



**Enhancing Lives
through
Partnership**

7 - 9 September 2016

**Rendezvous Hotel Auckland,
New Zealand**



New Zealand
Speech-language
Therapists' Association

Te Kāhui Kaiwhakatikatika Reo Kōrero o Aotearoa

Sponsorship & Exhibition Invitation



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through
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Background of the Association

New Zealand Speech-language Therapists' Association

The NZSTA is the national professional self-regulatory body for speech-language therapists in New Zealand representing some 720 speech-language therapists. Speech-language therapists work in the areas of health, education, universities and private practice, working with people with communication and swallowing disorders over the lifespan. People who access speech-language therapy services may have difficulty with producing or understanding spoken and/or written language, fluency, swallowing, feeding, voice or hearing.

The NZSTA implements a code of ethics and standards of practice. It offers a range of continuing professional development for members; promotes the profession to the wider community and liaises with associated professional and governmental bodies.



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About the Conference

The 2016 New Zealand Speech-language Therapists' Association Conference: **"Enhancing lives through partnership"** will be held at the Rendezvous Hotel Auckland from 7 - 9 September 2016.

This national event is held biennially and attracts speech-language therapists working in education and health systems as well as private enterprises. The Conference provides delegates with a prime opportunity to update their knowledge and skills, while building networks to enable them to remain leaders in a competitive field with ever-increasing demands.

The conference is specifically designed for speech-language therapists working in New Zealand, though this conference regularly attracts delegates from Australia and South East Asia.

This exciting Conference will have a range of inspiring topics with oral presentations, workshops and posters. Exhibiting organisations range from retailers of communication and swallowing books, products, and clinical resources, medical imaging tools, recruitment agencies, and training institutes.



Opportunities

Sponsorship

Ensure your brand stands out from the crowd by securing a sponsorship package with the New Zealand Speech-language Therapists' Association

The sponsorship would serve to create commercial opportunities for your organisation and provide you with an excellent opportunity to convert brand awareness into sales.

Sponsorship will allow your representatives to mix informally with many decision-making professionals.

Sponsorship dollars enable us to entice the highest-quality national and international speakers and workshop presenters. In addition, it will ensure we can provide a setting which is comfortable and amenable to bringing together like-minded people to share their expertise with fellow members.

Continued sponsorship of professional activities which promote best practice will strengthen your organisation's affiliation with the speech-language therapy community.

Exhibition

The trade exhibition will allow you to meet potential stakeholders from New Zealand and abroad.

The exhibition runs alongside the Conference and gives your company/organisation the opportunity to display your product and/or service to potential clients.

Daily catering is served in the exhibition hall which gives you time for discussion and demonstration.



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Exhibition Information

(Fees are quoted in New Zealand dollars and include GST)

Exhibition Activities

The following activities will be held in the Exhibition hall:

- Pre-registration Wednesday morning
- Morning tea, lunch & afternoon tea Wednesday – Friday

Exhibition Hours

Wednesday 7 September 2016

5am – 7.30am: Build of exhibition
7.30am – 9.30am: Exhibitor access
10am – 5pm: Exhibition

Thursday 8 September 2016

8am – 5.00pm: Exhibition

Friday 9 September 2016:

8am – 3.00pm: Exhibition

(Times may change depending upon final programme).

Exhibition Venue & Construction

The exhibition will be held in the Pre-function area on level oneP. The exhibition will be integrated into the Conference activities, which will afford maximum exposure to delegates.

The exhibition will be constructed by Displayways and their contact details are:

Shipla Rana
Exhibition & Event Coordinator
Displayways
P.O Box 39 165
Wellington Mail Centre
Wellington
Phone: +64 27 271 2787
Fax: +64 4 576 0991
Email: s.rana@displayways.co.nz

Displayways will commence building the stands at 5am on Wednesday 7 September 2016 and will have them ready for exhibitors move in at 7.30am.

Exhibition Package

- Display board (Velcro compatible - Grey) 2m wide x 2m deep x 2.3m high (total display space)
- 1 x power point (10 amp)
- 1 x trestle table 1800mm long x 740mm wide (including tablecloth)
- 2 x padded stacker chairs
- 2 x spotlight
- Fascia - Company name sign (white corflute sign with black lettering adhered to the front fascia)
- Company product listing (200 words) included in the Final Conference programme
- Electronic list of Conference attendees

Exhibition Registration

Each exhibition package fee will include two complimentary Exhibitor registrations which include the following:

- Morning/Afternoon teas Wednesday – Friday
- Lunch Wednesday – Friday
- Conference Dinner Thursday
- Conference satchel & name badge
- Admittance to keynote presentations each morning
- A discounted Conference registration of \$310.50 each will be offered to the two complimentary exhibitors if they wish to attend concurrent presentations.

