

EXHIBITION & SPONSORSHIP PROSPECTUS



NEW ZEALAND STERILE SCIENCES ASSOCIATION CONFERENCE 2017

*Navigating the Future – Yesterdays Dream, Todays Reality,
Tomorrows future – Our most important asset - People*

Dunedin Centre, Dunedin
13-15 September 2017

Included:

- >> Exhibitor Information
- >> Provisional Programme
- >> Exhibition Floor plan
- >> Exhibitor Terms and Conditions
- >> Application to Exhibit

Bookings are made on a first in, first served basis (MTANZ members are given priority) following the confirmation of sponsors' stands.

Contact:

Victoria Jantke

Medical Technology Association of NZ

Ph: 09 917-3645

Fax: 09 917-3651

Email: victoria@mtanz.org.nz

www.mtanz.org.nz

EXHIBITION TIMINGS

Exhibition Set-Up

Wednesday 13 September

14:00 hrs to 17:30 hrs

Due to Health and Safety requirements exhibitors will not be granted access to the exhibition area prior to this time.

Exhibition Open Hours

Wednesday 13 September

18:00 hrs to 21:00 hrs

Welcome Cocktails in exhibition area

Thursday 14 September

08:00 hrs to 16:00 hrs

Friday 15 September

08:30 hrs to 14:00 hrs

Exhibition Break Down

Friday 15 September

From 14:00 hrs

SOCIAL EVENTS

Welcome Reception

Date: **Wednesday 13 September** **18:00 – 21:00 hrs**
Venue: Exhibition area, Town Hall, Dunedin Centre
Cost: Included in the exhibitor registration fee
Dress: Smart Casual

Conference Dinner

Date: **Thursday 14 September** **From 18:00 hrs**
Venue: Glenroy Auditorium, 1 Harrop Street
Cost: NZ\$110.00 + GST and is not included in the registration fee
Dress: Toga or Roman/Greek

EXHIBITION STAND DETAILS

Stand Costs

Space Only 3x2 Mtrs	MTANZ Member	NZ\$1,520.00 + GST
	MTANZ Non-Member	NZ\$1,870.00 + GST

Power is available at an additional cost of NZ\$65.00 per stand.

Prefabricated 3x2 Mtrs	MTANZ Member	NZ\$1,985.00 + GST
	MTANZ Non-Member	NZ\$2,335.00 + GST

Each prefabricated stand has white stipple finish walls, a single 240volt 10amp power outlet, 2 spotlights and fascia with name signage.

Please **confirm all of your requirements** on the Application to Exhibit.

Exhibitor Registrations

The Exhibitor Handbook link will be distributed upon confirmation of stand bookings to allow you to register personnel and social function attendance.

Personnel will be charged at NZ\$252.50 excl GST per person (unless incorporated in a sponsorship entitlement).

Note: No personnel are included in the stand cost.

Invoicing

On receipt of your completed Application to Exhibit form, MTANZ will raise an invoice for the stand cost. Please refer to *Booking and Payment Conditions* listed in the Terms and Conditions.

Your stand cost includes

Society Contribution
MTANZ Administration Fee
One Trestle Table and Tablecloth and Two Chairs
Delegate List will be distributed to exhibiting companies on site
Company listing and product summary in Conference Handbook
Note: No personnel are included in the stand cost.

Stand Sizes

3m wide x 2m deep x 2.5m

Conditions

MTANZ reserves the right to modify the floor plan to accommodate space sales or change as necessary to avoid conflicts.



EXHIBITOR INFORMATION

Expected Number of Delegates

Approximately 100 – 120 delegates. Most would be working in hospital based practice and would be a mix of managers, techs, and clinical practice personnel either involved or associated with sterilisation – e.g. Infection Prevention and Control Nurses, Operating Theatre Managers, Clinical Educators, there may be some attendance from wider groups such as tattooists, beauty therapy etc..

Conference Theme

Navigating the Future – Yesterdays Dream, Todays Reality, Tomorrows future – Our most important asset - People

Refreshments to be held in the exhibition area

Morning Teas, Lunches, Afternoon Teas and Welcome Function

Exhibitor Registration

All personnel are to be registered. Please register your attendance and social functions with MTANZ. Note: No personnel are included in the stand cost.

