

TRENZ NZ Buyer Application Guide

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www.trenz.co.nz



TRENZ NZ Buyer Application Guide

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Please find step-by-step instructions to assist you while you work through the NZ Buyer application process. If at any point you require further explanation or assistance please do not hesitate to contact the TRENZ team on:

P: +64 4 499 0104

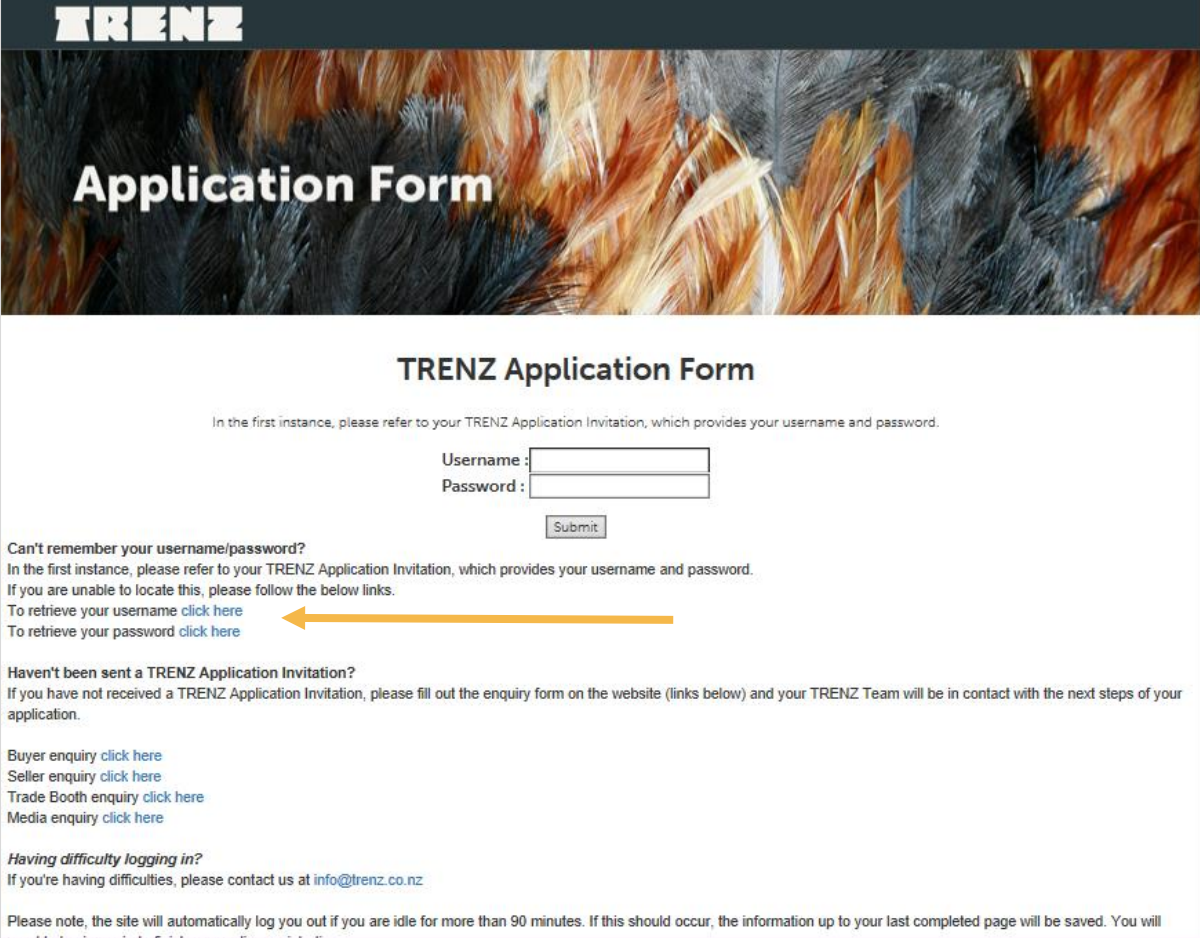
E: info@trenz.co.nz

Log In Page

Welcome to the TRENZ NZ Buyer Application Form 'how to guide.'

Please ensure you use the log on information provided in the TRENZ Application Invitation Email. If you can't locate this, you can use the links to retrieve your details. If you have not received an invitation email, please use the buyer enquiry form to contact us.

If a member of your team who is based overseas wants to attend TRENZ 2019, please contact us.



