



Information on the Events Transition Support Payment (ETSP) Scheme for Business Events

ABOUT THE ETSP

Why was the ETSP designed?

The ETSP was designed to give event organisers the certainty to plan business events for 200+ people and continue stimulating economic activity through the events supply chain. The ETSP covers 90% of the costs that event organisers will be liable to pay if their event must be postponed or cancelled due to COVID-19 public health restrictions. The 10% not covered by the ETSP scheme acts like a premium under a normal insurance policy and incentivises prudent decision-making.

Who is managing the ETSP?

MBIE designed the ETSP and is using Aon as its partner under the scheme to process eligibility applications and claims. For information you can email MBIE eventsupport@mbie.govt.nz or Aon nz.schemes@aon.com.

I need help with my application or claim.

If you need assistance completing your eligibility application or ETSP claim please contact Aon at nz.schemes@aon.com.

ELIGIBILITY CRITERIA FOR BUSINESS EVENTS

What is a business event?

A business event is an event that is hosted by an organisation (such as an association, corporate organisation, or government organisation) and is either an incentive, conference, convention, exhibition, or trade show.

If your event does not meet this definition, then you may be eligible as a general event. Please refer to the separate document for general events.

Is my business event eligible under the ETSP?

If you are planning a business event to be held between 4 April 2022 and 31 January 2023 with **at least 200 attendees**, you may be eligible under the ETSP. Review the criteria and explanatory notes below to see if your business event is eligible.



Eligibility Criteria	Notes
<p>Events must expect to have at least 200 in-person attendees (ticketed or registered).</p>	<p>Attendees must attend the event in person, online attendees do not count toward the attendee threshold (at least 200).</p> <p>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.</p> <p>The evidence required to prove this criterion is one of the following:</p> <ul style="list-style-type: none">• At least 200 people have registered at the point of cancellation or postponement; or• Proof of financial commitment to suppliers of at least 200 people (such as catering for at least 200 people).
<p>Event must be a business event</p>	<p>A business event is an event that is hosted by an organisation (such as an association, corporate organisation, or government organisation) and is either an incentive, conference, convention, exhibition, or trade show.</p> <p>In addition, a business event must either:</p> <ul style="list-style-type: none">• be organised by a member of Business Events Industry Aotearoa (BEIA); or• be facilitated by a Regional Convention Bureau; or• 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).
<p>Event date must be scheduled to begin between:</p> <p>4 April 2022 and 31 January 2023</p>	<p>The event must be scheduled to start between the specified dates (inclusive).</p> <p>Please note: Your event's start date is key, as this date will determine whether your event is eligible. Rehearsals, site-build, or set-up do not count as event days for the purposes of the event start date (but do count towards the costs of the event).</p>
<p>Event must be held in New Zealand.</p>	<p>This means your event must be held in New Zealand.</p>
<p>Event must be held at an external venue.</p>	<p>In-house business events are not eligible for the ETSP.</p>



<p>Event must be organised by a New Zealand registered organisation</p>	<p>For companies and charities, your legal status must be verified through the online registers or another form of proof of New Zealand registration.</p> <p>For Sole Traders, you must be able to provide your New Zealand Business Number (NZBN), and if your registration information is not publicly viewable online, your certificate of confirmation.</p> <p>Events may involve inbound groups from overseas, however the event organiser eligible to submit a claim to the ETSP must be a New Zealand registered organisation.</p>
<p>Event must have been actively in the market:</p> <ul style="list-style-type: none">• prior to 23 January 2022 for events scheduled to begin before 1 July 2022; or• at least 4 months prior to the event date for events scheduled to begin on or after 1 July 2022.	<p>Examples of an event being actively in the market' include:</p> <ul style="list-style-type: none">• the event organiser can provide evidence that it has made financial commitments to the scheduled event dates (e.g. via a venue booking or supplier contracts);• registration website has been developed and promoted;• invitations have been sent/advertised to attendees;• the event has been advertised to the public for the relevant dates.
<p>Event must not be solely delivered by local government and other public authorities.</p>	<p>Events can be partly funded by local government or public authorities, however costs incurred by local government are not eligible for recovery.</p>
<p>Event must require the use of COVID-19 vaccination certificates.</p>	<p>All events must use COVID-19 vaccine certificates to be eligible for the ETSP.</p> <p>Events must abide by current public health guidelines. Further information on public health guidance can be found here:</p> <p>https://www.business.govt.nz/covid-19/covid-19-protection-framework/events/</p>
<p>Event organisers can only apply once for cancellation and once for postponement for the same event.</p>	<p>Eligible events may only claim one postponement and one cancellation.</p> <p>If a postponement results in your event falling outside the timeframe for the ETSP, the postponement costs will be covered by the ETSP, but any costs associated with cancelling the new date will not be covered.</p>
<p>Event must not have an agreement in place with underwriting of 80% or more of unrecoverable costs from local government or another insurer.</p>	<p>If your event does have an existing underwrite agreement of less than 80% of unrecoverable costs in place, only those costs that are not already underwritten will be eligible for coverage under the ETSP.</p>