Stand Design

Exhibition Hire Services is the company contracted to install the shell scheme. They are available to assist with the design and build of your stand and provide additional furniture and accessories. A representative of the company will contact you once your stand booking and number has been confirmed.

Ph: 09 579 9884

Fx: 09 579 9885

www.exhibitionhire.co.nz

If you are having a **custom-built stand** please include the details of the build company on the Application to Exhibit.

Attachments & Adhesives

We have a policy that a room or area of the venue must be returned to the condition in which it was found, following each hire. Possible damage or risk to furniture or fittings is avoided by the following measures:

- Many display adhesives are damaging to timberwork, painted finish and fabrics
- We ask that you check with the Conference and Banqueting Supervisor to ascertain what is most suitable for you to use
- Cellotape and double sided tapes, tacking or nailing into timberwork, painted finish or fabrics are strictly prohibited
- Painted areas must not be used for displays.
- Tying or hanging objects with string or gut is recommended and please ensure that sprinkler heads or lighting fixtures are not used

Damage to the building is chargeable to the Exhibitor

Deliveries – Pre-Conference

MTANZ and the exhibition venue staff will not accept responsibility for goods left unattended by couriers or exhibitors.

Courier Items

If you have forwarded courier items direct to the venue prior to your arrival, please check with a Conference & Banqueting staff member who will arrange for the items to be placed on your stand. If you are expecting any items to be delivered during your stay please provide details to a Conference & Banqueting staff member. At the conclusion of the exhibition, if you are couriering any items direct from the venue we ask the following.

- Book courier and advise that the items are to be collected from the correct conference room
- Ensure all items are correctly labeled and marked, with number of items to be collected: ie 1 of 6.

Please note: We are unable to arrange courier collection on your behalf. The venue does not take any responsibility for items not collected. Any items, which are left in the venue 7 days after the exhibition, will be permanently disposed of unless prior arrangement has been made.

Rubbish

The exhibition venue staff handles normal rubbish disposal and rubbish sacks are placed out during pack-in/out times. Please do not stack packing and rubbish in front of fire doors. Please place any items of rubbish directly in front of your stand and ask a Conference and Banqueting staff member to permanently dispose on your behalf.

Please note: Any items which are left over after the exhibition will be permanently disposed of after 7 days following pack-out, unless prior arrangements have been made.

Service Lift Measurements

The main public lift is 1m wide by 2.4m deep and the service lift is 1.1m wide by 1.9m deep
The main Town Hall loading doors are 2.1m high by 2.3m wide

Storage on Site

There is storage at this venue however access is limited due to everything having to come up via the service lift.

Crating and large storage items must be kept off-site (at the exhibitors expense).

Transfer and storage of all items is the responsibility of the exhibitor. Exhibitors must ensure that labour is supplied to move large goods items to and from the loading docks.

Any small boxes or items you would like to be stored away until the conclusion of the exhibition, please ensure that they are clearly labeled with your name, company name and stand number. Please ask a Conference & Banqueting staff member to store on your behalf. At the conclusion of the exhibition please ask a Conference & Banqueting staff member to return items to your stand.

Goods consigned to the venue and arriving prior to the event should be clearly labeled with the following:

Name of Venue Event Co-ordinator
Name of the Event, Date of Event
To be held for: Name of guest collecting goods
Dunedin Town Hall
Loading Dock
1 Harrop St, Dunedin
Name of your company, Stand Number
Box ___ of ___

SPONSORSHIP OPPORTUNITIES

PRINCIPAL SPONSOR: \$9,000.00 + GST (One only available)

- The Principal Sponsor will receive overall association with the conference.
- Opportunity to provide a speaker (subject to committee approval)
- Complimentary Exhibition site
- First choice of Exhibition site
- Complimentary insert of promotional material (supplied by sponsor) in delegates satchels, valued at \$300
- Company logo displayed on screen during conference
- Acknowledgement of sponsorship in the programme
- Recognition as the Principal sponsor in the programme list of sponsors
- Two complimentary exhibitor registrations
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets (Thursday night)

GOLD SPONSOR: \$6,000.00 + GST

- Early choice of exhibition site
- Opportunity to provide a speaker for a workshop session (subject to committee approval)
- Complimentary insert of promotional material (supplied by sponsor) into delegate satchels, valued at \$300
- Company logo displayed on screen during the conference
- Acknowledgement of sponsorship in the programme
- Recognition as a Gold Sponsor in the programme list of Sponsors
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets (Thursday night)