TRENZ

Application Form

TRENZ Application Form

In the first instance, please refer to your TRENZ Application Invitation, which provides your username and password.

Username :

Password :

Can't remember your username/password?
In the first instance, please refer to your TRENZ Application Invitation, which provides your username and password.
If you are unable to locate this, please follow the below links.
To retrieve your username [click here](#)
To retrieve your password [click here](#)

Haven't been sent a TRENZ Application Invitation?
If you have not received a TRENZ Application Invitation, please fill out the enquiry form on the website (links below) and your TRENZ Team will be in contact with the next steps of your application.
Buyer enquiry [click here](#)
Seller enquiry [click here](#)
Trade Booth enquiry [click here](#)
Media enquiry [click here](#)

Having difficulty logging in?
If you're having difficulties, please contact us at info@trenz.co.nz

Please note, the site will automatically log you out if you are idle for more than 90 minutes. If this should occur, the information up to your last completed page will be saved. You will need to log in again to finish your online registration.

If at any stage you're unsure or have a question, please do not hesitate to contact us on +64 4 499 0104 or email info@trenz.co.nz. If you get a message when you try to log in advising you to contact us, please do so – you won't be able to use the application system until we've talked with you.

Event of:



Premier sponsor:



Supported by:

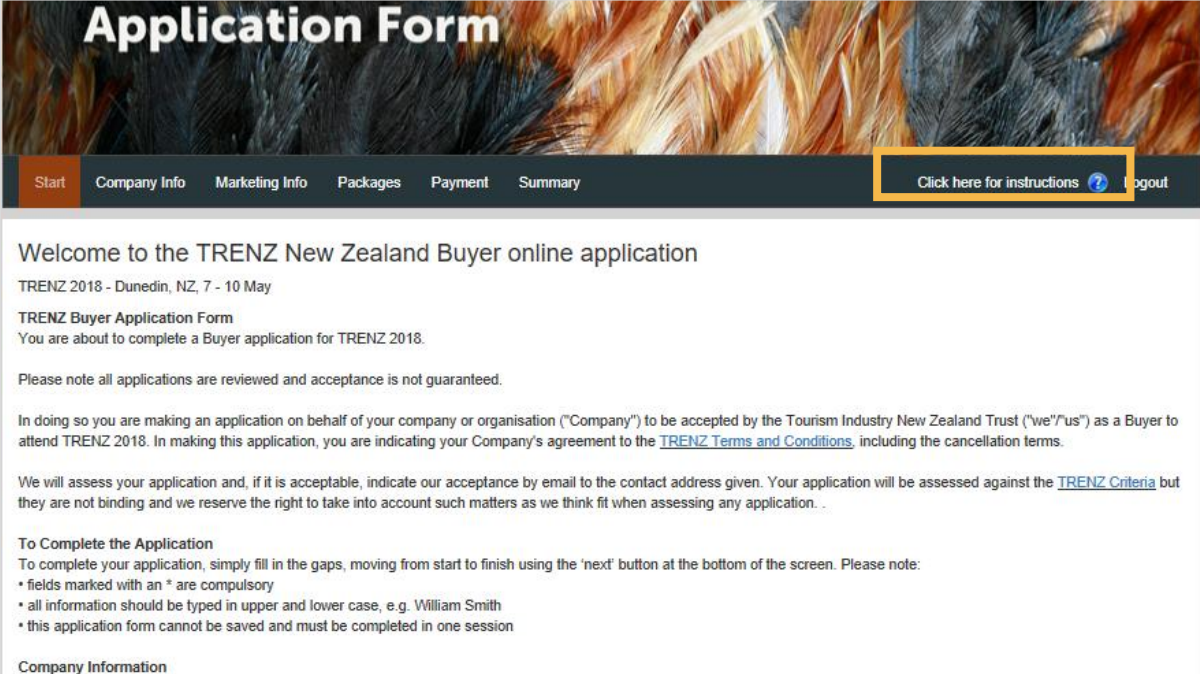


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www.trenz.co.nz

Overview Page



Application Form

Start Company Info Marketing Info Packages Payment Summary [Click here for instructions](#) [Logout](#)

Welcome to the TRENZ New Zealand Buyer online application

TRENZ 2018 - Dunedin, NZ, 7 - 10 May

TRENZ Buyer Application Form

You are about to complete a Buyer application for TRENZ 2018.

Please note all applications are reviewed and acceptance is not guaranteed.