CANCELLATION TRIGGERS FOR THE ETSP

Business events that have been cancelled prior to the red setting announcement on 23 January 2022 are not eligible.

Claims can only be submitted when the event must be cancelled or postponed due to one of the following cancellation triggers:

- the event location is at COVID-19 Protection Framework Red level or a localised lockdown on the date/s of the event; or
- at least 50 percent of tickets/registrations have been sold/allocated to attendees located within the COVID-19 Protection Framework Red level or localised lockdown area on the date/s of the event (**assuming regional boundary restrictions are in effect**); or
- the event is located in an area that is at COVID-19 Protection Framework Red level, or a localised lockdown at any point within the six-week period prior to the start of the event; and there has been no explicit announcement yet regarding the Covid-19 Protection Framework settings for the specific date/s of the event; or
- the lead subject/speaker is required by the Ministry of Health to self-isolate over the period of the event and there is no available alternative subject/speaker.

Touring business events or roadshows are eligible to cancel or postpone the entire group of events if one of the above cancellation triggers applies to any one of the tour's events, unless the organiser has applied for eligibility separately for each event.

Frequently Asked Questions follows on the next page



FREQUENTLY ASKED QUESTIONS

Eligibility

How do I apply to the ETSP for my business event?

There is a 2-step application process:

1. Download the appropriate eligibility form for your event from the MBIE website, complete the form and email it to our provider Aon at: nz.schemes@aon.com

You will receive a letter either confirming or denying your eligibility to the ETSP scheme. Applications that meet the required criteria will be accepted up until 28 February 2023.

Note: Eligibility forms for business events will be available from 1 March 2022.

2. If your event is eligible and has been cancelled or postponed, advise Aon of the cancellation or postponement by emailing: nz.schemes@aon.com.

Aon will then provide you with a claim form to complete and return along with your supporting evidence (invoices).

Your claim and supporting information will then be processed, and Aon will provide this information to MBIE for payment of the claim.

How do I demonstrate that my event is a business event?

When you submit your claim, Aon may ask for further information to prove that you meet the definition of a business event. A business event is an event that is hosted by an organisation (such as an association, corporate organisation, or government organisation) and is either an incentive, conference, convention, exhibition, or trade show.

In addition, a business event must either:

- be organised by a member of Business Events Industry Aotearoa (BEIA); or
- be facilitated by a Regional Convention Bureau; or
- 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).

MBIE will use discretion to determine eligibility for business events where the scope of the event does not clearly meet the criteria above. MBIE will do this in consultation with BEIA to ensure that legitimate business events are not unintentionally excluded from the scheme.

Is my event eligible if it is delivered for an inbound/overseas group?

If all other criteria are met, then yes it will be eligible. The event organiser must be registered in New Zealand, the event must be held in New Zealand, and the event must have in-person attendees but there are no other restrictions on the makeup of the attendees.



Are gala dinners/awards nights/networking style events included under the definition of business events?

Networking and awards-type events may meet the definition of a business event if they are part of an incentive, conference, convention, exhibition or trade show, and meet all other criteria. Other events of this nature will be considered on a case-by-case basis in consultation with BEIA.

When will I receive confirmation of eligibility?

