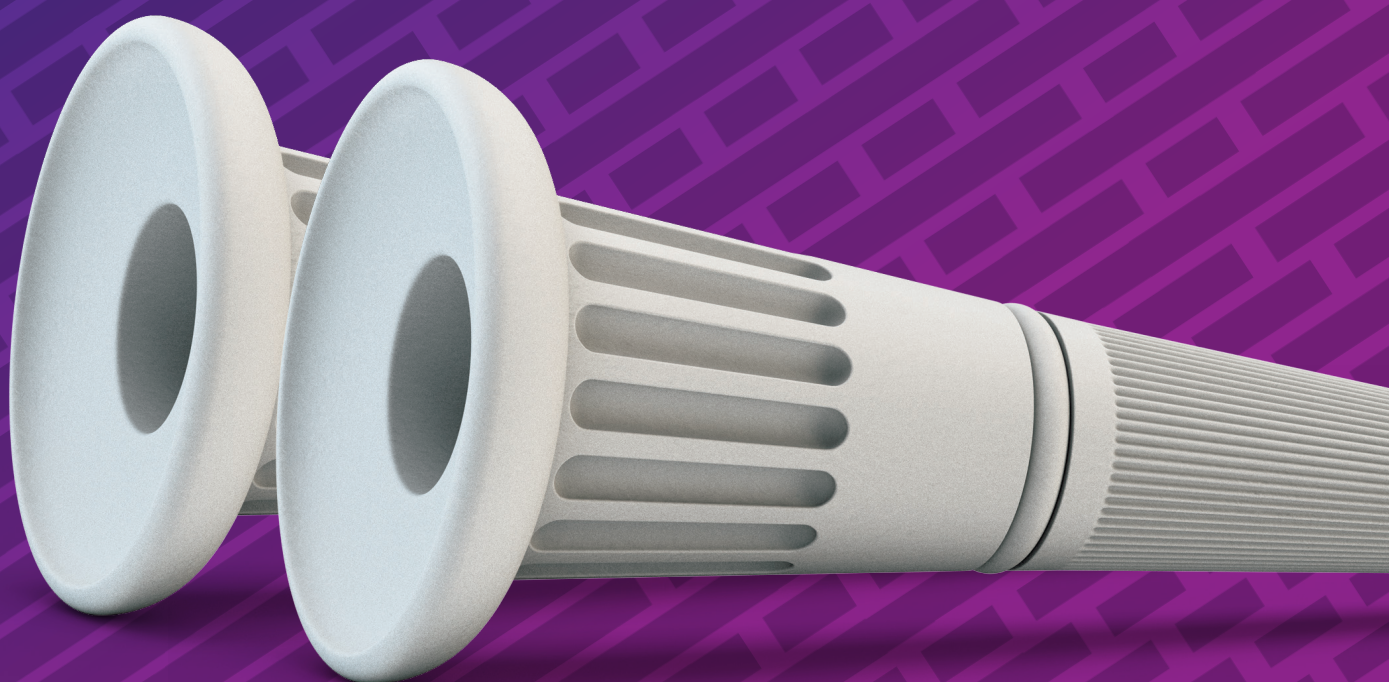


NZDA Conference Exhibition Prospectus



2020 Vision



**New Zealand
Dental Assoc.
Conference**
Wellington 2020

12 - 14 October
Shed 6 + TSB Arena
nzdaconference.org.nz

Principal sponsor:



Invitation

To say there has been a reasonable amount of change in 2020 is an understatement!

NZDA has a very strong preference and commitment to run our annual flagship event—the NZDA Conference and Exhibition.

We are delighted to announce that the NZDA Conference 2020 will now take place at TSB Arena in Wellington Monday 12 – Wednesday 14 October and we are very much looking forward to hosting NZDA Members, their staff and the dental industry for the opportunity to reconnect in person with each other.

The decision to proceed with our annual conference enables us to review, reinvent and deliver to members a New Zealand-focused, outstanding scientific programme, the NZDA Awards evening, class reunions and a great exhibition.

As you all know, we had planned for this event to be held in Christchurch at the new Convention Centre and invested considerably in that happening. However, the unprecedented COVID-19 events have delayed construction. We had also then secured hotel and event location in central Auckland for the same planned dates. We have just been informed that this contracted venue has now become unavailable due to Government quarantine requirements. Of benefit to us is that WOW in Wellington had been cancelled and as such the Wellington venue—the TSB arena and the Intercontinental Hotel (which is not involved in the Ministry of health's quarantine scheme) can be secured for our event.

