

## TRENZ Seller Application Guide

Event of:



Premier sponsor:



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Managed by:



info@trenz.co.nz  
www.trenz.co.nz



# TRENZ Seller Application Guide

## Contents

Company Info .....	3
Marketing Info .....	3
Options .....	5
Packages .....	7
Appointment Books .....	7
Footprint .....	7
Full Passes .....	8
Payment .....	11
Summary .....	11

Please find step-by-step instructions to assist you while you work through the Seller 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](mailto:info@trenz.co.nz)

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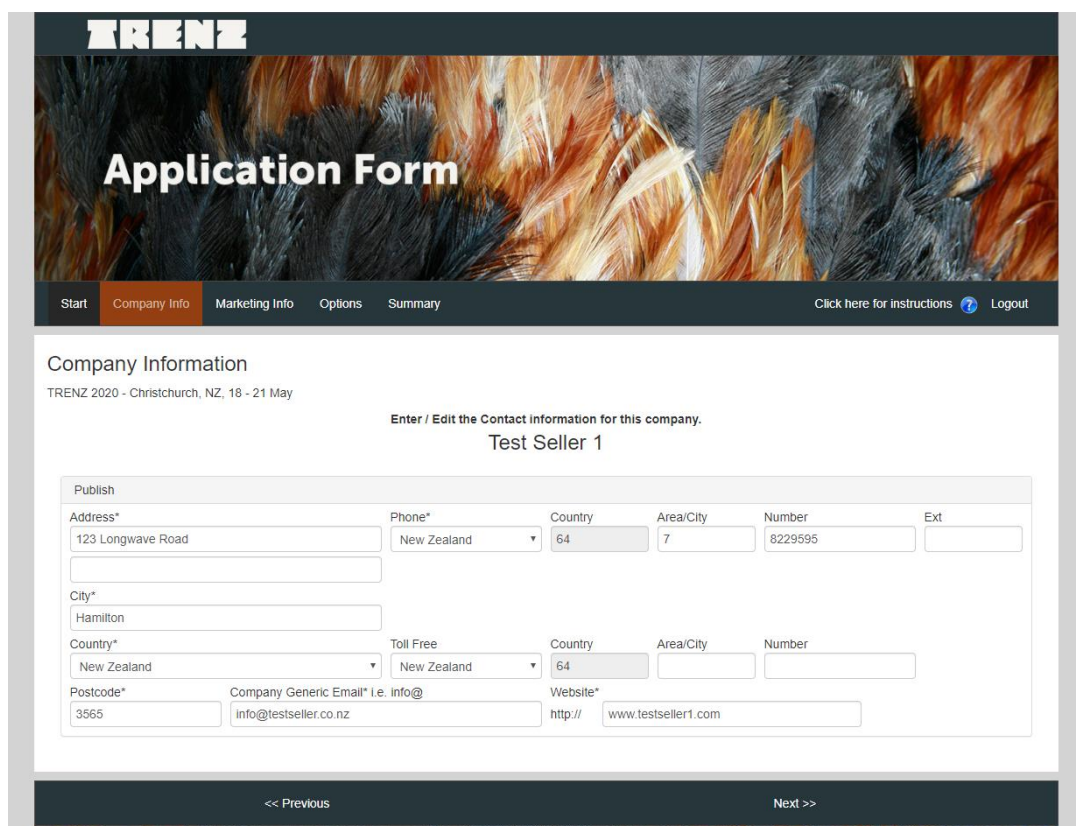
[info@trenz.co.nz](mailto:info@trenz.co.nz)  
[www.trenz.co.nz](http://www.trenz.co.nz)

## Company Info

This is your company contact information and is what other TRENZ delegates use to contact your company.

Please note this information will pre-populate from your TIA membership company profile. Please review and verify/update your company information where applicable. Any changes will update your overall TIA profile.

