

# Tertiary ICT Conference

The University of Canterbury  
TE WHARE WĀNANGA O WAITAHA

3-5 Sept 2024  
ŌTAUTAHI, CHRISTCHURCH

Sponsorship  
Prospectus



# HUI TAUMATA HANGARAU '24

Educate  
Transform  
Connect





# Tēnā koutou / Welcome

The University of Canterbury, Ara Institute of Canterbury, and Lincoln University welcome you to Ōtautahi Christchurch for the 40th Tertiary ICT Conference.

Hosted at The University of Canterbury, Te Whare Wānanga o Waitaha, Ilam Campus, the Hui Taumata Hangarau, Tertiary ICT Conference will embark on the annual three-day journey of exploration, collaboration and innovation within the tertiary ICT sector.

The week will begin with Community Day activities followed by the Welcome Function on Monday 2nd September, with the conference starting on Tuesday 3rd - Thursday 5th September 2024.

Attended by over 200 IT directors, managers, and staff from the tertiary ICT sector, this conference holds significant importance as a platform for fostering connections, sharing knowledge, and showcasing advancements in our field.

The theme 'Educate, Transform, Connect', underscores the transformative power of digital innovation in shaping the landscape of higher education in New Zealand. Together, we will delve into ground-breaking strategies, emerging technologies and connectivity solutions that are revolutionising our sector.

As partners in the higher education sector, your presence and participation enrich the fabric of our community. Your knowledge, expertise, and game-changing ideas will contribute to the overall conference experience, sparking dialogue and driving progress, in our shared mission to advance tertiary ICT.

We encourage you to immerse yourself in the Ōtautahi experience, soak in the rich culture and heritage of our host city and reconnect with peers and colleagues from the Tertiary ICT community. Over the three days, let us seize every opportunity to learn, collaborate, and inspire one another.

We extend our gratitude to each of you in advance for your support and commitment to the Tertiary ICT Conference. Your presence ensures the success of this milestone event, and we would be honoured to have you with us.

## Mark Marshall

Director of Foundation Experience, Ratonga Matihiko | Digital Services  
University of Canterbury



# About the Tertiary ICT Conference

This year the Tertiary ICT Conference is celebrating their 40th Birthday! The Conference has run annually since 1982, with the exception of 2020 and 2021 due to COVID-19. It is a key event for those working in the New Zealand tertiary sector and focuses on the applied use of ICT in the tertiary education environment. It enables tertiary education sector staff to come together to share and learn from the experiences and knowledge of peers and vendors. Vendors are an integral part of the conference - showcasing a wide range of technologies that support the sector's research, teaching and learning strategies.

Recognising the importance of in-person networking, the Conference provides ample opportunities for vendors and attendees to do so. This is always rated by delegates as a significant benefit of attending. The Conference has a strong focus on sustainability – minimising conference waste is very important to us. This includes using technology to reduce our footprint (such as a Conference App), limiting printed collateral and signage, and providing delegate drink bottles or reusable cups/glasses where possible.

The Conference is held on tertiary campuses to support regional institutions and is held in a different region of New Zealand every year.

## The Attendees

Over 300 delegates and sponsors attend the Tertiary ICT Conference from around the country. Delegates come from a range of job functions including leadership, technical consultants, support specialists, operations & administration, and teaching & learning.

Leadership/Management	53%	Operations & Administration	13%
Technical Consultants	16%	Teaching & Learning	5%
Support Specialists	13%	<b>TOTAL</b>	<b>100%</b>