SILVER SPONSOR: \$3,500.00 + GST

- Early choice of Exhibition Site
- Complimentary insert of promotional material (supplied by sponsor) into delegate's satchels, valued at \$300
- Company logo displayed on screen during the conference
- Recognition as a Silver Sponsor in the programme list of sponsors
- Two complimentary Conference Dinner tickets (Thursday dinner)

BRONZE SPONSOR: \$2,000.00 + GST

- Early choice of Exhibition site
- Complimentary insert of promotional material (supplied by Sponsor) in delegates satchels, valued at \$300
- Company logo displayed on screen during conference
- Recognition as a Bronze sponsor in the programme list of sponsors

SATCHEL INSERT: \$ 300.00 + GST

- Supplied by company

If these sponsorship opportunities and benefits fall outside your requirements, but you still wish to support the Conference, please do not hesitate to contact us.

We wish to be flexible and may be able to negotiate an alternative that will better suit your needs.

We are happy to work with your company to ensure that you get the maximum appropriate benefit for your sponsorship investment.

Please contact:

Victoria Jantke

Medical Technology Association of NZ

PO Box 74116, Greenlane Central, Auckland 1546

Ph: (09) 917 3645

Fax: (09) 917 3651

Email: victoria@mtanz.org.nz

All companies who indicate that they wish to provide sponsorship at the 2017 NZSSA Annual Conference will be invoiced on receipt of the Sponsorship Application Form.

A receipt will be provided once payment of sponsorship is received. All sponsorship payments by arrangement of a direct payment into the Association's bank account OR (cheque) must be made out to 'NZSSA' and sent through to :

Nicki Quested

CSSD Team Leader

Mercy Hospital

72 Newington Ave

Dunedin

Phone: (03) 4640107 ext.3818

Email: nickiq@mercyhospital.org.nz

PRELIMINARY PROGRAMME

(subject to change)

Wednesday 13 September

Executive Meeting	0900 - 1430
Registration	1700 - 1930
Opening of Exhibition/Welcome	1800 - 2100

Thursday 14 September

Registration	0800 - 0900
Conference Sessions	0900 - 1630
30min am/pm Tea Breaks	
1 hour Lunch	
Conference Dinner	1800 – 2400

Friday 15 September

AGM Breakfast	0730 – 0830
Registration	0830 - 0915
Conference Sessions	0915 - 1630
30min am Tea Break	
1 hour Lunch	
Conference Closes	1630

Keynote Speakers: (Confirmed)

Dr Paul Wood B.A. Philosophy & Psychology: M.A. Psychology: PhD Differential Psychology

Wood, who served 11 years of a life sentence for murder, runs Switch Consulting. He is his own best advertisement. His life was transformed through education. He was 18 when he went to jail, 35 when he graduated with a PhD in psychology after completing bachelor and master degrees in prison.

On his release, Paul was able to translate this knowledge into strategies for improving business and personal performance within organisations while working as a senior consultant and manager in the field of leadership development and organisational psychology at OPRA Consulting New Zealand. Paul now spends most of his time working senior leaders and organisations across both private and public sectors to help them reach and maintain peak performance. He also works with troubled teens to help them identify and successfully pursue their dreams. Paul assists sports people to perform more consistently and effectively maximise their potential. Paul's presentation style is dynamic, humorous and deeply authentic. He speaks to the human experience and provides practical insight on topics such as our capacity for change, how to cope with uncertainty, how to build mental toughness and hope, the importance of self-reflection and personal accountability in growth, how to identify and maximise our potential, and how to turn adversity to your advantage. (Abstract taken from profile on Celebrity Speakers website)

International Speaker: (Confirmed)

Weston "Hank" Balch – Sterile Processing Advocate and Article Writer, Director of Sterile Processing – University Health System, San Antonio, Texas USA

Responsible for all sterile processing operations at across the University Health System, including the 716 bed premiere level 1 trauma and Level 1 paediatric trauma University Hospital. The downtown campus of Robert B Green, and University of Texas Medical Arts & Research Campus.

