

**medical technology**  
ASSOCIATION OF NEW ZEALAND



**Medical Technology Association of New Zealand**

Improving health outcomes for New Zealanders by increasing access to medical technologies

# EXHIBITION & SPONSORSHIP PROSPECTUS

## 15th Women's Health Conference



**THEME: Nurses: Diamonds of Diversity :  
Strengthening Bonds**

**17<sup>th</sup> – 19<sup>th</sup> May 2018**

**Marlborough Convention Centre, Blenheim**

**Included:**

- >> Exhibitor Information
- >> Sponsorship 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.**

# EXHIBITION TIMINGS

## Exhibition Set-Up

**Thursday 17 May 2018 3.00pm to 6.00pm**

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

## Exhibition Open Hours

**Thursday 17 May 2018 18:00 hrs to 20:00 hrs  
(includes Welcoming address and Opening Speaker)**

**Friday 18 May 2018 07:00 hrs to 17:00 hrs**

**Saturday 19 May 2018 07:00 hrs to 16:00 hrs**

## Exhibition Break Down

**Saturday 19 May 2017 From 1:00pm**

A reminder that exhibitors must not pack out before this time as the exhibition is being held within the Conference room.

# SOCIAL FUNCTIONS

## Welcome Function

Date: **Thursday 17 May 2018 18:00 – 20:00 hrs**

Venue: Exhibition area

Cost: Included in the exhibitor registration fee (cash bar)

Dress: Smart Casual

### Format of the evening:

18:00 – 18:45 Meet and Greet - (drinks hors d'oeuvres in the exhibition area)

18:45 – 19:00 Welcome and Karakia

19:00 – 20:00 Opening Address

## Conference Dinner

Date: **Friday 18 May 2018 18:30 hrs to late**

Venue: Wither Hills

Cost: NZ\$110 + GST, and is not included in the registration fee (cash bar)

Dress: Tidy casual

## PREFERRED ACCOMMODATION PROVIDER

### The Chateau Marlborough

Website: <http://www.marlboroughnz.co.nz/>

Reservations Toll Free : 0800 75 22 75

Address: Corner High and Henry Streets, Blenheim

# EXHIBITION SPACE DETAILS

## Space site costs

Space Stand	MTANZ Member	NZ\$1,335.00 + GST
	MTANZ Non-Member	NZ\$1,685.00 + GST

Includes: 3 x 2m space

Additional: Power @ \$65.00 (a single 240volt 10amp power outlet) to be ordered on the Application to Exhibit

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

## Exhibitor Registration

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\$185 + GST per person.

**Note: No personnel are included in the stand cost.**

## Your stand cost includes

Society Contribution

MTANZ Administration Fee

One Trestle Table and Tablecloth

Two Chairs

Delegate List will be distributed to exhibiting companies on site

Company listing and product summary in Conference Handbook

## 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.

## Space Sizes

3m wide x 2m deep

## Conditions

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

## Expected Number of Delegates

Approx 100-120

## Conference Theme

Diamonds of Diversity : Strengthening Bonds

### **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, and exhibition personnel are not permitted to attend conference sessions.

### **Exhibition & Sponsorship Information**

For any further information regarding the exhibition, please contact:

#### **Victoria Jantke**

Exhibition & Events Manager

#### **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](mailto:victoria@mtanz.org.nz)

[www.mtanz.org.nz](http://www.mtanz.org.nz)



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# SPONSORSHIP DETAILS

## **GOLD SPONSOR: \$2,400 + GST**

Choose from one of the following to be associated with:

- SESSION SPONSOR
- SPEAKER SPONSOR
- GOLD SPONSOR ACKNOWLEDGEMENT

### **Benefits:**

- x1 Complimentary exhibition site (space only)
- Company logo displayed on Welcome slide and a Gold Sponsor slide shown throughout the conference
- Acknowledgement by the Convener during the Opening and Closing sessions
- Allocation of 2 minute address to conference delegates during the Opening session
- Recognition as a GOLD SPONSOR for the lead up and duration of the conference
- Recognition on Conference material
- Recognition as a Gold Sponsor in the programme list of sponsors
- Two complimentary Conference Registrations
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets
- Company logo and link on Conference Website
- Company logo on the front cover and inside Registration Brochure
- Company logo on the front cover and listing inside Conference Handbook
- Full page of advertising inside the Conference Handbook (black and white artwork to be supplied by the sponsor)
- Delegate list ten working days prior to conference (excludes email addresses)
- Complimentary insert of educational material, supplied by the sponsor, into delegates' satchels