### Attendees come from a wide range of companies/institutions including –

Ara Institute of Canterbury  
Auckland University of Technology  
– Te Wānanga Aronui o Tāmaki Makaurau (AUT)  
Catholic Education Western Australia CERT NZ  
Eastern Institute of Technology – Te Aho a Māui  
Lincoln University – Te Whare Wānaka o Aoraki  
Manukau Institute of Technology  
– Te Whare Takiura o Manukau  
Massey University – Te Kunenga ki Pūrehuroa  
Nelson Marlborough Institute of Technology  
– Te Whare Wānanga o Te Taihū o Te Waka a Māui  
New Zealand Defence College  
New Zealand eScience Infrastructure NorthTec  
– Tai Tokerau Wānanga  
Open Polytechnic – Kuratini Tuwhera (OPNZ)  
Otago Polytechnic – Te Kura Matatini ki Otago  
Southern Institute of Technology  
– Te Whare Wānanga o Murihiku  
St Margaret's College TANZ eCampus Ltd  
St Peter's School, Cambridge  
Tai Poutini Polytechnic  
Te Pōkai Tara  
Te Pūkenga – New Zealand Institute of Skills and Technology  
Te Wānanga o Aotearoa Te Wānanga o Raukawa  
Te Whare Wānanga o Awanuiārangi  
Tertiary Education Commission  
– Te Amorangi Mātauranga Matua  
The Mind Lab by Unitec  
The University of Waikato – Te Whare Wānanga o Waikato  
Toi Ohomai Institute of Technology UCOL – The Universal  
College of Learning – Te Pae Mātauranga ki te Ao Unitec  
– Te Whare Wānanga o Wairaka Universities New Zealand  
– Te Pōkai Tara  
Universities New Zealand  
University of Canterbury – Te Whare Wānanga o Waitaha  
University of Otago – Te Whare Wānanga o Otāgo  
Victoria University of Wellington – Te Herenga Waka  
Waipapa Taumata Rau, University of Auckland  
WelTec and Whitireia Polytechnics Western Institute of  
Technology at Taranaki – Te Kura Matatini o Taranaki Wintec



# Benefits to your Organisation

- ▶ A significant marketing advantage
- ▶ Corporate goodwill from the marketplace
- ▶ Relationship marketing
- ▶ Creation of brand awareness and acceptance
- ▶ Demonstration of products
- ▶ Increased business potential
- ▶ Enhanced company profile
- ▶ Direct access to an audience consisting of your clients – current and potential

We need to provide a forum of openness that encourages sponsors and suppliers to divulge new product lines/show specials in confidence.

- ▶ Suppliers are not able to attend the Conference as paying attendees
- ▶ Suppliers are not able to attend other suppliers' presentations without prior agreement
- ▶ Failure to obey these rules will result in termination of attendance

“ Well what a cracking event that was! There was so much genuine engagement from everyone and the conversations were really valuable. We will definitely be there next year!

Derry Bourke, Southern Territory Sales Manager, NZ, Arista

## Exhibition Booth Details

The exhibition area will provide the opportunity for companies and organisations to showcase their updated products and/or services during the Conference. Emphasis will be placed on ensuring that Conference delegates and attendees frequently visit the exhibition area. The exhibition floor plan has been designed to ensure good visibility, access to all stands and maximum foot traffic. To help ensure this, catering will be served, at strategic points, throughout the exhibition area.

**Pack in for exhibitors** from 1pm - 5pm Monday 2 September 2024 (must be complete by 5.00pm as the Welcome function will take place in another location, so the space will be locked up from 5pm)

**Pack out for exhibitors** from approximately 2.30pm (after the end of Afternoon Tea) Thursday 5 September 2024. **The Tertiary ICT Organising Committee does not permit pack out prior to 2.30pm on 5 September 2024. Any requests for earlier pack out will not be entertained.**

Please refer to the sponsorship package entitlements for the appropriate exhibition booth size for each of the options available.

### Inclusions:

- ▶ Octonorm Panels
- ▶ 2 x 150 watt spotlights per stand
- ▶ Standard company name sign
- ▶ 1 x mini trestle table
- ▶ 1 x 10 amp 4-way power supply per stand
- ▶ 2 x padded stacker chairs



# Exhibition Floorplan

The below Exhibition Floorplan is subject to change.

Catering and beverage stations will be placed throughout the Exhibition space.



# Sponsorship Opportunities

The Conference is offering a limited number of sponsorship opportunities designed to provide maximum coverage during the Conference and associated activities. Sponsors will be issued with a tax invoice and all sponsorships exclude 15% GST.

