

# SPONSORSHIP & EXHIBITION PROSPECTUS



23-25 SEPTEMBER 2026

TE PAE CHRISTCHURCH



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# INVITATION

Dear Valued Sponsor and Exhibitor,

On behalf of the New Zealand Sterile Science Association (NZSSA), we would like to invite you to attend the **50th Sterile Sciences Conference**, to be held at **Te Pae Convention Centre, Christchurch** from **23 to 25 September**.

The theme for this year's conference, '**Sterile Sciences: Aiming high, flying high**', highlights the innovation, collaboration, and progress that lifts our profession and strengthen our community.

This conference provides an excellent opportunity to share knowledge and expertise, while also showcasing new technologies, products, and services to a highly engaged group of delegates from across the sterile sciences sector.

The programme is designed to deliver valuable education and strong networking opportunities. It will include a Welcome Function in the exhibition hall on Wednesday evening, along with a range of catering breaks on Thursday and Friday, providing time for delegates and industry partners to connect.

The NZSSA greatly values the ongoing support of industry and looks forward to welcoming you to our **50th Annual Conference** and continue to support the growth of our profession.

Regards,  
Martin Bird  
President, New Zealand Sterile Sciences Association



# DELEGATE PROFILE

Annual conferences have shown constant delegate numbers of between 100 – 120. Delegates are from across New Zealand and are made up of technicians representing the future of the industry through to the current leaders and decision makers of the industry.

Delegates also represent the cross section of environments in which reprocessing of reusable medical devices is undertaken and support team, including but not limited to:

- public hospitals
- private hospitals
- private clinics
- dental
- endoscopy
- servicing agents

The annual conference is a valuable opportunity for delegates to develop wider understanding and knowledge. The programme brings together the knowledge of both international and national speakers and education opportunities with exhibitors. The conference is designed to engage and motivate so delegates continue to grow and adapt to an ever-changing environment.

This conference is the perfect opportunity to interact with your target market and promote your products.

Our Association began in 1974 and has evolved over successive years through the growth of knowledge through learning and support of companies with their knowledge of product and process. Having you at the conference this year will continue to nurture the industry and best practice.



# EXHIBITION TIMINGS & INFO

## EXHIBITION SET-UP HOURS

Wednesday 23 September 15:00 to 18:00

## EXHIBITION OPEN HOURS

Wednesday 23 September 18:00 to 21:00 Welcome Function

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Thursday 24 September 08:15 to 09:00 Registration & Exhibition Open  
10:30 to 11:00 Morning Tea & Exhibition Open  
12:30 to 13:30 Lunch & Exhibition Open  
15:00 to 15:30 Afternoon Tea & Exhibition Open

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Friday 25 September 08:45 to 09:15 Registration & Exhibition Open  
10:30 to 11:00 Morning Tea & Exhibition Open  
11.30 to 12:30 Interactive Workshops (Sponsors Only)  
12:30 to 13:30 Lunch & Exhibition Open

## EXHIBITION BREAKDOWN HOURS

Friday 25 September From 13:30

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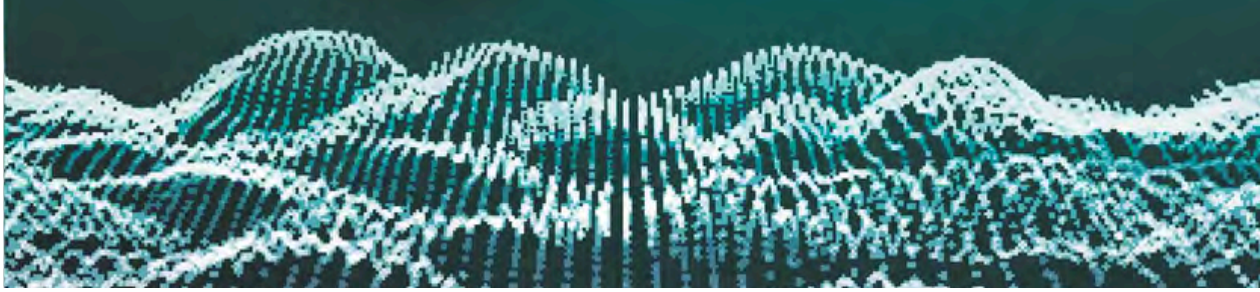
## INTERACTIVE WORKSHOPS

Engage directly with delegates through our Interactive Workshops, designed to provide hands-on learning and meaningful discussion. These sessions offer sponsors a unique opportunity to showcase expertise, facilitate practical insights, and connect with attendees in an engaging, collaborative environment.

