

Event Transition Support Payment (ETSP) | Business Events Eligibility Form

The Events Transition Support Payment (ETSP) scheme has been established to provide confidence to event organisers to continue planning events.

INSTRUCTIONS FOR APPLICANTS

- Please use the correct form for your event. This form is for business events scheduled to begin between **4 April 2022 and 31 January 2023 (inclusive)** only.
- Read the form carefully before you begin. Complete all four sections of the form.
- Submit the completed form and the required supporting evidence to Aon nz.eventsupport@aon.com
- Incomplete forms will not be assessed and will be referred back to the applicant.

SUPPORTING EVIDENCE

- **Bank account verification** – please submit third party verification such as a bank statement, bank deposit slip, or screenshot of your internet banking when you submit this form. Screenshots must include bank logo and bank account name and number.
- **Section 3A** – please submit evidence that your business event has ticketed or registered attendees of at least 200 in-person attendees. If tickets or registrations to your business event are free, please provide evidence of financial commitment to suppliers of at least 200 in-person attendees.
- **Section 3B** - please submit evidence that your business event is scheduled to take place between 4 April 2022 and 31 January 2023 inclusive (e.g., a screenshot of the dates listed on your website for when the event is due to take place).
- **Section 3C** - please submit evidence that your business event is scheduled to take place at an external venue, not in house (e.g. evidence that the event will take place in a location that is not an ordinary place of work for your business).
- **Section 3E** - please submit evidence for one of the following:
 - Evidence that the event has been publicly announced, or has it been actively in the market (e.g., where tickets or registrations have been advertised or for sale) prior to 23 January 2022, for events scheduled to begin before 1 July 2022.
 - Evidence that the event has been publicly announced, or has it been actively in the market (e.g., where tickets or registrations have been advertised or for sale) at least 4 months prior to the event date, for events scheduled to begin on or after 1 July 2022.

NOTES FOR APPLICANTS

- By completing this form, you are not confirmed as a recipient of ETSP. The eligibility of an event will be confirmed through the issuance of an eligibility certificate by the Ministry of Business, Innovation, and Employment.
- Forms will be accepted for review until 28 February 2023.

SECTION ONE: EVENT DETAILS

A	Event Name		
B	Brief description of the event		
C	Event Start Date	Event End date	
D	Event Location	Street District	Town/City Region Postcode
E	Total estimate of unrecoverable costs <i>The ETSP provides coverage for 90% of eligible unrecoverable costs</i>	\$	
F	Do you hold any insurance for this event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If YES , please specify insurance policies in place.		
	If NO , would you like an Aon representative to contact you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G	Do you have any cover in place for infectious or communicable diseases?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION TWO: EVENT ORGANISATION DETAILS

A	Registered Organisation Name		
B	Registered Address of Organisation	Street District	Town/City Region Postcode
C	Entity Type		
D	Contact Name		
E	Contact Phone Number		
F	Contact Email Address		
G	Bank account name and number <i>See NOTES FOR APPLICANTS</i>		
H	GST Number		
I	NZBN Number		
J	IRD Number		

SECTION THREE: ELIGIBILITY

A	Does the business event have ticketed or registered attendees of at least 200 in-person attendees? <i>See NOTES FOR APPLICANTS</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Is the business event scheduled to begin between 4 April 2022 and 31 January 2023?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Is the business event held at an external venue? The business event cannot be held in-house.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

D	Is the business event organised by a member of Business Events Industry Aotearoa (BEIA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	OR		
	Is the business event facilitated by a Regional Convention Bureau?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	OR		
	Is the business event held at a venue for the express purpose of hosting a business event (to be verified by MBIE, in consultation with BEIA, during the eligibility process)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	Has the business event been publicly announced, or has it been actively in the market (e.g., where tickets or registrations have been advertised or for sale) prior to 23 January 2022, for events scheduled to begin before 1 July 2022?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	OR		
	Has the business event been publicly announced, or has it been actively in the market (e.g., where tickets or registrations have been advertised or for sale) at least 4 months prior to the event date, for events scheduled to begin on or after 1 July 2022?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F	Is the business event held in New Zealand?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G	Is the business event organised by a New Zealand registered organisation (e.g., an entity registered with the Companies Office or a charitable organisation)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
H	Is the business event solely delivered by local government and other public authorities? <i>The event can be funded by those authorities, although any costs incurred by local government are not eligible for recovery.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I	Is the business event underwritten by local government or another insurer of 80% or more of unrecoverable costs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION FOUR: DECLARATIONS

The applicant is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices. By completing the details below, the applicant makes the following declaration about its application to the Events Transition Support Payment scheme for the event ("application"):

<input type="checkbox"/>	The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
<input type="checkbox"/>	It is understood that if the event is confirmed as eligible for ETSP scheme, the information provided in this document and the support material provided as part of this application will be used to assess any payment made;
<input type="checkbox"/>	I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
<input type="checkbox"/>	The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application or entering into a contract to carry out the event. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the MBIE by emailing eventsupport@mbie.govt.nz ;
<input type="checkbox"/>	I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any payment awarded as a result of this application process;

<input type="checkbox"/>	<p>I understand that this eligibility form is subject to the Official Information Act 1982 (the OIA). The OIA enables MBIE to withhold information under certain conditions. Where possible, MBIE will consult with the Applicant should an OIA request be received;</p>
<input type="checkbox"/>	<p>The intended recipients of all information are Aon and MBIE. The applicant authorises the disclosure of personal information held by any party pertaining to this application and enables Aon and MBIE to collect this information to evaluate the eligibility of the Applicant. The Applicant has rights of access to, and correction of, this information, where it is personal information as defined in the Privacy Act 2020.</p>
<p>Signature Click or tap here to enter text.</p>	<p>Date Click or tap to enter a date.</p>
<p>Full name Click or tap here to enter text.</p>	<p>Position held Click or tap here to enter text.</p>

Event Transition Support Payment (ETSP) Scheme Eligibility Criteria for Business Events

The **following criteria apply** to ensure the payment is targeted at events that are regionally significant and is distributed in an equitable way:

1. Business event must have ticketed or registered attendees of at least 200 in-person attendees (the tickets or registrations do not need to carry a cost, but proof of financial commitment to suppliers of at least the minimum threshold of attendees is required).
2. Business event date must be scheduled to begin between 4 April 2022 and 31 January 2023 (inclusive).
3. Business event must be held at an external venue, not in-house.
4. Business event must either:
 1. be organised by a member of Business Events Industry Aotearoa (BEIA); or
 2. be facilitated by a Regional Convention Bureau; or
 3. be held at a venue for the express purpose of hosting a business event (to be verified by MBIE, in consultation with BEIA, during the eligibility process).
5. Business event must have been publicly announced or have been actively in the market (e.g., where tickets or registrations have been advertised or for sale):
 1. prior to 23 January 2022 for events scheduled to begin before 1 July 2022; or
 2. at least 4 months prior to the event date for events scheduled to begin on or after 1 July 2022.
6. Business event must be held in New Zealand
7. Business event must be organised by a New Zealand registered organisation (e.g., an entity registered with the Companies Office or a charitable organisation).
8. Business event must not be solely delivered by local government and other public authorities (but can be partly funded by those authorities, although costs incurred by local government would not be eligible for recovery).
9. Business event must not have an agreement in place with underwriting of 80% or more of unrecoverable costs from local government or another insurer.
10. Business event organisers can only apply once for cancellation and once for postponement for an event.
11. Touring business events across multiple venues and dates are eligible on the basis that the cumulative total of attendees reaches the minimum attendee threshold, and they meet all other criteria.