Development of 60+ team members, lead techs, supervisors and managers across three campuses. Oversees standardisation of policy creation and dept processes, including recruiting/hiring practices, service excellence, quality indicators, tracking/reporting and leadership growth.

Hank is a regular article contributor on LinkedIn in the world of sterile processing and his down to earth and practical approach to the SPD world is what got my attention. He is also currently writing a book based on sterile processing which may be released in time for a launch at this years conference.

VENUE DETAILS

Venue Name	Town Hall, Dunedin
Venue Address	Town Hall 1 Harrop Street, Dunedin
Phone	+64 (0)3 479 2823



ACCOMMODATION

Please make your bookings directly with hotel

Distinction Dunedin Hotel – Approx. 10 min walk from the venue.

Distinction Dunedin Hotel
6 Liverpool Street
Dunedin
e: reservations@distinctiondunedin.co.nz
p: 03 742 1291

Studio \$190
1 bdrm Suite \$225
Rates include GST and Unlimited Wi-fi

Booking reference 33412

The Kingsgate - directly across the road from the venue

10 Smith Street
Dunedin

The room rate is \$145.00 incl for the room only for 1 or 2 people to stay.

Booking reference 2740126
Call Tracy Keightley on 03 479 3080

Scenic Hotels - approx 10min walk

Cnr Princes & High Streets
Dunedin
P: 03 477 0752

Room costs start at \$169. Per night

Booking reference 7500402 or mention the New Zealand Sterilization conference.

DUNEDIN

Dunedin is located on the South East coast of the South Island. It is a city nestled in tree-clad hills at the head of a spectacular harbour. Dunedin is the main centre of, and the gateway to, the Otago region. Population – 123,000 (student population 25,000). Dunedin is New Zealand largest city by area and arguably the most spectacular in terms of contrasting landscapes.

Across Otago Harbour and Peninsula or the majestic sweeps along the sandy beaches of St Clair to the stunning little “secret places” such as Tunnel Beach and the haunting rocky tors and tussock of Middlemarch, our hinterland and the starting point for the Otago Central Rail Trail. The seaside settlements of Karitane and Port Chalmers provide the perfect setting to escape the city for the day.

- Dunedin is the world’s fifth largest city, in geographical size, offering lots of leisure and recreational opportunities.
- Dunedin is the Celtic name for Edinburgh.
- The only mainland breeding colony of the Northern Royal Albatross, large majestic seabirds with a wingspan of three metres, is at the Otago Peninsula.
- Dunedin, and its surrounds, is home to some interesting locals, including the world’s rarest penguin - the yellow-eyed penguin, New Zealand sea lions, New Zealand fur seals and little blue penguins.
- Dunedin’s Baldwin Street is the steepest street in the world.
- Larnach Castle located on the Otago Peninsula is New Zealand’s only castle.
- New Zealand’s first authentic Chinese Garden - only the third outside of China and the first in the Southern Hemisphere – is found in Dunedin.
- The Otago Daily Times is New Zealand’s first daily and oldest surviving independent newspaper.

AIRPORT

- Dunedin International Airport serves as a gateway to the wider Otago region.
- The airport is located 22km west of central Dunedin and the drive takes approx 20 minutes.

TEMPERATURES

Summer Ave min 11°C Ave max 18.3°C

Autumn Ave min 8°C Ave max 15°C

Winter Ave min 3.6°C Ave max 10.4°C

Spring Ave min 7.1°C Ave max 14.6°C



TERMS and CONDITIONS

These Terms and Conditions will form the basis of an agreement between you (Exhibitor) and Medical Technology Association of NZ (MTANZ). Please read them carefully. By signing and returning the Application to Exhibit form you are deemed to have read and accepted these Terms and Conditions.

(1) Booking and Payment Terms

Exhibition stands can only be booked on receipt of the signed Application to Exhibit form and will be allocated on a first in-first served basis following the confirmation of sponsor's stands. Bookings will be acknowledged through a confirmation email.

A tax invoice for the full cost of the exhibition stand will be issued with the confirmation, and is payable on receipt of the tax invoice to confirm your booking. If payment is not received MTANZ has the right to cancel the booking.

All monies due must be received prior to commencement of the conference/exhibition. Should any monies be outstanding at the commencement of the conference/exhibition the Exhibition Manager has the right to refuse access to the conference/exhibition.