## **SILVER SPONSOR: \$1,000 + GST**

### **Benefits:**

- Company logo displayed on Sponsors slide shown throughout the conference
- Acknowledgement of sponsorship in the programme with associated speakers name if this is sponsored
- Recognition as the SILVER SPONSOR for the duration of the conference
- Recognition on Conference material
- Recognition as the Silver Sponsor in the programme list of sponsors
- Two complimentary Conference Registrations
- Two complimentary Welcome Function tickets
- Company logo and link on Conference Website
- Company logo on the inside front cover of the Registration Brochure
- 1/2 page of advertising inside the Conference Handbook (black and white artwork to be supplied by the sponsor)
- Delegate list ten working days prior to conference (excludes email addresses)
- Complimentary insert of educational material, supplied by the sponsor, into delegates' satchels

### **BRONZE SPONSOR: \$ 600 + GST**

#### **Benefits:**

- Company logo displayed on Sponsors slide shown throughout the conference
- Recognition as the BRONZE SPONSOR for the duration of the conference
- Recognition on Conference material
- Recognition as the Bronze Sponsor in the programme list of sponsors
- One complimentary Conference Registration
- One complimentary Welcome Function ticket
- Company logo and link on Conference Website
- Company logo on the inside front cover of the Registration Brochure
- Delegate list ten working days prior to conference (excludes email addresses)
- Complimentary insert of educational material, supplied by the sponsor, into delegates' satchels

### **CONFERENCE DINNER SPONSOR: \$2,000 + GST**

#### **Benefits:**

- Company logo displayed on Sponsors slide shown throughout the conference
- Recognition as the CONFERENCE DINNER SPONSOR for the duration of the conference
- Recognition on Conference material
- Recognition on Conference Dinner menus
- Recognition as the Conference Dinner Sponsor in the programme list of sponsors
- Two complimentary Conference Dinner tickets
- Company logo and link on Conference Website
- Company logo on the inside front cover of the Registration Brochure
- Delegate list ten working days prior to conference (excludes email addresses)
- Complimentary insert of educational material, supplied by the sponsor, into delegates' satchels

### **SUPPORTING SPONSORSHIP OPTIONS: \$ 300 + GST**

#### **Benefits:**

- Company logo displayed on screen during conference
- Complimentary insert of promotional material (supplied by sponsor) in delegates' satchels
- Recognition as a Supporting Sponsor in the programme list of sponsors

### **FURTHER INFORMATION REGARDING SPONSORSHIP:**

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.

# PRELIMINARY PROGRAMME

Thursday 17th May 2018		
1630 hrs	Registration opens	
1800 hrs	Cocktail Evening / Mix & Mingle	Music by: Blenheim String Quartet
1845 hrs	Ron Crosby Master of Ceremonies	Welcome
1850 hrs	Paora Mackie Pou Herenga Nelson Marlborough DHB	Miimihi & Karakia
1900 hrs	<b>OPENING ADDRESS</b>	Someone amazing

Friday 18th May 2018		
0730	Registration opens	
0800	Master of Ceremonies Ron Crosby	Welcome & Housekeeping
0805	Uptown pre-school	Kapa Haka
0830	Mirjam van der Stoel RN BN MNSc Health of Older People Community Nurse Practitioner Nelson Marlborough DHB	??Sexuality in the older adult
0915	Professor Don Wilson MB ChB, MD, FRCS Ed, FRANZCOG, FRCOG, CU Professor of Obstetrics & Gynaecology, Dunedin School of Medicine, University of Otago & Consultant Urogynaecologist, Dunedin and Mercy Hospitals	Prevention and prediction of Pelvic floor dysfunction- UR-CHOICE!
1000	Women's Health College	Annual General Meeting
1045	Morning Tea	
1115	Dr Tammy Peg MBChB (Honours) MRCP FRACP FC CANZ DPhil Cardiologist Top of the South Cardiology	Advanced Care Planning: I love the 80's
1200	Michelle Edwards RN Clinical Team Leader Te Piki Oranga	Maori Health Model
1245	Lunch	
1345	Dr Bryony Simcock Gynaecological Oncologist Canterbury DHB	Advances in the care and treatment of Ovarian Cancer
1430	Dr Amanda Tristram Gynaecological Oncologist Capital Coast DHB	Vulval conditions
1500	Dr Sarah Donovan PhD, BMid Professional Practice Fellow University of Otago, Wellington	Hidden Burdens for women and girls: Why is menstrual management not on public health agenda in OECD countries?