Sponsorship Packages	Platinum	Gold	Silver	Exhibitor
<b>Maximum Number of Sponsors</b>	2	8	10	5
<b>Sponsorship Amount Required</b> All Amounts are quoted in New Zealand Dollars and exclude 15% GST	all costs associated with the sponsored dinner	\$9,200	\$6,325	\$4,025
<b>Exhibition Booth Size</b>	6m wide x 2.5m deep	3m wide x 2.5m deep	2.5m wide x 2.5m deep	2.5m wide x 2.5m deep
Number of registrations included for staff members to man your booth (inc. Conference day catering). <b>Note:</b> additional registrations can be purchased at \$75 + GST per registration, per day.	4	3	2	1
Sponsor name and logo to feature prominently on Conference Website, Advertising Material, Banners and Conference App. <b>Note: Logo size and placement based on</b> Sponsorship level – Platinum will appear the largest, Gold slightly smaller and so on. Only sponsorship that is agreed before going to print (Monday 5 August 2024) will be included. Finished artwork is to be provided by the sponsor.	✓	✓	✓	✓
Option to meet the costs of a sponsored Gala Dinner function, including transport to and from venue.	✓			
The opportunity to provide a keynote speaker for the conference with an informative 45 minute presentation include Q&A (proposed content subject to the same review as the other speakers, all charges relating to providing a speaker are at sponsor's additional cost).	✓			
Your banner on the plenary room stage throughout the Conference. (Freestanding upright banner to be supplied by sponsor).	✓			
The opportunity to provide a concurrent session speaker for the Conference with an informative 30 minute presentation including Q&A (proposed content subject to the same review as the other speakers, all charges relating to providing a speaker are at sponsor's additional cost).		✓		
Controlled access to the delegate list in accordance with Privacy Act and attendee authorisation.	✓ Prior to conference	✓ Post conf	✓ Post conf	
A push notification to all attendees via the Conference App. This includes a logo/image, a short statement and a hyperlink to be provided by sponsor.	3	1	1	
Rotating Banner visible along the base of the Conference App. Requires a banner to be provided by sponsor.	3	2	1	

In addition to the Platinum, Gold and Silver Sponsorship Packages, there are a wide variety of additional opportunities to associate your business with the Tertiary ICT Conference 2024, through the following functions and items. All amounts are quoted in New Zealand Dollars and exclude 15% GST. All signage, banners and finished artwork must be provided by the sponsors by the agreed deadline.