If the Exhibitor defaults in payment of any invoice when due, they will be liable to pay penalty interest of 2.5% per calendar month. The Exhibitor will indemnify MTANZ against all MTANZ's legal costs and collection costs incurred by MTANZ in relation to recovering or collecting any outstanding money due under these Terms and Conditions.

The Organising Committee reserves the right to refuse any Application to Exhibit.

Subletting of space will not be permitted.

All monies are to be paid in New Zealand dollars (NZ\$).

(2) Cancellation

Once a signed Application to Exhibit is confirmed by MTANZ, the following cancellation fees will apply:

- a) In the event of cancellation 30 days prior to the date of the conference/exhibition 50% of the stand fee will apply.
- b) In the event of cancellation 10 working days prior to the date of the conference 100% of the stand fee will apply.
- c) If attending personnel are cancelled less than 7 working days prior to the date of the conference the full exhibitor registration and social functions will be charged.

(3) Couriers and Storage

Arranging couriers and transportation of exhibition equipment is the sole responsibility of the Exhibitor. Costs associated with storage of equipment is also the sole responsibility of the Exhibitor.

(4) Exhibition Space

Alcohol - Alcohol cannot be served from stands. Alcohol is not permitted in stand prizes.

Cleaning - Stands and exhibits shall be kept clean and tidy throughout the conference/exhibition. Cleaning of the stand is the responsibility of the Exhibitor.

Custom Built Stands - The Exhibition Manager must be advised if a custom built stand is being installed. This information is requested in the Application to Exhibit form.

Damages - The Exhibitor shall take all reasonable care when installing/dismantling its equipment and stand as not to cause damage to the venue carpet, walls and floors and the prefabrication booths supplied by the MTANZ contractor, including the panels, fascia and spotlights. The Exhibitor will be responsible for any direct loss caused by the inappropriate installation/dismantlement of equipment and/or stand.

Floorplan - MTANZ reserves the right to modify the floor plan to accommodate space sales or change as necessary. While MTANZ will use its best endeavours to consult the Exhibitors when modifying the floor plan, MTANZ is not obliged to do so.



Food - Give-aways of food are permitted from exhibition stands only if pre-packaged and authorised has been sought from the venue. Exhibitors are not permitted to sell, prepare or cook food within the exhibition area.

Noise and Obstructions - Exhibitors may advertise within their stand area and may use amplifiers or videos, but at all times the noise level must be reasonable and not detract from other exhibitors displays. Exhibitors must not obstruct the aisles and public walking areas. The organiser may prohibit or regulate any noise level that it considers in its sole discretion is an annoyance or disadvantage to other exhibitors. Where videos are used, adequate space must be allowed within the stand space and must not cause obstruction in the aisle.

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 Exhibition Manager, in consultation with the Conference organiser.

Stand Space - Exhibitors may set up their demonstrations within their purchased stand space only. Aisles and walkways must be kept clear at all times. If any Exhibitor occupies space outside the parameters as indicated on the floor plan, a fee that reflects the additional area being occupied will apply.

Unoccupied Space - Any space that is paid for but not claimed and occupied by the commencement of the conference/exhibition can be reassigned by MTANZ without refund to the Exhibitor.

(5) Exhibitor Registration

All personnel must be registered and report to the MTANZ desk on arrival. Failure to wear a name badge may result in the Exhibitor being requested to leave the venue.

(6) Health and Safety

Health and Safety Legislation: The Exhibitor must comply with all health and safety legislative requirements, including the Health and Safety at Work Act 2015 (HSWA) and all related legislative instruments, guidance and codes of practice (Health and Safety Legislation).

Obligation: The Exhibitor must ensure so far as is reasonably practicable the health and safety of its workers and any other workers whose work is influenced or directed by the Exhibitor. The exhibitor must ensure so far as is reasonably practicable that the health and safety of other persons is not put at risk from work carried out by the Exhibitor.

The Exhibitor controls the place of work: Under these Terms and Conditions the Exhibitor will be in control of and manage the space as indicated on the floor plan and space in fact occupied during the exhibition/conference (Exhibition Space). The Exhibitor will be responsible for all inductions and take all practicable steps to ensure the safety of all its workers, and any other parties associated with the performance of its obligations under these Terms and Conditions, including visitors, contractors, subcontractors, service providers, the public, visitors to the areas under the control of the Exhibitor and any person required to be at the Exhibition Space at any time leading up to, during and after each conference/exhibition.

