



## TRENZ NZ Buyer Application Guide

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# 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](mailto: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 Invitation to Apply 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 2020, 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](mailto: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](mailto: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.

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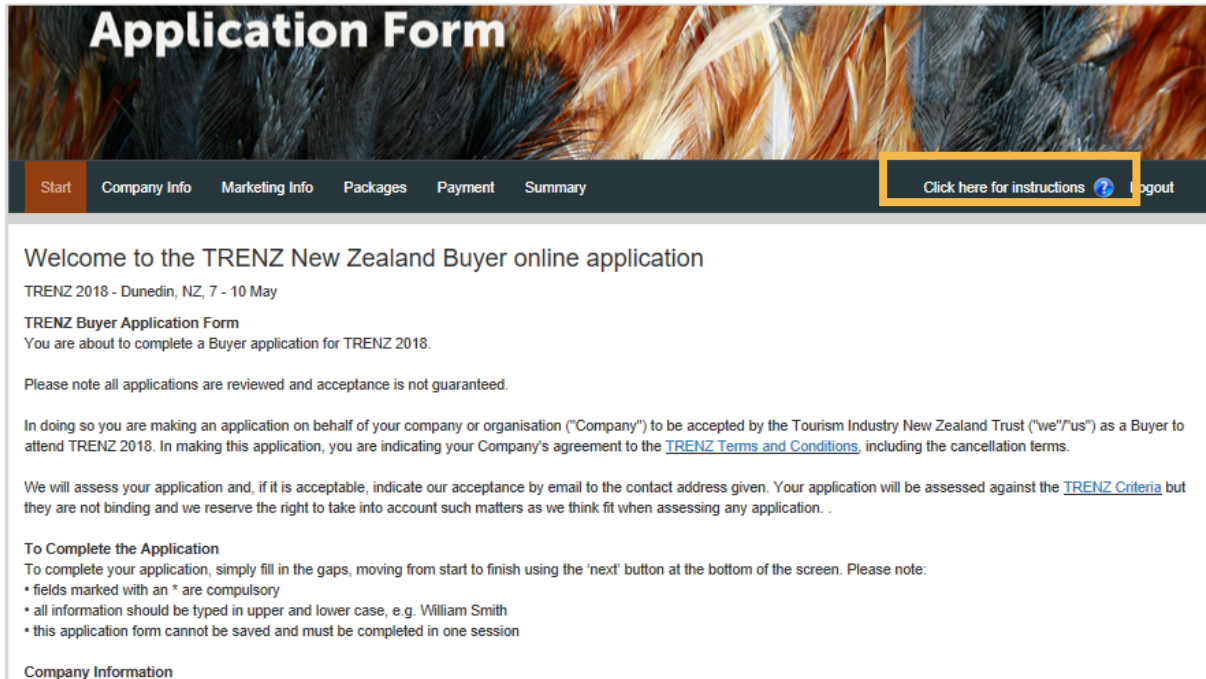


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[www.trenz.co.nz](http://www.trenz.co.nz)

## 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:

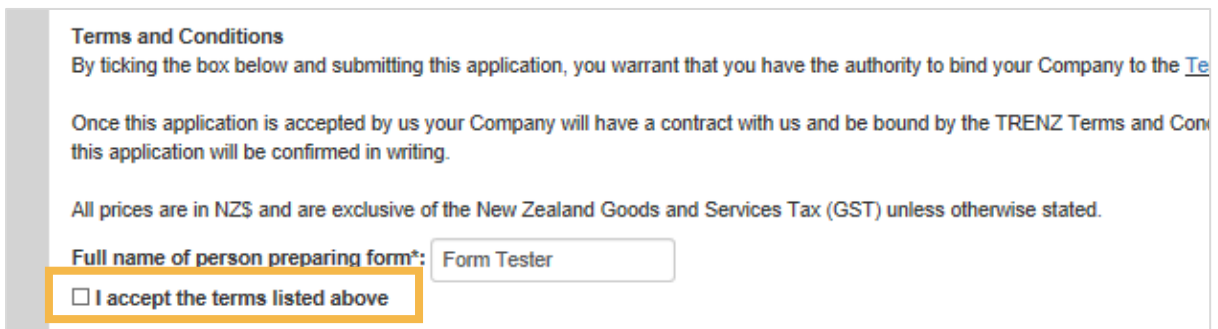
- fields marked with an \* are compulsory
- all information should be typed in upper and lower case, e.g. William Smith
- this application form cannot be saved and must be completed in one session

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 [Te](#)

Once this application is accepted by us your Company will have a contract with us and be bound by the TRENZ Terms and Con 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 2019, 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.