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



**TRENZ**

### Application Form

Start **Company Info** Marketing Info Options Summary [Click here for instructions](#) ? Logout

**Company Information**  
TRENZ 2020 - Christchurch, NZ, 18 - 21 May

Enter / Edit the Contact information for this company.  
**Test Seller 1**

**Publish**

Address*	Phone*	Country	Area/City	Number	Ext.
123 Longwave Road	New Zealand	64	7	8229595	
City*					
Hamilton					
Country*	Toll Free	Country	Area/City	Number	
New Zealand	New Zealand	64			
Postcode*	Company Generic Email* i.e. info@		Website*		
3565	info@testseller.co.nz		http:// www.testseller1.com		

<< Previous Next >>

## Marketing Info

Please answer these questions as they relate to your business. The marketing information you provide will be accessed by Buyers when deciding which Sellers to meet with at TRENZ 2020.

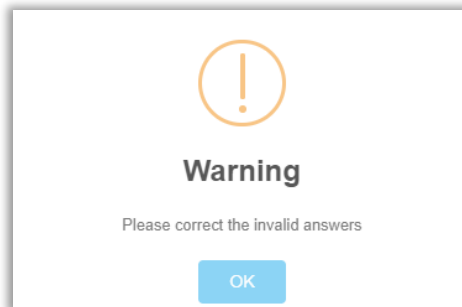
If your company attended in 2019, some content may be pre-populated.

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

You will also be able to provide information regarding any new products you would like to promote at TRENZ 2019. These products will be highlighted to Buyers and Media in the online Seller search. All new product applications are reviewed by the Seller

Selection Panel. A new product can be submitted at the time of registration, or can be added in the My TRENZ Zone up until January 2020.

If you receive this 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.

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

**Where does your company operate?\***  
**This question must be answered**

<input type="checkbox"/> Auckland	<input type="checkbox"/> Kaikoura	<input type="checkbox"/> South Otago
<input type="checkbox"/> Bay of Plenty	<input type="checkbox"/> Manawatu	<input type="checkbox"/> Stewart Island
<input type="checkbox"/> Dunedin	<input type="checkbox"/> Marlborough	<input type="checkbox"/> Taranaki
<input type="checkbox"/> Canterbury	<input type="checkbox"/> Mount Cook	<input type="checkbox"/> Taupo
<input type="checkbox"/> Central Otago	<input type="checkbox"/> Nelson	<input type="checkbox"/> Waiheke Island
<input type="checkbox"/> Christchurch	<input type="checkbox"/> Northland	<input type="checkbox"/> Waikato
<input type="checkbox"/> Clutha	<input type="checkbox"/> Overseas	<input type="checkbox"/> Wairarapa
<input type="checkbox"/> Coromandel	<input type="checkbox"/> Queenstown	<input type="checkbox"/> Wanaka
<input type="checkbox"/> Eastland	<input type="checkbox"/> Rotorua	<input type="checkbox"/> Waitaki
<input type="checkbox"/> Fiordland	<input type="checkbox"/> Ruapehu	<input type="checkbox"/> Wellington
<input type="checkbox"/> Great Barrier Island	<input type="checkbox"/> South Canterbury	<input type="checkbox"/> West Coast
<input type="checkbox"/> Hawke's Bay	<input type="checkbox"/> Southland	<input type="checkbox"/> Whanganui



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.\*

**The total must equal 100%.**

Conference/Incentive (%)\*

FIT (%)\*

Group (%)\*

Special Interest (%)\*

Other (%)\*

If other, please specify:

## Options

The options section is where you will choose your TRENZ Seller package for 2020.

In the 'Registration Contact' 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>.

The screenshot shows the 'Options' page for TRENZ 2020 - Christchurch, NZ, 18 - 21 May. The navigation bar includes 'Start', 'Company Info', 'Marketing Info', 'Options' (highlighted), and 'Summary'. There are links for 'Click here for instructions' and 'Logout'. The 'Registration Contact' dropdown menu is open, showing a list of names: 'James Green', 'Select...', 'James Green' (highlighted), 'Steph Lockheart', 'Grace Smith', and '<New Person>'. A 'View Cart' button is visible. Below the dropdown, there is a text box for 'Category' and a note: 'any's TRENZ registration. If you require a new person to be added to our database to cart, use the instructions button on navigation bar above.'