Exhibitor responsible for training its workers: The Exhibitor is responsible for ensuring that all workers doing work for it are trained in the relevant health and safety requirements applicable to the use of the venue where an exhibition/conference is held, and have all of the necessary skills, qualifications and experience to use the venue safely.

Audits: The Exhibitor must take part in any health and safety audits conducted by MTANZ if requested to do so, and accept that MTANZ or an independent third party will have access to the Exhibition Space in order to review, monitor and/or audit the Exhibitor's health and safety procedures and practices for the purposes of such audits.

Health and Safety Plan: MTANZ and the Exhibitor shall consult, co-operate and co-ordinate to ensure that an appropriate health and safety management system is put in place for each exhibition/conference, including policies and procedures so as to ensure compliance with the Health and Safety Legislation. Such system, policies and procedures shall include (without limitation):

- a) a comprehensive health and safety policy;
- b) health and safety objectives signed by a senior manager from both the Exhibitor and MTANZ;
- c) a hazard and risk register covering all hazards associated with hosting and running of an exhibition/conference;
- d) a documented instruction process for personnel involved in hosting and running an exhibition/conference covering all relevant aspects of health and safety management;
- e) a documented briefing process for representatives of the participating Exhibitors covering all relevant aspects of health and
- f) safety management, to be given at least 24 hours prior to an exhibition/conference;
- g) a documented emergency plan for the venue;
- h) a designated warden for the venue;
- i) a health and safety system that complies with Health and Safety Legislation; and
- j) appropriate health and safety signage and information, evacuation procedures and emergency equipment at the venue, which are clearly visible to all those attending an exhibition/conference; such

system, policies and procedures to be notified to MTANZ at least 60 days prior to an exhibition/conference for approval.

Exhibitor must submit documents: The Exhibitor is required to hold on file all documents, such as, for example, a Health and Safety Plan, a completed hazard identification and control register and any associated job safety and environmental analysis, which MTANZ believes, can demonstrate to the Exhibitor's compliance with Health and Safety Legislation. The Exhibitor agrees to provide MTANZ with access to these documents if required within 5 working days of request.

Acceptance: The acceptance by MTANZ of a Health and Safety Plan, and the documents referred to in the preceding paragraph, will not release the Exhibitor from its responsibilities and obligations under Health and Safety Legislation or any of the requirements and conditions of these Terms and Conditions.

Notifying Ministry of Business, Innovation and Employment: The Exhibitor is responsible for notifying the Ministry of Business, Innovation and Employment of any incidents as required in the Health and Safety Legislation. Copies of any notifications to the Ministry of Business, Innovation and Employment by the Host are to be provided to NZC at the same time.

Notifying MTANZ: All accidents, incidents or near misses are to be reported to MTANZ immediately.

(7) Indemnity and Exclusion of liability

To the extent permitted by law, nothing expressed or implied in these Terms and Conditions will confer any liability on MTANZ in respect of any:

- a) indirect, consequential or special loss, damage, cost or expense suffered or incurred by the Exhibitor as a direct or indirect result of a breach by MTANZ of any of its obligations under this agreement; or
- b) loss, damage, cost or expense suffered or incurred by the Exhibitor, to the extent to which this results from any act or omission by the Exhibitor.

The Exhibitor will indemnify MTANZ at all times against any loss, damage or cost excluding consequential loss or damage suffered or incurred by MTANZ as a direct result of a breach by the Exhibitor of any of its obligations under these Terms and Conditions.

(8) Insurance

- The Exhibitor will at their own expense hold adequate public liability insurance. The Exhibitor will provide proof of such insurance on request by MTANZ.

(9) Pack-out

- Exhibition pack-out times are stated under the heading "Exhibition Timings and must be adhered to.

