



## SELLER FACT SHEET

1. Sellers on Gift Trader must first qualify as current exhibitors of NZ Gift Fairs and pay the annual fee to before gaining access to trade on this website.<sup>i</sup>
2. Eligible traders may list up to 25 products at any one time during a 12 month period. Traders may purchase additional blocks of 25 listings for 12 months from XPO Exhibitions Ltd.
3. Make sure you have a clear 'close up' image file photo of each item to load into the system before listing.
4. Listings are 'live' for 180 days or until sold out, whichever occurs first. Traders can replace any expired or sold out listing with a new listing – within the 25 listing cap.
5. If a listing expires before product is sold out then the balance of the stock can be reactivated by you without creating a brand new listing.
6. When completing your listing please note that the total quantity of stock once entered cannot (subsequently) be increased. You can reduce the stock quantity available on a listing if you have sold items offline. Please do monitor stock on hand for all listings so as to avoid disappointing retail buyers.
7. You should set a minimum quantity of product for purchase on every listing.
8. Freight is free into store unless otherwise stated by you clearly in the 'More Information' section of your listing.
9. There are no payment facilities on the website. Once an order comes through via email you must contact the retailer direct with your payment instructions before delivery or provide agreeable 'on account' payment terms.
10. Please ensure you have read and understand Gift Trader Terms & Conditions before using the site. <http://www.giftrader.co.nz/termsandconditions/index.php>

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<sup>i</sup> Access is free of charge for an introductory period of 90 days only from February 1 2012.