Sponsorship Opportunity	Amount NZ\$ exc. GST
<p><b>Power Banks/Power Boards</b> Opportunity to provide each delegate with a branded power bank/power board to recharge their phones. They often need these as they are constantly on their phones discussing the Conference via the App:</p> <ul style="list-style-type: none"> <li>▶ You will provide a power bank for each delegate</li> <li>▶ Your sponsorship will be acknowledged via the Conference App and website</li> <li>▶ Power banks and branding at the sponsors expense.</li> </ul>	<b>\$2,875</b>
<p><b>Charging Station</b> Opportunity to provide a branded secure charging station for delegates to use throughout the Conference.</p>	<b>\$3,750</b>
<p><b>Conference Lunches</b> Lunch breaks are an integral part of the conference networking, and provide an additional opportunity for delegates to be informed. Benefits of sponsoring a lunch break include:</p> <ul style="list-style-type: none"> <li>▶ Your sponsorship will be acknowledged via the Conference App and website.</li> <li>▶ Your signage or freestanding upright banner will be displayed prominently in the lunch area.</li> </ul>	<b>\$4,000 per day</b>
<p><b>Conference Name Badges and Lanyards</b> Benefits of sponsoring the name badges and lanyards:</p> <ul style="list-style-type: none"> <li>▶ Your company name and logo displayed prominently on these items</li> <li>▶ Your sponsorship will be acknowledged via the Conference App and website.</li> </ul>	<b>\$2,875</b>
<p><b>Water bottle sponsor</b> Benefits for sponsoring water bottles for the Conference:</p> <ul style="list-style-type: none"> <li>▶ Branded water bottles for all attendees</li> <li>▶ To be environmentally friendly, there will be water coolers around the venue for refilling</li> <li>▶ Water bottle and branding at the sponsors expense.</li> </ul>	<b>\$2,875</b>
<p><b>Barista Coffee Cart</b> Benefits of sponsoring the Barista Coffee Cart are:</p> <ul style="list-style-type: none"> <li>▶ Your signage or banner will be prominently displayed by the coffee machine</li> <li>▶ Your sponsorship will be acknowledged via the Conference App and website.</li> </ul> <p>Reuseable cups are preferred, otherwise eco-friendly branded coffee cups, at an additional cost to the sponsor.</p>	<b>\$4,600</b>
<p><b>Ice Cream Cart</b> Sponsor a branded ice cream cart within the Expo Hall. Benefits include:</p> <ul style="list-style-type: none"> <li>▶ Encourage delegates to spend time in the Expo Hall</li> <li>▶ Your logo displayed on the cart &amp; acknowledged via the Conference App and website.</li> </ul>	<b>\$3,000</b>
<p><b>Reusable Cup</b> Provide attendees with a branded reusable cup to use during the conference and take home. Benefits include:</p> <ul style="list-style-type: none"> <li>▶ Your brand being visible on an item for attendees to take home</li> <li>▶ Environmentally friendly. Reusable cup and branding at the sponsors expense.</li> </ul>	<b>\$2,875</b>
<p><b>Welcome Reception</b> Sponsor the welcome reception on the Monday evening prior to the Conference on Wednesday. Providing the delegates with another opportunity to network. Benefits include:</p> <ul style="list-style-type: none"> <li>▶ Your sponsorship will be acknowledged via the Conference App and website.</li> <li>▶ Your signage or freestanding upright banner will be displayed prominently in the networking area.</li> </ul>	<b>\$5,000</b>
<p><b>Sponsored News</b> A push notification to all attendees via the Conference App. This includes a logo/image, a short statement and a hyperlink to be provided by sponsor.</p>	<b>\$350</b>
<p><b>Additional Exhibition Staff Registration</b> This includes a registration for someone to represent your booth, morning and afternoon tea, lunch and the welcome reception (not the Tertiary ICT Excellence Awards with Dinner).</p>	<b>\$75 per day</b>

# Conference Social Functions

## Monday 2 September 2024

### Welcome Reception

**Venue:** TBC  
**Time:** 5.00pm - 7.00pm  
**Dress Code:** Smart Casual  
**Cost:** Included in the cost of registration

We highly encourage sponsors and exhibitors to attend the Welcome function as this is an additional networking opportunity with the attendees.

## Tuesday 3 September 2024

### Cyclone Dinner

Event details are to be advised. Attendees will be invited directly by Cyclone.

## Tuesday 3 September 2024

### Vendor Dinner

**Venue:** TBC  
**Time:** 7.00pm  
**Dress Code:** Smart Casual  
**Cost:** Pay your own way

## Wednesday 4 September 2024

### Tertiary ICT Excellence Awards with Dinner

**Venue:** Double Tree by Hilton  
- Chateau on the Park  
**Time:** 7.00pm - Late  
**Dress Code:** Smart  
**Casual Cost:** Included

### Open to all registered delegates

Sponsors and Exhibitors are entitled to 1 ticket per company due to venue capacity. Additional tickets may be available closer to the event. Please let the organisers know if you would like additional tickets.

## Further Information

For further information or to discuss your sponsorship or exhibition needs, please contact Marleen Goedhart at Icon Conference and Event Management Ltd.

**Phone:** +64 21 65 99 88  
**E-mail:** events@iconevents.co.nz





# Sponsor and Exhibitor Terms and Conditions

By confirming your sponsorship or exhibition at the Tertiary ICT Conference 2024, and paying a fee (Sponsorship/Exhibition Fee), you (the Sponsor/ Exhibitor) are entering into an Agreement with the Tertiary ICT Conference 2024 and agree to the following terms and conditions:

## General Terms and Conditions

### 1. Confirmation of the Sponsorship or Exhibition

- 1.1 All Bookings must be made using the Tertiary ICT Conference Confirmation Form and will be confirmed within 3 business days via a confirmation e-mail.
- 1.2 Subletting of space will not be permitted.
- 1.3 The Organising Committee reserves the right of refusal of any application.

