charges

In most locations, you will see there are three event advertising spaces on each signboard station. The cost to book one of these spaces is as follows (all fees are exclusive of GST):

- Booking fee per sign/week (community) \$10.00
- Booking fee per sign/week (commercial) \$40.00
- Installation and removal per sign \$25.00

Note: Each event advertising space must be booked for a minimum of 2 weeks up to a maximum of 6 weeks depending on availability

Sign printing and design

You can design and print the sign at your discretion providing it meets the relevant specifications (see Sign design and print specification sheet). If it does not meet these specifications, your sign will not be displayed.

Council has negotiated a special rate with a preferred supplier Expandesign to print the event advertising signs. These signs will be printed on the correct material at the following rate:

- 5mm corflute, 1200mm x 1600mm portrait, full colour print \$69.00/sign

Note: Graphic design costs are additional by direct negotiation between you and Expandesign

Booking details		
Organisation/ Business name		
Main contact person		
Main contact phone number		
Main contact email		
Event Name		
Event date(s)		
Event location		
Event type (tick one)	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community
Printing and design	<input type="checkbox"/> Yes - we have our own print supplier for our sign	<input type="checkbox"/> No - we will use Expandesign for printing at a price of \$69 plus GST
	<input type="checkbox"/> Yes - we have our own design and will supply a preprint file for approval	<input type="checkbox"/> No -we will contact a design company or Expandesign and supply a preprint file for approval

For more information  07 348 4199 or

 community.events@rotorualc.nz

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Event Signage Station Location	Number spaces requested	Start date (must be a Monday) Note: All signs installed Mondays	End date (must be a Monday) Note: All expired signs removed on Mondays	Total weeks displayed NOTE: min 2 weeks/ max 6 weeks
Fairy Springs/ Kawaha Point Road				
Lake Road/ Hospital Hill				
Tarawera Road				
Fenton Street				
Te Ngae Road				
Old Taupo Road – Centennial Park				

Details as part of this agreement:

Please note that all signs can only be booked via Rotorua Lakes Council and must be installed by the Council approved sign installer. If you intend to view the locations of the event signage stations, caution is advised, as they are located very close to busy roadways.

When designing and/or printing your own signs, the correct design specifications and print materials must be used (see attached). **The design needs to be approved by Council prior to printing** and will be checked again before installation. If your sign does not meet the required specifications, it will not be installed and you will need to collect any signs from Council reception.

To ensure your signs are installed on the agreed date, they must be delivered to Council reception no later than 12pm on the Friday before the install date.

Your sign/s will be removed on a Monday and available for collection by appointment only, from Council reception. Your sign must be collected no later than Friday 4pm of the week that the sign was removed. If your sign is not collected within two weeks of being removed Council has the right to dispose of the sign. If this falls on a Public Holiday then the next business day will apply.

If your event advertising sign has been damaged and/or has graffiti on it while it is on display please call our customer centre on 07 348 4199 and request the Community Events Team. We may be able to help restore or remove graffiti. This must be done by an approved contractor to ensure Health and Safety protocols are followed. However, in the event that the damage is beyond repair, your sign will be removed. You can supply a new sign and additional print (if applicable) and install fees will be charged. There will be no part/full refunds for an un-used booking space.

An invoice will be sent from Council following details of your booking. Payment is required to confirm your booking. Failure to make the payment by the required date may result in Council cancelling your booking. Your booking can not be given or hired to a third party.

Council has the right to decline a sign booking or remove a sign if your event has not met Council obligations, Council District Plan and Signage Bylaw and is not limited to the following: fees, venue hire, reserve hire, food or building compliance and health and safety.

I understand and agree to all the terms and conditions contained within this agreement and any associated documentation relating to the booking and use of the Rotorua Lakes Council's event signage stations.

Customer name: _____ Signature: _____

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Important Information

Sign Graphic Design

- Your design needs to be approved prior to print so **please email design to:**

_____ at **community.events@rotorualc.nz** before: _____
(Staff name) (Date)

Note: Expandesign can supply design services and will provide your approved design to us for final approval before printing. **Expandesign contacts: 0508 BANNERS, sales@expandesign.co.nz.**

Sign Printing, Delivery and Collection

- If you are getting the corflute signs printed yourself, **please drop them off to Council reception by**

(Date and Time)

- If your printer is dropping them off for you **please provide the company name and contact details:**

(Company name)

You will need to collect your signs from Council reception at: _____
(Date and Time)