In doing so you are making an application on behalf of your company or organisation ("Company") to be accepted by the Tourism Industry New Zealand Trust ("we"/"us") as a Buyer to attend TRENZ 2018. In making this application, you are indicating your Company's agreement to the [TRENZ Terms and Conditions](#), including the cancellation terms.

We will assess your application and, if it is acceptable, indicate our acceptance by email to the contact address given. Your application will be assessed against the [TRENZ Criteria](#) but they are not binding and we reserve the right to take into account such matters as we think fit when assessing any application.

To Complete the Application

To complete your application, simply fill in the gaps, moving from start to finish using the 'next' button at the bottom of the screen. Please note:

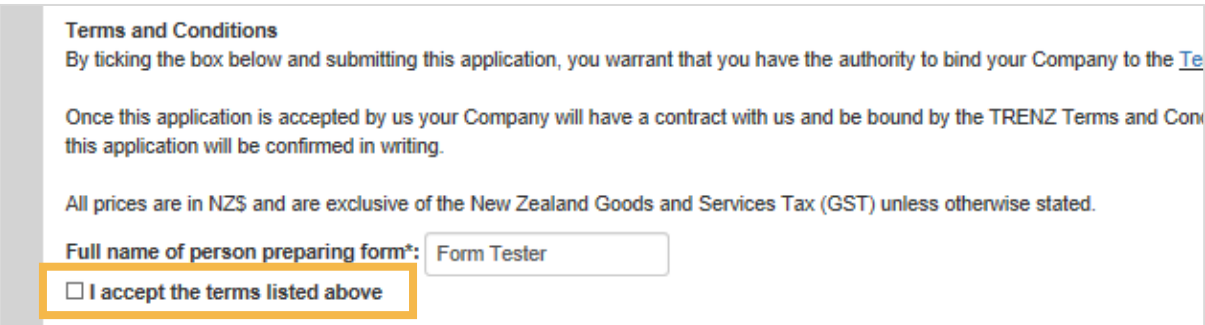
- fields marked with an * are compulsory
- all information should be typed in upper and lower case, e.g. William Smith
- this application form cannot be saved and must be completed in one session

Company Information

After logging in you will land on the overview page. This overview walks you through all of the key information in completing your application. **Please take the time to read it.** Use the previous & next buttons at the bottom of the page to move forward and back. You can also click along the top navigation bar to move forward and back. You will only be able to move forward once all of the mandatory information is completed.

You can access additional information at any step by clicking on the instructions button at the top right hand corner.

You will need to agree to the terms and conditions on behalf of your organisation; by agreeing you also confirm you are authorised to do so. Please include your name in the preparer's field. If you try to move forward without completing this information, it will pop up and request that you do so.



Terms and Conditions

By ticking the box below and submitting this application, you warrant that you have the authority to bind your Company to the [TRENZ Terms and Conditions](#).

Once this application is accepted by us your Company will have a contract with us and be bound by the TRENZ Terms and Conditions. This application will be confirmed in writing.

All prices are in NZ\$ and are exclusive of the New Zealand Goods and Services Tax (GST) unless otherwise stated.

Full name of person preparing form*:

☐ I accept the terms listed above



Company Info

This is your company contact information. These details will be visible to other TRENZ delegates who will use these details to contact you.

Please note, if you have previously attended TRENZ as a Buyer, this information will populate with information already stored in our database. Please review and verify/update your company information where applicable. Any changes will update your overall TIA profile.

Please format the information in the Area/City code without the '0'

Items marked with an * are required before you can move onto the next tab.

Company Information

TRENZ 2019 - Rotorua, NZ, 13 - 16 May

Enter / Edit the Contact information for this company.