### 2. Payment Terms

- 2.1 The full cost of sponsoring or exhibiting will be invoiced once the confirmation form is received.
- 2.2 Payment is required by the 20 of the month following the invoice OR prior to the start of the conference, whichever is sooner. Sponsors and Exhibitors may be refused entry to the Conference if funds are not received by the Conference Pack-in Day.
- 2.3 All monies are to be paid in New Zealand dollars (NZ\$).
- 2.4 If payment is not received, the Sponsorship or Exhibition may be cancelled and the Sponsor or Exhibitor will be liable to pay penalty interest of 4.5% per calendar month. The sponsor/exhibitor will also indemnify the Organising Committee from and against all legal costs and disbursements for collection of outstanding debt calculated by a solicitor, including all debt collections costs.
- 2.5 The Sponsorship/Exhibitor Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit equipment, or company advertising or promotional material.
- 2.6 The exhibitor entitlements begin once payment has been received.

### 3. Cancellations

- 3.1 All cancellations must be submitted in writing and sent to Marleen Goedhart at [events@iconevents.co.nz](mailto:events@iconevents.co.nz)
- 3.2 No refunds are granted after 1 June 2024.
- 3.3 In the event of an Act of God, natural disaster, fire, rain, wind storm, pandemic, or any other unforeseen event or catastrophe, the Organising Committee will work with you to transfer your sponsorship to the following years event, or to calculate a refund of all/partial funds where available. All refunds are at the discretion of the Organising Committee.

### 4. Organising Committees' Right of Termination

- 4.1 The Organising Committee shall have absolute discretion to give notice in writing to cancel the Conference and/or to terminate the Sponsorship or Exhibition.
- 4.2 Where the Conference is cancelled, and/or the sponsorship, the Organising Committee shall not be liable whatsoever for any expenditure or liability for loss, including consequential loss, incurred by the Sponsor/Exhibitor.

### 5. Liability and Insurance

- 5.1 By completing and submitting the confirmation form, the Sponsor/Exhibitor agrees to indemnify and hold harmless the Organising Committee from all claims, demands, damages, and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party.
- 5.2 Neither the Organising Committee nor the Conference provides insurance for the benefit of Sponsors or Exhibitors. Exhibitors who wish to carry insurance on their property or for any other purpose must do so at their own expense.

## 6. Privacy

- 6.1 The Organising Committee will comply with the Privacy Act 1993. In the course of this Agreement the Organising Committee may collect personal information. Information collected will only be used for the purposes of conducting the Conference or for communicating with attendees after the Conference has concluded (where communications are by electronic means the Organising Committee will only communicate with those persons who have consented to receiving commercial electronic messages from the Organising Committee).
- 6.2 Personal information will only be kept for as long as it is required to conduct Conference business. We will only pass your information to official third party contractors, Conference attendees and the Organising Committee for the purpose of assisting you with your Sponsor/Exhibition participation. We take all reasonable steps to ensure that information (including personal information) collected by the Organising Committee is securely stored and protected.
- 6.3 Persons have the right to access and request correction of their personal information held by us. Requests to access and or request correction of personal information should be sent to the Organising Committee at the address provided at the front of this Agreement.

## 7. General

- 7.1 These terms and conditions are governed by the laws of New Zealand.
- 7.2 Alterations to terms and conditions: The Organising Committee reserves the right to alter these terms and conditions at any time and for any reason.
- 7.3 The Organising Committee may at any time in the interests of the good management or safety of the Conference, introduce further Terms and Conditions to this Agreement as they may, in their discretion think fit.
- 7.4 If any part of this Agreement is found to be invalid or
- 7.5 of no force or effect under the law, the Agreement shall be construed as though such part had not been inserted herein, and the remainder of this Agreement shall remain in full force and effect.
- 7.6 The description headings to these Terms and Conditions are merely for reference and do not form part of the Agreement between parties.