The NZDA conference team is currently rescheduling speakers etc and more detailed information on the conference programme, all social events, award submission criteria and deadlines will be available by end of July on the conference pages on the NZDA website.

The safety of all attending the conference and exhibition is at the very forefront of the planning in the post COVID-19 environment. To accommodate this some changes have been made and these are outlined below.

The exhibition will be open Monday 12, Tuesday 13 & Wednesday 14 to registered conference delegates only. Delegates and exhibitors will be required to scan in and out of the exhibition to allow for contact tracing should it be required.

Catering for delegates and exhibitors will be held amongst the exhibition, all staff will be required to be registered, two staff are included with each exhibition stand, additional staff are welcome if registered.

As usual sponsors sites will be given priority allocation and then sites will be assigned based on the date their application was received. For the full terms and conditions associated with participating please refer to page 5 in this prospectus.

I wish to personally acknowledge the enormous work and success of the very committed team who have been planning (and replanning and replanning) for this event.

Hope to have your support and to see you in Wellington in October.



Dr David Crum
CEO, NZDA
david@nzda.org.nz
09 579 8001



How to request a site?

Click [here](https://nzdaconference.org.nz) or go to **NZDAconference.org.nz**
or contact:

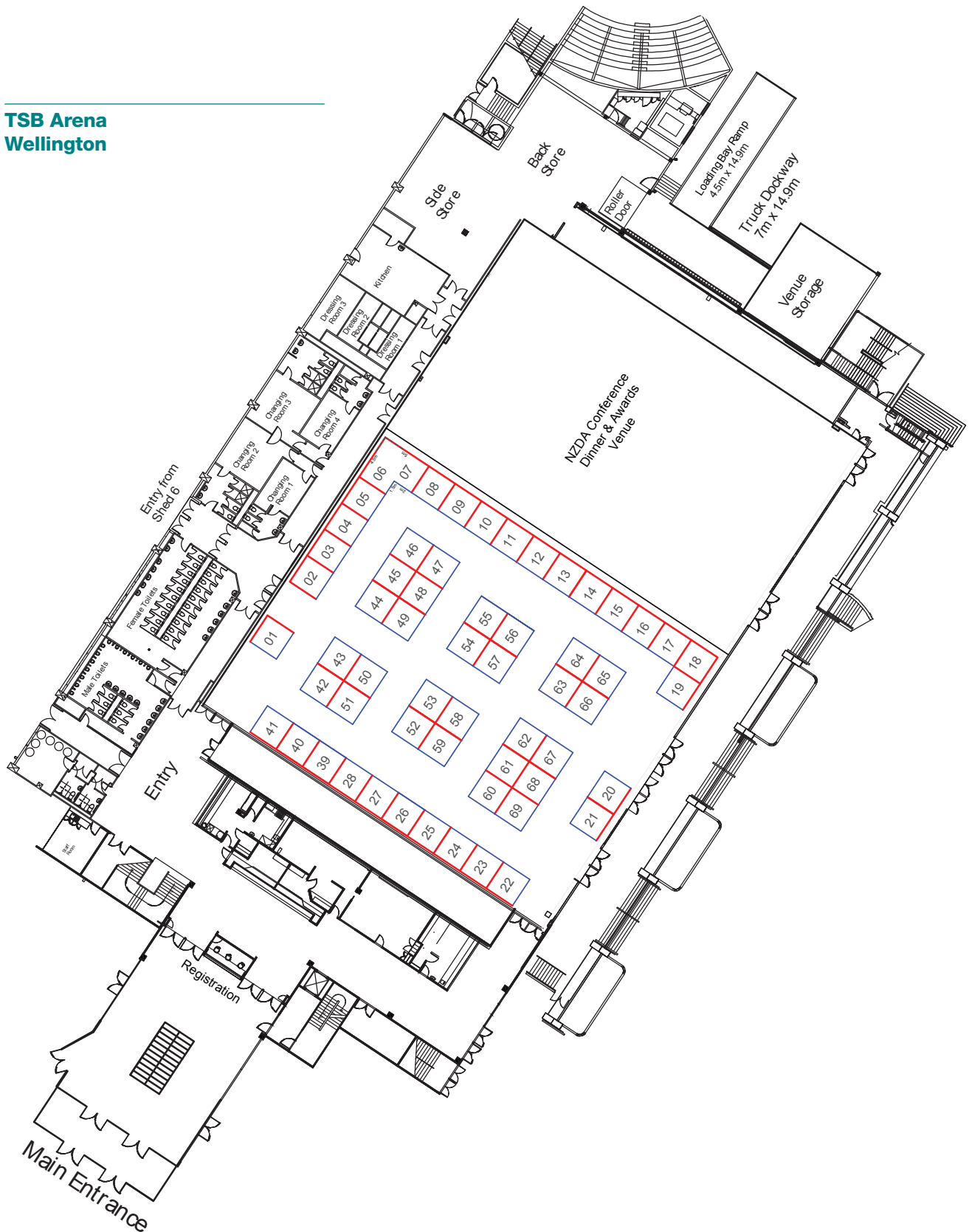
Kate Howden, NZDA Exhibition Manager

T: +64 3 379 0390

E: kate@conference.nz

NZDA are committed to the Industry and as such are holding the stand prices at the same price as the last three years.

**TSB Arena
Wellington**



Key Dates

July

Exhibition site allocation to sponsors

August

Exhibition allocation completed

Full payment received by 20 August

Custom build stand information and plans supplied for approval

September

Exhibition staff registered to attend by 7 September

Block out period commences Monday 14 September

Sunday 11 October

Exhibition build & equipment onsite

Monday 12 October

Exhibition set up (am)

Exhibition open to Conference delegates from lunch

Class Reunions

Tuesday 13 October

Team Day

Conference Dinner & NZDA Awards

Exhibition open to Conference delegates

Wednesday 14 October

Oral Health Therapists, Dental Therapists & Hygienists Day

Exhibition open to Conference delegates

Exhibition pack out (2.00pm – 9.00pm)

Monday 26 October

Block out period concludes

Prefabricated site

Size	Price
3m x 3m	\$4,440 +GST



Inclusions:

Power (10amp, 4 way switch able multi-box)

Listing in the conference app