Exhibition Package Fee

\$1,380.00 per first stand

Additional Stand Fee

\$690.00 per additional stand

Additional Stands

Your additional exhibition stand includes the following:

- Display board (Velcro compatible - Grey) 2m wide x 2m deep x 2.3m high (total display space)
- 1 x trestle table 1800mm long x 740mm wide (including tablecloth)
- 2 x spotlight

Additional Staff

Daily catering for additional staff members (above the two included in the Exhibition Package) applies. \$80.50 per day includes morning tea, lunch, afternoon tea and name badge.

Additional Requirements

Any additional furniture or equipment will need to be organised by the exhibitor through Displayways. Please contact Shipla Rana. Any changes to your display, outside of the Exhibition Package, must be approved by the NZSTA.

Best Exhibitor Prize

Each exhibitor is judged on the presentation of their stand, the information provided and helpfulness of their staff. The winner is awarded a complimentary exhibition stand to the following years' Conference. Please remember this when putting your stand together, it is a great prize.

Exhibitor Prize for the Conference Dinner

We are inviting exhibitors to provide a prize that will be drawn at the Conference Dinner. If you are interested, please complete the relevant section on the Booking Form.

Sponsorship Opportunities

(Fees are quoted in New Zealand dollars and include GST)

We invite you to consider one of the following Sponsorship opportunities.

Gold (Major) Sponsor

(one only)

- Exclusive rights to company/organisation logo being on all Conference literature
- A Five minute presentation at the Opening Ceremony Wednesday
- Two prominent exhibition stands
- Company logo included on the Conference web site with a direct link
- Three full Conference registrations
- Three additional tickets to the Conference Dinner
- One full page advertisement in the Final Conference programme (Sponsor to provide)
- A4 size insert included in the Conference issue of *Communication Matters* (weight to be determined)
- Product Listing in the Final Conference programme (250 words)

Cost: \$10,350.00

Silver Sponsor

(two only)

- Naming rights to the Welcome Reception or Conference satchels
- Two prominent exhibition stands
- Company logo included on the Conference web site with direct link
- Company logo included on the Online Registration brochure and Final Conference programme
- One full black & white advertisement in the Final Conference programme (Sponsor to provide)
- Two full Conference registrations
- Product Listing in the Final Conference programme (250 words)

Cost: \$8,050.00

Bronze Sponsor

(three only)

- Naming rights of a lunch (day selected by Sponsor)
- Opportunity to provide handout material during the sponsored lunch
- One prominent exhibition stand
- Company logo to appear on the Conference web site (with direct link), Online Registration brochure and Final Conference programme
- One full black & white advertisement in the Final Conference programme (Sponsor to provide)
- One full Conference registration
- Product Listing in the Final Conference programme (250 words)

Cost: \$6,900.00

Conference Dinner

- Naming rights to the Conference Dinner
- Opportunity for a five minutes presentation at the Conference Dinner
- Opportunity to conduct a major prize draw at the Conference Dinner
- Acknowledgement on the Conference Dinner Menu
- Company signage in the Conference Dinner area
- Opportunity to provide promotional material at the Conference Dinner
- One prominent exhibition stand
- Company logo to appear on the Conference web site (with direct link), Online Registration brochure and Final Conference programme
- One full Conference registration

Cost: \$5,750.00

Final Programme

- One full page colour advertisement on the inside front and inside back covers
- Company logo to appear on the Conference web site (with direct link) and in the
- Company logo to appear in the Final Conference programme where ever space allows
- One full Conference registration

Cost: \$3,450.00

Conference Lanyards

- Company name and website or phone number printed onto the Conference lanyard
- Colour of lanyard to be selected by the Sponsor
- Company logo to appear on the Conference web site (with direct link) and Final Conference programme
- One exhibition stand
- One full Conference registration
- Product Listing in the Final Conference programme (250 words)

Cost: \$3,450.00

Online Registration Brochure

- One full page colour advertisement on the last page of the brochure
- Company logo to appear on the Conference web site (with direct link) and in the Final Conference programme

Cost: \$2,530.00

Sponsorship Opportunities Cont/d.....

Conference Programme Indices

(six only)

- A4 size black & white advertisement (Sponsor to provide) on the Tab
- Company logo included on the Conference web site (with direct link)
- For full colour, add **\$230.00** to the below cost

Cost: \$920.00 per tab

Full Page Advertisement (A4 size – Final Conference Programme)

For those companies or organisations **not** able to attend the Conference, we are offering you an alternative to the satchel insert.

This year we are offering an opportunity to include a full page advertisement in the Final Conference programme.

This will:

- Remove the expense of producing hundreds of copies of the insert
- Ensure your information is kept as part of the Conference information
- Reduce the risk of the insert not being delivered on time

What is required?

- Email the A4 advertisement to the National Conference Manager by the required date
- Ensure the advertisement is in PDF format

Cost: Black & White = \$805.00
Full Colour = \$1,150.00

Important Information

Sponsorship and exhibition packages operate on a first in, first served basis.