# Exhibition Terms and Conditions

## 8. Allocation of Booths

- 8.1 Booths will be allocated to the highest level of sponsorship first, then on a 'first come, first served' basis.
- 8.2 The Organising Committee reserves the right to amend the floorplan or alter the exact location of the booths within the floor plan. To accommodate sales, the Organising Committee will endeavour to consult with the exhibitors who are directly affected whenever possible and the Sponsor/Exhibitor undertakes to agree to such alteration(s).

## 9. Booth Specification

- 9.1 Booth Size:  
**Platinum:** 6m x 2.5m **Gold:** 3m x 2.5m **Silver:** 2.5m x 2.5m **Exhibitor:** 2.5m x 2.5m
- 9.2 Booth Inclusions:
- ▶ Octanorm panels
  - ▶ 2 x 150 watt spotlights per stand
  - ▶ Standard company name sign
  - ▶ 1 x mini trestle table
  - ▶ 1 x 10 amp 4-way power supply per stand
  - ▶ 2 x padded stacker chairs

## 10. Pack IN and Pack OUT

- 10.1 **Pack IN:** 1.00pm – 5.00pm, Monday 2 September 2024. Due to Health and Safety requirements Exhibitors will not be granted access to the exhibition area prior to this time.
- 10.2 **Pack OUT:** Approx. 2.30pm (after Afternoon Tea) - 5.00pm, Thursday 5 September 2024.
- 10.3 You may not dismantle your booth until after the Conference closes; Exhibitors must not disrupt the Conference by dismantling early.
- 10.4 There is NO storage space at the conclusion of the event. ALL boxes and equipment must be removed prior to 5.00pm.

## 11. Exhibitor Obligations

- 11.1 It is the Exhibitors responsibility to educate attendees about the industry/product/service they represent in the most positive, competent, articulate and professional manner possible. Business casual attire is appropriate (we recommend wearing comfortable shoes).
- 11.2 Alcohol, illegal drugs, smoking, disruptive and/or disrespectful behaviour are prohibited.
- 11.3 Registration: All Exhibition staff must register and pay the appropriate fee to attend the Conference. Non registered staff may be refused entry to the Conference.
- 11.4 No "Booth Buddies": Booth Buddies are people (family, friends, business partners, colleagues, associates, etc.) who are not signed up to exhibit at the Conference but base themselves at or near the Exhibitor's booth with the intention of selling products or services. Booth Buddies are not permitted at the Conference.
- 11.5 General: The Exhibitor must ensure that:
- (a) the booth is fully staffed and continually kept open throughout the course of the Conference hours;
  - (b) walkways are kept clear at all times;
  - (c) the space is kept clean and tidy and free from rubbish at all times;
  - (d) business is conducted in an appropriate manner from the booth considering the Venue, Organising Committee, other Exhibitors and visitors.
- 11.6 Arrangement of displays: The Exhibitor is required to arrange his/her/its displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the booth assigned to each Exhibitor.
- 11.7 Disturbance: Loud speakers, radios, televisions, Wi-Fi broadcast equipment or the operation of any machinery

or equipment which is of sufficient volume to be distracting to neighbouring Exhibitors or Conference attendees are not permitted. Public address systems used to attract the attention of visitors passing near the Exhibitor's booth are also not permitted.

- 11.8 **Displaying Products:** If the Exhibitor is displaying products or any material which is determined, in the Organising Committee's discretion, to be inappropriate, including, for example, materials that are offensive, disparaging or discriminatory, they will be asked to remove its products or exhibit.
- 11.9 **Materials and Packing:** All materials used in the exhibition must be non-flammable and non-conforming materials must be removed immediately from the Venue. All packing containers are to be removed from the exhibition floor.
- 11.10 The Exhibitor is responsible for arranging couriers and transportation of exhibition equipment and exhibits to and from the Conference.
- 11.11 **Responsibility for loss/damage if caused:** The Exhibitor will be solely responsible for the cost of remedying any damage and repairs whoever caused to the venue carpet, walls, floor and all property damaged or destroyed by an Exhibitor must be replaced to its original condition at the expense of the Exhibitor.

