

Kaikoura i-SITE Visitor Information Centre

Kaikoura Information & Tourism Inc. (KITI)

West End, Kaikoura P (03) 319 5641

info@kaikoura.co.nz www.kaikoura.co.nz



Office: Date Received:

Receipt No:

Brochure Display Agreement—Kaikoura i-SITE 2021/2022 - 6 Months

Business Name: _____

Business Address: _____

Town / City: _____ Region: _____

Business Tel: _____ Mobile: _____ Freephone: _____

Business Email: _____ Website: _____

Sales Manager Contact Name: _____ Position: _____

Sales Manager Contact Email: _____ Tel: _____

Business Type: Activity Accommodation Transport Food & Beverage Retail Local Services
 Destination / RTO Other _____

Fees are for 6 months from 1st Oct 2020 to 31st Mar 2021	Price + GST	Select
DLE BROCHURE DISPLAY - I agree to display our DLE brochure in Kaikoura i-SITE on receipt of the annual KITI invoice. Payment is due by 20th of the following month	\$137.50	<input type="checkbox"/>
ADDITIONAL DLE BROCHURE DISPLAY - Price per DLE slot Qty required ____	\$68.75	<input type="checkbox"/>
A2 POSTER DISPLAY - I would like to have an A2 poster display at Kaikoura i-SITE. This option is only available to businesses who have entered a Brochure Display Agreement. Supply of material is at the suppliers own cost. Kaikoura i-SITE have final rights of approval. This is on a first in first served basis.	\$300.00	<input type="checkbox"/>
CHINESE BROCHURE DISPLAY - In addition to our main brochure we would like to have a Chinese brochure DLE slot Qty required ____	\$25.00	<input type="checkbox"/>
COMMISSION—12.5% Commission on all Kaikoura i-SITE bookings & referrals On approval for brochure display, I agree to 12.5% commission being deducted by KITI on any booking or successful referral. Such commission will be incorporated into the Retail rates advertised by the supplier. (Does not apply to non-commissionable services / products i.e. Restaurants, Retail Shops. Services Stations, etc.) Commission Rates: Please tick if you would like to offer Kaikoura i-SITE an increased commission rate	12.5% 15% 20%	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AGREEMENT - I agree to the Terms & Conditions set out on this Agent / Supplier Agreement		<input type="checkbox"/>

INVOICING - KITI requires a GST invoice each month from the Supplier that states the Kaikoura i-SITE booking voucher number and the amount payable excluding the agreed commission.

Please provide your nominated Bank Details below (please note - KITI does not pay automatically):

Bank Name: _____

Bank Account No: _____ Account Name: _____

Total Payment Amount: NZ\$ _____

Payment by (select one): Direct Credit to Bank A/C - 02 0856 0037134 00 Cheque Enclosed

SIGNATURE: _____ **Name:** _____ **Date:** ____ / ____ / ____

Please return this completed form to: Manager, Kaikoura i-SITE Visitor Centre, 75 West End, Kaikoura or by email to: fiona@kaikoura.co.nz

AGENT/ SUPPLIER AGREEMENT

Kaikoura i-SITE Visitor Information Centre

1. Term

This agency agreement shall be effective from the date of 1st October 2020 and, unless sooner terminated, shall have an initial term of 6 months.

2. Services Provided

A. Brochure Display- Operator (hereinafter: Supplier) wishes to advertise their products and services within the Kaikoura i-SITE Visitor Information Centre (hereinafter: Agent).

Supplier agrees to the following:

- Brochures shall be limited in size to DLE (100mm wide x 210 high).
- Display rates are payable annually and payment for brochure slots must be received by the 20th of the month preceding the brochure advertising or the brochures will be removed by Agent.

Agent agrees as follows:

- Brochures displayed will be maintained in a tidy and presentable condition to the extent possible.
- Agent shall notify Supplier should additional stocks of brochures be required prior to the existing stock being exhausted.

B. Booking Agent- Agent will accept and process bookings for goods and services provided by Supplier on behalf of Supplier

Supplier agrees as follows:

- Agent will deduct the agreed commission on any booking or successful referral made by them on behalf of Supplier. Such commission will be incorporated into the rates advertised by Supplier.
- Supplier is solely responsible for advising of changes to prices or services provided and must do so in writing to the Agent.
- Supplier to notify any change in rates, timetable, supply new or changed brochures.
- Supplier confirms that they meet the current codes of compliance for them to run their business and comply with the Health & Safety at Work Regulations 2016.
- The term brochure display does not guarantee automatic bookings from Agent. However Agent will promote Suppliers business at every opportunity.
- Supplier shall indemnify and hold harmless Agent from and against any claims, demands, losses, liability actions, lawsuit damages and expenses, including solicitor fees and court costs to the extent such claims, demands, losses, lawsuit damages and expenses result from any act or omission in connection with Suppliers products and services and/or Supplier obligations under this agreement.
- In accordance of the Privacy Act Supplier agrees that Agent may make their business details available to any other person or business for contact details.
- Agent will not be held liable/responsible for customers who fail to proceed with any product/ service that fails to operate and any accident or injury that occurs.

Agent agrees as follows:

- Agent will confirm bookings over the phone or online. A voucher will be issued to the customer for any bookings made on behalf of the Supplier.

3. Payment for Bookings and Services

- Agent will ensure total payment is received upon each booking, unless agreed otherwise.
- Agent will issue a voucher to the customer and will advise the voucher number and customer name to Supplier.
- Agent requires an invoice each month by the 14th of the month for payment on the 20th. Such invoices will be paid less the agreed commission.
- Where Agent issues a referral voucher or has been instructed by Supplier, the Supplier will pay the agent the agreed referral commission. NB: Every effort is made by the Agent to make confirmed bookings and take payment on behalf of Supplier.
- Suppliers invoices will include contact details, voucher number and GST number; one invoice with the list of voucher numbers for the month is preferable. Invoice not submitted within 12 months of booking date will be forfeited.

4. Cancellation/ Refunds

- No refund will be provided for brochure display cancellation.
- Supplier will provide Agent with specific terms and conditions relating to suppliers refund and cancellation policy.
- Cancellations must be confirmed by Supplier.