1545	Paper Presentations	
1600	Master of Ceremonies	House Keeping
1830	Bus leaves Seymour Square for Conference Dinner	
1845	Arrive Wither Hills Winery for Conference Dinner	Chef: Ross Harrison
2300	Bus leaves Wither Hills Winery and returns to Seymour Square	

<b>Saturday 19th May 2018</b>		
0730	Registration opens	
0815	Maria Tahau Maataa Waka Ki Te Tau Ihu Trust	Domestic Violence- breaking the cycle
0900	Fleur Hansby	Life in a wheelchair –the reality
0945	Lyn McIntyre RN/ Health Centre Manager Christchurch Women's & Rolleston Prisons	Working with Women Prisoners: A nurses perspective
1030	Morning Tea	
1100	Mrs Ros Pochin MBBS BSc Hons: F.R.A.C General and Breast Surgeon Nelson Surgical Associates & Nelson Marlborough DHB	Kindness in healthcare – beyond bullying
1200	Lunch	
1300	Dr Monique Stravens	Obesity related to??
1345	Dr Gael Means	Nutritional knowledge
1430	Insert speaker	Insert topic
1500	Dr Sue Bagshaw Senior Lecturer in Paediatrics, University of Otago, Christchurch & Senior Medical Officer 298 Youth Health Centre	6 years on – The ongoing effects of the Christchurch earthquake on women's mental health
1555	Master of Ceremonies	Housekeeping
1600	Conference finishes	

***The conference committee reserve the right to change the timing and/or speakers***

# VENUE DETAILS

Please make initial enquires with Medical Technology Association of NZ

**Venue Name** Marlborough Convention Centre

**Venue Address** 42a Alfred Street, Blenheim,  
Marlborough, New Zealand

**Phone** +64 (0) 3 579 5047

**Fax:** +64 (0) 3 579 5049

**Website** <http://www.marlboroughconventions.co.nz>



**The Marlborough Convention Centre is a purpose built facility offering superb design and the most up to date technologies to help ensure the success of your conference or event.**

Set in the heart of Marlborough and the beautiful regional centre of Blenheim and on the banks of the Taylor River, the Marlborough Convention Centre boasts state of the art facilities offered in a relaxed and tranquil setting. The Marlborough Convention Centre provides for up to 750 people seated theatre style, plus the option of creating smaller meeting spaces. In addition, there is an exhibition hall right next door to the convention hall within the complex.

Accommodation in Marlborough is varied and easily accessed within a short walk of the Convention Centre, with 550 beds ranging from executive four star luxury lodges to budget style.

Access to Blenheim is easy, too, with direct flights from Auckland, Wellington and Christchurch, the Interislander ferries provide a delightful commute from Wellington to Picton and there is an easy 3.5 - 4 hour drive from Christchurch.

### Attachments & Adhesives

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 of 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 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 couriating any items direct from the venue we ask the following.

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

Goods consigned to the Venue and arriving prior to the event should be clearly labeled using the form at the back of this document.

**The Venue and MTANZ accepts no responsibility for items left in the complex before or after an exhibition.**

**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

Venue staff handle 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.

### Storage of Boxes During the Conference

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.

# 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 safety;
- 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**