## **12. Health & Safety Obligations**

- 12.1 All exhibitions must meet the current Health & Safety at Work Act 2015.
- 12.2 Exhibitors must, at all times, comply with the venues regulations and policies including for example a strict no smoking rule and any other laws applying to the venue.
- 12.3 The Exhibitor will abide by, and notify its employees, agents, contractors, subcontractors, invitees and licensees of the Venue's health and safety plans. Exhibitors must comply with all reasonable direction of the Venue Operator.
- 12.4 The Exhibitor shall not bring into the venue any dangerous goods, except with the prior written approval of the Organising Committee. The Exhibitor shall at all times comply with all statutory requirements as to safety, including without limited the generality of the foregoing, the storage and handling of dangerous goods. All exhibits must be properly protected to avoid danger to any person.

## **13. Failure to Perform**

- 13.1 In the event of the Exhibitor being unable or unwilling to comply with or otherwise breaching this Agreement, the Organising Committee may terminate the Agreement by giving notice in writing. Thereafter, the Organising Committee may retain any payment made by the Exhibitor under this Agreement as liquidated damages and the Exhibitor shall be prohibited from occupying the booth or providing the sponsorship and shall immediately remove their exhibits from the Conference, in accordance with the Organising Committees' instructions, provided that the Organising Committee may remove such exhibits and despatch them to the Exhibitors' address as stated on this Agreement. The Organising Committee shall be under no liability for the loss or damage of such exhibits in transit and the cost of such removal and despatch shall become a debt due by the Exhibitor to the Organising Committees.

## **14. Security**

- 14.1 The building will be locked overnight when the building is unattended.
- 14.2 The Exhibitor is responsible for its own property:

The property of the Exhibitor is deemed to be under its custody, control and oversight at all times, including in transit to and from the Conference and within the confines of its booth. The booth, materials, displays and equipment should not be left unattended at any time. The Exhibitor is wholly responsible for the security of its materials during set up, Conference hours and pack out/ dismantling.

## **ACCEPTANCE**

The Sponsor/Exhibitor has read the terms and conditions and understands that this agreement is legally binding between the Organising Committee and the Sponsor/Exhibitor.



# Application Form

## to Sponsor or Exhibit at the Tertiary ICT Conference 2024

Complete and email this form to:

**Icon Conference and Event Management Ltd at [events@iconevents.co.nz](mailto:events@iconevents.co.nz)**

A tax invoice will be supplied.

Organisation:

Exhibition booth name (Fascia):

Main point of contact:

Job Title:

Email:

Landline:

Mobile:

Additional contacts (Name and email):

### Please confirm my booking for:

Platinum Sponsorship and all costs  
associated with the sponsored gala dinner (excl GST)  
Gold Sponsor @ \$9,200 (excl GST)  
Silver Sponsor @ \$6,325 (excl GST)  
Exhibitor @ \$4,025 (excl GST)  
Charging Station @ \$3,750 (excl GST)  
Power Banks @ \$2,875 (excl GST)  
Barista Coffee Machine @ \$4,600 (excl GST)

Conference Lunch @ \$4,000 (excl GST)  
Conference Name Badges and Lanyards  
@ \$2,875 (excl GST)  
Sponsored Posts @ \$350 (excl GST)  
Water Bottle @ \$2875 (excl GST)  
Ice Cream Cart @ \$3,000 (excl GST)  
Reuseable Cup @ \$2,875 (excl GST)  
Welcome Reception @ \$5,000 (excl GST)

### Preferred Top 3 Booth Locations

Please indicate your top 3 preferred booth locations based on your sponsorship level and the current floor plan. **Note** – these are allocated based on a first come, first served basis and are subject to change. We will do our best to allocate your company one of your top 3 preferences.

- 1.
- 2.
- 3.

### Payment method:

Invoice

Credit card

### Invoice

Postal Address:

City:

Country:

Purchase Order (If required):

### Credit Card

We will contact you by phone for your credit card details

### Signed on Behalf of Company

Name:

Job Title:

Signature:

Date:



# Tertiary ICT Conference

The University of Canterbury  
TE WHARE WĀNANGA O WAITAHA



## HUI TAUMATA HANGARAU '24