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.



Please provide the person's personal details and any dietary requirements and special requirements, i.e. accessibility needs for someone in a wheelchair or those with sight or hearing impairments.

Registration Contact

\*Salutation

Mr

First Name\*

David

Last Name\*

Green

Role/Job Title\*

General Manager

Gender

Male

Preferred First Name

Dave

Event Information

Dietary Request

Vegetarian

Special Requirements

Accessibility Needs

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 what is used for communications leading up to TRENZ.

Contact Information

Copy Information from Company

Address\*

2 Monday Street

City\*

Wellington

Country\*

New Zealand

Phone\*

Country

New Zealand

Code

64

Area/City

27

Number

665899

Ext.

Mobile\*

Country

New Zealand

Code

64

Area/City

21

Number

111222

Email\*

David@trenzseller2.co.nz

Verify Email\*

David@trenzseller2.co.nz

*Any new person added to the database as part of your TRENZ registration must be employed by your company to be able to represent you at TRENZ. The TRENZ team reviews all new additions to the database and will contact you if there are any issues or questions. This person is not approved to attend until their registration has been reviewed.*

## Packages

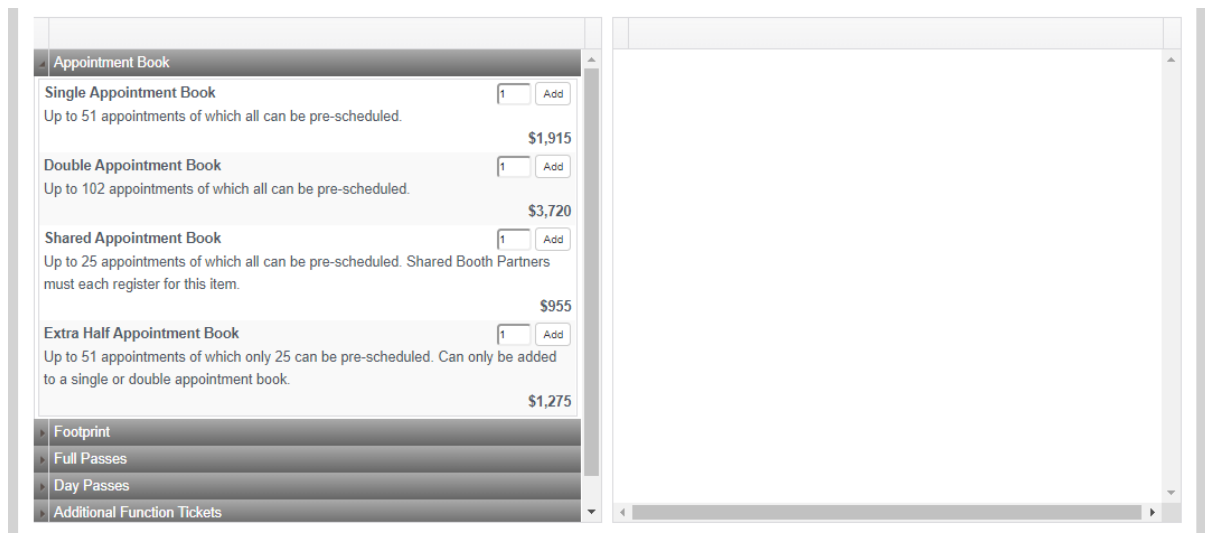
To review the information of TRENZ Seller Package items and their inclusions, please [click here](#).

Work your way through each category below as required. To expand each category click on the arrow beside it.

To select a package item, click add. As you work your way through, all of your chosen options will appear on the right hand column.