Buyer Test

IATA #

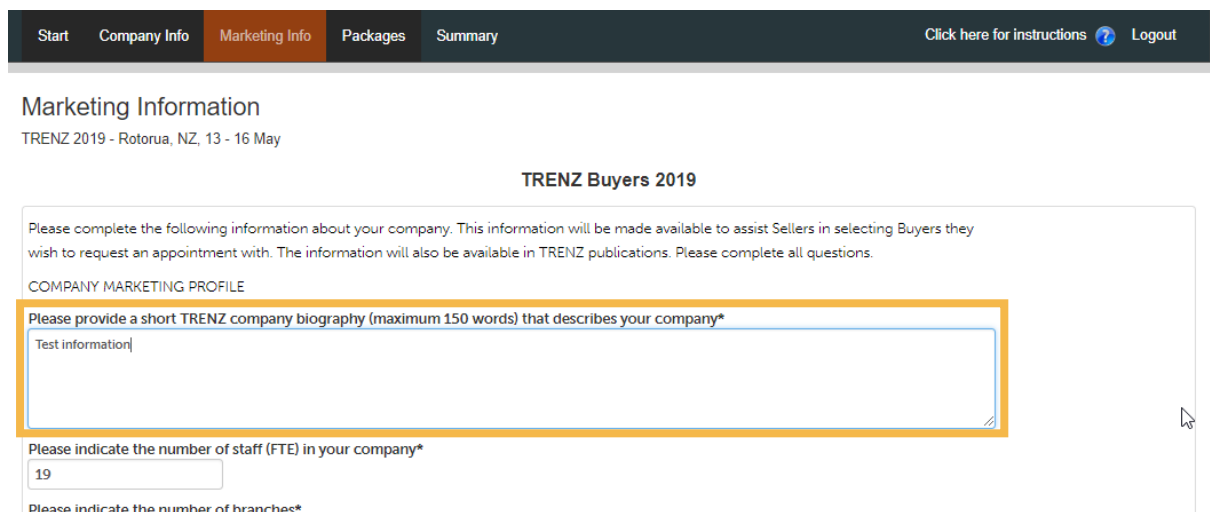
Publish						
Address*	Phone*	Country	Area/City	Number	Ext	
<input type="text" value="123 Test Street"/>	<input type="text" value="New Zealand"/>	<input type="text" value="64"/>	<input type="text" value="13"/>	<input type="text" value="321321"/>	<input type="text"/>	
<input type="text"/>						
City*	<input type="text" value="Auckland"/>					
Country*	Toll Free	Country	Area/City	Number		
<input type="text" value="New Zealand"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Postcode*	Company Generic Email* i.e. info@		Website*			
<input type="text" value="234234"/>	<input type="text" value="ababdo_asal@hotmail.com"/>		<input type="text" value="http:// www.trenz.co.nz"/>			

Marketing Information

Please answer the marketing questions as they relate to your business. Sellers will access the marketing information you provide when deciding which Buyers to meet with at TRENZ.

If your company attended in 2018, some content may be pre populated. Please note that by updating these details, you are also updating your TIA profile information.

The biography is your sales pitch. Make sure you check the grammar and the sales tone of it.



Start Company Info **Marketing Info** Packages Summary

[Click here for instructions](#) ? Logout

Marketing Information

TRENZ 2019 - Rotorua, NZ, 13 - 16 May

TRENZ Buyers 2019

Please complete the following information about your company. This information will be made available to assist Sellers in selecting Buyers they wish to request an appointment with. The information will also be available in TRENZ publications. Please complete all questions.

COMPANY MARKETING PROFILE

Please provide a short TRENZ company biography (maximum 150 words) that describes your company*

Test information

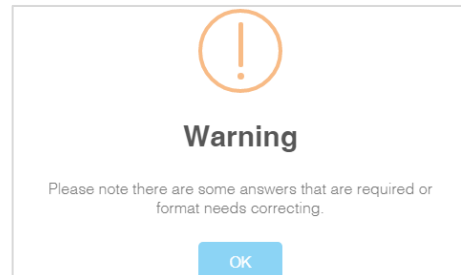
Please indicate the number of staff (FTE) in your company*

19

Please indicate the number of branches*

If you receive a warning message when proceeding to the options tab, it means you have not sufficiently or correctly completed mandatory questions.

Areas that need to be corrected will be highlighted with a message indicating what you are required to do.

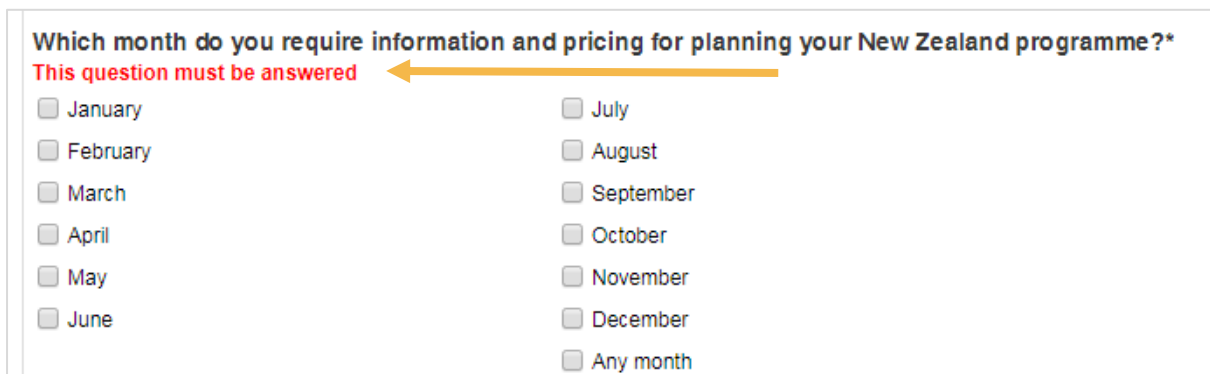


Warning

Please note there are some answers that are required or format needs correcting.