A list of conference delegates (name, organisation and city) sent two days before the conference. Excludes delegates who have requested privacy.

Two exhibition staff registrations (including daily catering, excluding social functions)

Prefabricated white partitioning (3x3m)

Trestle table, 2 chairs and a table cloth (if required)

Fascia with company name in black

Two spot lights facing into the stand

Ability to purchase tickets to attend the Conference Dinner and NZDA Awards function

Design build (space only)

Size	Price
3m x 3m	\$3,470 +GST



Inclusions:

Power (10amp, 4 way switch able multi-box)

Listing in the conference app

A list of conference delegates (name, organisation and city) sent two days before the conference. Excludes delegates who have requested privacy.

Two exhibition staff registrations (including daily catering, excluding social functions)

Ability to purchase tickets to attend the Conference Dinner and NZDA Awards function

Site allocation process

Location preference within the exhibition is given to sponsoring partners confirmed prior to 31 July 2020 and then site allocation will be processed in order of receipt the completed booking form with agreed terms and conditions. Final allocation of sites is not confirmed until full payment is received.

NZDA 2020 Exhibition Terms & Conditions

Exhibition staff registration

Purchase of the site includes the registration of two staff per site.

All exhibitors will be required to be registered. Registration links will be provided to the key booking contact for each company, no later than 8 weeks prior to the conference. Unregistered staff will not be allowed access to the exhibition.

Individual staff registration includes daily catering plus exhibition administration, health and safety requirements/costs, name badges, lanyards, exhibition security, development of the APP including all exhibitor information and links and other materials required.

Registration costs for additional staff will be **\$275** per person for three days or **\$135** for one day.

(NB in 2018 additional exhibitors were \$375 or \$200 respectively)

Catering for delegates and exhibition staff will be held amongst the exhibition.

Provision of information

By **20 August** all exhibitors installing custom stands **MUST** provide the contact details of their appointed stand contractor, together with a detailed plan showing dimensions of the stand design for approval by the venue and NZDA. Designs submitted must contain information such as stand layout, banner/light rigging and walls/solid heights.

Booking & payment conditions

Full payment is due **20 August 2020**. The Exhibition Manager reserves the right to withdraw confirmation of any site not paid in full by the due date. Exhibition staff must be registered and paid by **7 September 2020**.