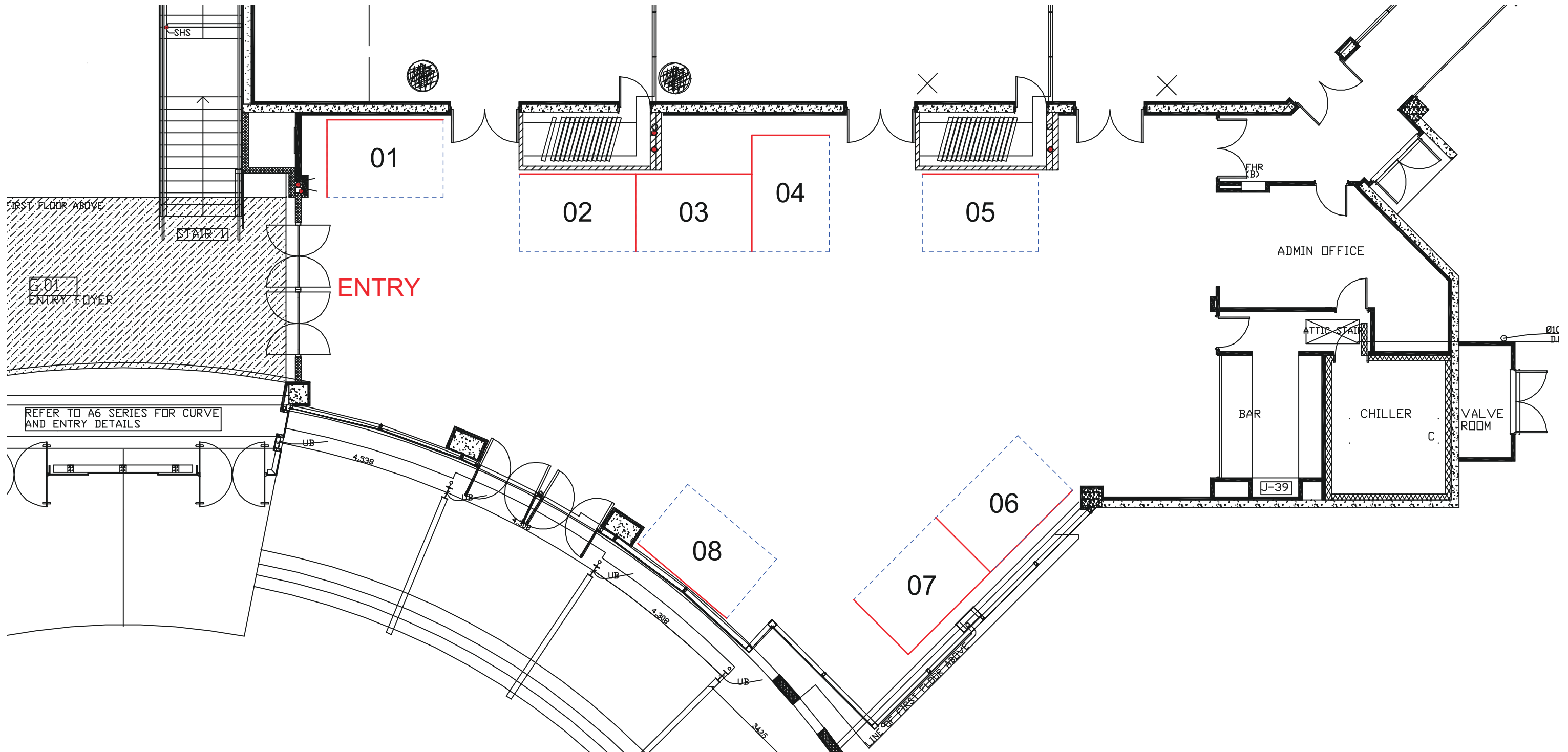
Exhibitors at this conference must adhere to the guidelines of the MTANZ Code of Practice 6<sup>th</sup> Edition 2016. A copy of the Code can be viewed at [www.mtanz.org.nz](http://www.mtanz.org.nz)

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**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](mailto:victoria@mtanz.org.nz)

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# APPLICATION TO EXHIBIT

## Women's Health Conference 2018

17-19 May 2018

### Section 1: Purchase Order *(if applicable)*

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 SPACE SITES: \_\_\_\_\_

PREFERRED SITES: WILL BE DISCUSSED DIRECTLY WITH YOU UPON RECEIPT OF THIS APPLICATION

COMPETITOR AVOIDANCE: \_\_\_\_\_

### Section 4: Sponsorship Details

YES will wish to sponsor

Detail type of sponsorship: \_\_\_\_\_

PTO

**Section 4: Terms and Conditions**

***This application must be signed.***

Please ensure that you have read the Exhibitor 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)
- >> Pack-In and Pack-out times (as stated on front page)
- >> Exhibition Space requirements as listed (clause 4)
- >> Code of Practice terms

I accept the terms and conditions as stated in the Exhibition 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**

**OR EMAIL TO  
victoria@mtanz.org.nz**