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** ←

<input type="checkbox"/> January	<input type="checkbox"/> July
<input type="checkbox"/> February	<input type="checkbox"/> August
<input type="checkbox"/> March	<input type="checkbox"/> September
<input type="checkbox"/> April	<input type="checkbox"/> October
<input type="checkbox"/> May	<input type="checkbox"/> November
<input type="checkbox"/> June	<input type="checkbox"/> December
	<input type="checkbox"/> 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 2020.

## 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.

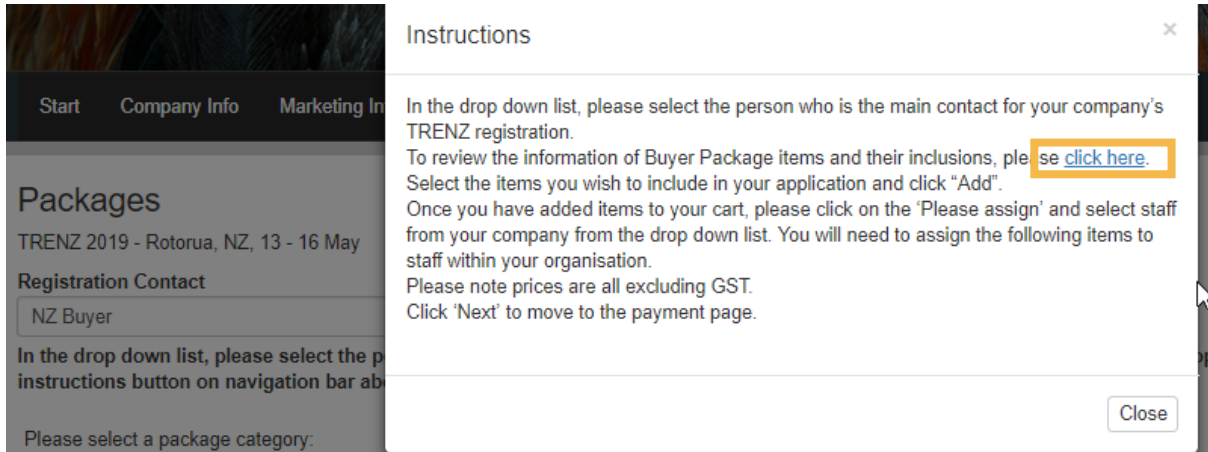
By clicking on the 'Copy Information from Company' button on the right hand side of the form, the general company contact information will populate in the applicable fields.

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

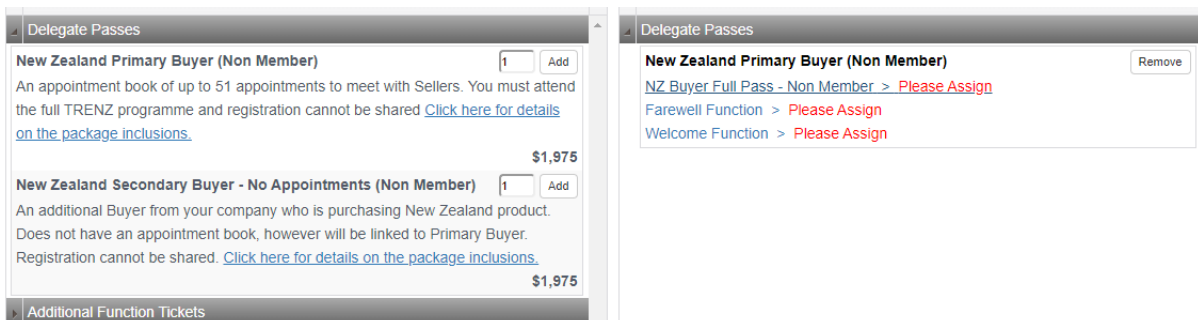
Moving down, you will now build your TRENZ attendance package by selecting items from the package category. If you are not sure of the details of any of the items in the package categories, click on the instructions tab and you will find a link to full package details.