(10) Privacy

- MTANZ is committed to managing and protecting personal information in accordance with the Privacy Act 1993. Personal Information collected will only be used for the purposes of conducting the exhibition/conference or for communicating with attendees after the exhibition/conference has concluded. Where such communications constitute commercial electronic messages within the meaning of the Unsolicited Electronic Messages Act 2007 and are by electronic means, MTANZ will only communicate with those persons who have consented to receiving such messages from MTANZ. Personal information will only be kept for as long as it is reasonably needed for the purpose for which it was collected. We may share your personal information with official third party contractors, conference attendees and the organising committee for the purpose of assisting you with your exhibition participation and for marketing purposes (if you have consented to it). We may also be required to share your information as required by law. We take all reasonable steps to ensure that information (including personal information) collected by MTANZ is securely stored and protected. 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 MTANZ at the address provided at the front of this Agreement.

(11) Security

- Every precaution will be taken to protect Exhibitor's equipment. However MTANZ and the venue will not accept responsibility for the loss or damage to exhibits or equipment placed at the venue. In all cases the Exhibitor must assume responsibility for damage of property, accident and injuries to employees, delegates and others.

(12) Other Requirements

- The Exhibitor/contractor/subcontractor shall ensure that all the necessary insurances and licenses are available and current and that the safety and legality of any activity carried out within the venues is beyond question.
- The Exhibitor/contractor/sub-contractor must ensure that their workspace is kept neat and tidy so as to avoid any hazards or items likely to cause injury or harm to anyone.
- The venue is a strictly no smoking venue and the Exhibitor must adhere to and enforce this policy and the requirements of the Smoke-free Environments Amendment Act 2003 and its amendments. Fire Exits must be kept clear at all times. Exhibitors must comply with all reasonable direction of the venue operator.

(13) First Aid

- Professional first aid service providers can be organised upon request. MTANZ will have a basic first aid kit on site.

(14) Dangerous and Hazardous Substances

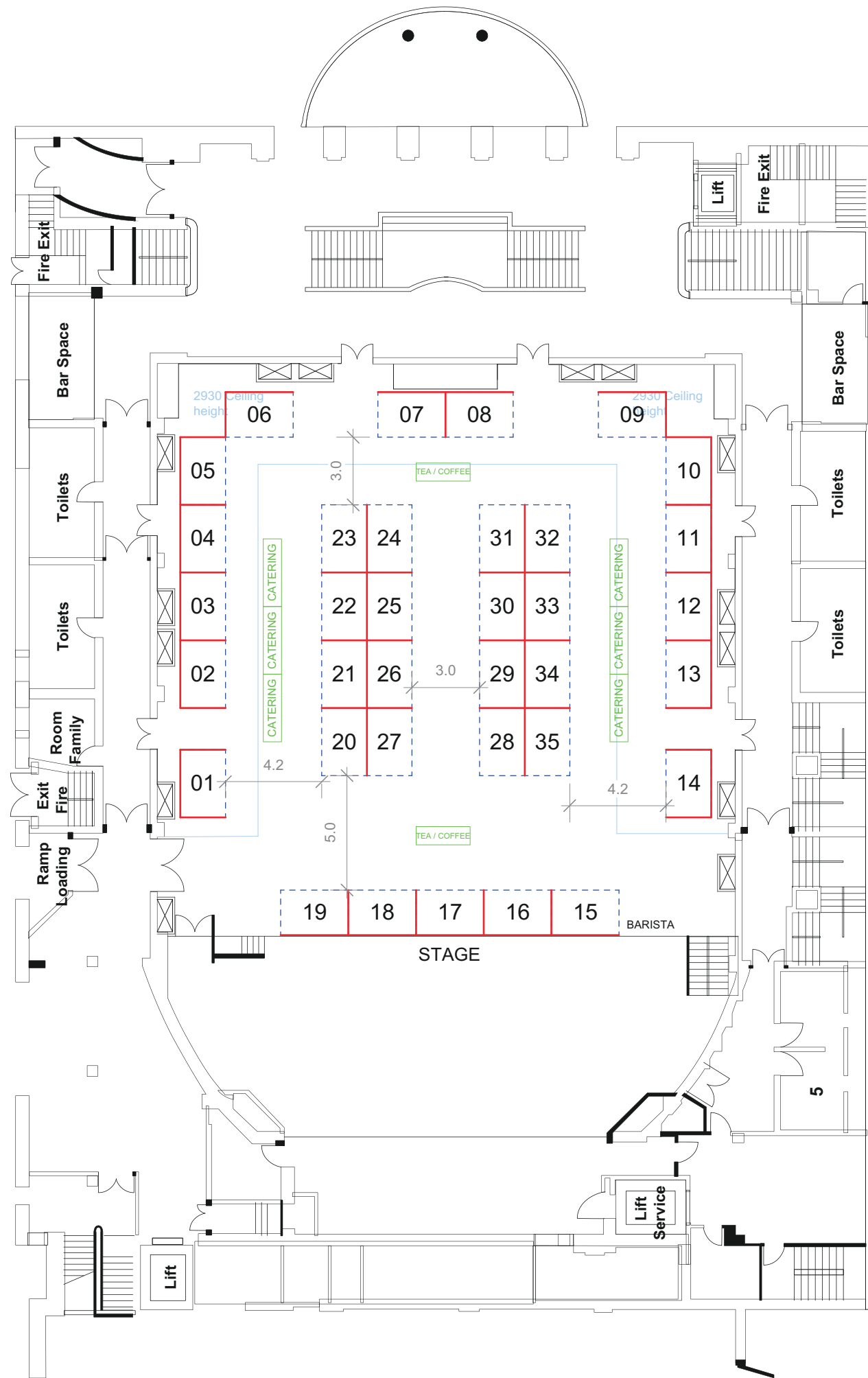
- Substances that are of a dangerous, flammable, explosive or objectionable nature must not be brought into the premises without formal notification to the Ministry of Business, Innovation and Employment, MTANZ and the venue operator.
- Where it is proposed to use toxic materials or fluids, the disposal of such materials requires notification to the Ministry of Business, Innovation and Employment. The nature of the material or fluid and the quantities involved and a copy of the plan for disposal must be forwarded to MTANZ and the venue operator no later than 14 days prior to the exhibition/conference.
- No more than one day's supply of any hazardous or dangerous substance shall be stored on the stand or within the venue at any time. The remainder must be stored in closed containers in a location as per the Hazardous Substance and New Organisms Act.