Booking Forms received with accompanying payment will be given priority.

Simply complete the Booking Form, include your payment and return them to PR Conference Consultants.

A sponsorship and/or exhibition confirmation will be forwarded within seven working days of receipt.

Contact

If you wish to discuss your exhibition requirements, or have any further questions, please contact:

For New Zealand

Becca Hammond
becca.hammond@waitematadhb.govt.nz

For Australia

Pamela Richards
PR Conference Consultants
PO Box 502 Kilmore 3764 Australia



+61 3 5781 0069



+61 3 5781 0082



pam@prcc.com.au

Terms & Conditions & Cancellation Policy

Please ensure you read the 'Terms & Conditions' outlined in final page which includes the Cancellation Policy.



Completed Booking Forms are to be returned to PR Conference Consultants (Refer to contact details on the left).

Once completed please scan or fax the Booking form to:
pam@prcc.com.au or +61 3 5781 0082



BOOKING FORM

(All fees are quote in New Zealand and include GST)

Sponsorship	Description	Rate \$	Total \$
Gold (Major) one only		10,350.00	
Silver (two only)	Including (select one) <input type="checkbox"/> Welcome Reception OR <input type="checkbox"/> Satchels	8,050.00	
Bronze (three only)	Including one lunch <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	6,900.00	
Conference Dinner		5,750.00	
Conference Final Programme		3,450.00	
Conference Lanyards		3,450.00	
Online Registration Brochure		2,530.00	
Indices for Final Conference Programme	Please select <input type="checkbox"/> General Information <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Exhib/Spons	<input type="checkbox"/> 920.00 b&w or <input type="checkbox"/> 1,150.00 colour	
Full page advertisement (non exhibitors or sponsors)	<input type="checkbox"/> black & white <input type="checkbox"/> Full colour	805.00 b&w 1,150.00 colour	

Exhibition stand (first stand)	1,380.00		
Additional stand (per stand)	690.00		
Indicate Stand No/s:	1 st choice.....	2 nd choice.....	3 rd choice.....

Exhibitor Prize (for the Conference Dinner)
I will provide a prize <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe prize and cost:

Payment Details:

Title: Mr / Mrs / Ms / Dr First Name: _____ Surname _____

Organisation: _____

Address: _____

Post Code _____ State _____

Email: _____

Phone: (w) _____ Fax: _____ Mobile _____

I wish to pay NZ\$ _____ by Visa MasterCard *Cheque (payable to NZSTA)

Name of cardholder _____ Signature of cardholder _____

Card Number _____ Expiry Date ____ / ____

I have read & agree to the Terms & Conditions Date: ____ / ____ / ____

*If paying by cheque, please include a copy of this completed Booking form and post them to:
 NZSTA
 PO Box 34-530, Birkenhead,
 Auckland 0746, New Zealand

