

# Kaikoura i-SITE Visitor Information Centre

Kaikoura Information & Tourism Inc. (KITI)  
West End, Kaikoura P (03) 319 5641  
[info@kaikoura.co.nz](mailto:info@kaikoura.co.nz) [www.kaikoura.co.nz](http://www.kaikoura.co.nz)



Office: Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

## KITI Membership & Kaikoura i-SITE Advertising Agreement - 2020/2021

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Freephone: \_\_\_\_\_

Business Email: \_\_\_\_\_ Website: \_\_\_\_\_

Manager / Owner Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Manager / Owner Contact Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Business Type:  Activity: Land  Activity: Sea  Activity: Air  Accommodation  
 Food & Beverage  Retail  Local Services  Other \_\_\_\_\_

Fees are for 6 months from 1st October 2020 to 31st March 2021	Price + GST	Select
<b>KITI MEMBERSHIP</b> - I agree to become a member of Kaikoura Information & Tourism Incorporated (KITI). Membership includes the following: advertising at Kaikoura i-SITE of 1 x DLE Brochure display   A4 information Sheet display   Business promotion and support services from Destination Kaikoura.	\$137.50	<input type="checkbox"/>
<b>WEBSITE LISTING</b> - as a KITI Member I would like to take a page listing on Destination Kaikoura website - <a href="http://www.kaikoura.co.nz">www.kaikoura.co.nz</a> (limit of 2 x categories per page) - one off fee to 31 March 2021 I have supplied my business listing information on the <b>KITI Website Agreement Form</b> accompanied with this form - please tick box	\$50.00	<input type="checkbox"/> <input type="checkbox"/>
<b>ADDITIONAL BROCHURE DISPLAY</b> Price per DLE slot at Kaikoura i-SITE Qty required _____	\$68.75	<input type="checkbox"/>
<b>A2 POSTER DISPLAY</b> - as a KITI Member I would like to have an A2 poster display at Kaikoura i-SITE Supply of material is at your own cost. KITI have the final rights of approval. This is on a first served basis.	\$250.00	<input type="checkbox"/>
<b>COMMISSION</b> - i-SITE Bookings & Referrals On approval of KITI membership, I agree to a minimum of 10% commission being deducted by KITI on any booking or successful referral. Such commission will be incorporated into the Retail rates as 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	10% 12.5% 15%	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>AGREEMENT</b> - I agree to the Terms & Conditions set out on the attached 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 Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

**MEMBERSHIP PAYMENT** 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](mailto:fiona@kaikoura.co.nz)

# 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. K.I.T.I. Membership**– Operator (hereinafter: Supplier) wishes to be a member to advertise their products and services within the Kaikoura i-SITE Visitor Information Centre (hereinafter: Agent).

**Supplier agrees to the following:**

- On being accepted as a member of K.I.T.I. Supplier agrees to abide by the rules of the organisation.
- Brochures shall be limited in size to DLE (100mm wide x 210 high).
- Display rates are payable annually and payment for brochure space must be received by the 20th of the month preceding the brochure advertising or brochures will be removed by Agent.
- This Agreement does not guarantee the Supplier a minimum number of customers or bookings from 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 the 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. \*Does not apply to non-commissionable services/products i.e.: Restaurants, Service Stations etc.
- 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 changes in rates, timetable, supply new or changed brochures.
- Supplier confirms that they meet the current codes of compliance to run their business and comply with the Health & Safety at Work Regulations 2016.
- 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 with 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 responsible/liable for any customers who fail to proceed with any product or 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 or has been instructed by Supplier to issue a referral voucher, 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, i-SITE voucher number and GST number. One invoice with the list of voucher numbers for the month is preferable. Invoices not submitted within 12 months of booking date will be forfeited.

## 4. Cancellation/ Refunds

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