The screenshot shows the TRENZ registration interface. On the left, the 'Packages' section is visible, showing 'TRENZ 2019 - Rotorua, NZ, 13 - 16 May' and 'Registration Contact' as '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:'. On the right, an 'Instructions' modal is open, providing detailed steps for registration, including selecting a contact, reviewing items, adding items to the cart, assigning staff, and clicking 'Next' to move to the payment page. A 'Close' button is at the bottom right of the modal.

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.

You may add two Primary Buyers if relevant, however only one Primary Buyer will be accepted per accepted NZ Buyer company in the first instance. This will be reviewed depending on the level of Buyer applications received.



The two screenshots show the 'Delegate Passes' section. The left screenshot shows the 'Add' button for 'New Zealand Primary Buyer (Non Member)' and 'New Zealand Secondary Buyer - No Appointments (Non Member)', both priced at \$1,975. The right screenshot shows the 'Remove' button for the same items, with links to 'Please Assign' for 'NZ Buyer Full Pass - Non Member', 'Farewell Function', and 'Welcome Function'.



## TRENZ Welcome - Pōwhiri

In the 'Additional Function Tickets' tab you will see the Welcome – Pōwhiri expression of interest which you can add into your shopping cart. All TRENZ delegates are welcome to join us as we are welcomed into Christchurch. This is an expression of interest only at this stage, and we will be in touch to confirm details and transport early in the new year.

the full TRENZ programme and registration cannot be shared [Click here for details on the package inclusions.](#)

**\$1,975**

**New Zealand Secondary Buyer - No Appointments (Non Member)**

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.](#)

**\$1,975**

**Additional Function Tickets**

**Welcome - Powhiri**

All TRENZ 2020 delegates are invited to join the TRENZ hosts as we are formally welcomed into Otautahi (Christchurch) by Ngai Tahu. The powhiri will be held at 9.30am at Rehua marae in close proximity to the central city. Note this is an expression of interest. The TRENZ team will be in touch with those who have indicated they would like to join us to confirm their attendance and provide further details and transport options closer to the event.

**\$0**

[NZ Buyer Full Pass - Non Member](#) > [Please Assign](#)

[Farewell Function](#) > [Please Assign](#)

[Welcome Function](#) > [Please Assign](#)

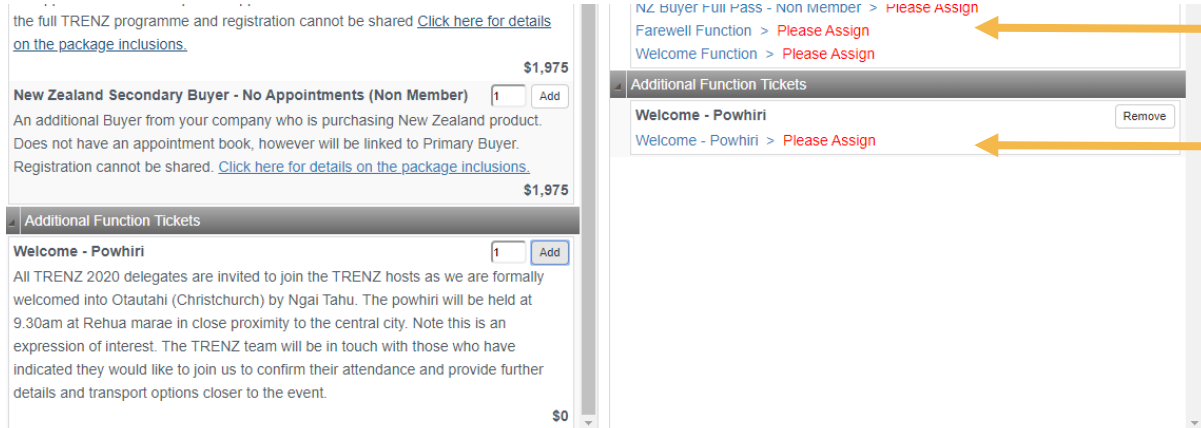
**Additional Function Tickets**

**Welcome - Powhiri**

[Welcome - Powhiri](#) > [Please Assign](#)