## Appointment Books

You have a choice of a Shared, Single or Double Appointment Book. You must select one of these options.



Appointment Book	
<b>Single Appointment Book</b> Up to 51 appointments of which all can be pre-scheduled.	1 Add \$1,915
<b>Double Appointment Book</b> Up to 102 appointments of which all can be pre-scheduled.	1 Add \$3,720
<b>Shared Appointment Book</b> Up to 25 appointments of which all can be pre-scheduled. Shared Booth Partners must each register for this item.	1 Add \$955
<b>Extra Half Appointment Book</b> Up to 51 appointments of which only 25 can be pre-scheduled. Can only be added to a single or double appointment book.	1 Add \$1,275

If you select Single or Double, you can add an Extra Half Appointment Book to this to increase the number of appointments you can schedule.

Additional footprint will be required for the purchase of an Extra Half Appointment Book.

- A Single Appointment Book, plus an Extra Half Appointment Book requires at least a 1.8m x 2.4m
- A Double Appointment Book, plus an Extra Half Appointment Book requires at least a 1.8m x 3.0m

We will we aim to meet all requests for number of appointments however some adjustments may be made should there be high levels of Seller applications.

## Footprint





Once you have added your required footprint (booth) size, you will need to complete some further details regarding each booth you have purchased. We will we aim to meet all requests for booth sizes however some adjustments may be made should there be high levels of Seller applications.

Regions excluding National and Luxury are linked to the Regional Tourism Organisation (RTO). Select either National, Luxury or the RTO you are most closely aligned with.

If you have any specific requests about what other companies you do or do not want to be located in close proximity to, please note on the form in the booth assignments pop up. Please note we will do our best to accommodate these requests, however this cannot be guaranteed.

Your footprint includes walls, carpet, lights, power and complimentary standard furniture.

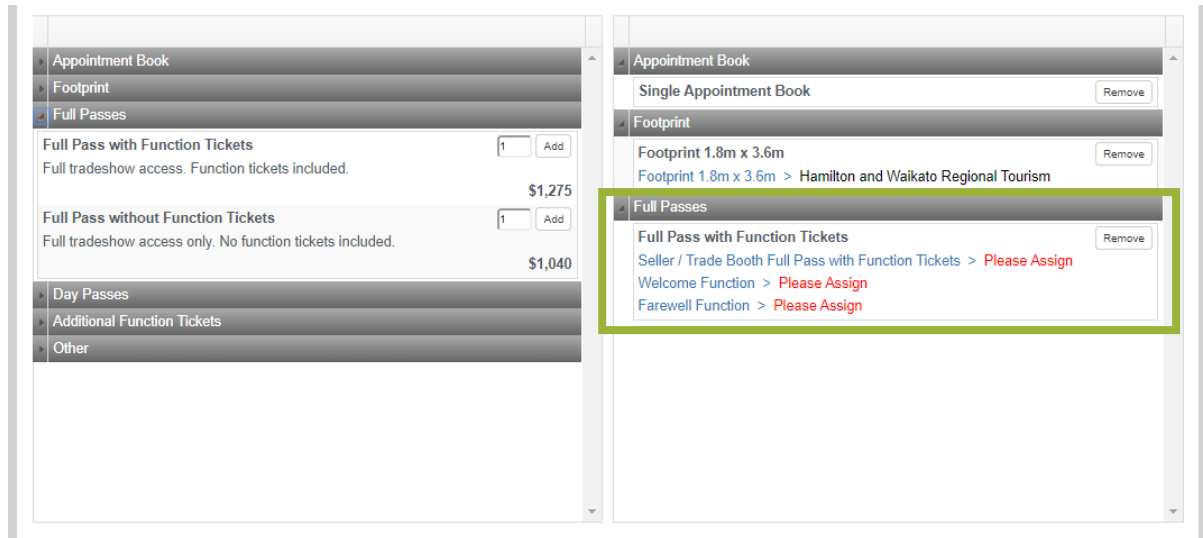
## Full Passes

Each Appointment Book is required to purchase the following minimum Full Passes with Tickets