Once Aon has received your eligibility form, you should receive confirmation or denial of eligibility within 5 business days. If you require a decision by a certain date, please advise Aon when submitting your form and your reason why (e.g. Board meeting on a certain date). If you have not received contact from Aon with 7 business days, please contact Aon at: nz.schemes@aon.com

I received an eligibility certificate for the ETSP. What does this mean?

If you have received an eligibility certificate, this means that based on the information you have provided, your event has been assessed as meeting the required eligibility criteria for coverage under the ETSP.

Note: This is **not a guarantee of payment** for all costs listed during eligibility assessment. Upon postponement or cancellation, events are required to provide evidence that incurred costs are non-recoverable before your claim is paid. If at a later stage it is found that you provided misleading or inaccurate information, your eligibility may be revoked.

I received a decline letter for the ETSP. What does this mean?

If you have received a letter that declines eligibility, the business event does not meet the required eligibility criteria to be covered under the ETSP.

What if my event does not meet the eligibility criteria?

The ETSP eligibility criteria was set and approved by Cabinet. Unfortunately, if you do not meet these criteria then you will not be eligible.

Attendee numbers

How can I prove my event will meet the required number of attendees?

You can demonstrate that your event is expecting at least 200 in-person attendees by:

- Providing evidence of **registrations already confirmed**, or
- Providing evidence of a **financial commitment to suppliers** of at least 200 people (such as catering costs for at least 200 people).



I'm expecting at least 200 people at my event, but admission is free, is my event eligible?

Yes, business events must be able to demonstrate confirmed attendees, e.g. via registrations, but the registrants do not need to pay a cost. However, proof of financial commitment to suppliers to cover at least 200 attendees is required.

My event is fully or partially held online, is my event eligible?

Only in-person attendees count towards the attendee threshold. If your event is held partially online, those attending online do not count towards the attendee threshold (200 people).

Unrecoverable costs

What costs will the ETSP cover?

The ETSP scheme provides financial certainty to event organisers who would otherwise have non-recoverable financial losses caused by their event being unable to be delivered due to public health restrictions.

The ETSP covers up to 90% of the unrecoverable costs. Unrecoverable costs are:

- expenses that are directly associated with the event – e.g., without the event, they wouldn't be a part of regular business expenses; and
- expenses that event organisers (as the claimant) are obliged to pay to event suppliers, vendors, facilitators, or other companies associated with putting on the event.

Profits and revenue are excluded and cannot be claimed under the ETSP.

What if I have "COVID-19 clauses" in contracts with some suppliers?

Some event organisers may have negotiated clauses in contracts with their suppliers that means they are not required to pay the supplier, and may be able to recover payments already made, if the event is cancelled due to COVID-19. These are commonly called "COVID-19 clauses".

If an event organiser is not obliged to pay the cost, then it should not form part of an ETSP claim. Only costs that the event organiser is legally obliged to pay, or has no ability to recoup, are unrecoverable for the purposes of the ETSP.



What are some examples of unrecoverable costs?

Examples of unrecoverable costs – services (indicative list only)

- Staff wages (including for contractors, permanent staff etc where the wage costs are attributable to the delivery of the event)
- Freight and Logistics
- Event technology (including software, translation services, technology services etc)
- Health and Safety services
- Event delivery or production contractors
- Marketing and promotional material
- Catering and hospitality costs
- Bank Fees
- General administration costs
- Licencing Fees
- Tour, attraction, and activity operator
- Destination Management Company
- Incentive Travel Agency
- Event photography
- Event stylist, theming and décor
- Exhibition organiser
- Exhibition suppliers
- Car rental
- Professional Conference Organiser
- Speaker Bureau
- Transport operator

Examples of unrecoverable costs – infrastructure and facilities (indicative list only)

- Conference venue and facilities hire
- Hotel with conference venue
- Accommodation
- Restaurant hire
- Event technology hire and setup, including Audio visual displays and interactives
- Temporary venue lighting
- Radio and communications equipment
- Recycling and Waste services
- Core services connectivity (Fees related to electricity, gas, water or internet connection)



What costs are excluded from the ETSP scheme?