Terms & Conditions

- A. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by NZSTA. Reference to NZSTA Conference and Exhibition shall be deemed to include the endorsers: The CPC, the managing directors of the trade Exhibition and any duly authorised representative, agent or employee of the foregoing.
- B. No Exhibitor shall exhibit or permit to be exhibited in the space allotted to them any programmes or services other than those specified in the Booking form.
- C. Space rental shall include both sizes specified in the application contract, uniform identification sign showing company name, in letters on the fascia. Width of all spaces shown in the official floor plan is from centre of side rails and depth is overall measurement from face of the front post to face of rear post. NZSTA reserves the right to alter or move rented space where deemed necessary. Exhibitors must obtain permission from NZSTA if they wish to build outside this space.
- D. An exhibit shall not obstruct the view on adjoining exhibits nor be operated in any manner objectionable to other Exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent Exhibitors. VCRs, radios or other sound devices operated in an objectionable manner in the opinion of NZSTA shall be prohibited.
- E. All Exhibitors will be confined to the space provided and shall not allow any display material to be hung from or applied to any building fixture; no permanent adhesives or paint should be applied to, or any holes drilled in the building or display partition. Particular care should be taken with protection of existing floor covering from chemical, oil or paint spillage and excessive concentrated weight. Any damage shall be entirely at the Exhibitor's cost.
- F. All materials used for decorative purposes shall be flameproof. Explosives and inflammable materials which conflict with the Underwriter's Fire Prevention or Fire Department rules shall not be permitted.
- G. Installation and dismantling of the exhibit material must conform to the timetable specified.
- H. The Exhibitor hereby agrees not to contract for, nor to use, any services in connection with its exhibit within the venue, except such as shall be made available or approved by NZSTA. Not less than 30 days before the opening date of the Exhibition, the Exhibitor shall supply to NZSTA the names of any persons or organization other than those designated as official contractors, who are proposed for the performance of any services to the Exhibitor, and NZSTA will promptly notify Exhibitor of its approval or otherwise of such selections.
- I. The Exhibitor shall not permit exhibitions, raffles, donations or other promotional measures that require guest to be present at a specified location and time, and all unusual promotional plans must be approved by NZSTA no later than 30 days prior to the Conference. Catalogues, souvenirs, literature, printed matter or any other items to be distributed at the Exhibition may be subject to approval by NZSTA and any distribution must be made from the Exhibitor's space. Any material not approved by NZSTA shall not be distributed.
- J. Admission will be by the NZSTA name badge only. Identification badges are not transferable.
- K. Rights of an Exhibitor shall not be assignable to any other company or person.
- L. No Exhibitor shall have the right prior to closing of the Exhibition to pack or remove articles or exhibit without the permission and approval in writing from NZSTA.
- M. All space shall be paid for by payment of a deposit at the time the contract is submitted and the balance on or before the specified date. Cheques shall be made payable to NZSTA and mailed to the address shown on the Booking form.
- N. The Exhibitor shall have an authorised representative present at the Exhibition throughout all exhibit periods and during the installation and dismantling of the exhibit. The name of the authorised representative shall be furnished to NZSTA not less than 30 days before the opening date of the Conference.
- O. It is expressly understood and agreed by the Exhibitor that he/she will make no claim of any kind against the CPC, NZSTA, or contractors to NZSTA for any loss, damage, theft or destruction of goods, nor for any injury that may occur to him/herself or his/her employees while in the venue, nor for any damage of any nature, or character whatsoever, and without limiting the foregoing, including any damage to his business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the CPC or NZSTA in relation to the exhibit or Exhibitor, and the Exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of said leased space or exhibit, for negligence or otherwise relating thereto, and said Exhibitor does hereby indemnify and hold harmless the CPC, contractors NZSTA, or NZSTA, against any and all such claims as may be asserted against it.
- P. Should any contingency interrupt or prevent the holding of the Exhibition, NZSTA will return such portion of the amount paid for space as may be determined to be equitable by NZSTA, after deduction of such amounts as may be necessary to cover expenses incurred by NZSTA in connection with the Exhibition. If for any reason NZSTA determines that the location of the Exhibition should be changed or the dates of the Exhibition altered, no refund will be made but NZSTA shall assign to the Exhibitor, in lieu of the original space, such other spaces as NZSTA deems appropriate and the Exhibitor agrees to use such space under the same rules and regulations. NZSTA shall not be financially liable or otherwise obligated in the event the Exhibition is cancelled, postponed or relocated except as provided herein.
- Q. Upon acceptance of this application by NZSTA, it shall be a legally binding contract between the Exhibitor and NZSTA, provided that either party may cancel this contract on condition that written notice of such cancellation is received by the remaining party at least 60 days prior to the scheduled opening date of the Conference as provided herein; and further provided that full amount of rental paid will be refunded only on condition that such cancellation is made by NZSTA.
- R. NZSTA shall have the power to adopt and enforce all Conference attendance rules and regulation and all rules and regulations with respect to the kind, nature and eligibility of Exhibitors adopted by it or set forth herein, and its decision on any matters which may arise hereunder shall be final.
- S. Force Majeure. Under the conditions of force majeure which also includes strike, lock-out, closure, riots NZSTA reserves the right to alter dates and opening/closing times or to even cancel the Exhibition.
- T. All moving parts of machinery forming parts of a stand or exhibit shall be securely fenced and comply with any requirements of the Work Cover Authority.
- U. All fees quoted for the Exhibition and sponsorship are in New Zealand Dollars and will include Goods and Services Tax. 53-332-439
- V. Exhibitor information will only be used for the purposes (primary and secondary) which are permitted by the Information Privacy Act 2000, and we will take reasonable steps to ensure that we make the Exhibitor or sponsor aware of how we use the information. We may use your company information in a variety of ways including:
- Updating you with Conference information
 - Invoicing
 - Maintaining our relationship with you
 - Assisting you with future business
 - Provision of an attendees list
 - Conference registration.
- The organisations to whom we make disclosures include:
- Venues
 - Service Providers
- W. Cancellation Policy - Exhibition
- 3 months prior. Full refund of payment less \$200 admin fee if stand can be sold to another party
 - 50% of full payment if notification is within 60 days of the event
 - No refund within 59 days of the event.
- X. Cancellation Policy - Sponsorship
- 3 months prior. Full refund of payment less \$300 admin fee if the sponsorship can be sold to another party
 - 50% of full payment if notification is within 60 days of the event and if the sponsorship can be sold to another party
 - No refund within 59 days of the event.



2016 Exhibition Floorplan Pre-function area – Rendezvous Hotel, Auckland

NZ Speech-language Therapists'
Association 2016 Conference
7 – 9 September 2016