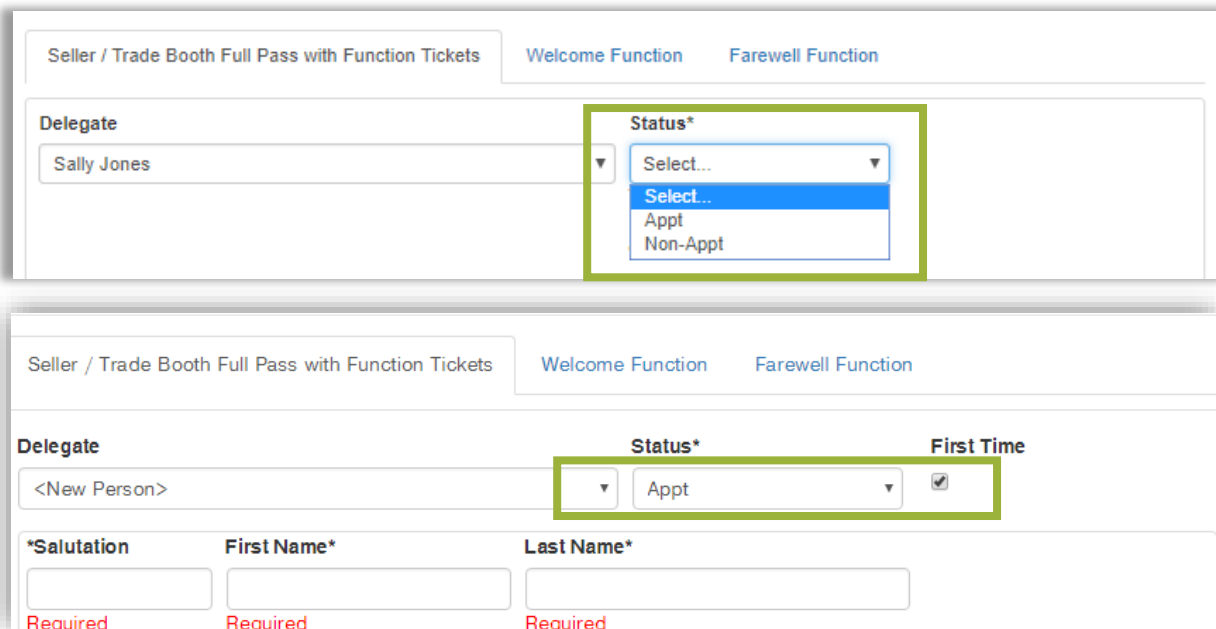
- Shared Appointment Book – 1 Full Pass
- Single Appointment Book – 1 Full Pass
- Double Appointment Book – 2 Full Passes
- Extra Half Appointment Book – 1 Full Pass



You will need to assign a delegate to each pass you purchase.



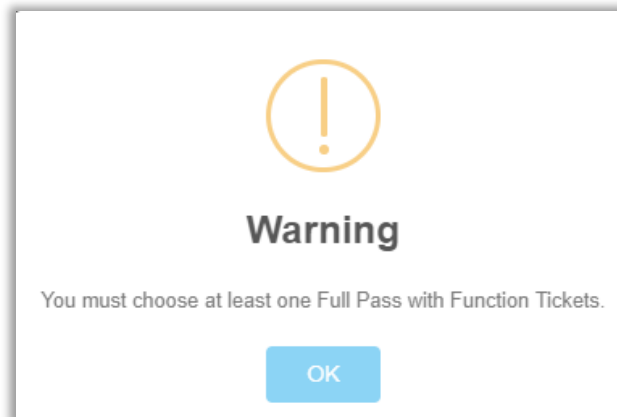
If the delegate does not appear in the drop down list for you to assign the passes to, you will need to add a new person within the form as per the instructions on page 5. The only difference being that you will need to select an appointment status. The appointment taking status determines if they manage your company's appointment book. All appointment books must be assigned to continue.