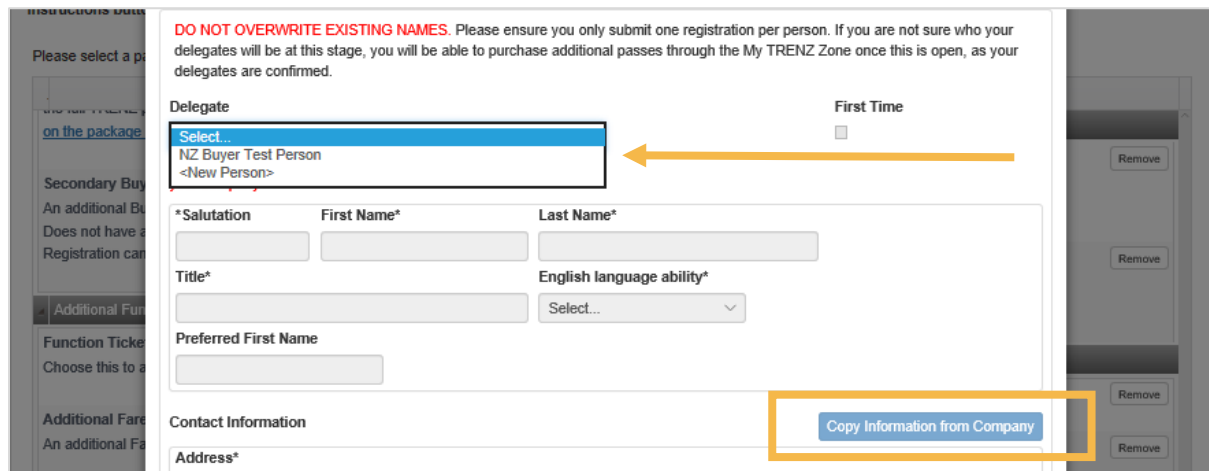
## Assigning Items

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



The screenshot shows a shopping cart with two main sections. The top section is titled 'New Zealand Secondary Buyer - No Appointments (Non Member)' with a price of \$1,975. Below it, there is a description of the buyer and a link to 'Click here for details on the package inclusions.' The bottom section is titled 'Additional Function Tickets' with a price of \$0. It contains two items: 'Welcome - Powhiri' and 'Welcome - Powhiri > Please Assign'. The 'Please Assign' text is highlighted in red. Orange arrows point to the 'Please Assign' text in both sections.

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.



The screenshot shows a registration form with a dropdown list for 'Delegate' and a 'Copy Information from Company' button. The dropdown list is open, showing options: 'Select...', 'NZ Buyer Test Person', and '<New Person>'. An orange arrow points to the dropdown list. The 'Copy Information from Company' button is highlighted with an orange box. The form includes fields for 'Salutation', 'First Name\*', 'Last Name\*', 'Title\*', 'English language ability\*', 'Preferred First Name', and 'Contact Information' (Address\*). A red warning message at the top states: '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.'

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>

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

**Contact Information** **Copy Information from Company**

**Address\***

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

**Secondary Buyer** 1

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 1

This tour is available both pre and post TRENZ. [Click here for more information.](#)

Please note this is an expression of interest only

Request for Rotorua Famil: Tour 2 - A Cultural Experience 1

This tour is available both pre and post TRENZ. [Click here for more information.](#)

Please note this is an expression of interest only

Request for Rotorua Famil: Tour 3 - An Eco-Adventure 1

This tour is available both pre and post TRENZ. [Click here for more information.](#)

Please note this is an expression of interest only

**New Zealand Primary Buyer** Remove

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



## Payment

You will be updated about your application status by the end of December 2019 and informed of the outcome of your application by the end of January once International Buyer registrations have closed. If your application is accepted you will be invoiced for your registration fees at this time.

**Full payment is due by 5pm (NZT) 31 January 2020.**

## Summary

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.

Your confirmation will be emailed to you.