(15) Code of Practice

Exhibitors at this conference must adhere to the guidelines of the MTANZ Code of Practice 6th Edition 2016. A copy of the Code can be viewed at www.mtanz.org.nz

Any questions on the Terms & Conditions can be directed to:

Medical Technology Association of NZ
PO Box 74116, Greenlane Central, Auckland 1546
Phone: +64 9 917 3645
Fax: +64 9 917 3651
Email: victoria@mtanz.org.nz



APPLICATION TO EXHIBIT & SPONSOR

NZ STERILE SCIENCES ASSOCIATION CONFERENCE 2017

Dunedin Town Hall, Dunedin
13-15 September 2017

Section 1: Purchase Order

PURCHASE ORDER NUMBER _____

Section 2: Company Details

COMPANY NAME: _____

CONTACT NAME: _____

POSTAL ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NO: _____

FAX NO: _____

Section 3: Stand Details

NO. OF SITES: _____

PREFERRED SITES: OPTION 1: _____ OPTION 2: _____ OPTION 3: _____

STAND TYPE (please tick)

PREFABRICATED STAND

Includes White Stipple Finish Walls, Power, 2 Spotlights & Fascia Name

Fascia name: _____

OR

SPACE ONLY

with POWER (an additional NZ\$65.00 + GST)

Name of company doing build if applicable: _____

COMPETITOR AVOIDANCE: _____

Section 3: Sponsorship

Name of Sponsorship: _____

Value: _____

Section 4: Terms and Conditions

This application must be signed.

Please ensure that you have read the Terms and Conditions carefully. By Signing and returning this application form you are agreeing to the terms and conditions stated in this prospectus.

These terms include (but are not limited to):

- > > Booking and Payment Terms (clause 1)
- > > Cancellation Terms (clause 2)
- > > MTANZ Code of Practice Terms
- > > Pack-In and Pack-out times (as stated in this Prospectus)
- > > Waiver of Liability Terms (clause 7)
- > > Exhibition Space requirements as listed (clause 4)

I accept the terms and conditions as stated in the Exhibition & Sponsorship Prospectus.

Please tick box if you wish to receive further information about related services or conferences.

NAME: _____ DATE: _____

AUTHORISED SIGNATURE: _____

PRINTED AUTHROISED NAME: _____

POSITION: _____

**PLEASE FAX BACK TO MTANZ
+64 9 917-3651**