

### **Exhibition and Sponsorship Terms and Conditions**

#### **Partnership Terms & Conditions**

Physiotherapy New Zealand's standard terms and conditions for sponsorship and exhibition are set out here. Anyone who is considering applying for a sponsorship or exhibition opportunity should read these before submitting an application, to ensure that it complies with these conditions.

#### **Additional Exhibition Attendees**

All sponsors will be able to purchase additional exhibition registrations for a discounted rate.

All exhibitors will be required to be registered. Registration links will be provided to the key booking contact for each organisation in due course.

Staff not registered as exhibition staff will not be allowed access to the exhibition. Associated companies who may have representatives on your stand should be notified to the Conference Manager.

#### **Catering**

Refreshments for conference sponsors and exhibitors will be served 30 minutes prior to the delegate refreshment breaks.

#### **Exhibition Manual**

A detailed exhibition manual will be provided to each confirmed exhibitor and distributed six weeks prior to the event. The exhibition manual contains important information for the coordination of your stand, including a checklist of action items and details of additional services you may require, such as furniture or audio-visual hire.

#### **Internet Access**

Complimentary Wi-Fi will be available. A hard-wired internet line can be arranged at your stand but will be at an additional cost.

#### **Stand Inclusions**

- Single booth: 3m x 3m
- White octex panel system
- Fascia railing and fascia signage

- Fascia including company name in a single colour background and single colour lettering (company logos are an additional cost)
- 1 x 10amp power
- 2 x spotlights per single booth
- Clothed trestle table and 2 chairs
- One complimentary registration, including Conference Dinner
- Recognition on the conference website (linked to your website)
- Sponsor listing in the attendee app, including a 50 word profile of your organisation or products
- Delegate list provided of conference attendees (excluding those who request privacy)

The fixing of display material to the booth will be permitted only by methods advised by the Conference Manager. No nails, screws or other fixtures may be driven into any part of the exhibition hire equipment. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

### **Stand Design & Accessory Hire**

The company contracted to install the shell scheme is also available to assist with stand design, and has a wide range of accessories and furniture for hire.

For further details, please contact:

Nicola Ransome

Exhibition Hire Services

T: +64 3 338 4195

M: +64 27 495 2827

E: [nicola@exhibitionhire.co.nz](mailto:nicola@exhibitionhire.co.nz) W: [exhibitionhire.co.nz](http://exhibitionhire.co.nz)

### **Exhibition Registration**

Purchase of a stand includes one exhibitor registration. All exhibitors will be required to be registered. Registration links will be provided to the key booking contact for each organisation in due course. Staff not registered as exhibition staff will not be allowed access to the exhibition. Associated companies who may have representatives on your stand should be notified to the Conference Manager.

### **Provision of Information**

Six weeks prior to each event, all organisations 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 the Conference Manager. Designs submitted must contain information such as stand layout, banner/ light rigging and wall heights.

### **Booking & Payment Conditions**

Full payment is due on the 20th of the month following the original invoice date or before the event (whichever date comes first). The Conference 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 six weeks prior the event.

### **Cancellation**

Any cancellations must be made in writing to the Conference Manager. A full refund will be made in the event of cancellation up to 6 July 2024. For cancellation after this date the full costs of the sponsorship or exhibition booking will be charged. Physiotherapy New Zealand reserves the right to cancel or change the venue of the event 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.

### **Floor-Plan**

A floor plan will be provided to exhibitors by the Conference Manager. Exhibitors may set up their demonstrations within their purchased stand/ space only as per the floor-plan. 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.

Physiotherapy New Zealand may modify the floor plan to accommodate exhibitors or change as necessary to avoid conflicts, endeavouring to consult the exhibitors who are directly affected whenever possible. Although exhibitor preferences will be taken into consideration, the floor-plan will be determined by the conference manager.

### **Health & Safety**

Physiotherapy New Zealand take the health and safety of our delegates, exhibitors and suppliers seriously. The exhibition manual will be provided to all exhibitors six weeks prior to the event highlighting all the health and safety obligations. By agreeing to exhibit at the event, you agree to adhere to our health and safety policy. All electronic items that will be brought 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 Pack-In / Out Times**

Exhibition 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**

Exhibitors and sponsors 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 Physiotherapy New Zealand, Te Pae Convention Centre, 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 Physiotherapy New Zealand and Te Pae Convention Centre will not be held liable and accept no responsibility for loss of monies incurred by sponsors or exhibitors or damage to property. The Conference Manager accepts 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.

### **Force Majeure**

Force Majeure means events beyond the reasonable control of the Organiser including, without limitation, acts of God, national emergency, riots, civil commotion, terrorist activities, act of Government and industrial action. If the conference is cancelled or delayed by Force Majeure the Organiser will, as soon as is possible, give written notice of that to the Exhibitor specifying the matters constituting Force Majeure and the period for which such prevention or delay will continue, the Defaulting Party will be excused performance or the punctual performance (as the case may be) as from the date of such notice for so long as the Force Majeure continues.

The Organiser and the Exhibitor will co-operate, and the Organiser will use their utmost endeavours to make alternative arrangements to enable the obligations to be performed or to make a full or partial refund for the Conference.

### **Contact Details**

Conference Manager – Twelve Conferences + Events

events@twelveconferences.nz

027 410 6567