Any subsequent tax invoices for exhibition or registration costs are payable on the 20th of the month following the original invoice date or before the conference. All monies due must be received prior to the conference. Should any monies be outstanding, the Exhibition Manager has the right to refuse access to the exhibition.

Subletting of space will not be permitted.

Associated companies who may have representatives on your stand should be notified to the Exhibition Manager.

NZDA reserves the right to decline an application for exhibition and/or sponsorship.

Cancellation

Any cancellations must be made in writing to the Exhibition Manager. In the event of cancellation up to **20 August 2020** a full refund will be made. Cancellation after 21 August 2020 50% of the exhibition booking will be charged, after 21 September 100% of the exhibition booking will be charged.

If, for reasons beyond NZDA's control or for reasons of delegate and exhibitors health and safety', the Conference and exhibition is cancelled, then the exhibition fee will be refunded after deduction of expenses already incurred.

The NZDA reserves the right to cancel or change the venue of the exhibition in case of circumstances beyond their control. In such a case all monies paid to date will be refunded in full less any expenses incurred. The liability of the organisers will be limited to that amount.

Education courses/seminars – Blockout

To assist in maximising attendance at the Conference and exhibition, exhibiting companies and any associated companies who have representations on your stand, agree they will not stage educational courses / seminars to NZDA members over the **blockout period Monday 14 September – Monday 26 October 2020** (four weeks prior to the conference and two weeks following).

Social functions

In the interests of all companies exhibiting and sponsoring this event, and to allow maximum attendance of delegates to the industry exhibition and conference events exhibiting, companies agree not to host/ arrange social functions throughout the duration of the conference.

Floor plan

Exhibitors may set up their demonstrations within their purchased stand/space only as per the floorplan. Aisles/walkways and air space above the aisles must be kept clear at all times. If any display occupies space outside the specified space as indicated on the floor plan, this part of the display will be dismantled. Conference Innovators reserves the right to modify the floor plan to accommodate space sales or change as necessary to avoid conflicts. Conference Innovators will endeavour to consult the exhibitors who are directly affected whenever possible.

Health & safety

NZDA and Conference Innovators take the health and safety of our delegates, exhibitors and suppliers seriously. The exhibition manual will be provided to exhibitors in August highlighting all the health and safety obligations. By agreeing to exhibit at the conference, you agree to adhere to our health and safety policy.

All electronic items that will be bought onto the exhibition site (laptops etc) must have been 'tag and tested' by a qualified electrician and not be up for retesting. Items not suitably tested and tagged will be removed from the venue.

Exhibition schedule pack-in/out times will be stated in the exhibitor manual and must be adhered to. Accepting these terms and conditions indicates that pack in will not occur until the allocated time and pack-out will not occur until the exhibition closes and all exhibition staff on your stand are aware of this condition.

Insurance & liability

Sponsors and exhibitors must ensure that they are adequately covered for public liability insurance. This refers to damage or injury caused to third parties/visitors in the vicinity of an exhibition stand.

Neither NZDA, Conference Innovators, Exhibition Hire Services, the venue nor any of their staff, employees, agents or other representatives shall be held accountable for, or liable for, and the same are released from accountability, or liability for any damage, loss, harm or injury to the person or any property of the exhibition, however caused or any of its staff, employees, agents or other representatives.

In the event of industrial disruption and/or equipment failure due to power supply problems, NZDA, Conference Innovators, the venue and Exhibition Hire Services will not be held liable and accept no responsibility for loss of monies incurred by sponsors or exhibitors or damage to property.

The conference organisers accept no liability for damage to exhibits by loss, damage, theft, fire, water, storms, strikes, riots, or any cause whatsoever. Exhibitors are advised to insure against such liability.

Conference logo

The NZDA logo and Conference 2020 logo cannot be used without written permission for each use from NZDA.

Promotional material

No promotional material may be distributed (e.g. on seats in plenary sessions) or displayed outside of the stand area without permission of the NZDA.

NZ Dental Industry Code of Conduct

The New Zealand Dental Association recognises that dental supply companies have international and national obligations with regards to ethical interactions between dental companies and Oral Healthcare Professionals.

We therefore support the New Zealand Dental Industry Code of Practice for our Conferences. As a condition of exhibiting, all exhibitors must comply with the guidelines of the New Zealand Dental Code of Practice which can be found at www.mtanz.org.nz



**New Zealand
Dental Assoc.**

For the common
good since 1905.
NZDA.org.nz