OK

For example, at least one of the boxes in the question below must be ticked before you can proceed.



Which month do you require information and pricing for planning your New Zealand programme?*

This question must be answered

☐ January ☐ July

☐ February ☐ August

☐ March ☐ September

☐ April ☐ October

☐ May ☐ November

☐ June ☐ December

☐ Any month



Or, in this example the total individual values in the field below do not add to 100%. Numbers will need to be corrected to meet the required percentage before you will be able to proceed.

Please indicate what percentage of your business is: The total must equal 100% (e.g. Groups 50%, FIT 50%) Please place 0 in the fields that do not apply to your business.*

Conference/Incentive (%)*
20

FIT (%)*
40

Group (%)*
13

Special Interest (%)*
15

Other (%)*
7

If other, please specify:

Total Percentage Business (enter amounts above to equal 100%)
The answer(s) were not submitted successfully, because the server refused it/them: Question 977: Value too low

95

General Information

Please note that the below information is for internal purposes only. It will not be shared externally.

GENERAL QUESTIONS

Please note that this information is used internally only and will not be made available to other TRENZ delegates.

Do you currently brochure, package and/or sell NZ Tourism product?*

☐ Yes
☒ No

Do you contract/purchase NZ product (either commissionable or at net wholesale rates)?*

☐ Yes
☒ No

What is the commission rate (%) you contract at?*

☐ Enter Percentage

☒ I contract at net wholesale rates

What is your main purpose for meeting with NZ Sellers?*

Please tick which hotels your company has a relationship with.*

☐ My company has no current relationship with any hotel groups

☐ AccorHotels

☐ Distinction Hotel Group



Indicating any relationships you have with accommodation providers will assist us with Buyer accommodation allocations. Please note that whilst we will take these relationships into consideration, we cannot guarantee your accommodation at a certain hotel.

Options

The options section is where you will choose your TRENZ Buyer package for 2019.

Registration Contact

In the drop down list, please select the person who is the main contact for your company's TRENZ registration. This person does not need to be registered to attend TRENZ. If your main contact is not currently in the drop down list, you will need to create a new person by selecting <new person>.

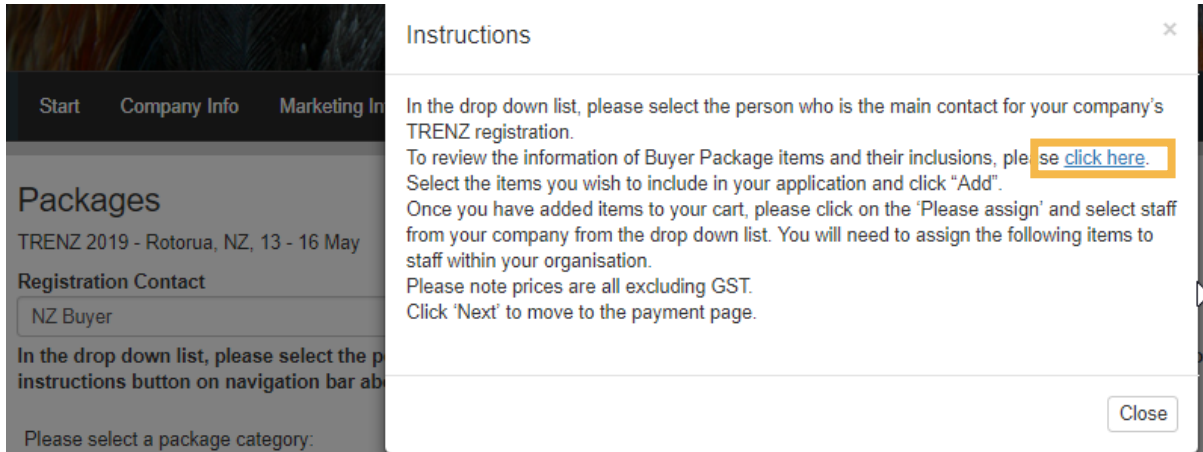
This will take you to the new person form where you will be required to provide all mandatory information marked with 'required'. The person must be an employee of your company.

