

TRENZ BUYER CHECKLIST



Use the checklist below to ensure you complete all of the important tasks before you get to TRENZ, and ensure you get the maximum benefit from your TRENZ attendance.

Registration

- Primary registration contact to review company TRENZ profile in the My TRENZ Zone
- All staff members attending TRENZ to review individual TRENZ profile in their My TRENZ Zone, including updating emergency and dietary information
- Familiarise yourself with TRENZ Terms & Conditions, especially the cancellation policy

Logistics

- Travel to New Zealand booked
- Advise your travel details so we can arrange transportation from the airport to your hotel (in the My TRENZ Zone)
- Check your Passport has a minimum of 6 months on it after the date of departure from New Zealand
- Visas (if required) are organised
- Travel and medical insurance organised (recommended)
- Check your TRENZ accommodation allocation (in the My TRENZ Zone)
- Arrange any additional accommodation (if you need accommodation outside of the 4 nights provided)
- Advise if you have a translator accompanying you (email: info@trenz.co.nz)

Appointments (in My TRENZ Zone)

- Review Seller profiles to confirm who you would like to meet with
- Review the document about the appointment process (available in the resources section of the website)
- Contact Sellers who you would like to meet with so that you can both request each other to increase your chances of securing an appointment at this stage
- Complete appointment request process
- Review the instructions on how navigate the appointment scheduling process
- Complete your appointment diary via the manual appointment scheduling process where applicable

Making the most out of your TRENZ investment

- Determine your goals and objectives for attending TRENZ – create some KPI's
- Familiarise yourself with support documents under the resources section of the TRENZ website
- Read website updates and TRENZ Tips in the lead up to TRENZ
- Review the FAQs section of the TRENZ website
- Review the New Product and New Sellers book on the resources section of the website

TRENZ Activity Afternoon (In My TRENZ Zone)

- Review activity options
- Complete TRENZ Activity Afternoon online registration form
- Review your TRENZ Activity Afternoon allocation
- Ensure you have all required clothing for the activity

Pre and Post Familiarisation Trips

- Review regional information and determine where you would like to visit (on the resources section of the website)
- Contact the Regional Tourism Organisation key contact to express your interest (if you requested a host region family in your application, they will be in contact)
- Confirm your Familiarisation Trip including travel and accommodation arrangements

Connecting with us

- Download the My TRENZ Mobile App
- Follow TRENZ on Facebook

Notes

Event of:



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