

## 8 Accommodation

It is not common for funding agencies to accept applications to cover personal accommodation costs.

### 8.1 Who receives accommodation?

#### **Overseas commissioners/judges**

In terms of the NZPF accords (i.e. with Australia and EPA) and in line with common practice at FIP and other international exhibitions, overseas commissioners and judges should receive accommodation, including breakfasts, for the length of the stay for the exhibition. Due to travel arrangements, this may effectively mean from one day before the jury convenes until the day after the show ends.

It is also common for accommodation to be provided for overseas commissioner / judge partners when they are accompanied. Accommodation for any assistant commissioner may be arranged on their behalf but would normally be paid by them personally.

#### **New Zealand judges**

Under most circumstances New Zealand judges can arrive on the day the jury convenes and leave on the day the show ends. However, individuals may live where travel is less flexible and are obliged to arrive the day before.

Accommodation for judges' partners should be catered for if requested but it is normal for their costs to be covered by the judge. Judges, who are not accompanied by a partner can expect to have to share a room with another judge.

As many judges may travel by car to the event, provision of parking for the vehicle during the length of the stay is necessary. This often provides useful transport options during the show for those judges without cars.

### 8.2 What accommodation and where?

Some organising committees have reduced costs by billeting visiting judges. This has not proven popular with judges.

- The jury often needs to work late on at least one night to judge the entries which can prove a major issue for their hosts.
- When accommodated at the same location discussion about the entries, exhibition or other judging activities or issues can often extend late into the night. Such discussion is often available only during exhibitions and is much valued.

Motels often provide more flexibility in relation to shared facilities than is generally available in hotels. Both types of accommodation normally have no issue with the provision of breakfast while motels can cope with individuals who may be happy to self-cater in relation to their evening meals.

Location can be critical. The better locations are those where the judges can easily walk to the show venue and where they may also find evening dining facilities nearby if not using the hotel or, if available, the motel restaurant. It is also important to consider the location in relation to any venue used for the Palmarès or other official function (e.g. Chairman's evening).

### 8.3 Other accommodation issues

#### **Numbers**

When investigating options for accommodation it is desirable to have a good idea of possible numbers to be catered for and possible variances. The enquiries are often made well in advance and while there is a need to ensure adequate numbers of rooms are booked the hotel or motel may have limits to the 'shrinkage' or 'expansion' they will accept if too many or too few rooms are booked and may not have scope to adjust the number.

Dealers attending the show may also require accommodation and this increased number may give the organising committee a better lever when negotiating with the provider. Obviously, the dealer representative on the committee should be asked about this before proceeding.

If the venue is advertised in show material as a preferred venue will this give further scope for negotiation?

**Timing for confirmation of bookings and paying deposits**

It may not be the actual room rate determining the choice of accommodation. Each facility will have its own policies in relation to the time when final numbers (and names of occupiers) are required and, often even more critical (in terms of cash flow), the timing and quantity of deposit payments.

**Room charge backs**

Many hotels and motels require occupiers to provide credit card details to cover incidental charges such as room service but also meals at a restaurant (sometimes even off-site). It is important the organising committee clearly states to both the accommodation and occupiers what costs it will be covering and any that it will not.

The component of cost for a NZ judge's partner is generally recovered from the judge (and may offset any payments to them for travel) rather than by the hotel or motel.

**Special requirements**

Most hotels and motels cater for cultural and dietary requirements however, it is important to check in advance with the commissioners and judges if there are any special requirements they have.

Some travellers could arrive late or wish to leave early when the front desk of the accommodation is not manned. Acceptable procedures are required to manage this and be clearly defined.