By clicking on the 'Copy Information from Company' button on the right hand side of the form, the general company contact information will populate in the applicable fields.

You will still need to provide the individual email contact address for the employee you are adding as this will be for communications leading up to TRENZ.

Packages

Moving down, you will now build your TRENZ attendance package by selecting items from the package category. If you are not sure of the details of any of the items in the package categories, click on the instructions tab and you will find a link to full package details.



The screenshot shows the 'Instructions' modal window overlaid on the 'Packages' section of the registration page. The modal contains the following text:

Instructions

In the drop down list, please select the person who is the main contact for your company's TRENZ registration.

To review the information of Buyer Package items and their inclusions, please [click here](#).

Select the items you wish to include in your application and click "Add".

Once you have added items to your cart, please click on the 'Please assign' and select staff from your company from the drop down list. You will need to assign the following items to staff within your organisation.

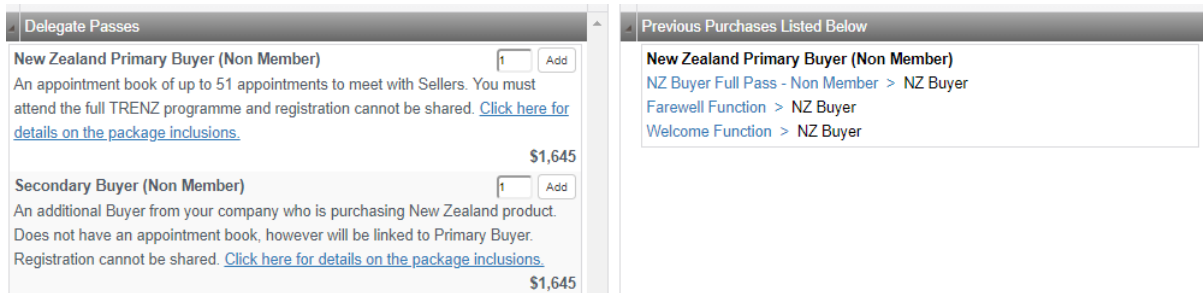
Please note prices are all excluding GST.

Click 'Next' to move to the payment page.

A 'Close' button is located at the bottom right of the modal.

The background shows the 'Packages' section with the heading 'TRENZ 2019 - Rotorua, NZ, 13 - 16 May' and a 'Registration Contact' dropdown menu set to 'NZ Buyer'. Below this, it says 'In the drop down list, please select the person who is the main contact for your company's TRENZ registration.' and 'Please select a package category:'.

You must add a primary buyer to continue. You can also select a secondary buyer if relevant. There can only be one secondary buyer to each primary buyer registration. Please note that all applications are subject to the approval process and if a primary buyer is accepted, there is no guarantee a secondary buyer will also be accepted.



The screenshot shows two sections of the registration interface:

Delegate Passes

- New Zealand Primary Buyer (Non Member)** [1] Add
An appointment book of up to 51 appointments to meet with Sellers. You must attend the full TRENZ programme and registration cannot be shared. [Click here for details on the package inclusions.](#) **\$1,645**
- Secondary Buyer (Non Member)** [1] Add
An additional Buyer from your company who is purchasing New Zealand product. Does not have an appointment book, however will be linked to Primary Buyer. Registration cannot be shared. [Click here for details on the package inclusions.](#) **\$1,645**

Previous Purchases Listed Below

- New Zealand Primary Buyer (Non Member)**
 - [NZ Buyer Full Pass - Non Member](#) > NZ Buyer
 - [Farewell Function](#) > NZ Buyer
 - [Welcome Function](#) > NZ Buyer



Pre and Post TRENZ Familiarisation Trips

In the 'Pre and Post Famil Options' tab you will see the options for pre and post TRENZ familiarisation trips that are available in the host region. You can click through at the links for more information about the trip options and add the option/s into your shopping cart. **This is an expression of interest only** and someone from the Regional Tourism Organisation will be in contact to discuss.