- any deposits for which credits are received or that can be transferred forward (for example, credits for flights or accommodation that can be used by the registrant for future activity) are considered recoverable and are not eligible)
- shortfalls due to the withdrawal of local government or public authority funding
- the purchase of goods for sale at the event, such as merchandise or non-perishable food and drink and in particular alcohol, and any anticipated losses arising from the inability to sell merchandise or bar products or retail losses
- cancellation or performance fees for speakers/presenters due to border issues or restrictions
- revenue or profit
- any costs related to the purchase of assets/items which might be used to set up an event, that could be used for future events or on-sold
- any costs not already incurred by the event organiser and for which there is no legal obligation for them to pay in the event of postponement or cancellation
- any costs already incurred but which are able to be recouped in the event of postponement or cancellation
- any costs covered by other central and local government support, such as funding grants, Wage Subsidy payments, Resurgence Support payments, etc.

Why are only 90% of costs covered?

The ETSP will cover up to 90% of eligible, unrecoverable costs associated with a cancelled or postponed eligible event. The remaining 10% of costs are not covered by the scheme. This is designed to act like an insurance premium and ensures some risk-sharing under the scheme, which will encourage appropriate decision-making by event organisers and planners.

Some suppliers will have already been paid in full, some will only receive a deposit or partial payment, and some suppliers may receive nothing, depending on the agreement they have with the event organiser/promoter.

As an event organiser, what costs am I liable for under the ETSP?

The ETSP will cover up to 90% of eligible, unrecoverable costs associated with a cancelled or postponed eligible event. The remaining 10% is not covered under the scheme and event organisers may be liable to pay this portion of any obligations they have to their suppliers or vendors.

This does mean that some event organisers that incur most of their costs in advance (e.g. events that need to be cancelled close to the scheduled date) will be liable for up to 10% of those costs.



Making a Claim

What is a “Trigger Event” under the ETSP?

The “trigger events” are the circumstances under which an eligible event can make a claim under the ETSP. Not all postponement or cancellations will result in an event becoming eligible to claim an ETSP.

The cancellation triggers are outlined on page 4 of this document (refer to section “Cancellation Triggers for the ETSP”).

If an event organiser makes a postponement or cancellation decision when one of these cancellation triggers does not apply, then they will not be eligible to claim costs under the ETSP.

I need to cancel or postpone my event under one of the ETSP triggers.

Email Aon nz.schemes@aon.com and they will provide you with the necessary claim documentation. Claim processing may take up to three weeks, due to the amount of time required to review, and the amounts of claims being processed at the time.

How do I make a claim under the ETSP?

You will need to contact Aon at nz.schemes@aon.com for a claim form and unrecoverable costs spreadsheet.

Can I make a claim for postponement and cancellation?

If you must cancel or postpone your business event because of a [ETSP trigger event](#), you can claim once for postponement and once for cancellation for the same event.

Please note, if you postpone your event to a new date outside of the ETSP timeframe and then you must cancel the postponed event, you will be able to claim any unrecoverable costs relating to postponement, but you will not be able to claim unrecoverable costs for cancellation. Whatever the scenario, the event must meet all ETSP eligibility criteria and be affected by an ETSP trigger to be able to make a claim.

When will my claim be paid?

We aim to pay claims within 15 working days of receiving all required information. However more complex claims may take longer to process.

Who is responsible for paying suppliers and vendors?

As the event organiser or planner applying for eligibility under the ETSP, you are responsible for the disbursement of any funds owing to suppliers that you receive through a claim. This forms a part of the ETSP Terms and Conditions. Read the [full T&Cs here](#).



Will my application or claim be audited?

Under the Terms and Conditions of the ETSP you may be audited or have your claim or payment reviewed by MBIE or its authorised representative. If any ineligible costs are identified during an audit or review process you may be required to repay any funding received illegitimately. Read the [full T&Cs here](#).

Information for suppliers and vendors

Third party suppliers to an event are unable to directly apply to the ETSP scheme and will need to reach out to the event organiser to check if their costs can be covered by the scheme.

If you are unsure if the event is eligible, please ask the event organiser. The ETSP will cover 90% of the costs that an event organiser is legally obliged to pay to a supplier.

Event organisers that are eligible to claim under the ETSP scheme, and subsequently claim unrecoverable costs related to third party suppliers, must pass these unrecoverable costs onto the relevant suppliers. Read the [full T&Cs here](#).

Details of the payments made to event organisers will be published on the [MBIE website](#).