The tickets for the Welcome and Farewell Function can be assigned to other members of your organisation, should the person assigned the 'Full Pass with function tickets' not be able to attend either of these functions. To do this you need to add a function-only registration or a day pass and assign the tickets in the tabs shown in the diagram above.



If you have not purchased the correct number of passes based on the base appointment package you have purchased, you will receive a warning message.



Day passes and additional passes must also be assigned to a delegate when completing your registration.

Please note all displayed pricing while building your package is GST exclusive.

You can click on 'View Cart' on the right of the options page at any time to view the total cost of the items you have chosen, including GST

View Cart <span>×</span>				
Category	Item	Quantity	Price	Total
Appointment Book	Single Appointment Book	1	\$1,875.00	\$1,875.00
Footprint	Footprint 1.8m x 3.6m	1	\$3,440.00	\$3,440.00
Full Passes	Full Pass with Function Tickets	1	\$1,250.00	\$1,250.00
	GST (15.00%)			\$984.75
The total shown above does not include the items listed above that have a price of 'N/A'				Grand Total: \$7,549.75
				<span>Close</span>

If you wish to discuss any additional/alternative footprint layout, please make your selections in the '**Other**' tab



<p>Appointment Book</p> <p>Footprint</p> <p>Full Passes</p> <p>Full Pass with Function Tickets <input type="text" value="1"/> Add Full tradeshow access with function tickets. \$1,250</p> <p>Full Pass without Function Tickets <input type="text" value="1"/> Add Full tradeshow access only. No function tickets included. \$1,020</p> <p>Day Passes</p> <p>Additional Function Tickets</p> <p>Request for additional footprint / alternate footprint layout <input type="text" value="1"/> Add Add to cart if you would like to discuss additional footprint or an adjustment to the layout format of the footprint i.e 2.4m x 2.4m. \$0</p>	<p>Appointment Book</p> <p>Single Appointment Book Remove</p> <p>Footprint</p> <p>Footprint 1.8m x 3.6m Remove Footprint 1.8m x 3.6m &gt; ChristchurchNZ</p> <p>Full Passes</p> <p>Full Pass with Function Tickets Remove Seller / Trade Booth Full Pass with Function Tickets &gt; Sally Jones Welcome Function &gt; Sally Jones Farewell Function &gt; Sally Jones</p>
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Unassigned Schedule Books: 0

## Payment

Payment for your TRENZ application is via invoice\*. Invoice payments are due within 30 days of issue. Please note your payment will not be invoiced/ issued until your application has been accepted.

\* If you have attended TRENZ previously you may be given the option of payment via credit card.

## Summary

Please review all company, survey, delegate and options information you have provided. If you need to change any details you can use the previous buttons or the tabs at the top of the page to navigate back to the area of your application requiring changes.

Start	Company Info	Marketing Info	Options	Summary	Click here for instructions ? Logout
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Submit Application

TRENZ 2020 - Christchurch, NZ, 18 - 21 May

Company Survey Delegates Options

<p><b>Publish</b></p> <p>123 Longwave Road</p> <p>Hamilton, Waikato 3565 New Zealand</p> <p>Toll Free: 64</p>	<p><b>Test Seller 1</b></p> <p>Phone: 64 7 8229595</p> <p>Website: www.testseller1.com</p> <p>Email: info@testseller.co.nz</p>
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Review all application information carefully.

Submit Application

<< Previous



Once you are happy with all of the details provided, please click on the '**Submit Application**' button.

If you require any changes to be made once this registration form has been submitted, you will need to contact the TRENZ Team directly.

P: +64 04 499 0104

E: [info@trenz.co.nz](mailto:info@trenz.co.nz)

You will be contacted regarding the outcome of your application once it has been reviewed by the TRENZ team.