Pre and Post Famil Options	
Request for Rotorua Famil: Tour 1 - Earth, fire, water and air This tour is available both pre and post TRENZ. Click here for more information. Please note this is an expression of interest only	<input type="text" value="1"/> <input type="button" value="Add"/> \$0
Request for Rotorua Famil: Tour 2 - A Cultural Journey This tour is available both pre and post TRENZ. Click here for more information. Please note this is an expression of interest only	<input type="text" value="1"/> <input type="button" value="Add"/> \$0
Request for Rotorua Famil: Tour 3 - An Eco-Adventure This tour is available both pre and post TRENZ. Click here for more information. Please note this is an expression of interest only	<input type="text" value="1"/> <input type="button" value="Add"/> \$0

Additional familiarisation trip options for other NZ regions will be available in the New Year on the TRENZ website.

Assigning Items

Now we come to assigning the items in your shopping cart. All items with red text require assigning before moving on.

Please select a package category:

Secondary Buyer

An additional Buyer from your company who is purchasing New Zealand product. Does not have an appointment book, however will be linked to Primary Buyer. Registration cannot be shared. [Click here for details on the package inclusions.](#)

\$1,095

Pre and Post Famil Options

Request for Rotorua Famil: Tour 1 - Earth, fire, water and air

This tour is available both pre and post TRENZ. [Click here for more information.](#)
Please note this is an expression of interest only

\$0

Request for Rotorua Famil: Tour 2 - A Cultural Journey

This tour is available both pre and post TRENZ. [Click here for more information.](#)
Please note this is an expression of interest only

\$0

Request for Rotorua Famil: Tour 3 - An Eco-Adventure

This tour is available both pre and post TRENZ. [Click here for more information.](#)
Please note this is an expression of interest only

\$0

Category

Delegate Passes

New Zealand Primary Buyer

NZ Buyer Full Pass - Member > **Please Assign**

Welcome Function > **Please Assign**

Farewell Function > **Please Assign**

Pre and Post Famil Options

Request for Rotorua Famil: Tour 1 - Earth, fire, water and air

Rotorua famil - Tour 1 > **Please Assign**

Select the correct person's name from the dropdown list and complete any extra details required (marked with *). By clicking on the 'Copy Information from Company' button on the right hand side of the form, the general company contact information will populate in the applicable fields.

DO NOT OVERWRITE EXISTING NAMES. Please ensure you only submit one registration per person. If you are not sure who your delegates will be at this stage, you will be able to purchase additional passes through the My TRENZ Zone once this is open, as your delegates are confirmed.

Delegate **First Time** ☐

Select...

NZ Buyer Test Person
<New Person>

Salutation First Name Last Name*

Title* English language ability*

Preferred First Name

Contact Information

Address*

You can select your delegates from the dropdown list or you can add a new person if they are not there.



To add a new delegate, please select <New Person> and complete all required details (marked *).

Please provide any dietary requirements as well as special requirements, i.e. accessibility needs for someone in a wheelchair or those with sight or hearing impairments.

Again, please note that all applications are subject to the approval process and if a primary buyer is accepted, there is no guarantee a secondary buyer will also be accepted.

DO NOT OVERWRITE EXISTING NAMES. Please ensure you only submit one registration per person. If you are not sure who your delegates will be at this stage, you will be able to purchase additional passes through the My TRENZ Zone once this is open, as your delegates are confirmed.

Delegate **First Time**

<New Person> ☐

Salutation	First Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Required	Required	Required
Title*	English language ability*	
<input type="text"/>	Select...	
Required	You must select your English language ability.	
Preferred First Name		
<input type="text"/>		

Contact Information Copy Information from Company

Address*

You can only move forward if all items have been assigned.

Secondary Buyer

An additional Buyer from your company who is purchasing New Zealand product. Does not have an appointment book, however will be linked to Primary Buyer. Registration cannot be shared. [Click here for details on the package inclusions.](#) \$1,095

Pre and Post Famil Options

Request for Rotorua Famil: Tour 1 - Earth, fire, water and air Add

This tour is available both pre and post TRENZ. Please note this is an expression of interest only

Request for Rotorua Famil: Tour 2 - A Culture Add

This tour is available both pre and post TRENZ. Please note this is an expression of interest only

Request for Rotorua Famil: Tour 3 - An Eco-A Add

This tour is available both pre and post TRENZ. Please note this is an expression of interest only

New Zealand Primary Buyer

NZ Buyer Full Pass - Member > Please Assign

Welcome Function > Please Assign

Farewell Function > Please Assign

Pre and Post Famil Options

Request for Rotorua Famil: Tour 1 - Earth, fire, water and air Remove

Rotorua famil - Tour 1 > Please Assign

Warning

You must assign the package to a person

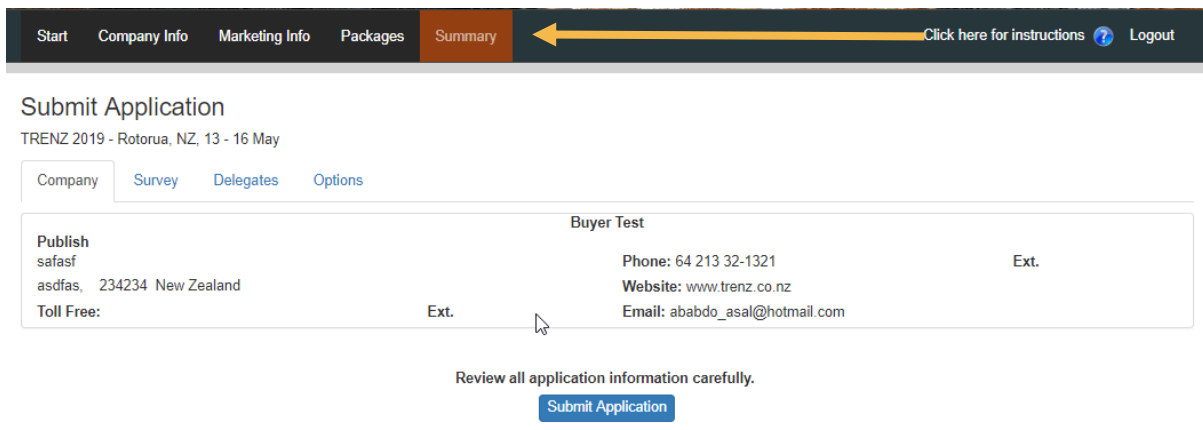
OK

Payment

You will be informed of the outcome of your application by the end of January. If your application is accepted you will be invoiced for your registration fees at this time.

Full payment is due by 31 January 2019.

Summary



Start Company Info Marketing Info Packages **Summary** ← Click here for instructions ? Logout

Submit Application

TRENZ 2019 - Rotorua, NZ, 13 - 16 May

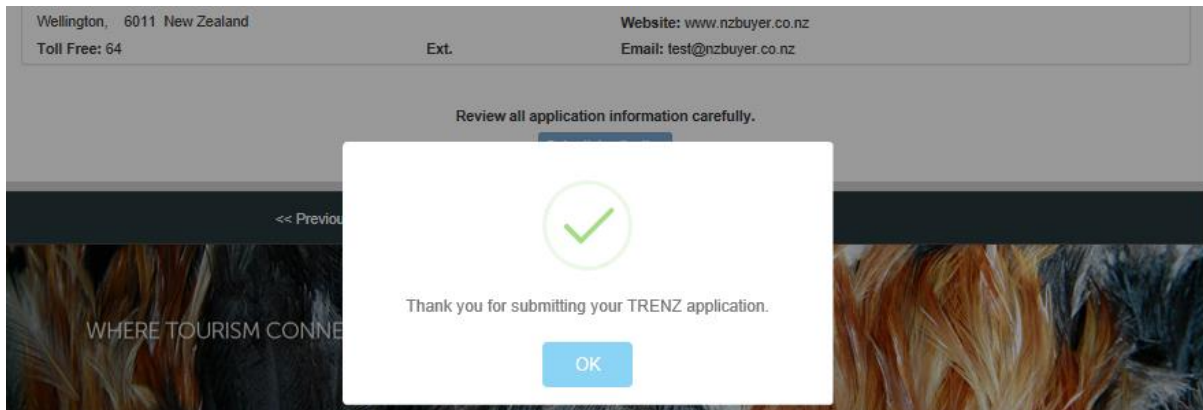
Company Survey Delegates Options

Publish
safasf
asdfas, 234234 New Zealand
Toll Free:

Buyer Test
Phone: 64 213 32-1321
Website: www.trenz.co.nz
Email: ababdo_asal@hotmail.com
Ext.

Review all application information carefully.
[Submit Application](#)

From the summary page you can check the details you have entered are correct by clicking on each tab. You can still make changes at this stage. Once you are happy with all details, submit your application.



Wellington, 6011 New Zealand
Toll Free: 64

Website: www.nzbuyer.co.nz
Email: test@nzbuyer.co.nz

Review all application information carefully.

<< Previous

WHERE TOURISM CONNECTS

Thank you for submitting your TRENZ application.

OK

Your confirmation will be emailed to you.