Available **exclusively to Silver Sponsors and above**, this opportunity allows your organisation to lead a session that highlights your innovations, solutions, or thought leadership while adding real value to the conference program.

## HEALTH & SAFETY

Due to Health & Safety requirements exhibitors will not be granted access to the exhibition area prior to the time specified above. Likewise, exhibitors are not permitted to pack down prior to the time indicated due to noise levels that will be created within the exhibition space. Please ensure that your staff are aware of this.



# SOCIAL EVENTS



## WELCOME FUNCTION & EXHIBITION OPENING

- Date Wednesday 23 September
- Time 18:00 – 21:00
- Venue Exhibition Hall, Te Pae Christchurch
- Cost Included in the Exhibitor Registration Fee
- Dress Smart Casual



## CONFERENCE DINNER

- Date Thursday 24 September
- Time 18:30 - 22:30
- Venue Air Force Museum of New Zealand
- Cost \$110 + GST
- Theme Air Force: Prepare for Takeoff
- Buses will be provided*



## ALL REFRESHMENTS WILL BE SERVED IN THE EXHIBITION AREA, INCLUDING:

- Morning Teas
- Lunches
- Afternoon Teas
- Welcome Function



# ABOUT THE VENUE & CHRISTCHURCH



## CONFERENCE VENUE

Te Pae Christchurch Convention Centre,  
188 Oxford Terrace, Christchurch

[www.tepae.co.nz](http://www.tepae.co.nz)

+64 3 266 1400

Te Pae Christchurch is a world-class convention centre, designed as our city's gathering place. Located in the heart of Ōtautahi Christchurch, New Zealand, the award-winning venue embodies the unique culture of the Canterbury region, offering a variety of modern, flexible spaces for 50-2,000 people.

## CONFERENCE ACCOMMODATION

We have special conference rates available at hotels nearby Te Pae Christchurch, please [click here](#) to view. Any accommodation queries, please contact Britta van Uden, [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)



## ABOUT CHRISTCHURCH

Christchurch is a dynamic city where natural beauty and urban energy come together in a truly unique setting. Known as the Garden City, it offers four distinct seasons, tree-lined streets, and the tranquil Avon River winding through the heart of the city. Modern, walkable, and filled with green spaces like the Christchurch Botanic Gardens and Hagley Park, the city strikes a perfect balance between relaxation and innovation.

The surrounding region is rich in fresh produce, coastal seafood, and world-renowned Canterbury lamb, all of which fuel a thriving food and drink scene. From fine dining and artisan cafés to weekend farmers' markets, craft breweries, and boutique wineries, Christchurch serves up unforgettable culinary experiences.





## PRINCIPAL sponsor

NZ\$12,000 + GST  
(limited to one)

- The Principal Sponsor will receive overall association with the conference.
- Listed as Principal Sponsor on the conference website, including company logo and profile
- Opportunity to provide a speaker (subject to committee approval) session directly after the keynote speaker on Thursday from 10.00am to 10.30am
- Opportunity to host an interactive workshop and engage directly with delegates through hands-on learning and discussion
- Placement of a branded pull up banner in conference plenary room
- Complimentary exhibition site
- Priority choice of exhibition site
- Complimentary insert of informative flyer (supplied by sponsor) in conference bags, valued at \$300 + GST
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- Three complimentary exhibitor registrations including Welcome Function tickets
- Three complimentary Conference Dinner tickets
- Opportunity to provide a full-page advert in the conference handbook (final artwork to be provided by the sponsor)
- Delegate list provided 7 days prior to the conference
- Hold an educational webinar to NZSSA database prior to or after the conference
- Access to leader's meeting once per year (speaker)
- Acknowledgement of sponsorship in NZSSA Journal, Supplyline
- Full page advert in NZSSA Journal, Supplyline

## GOLD sponsor

NZ\$7,500 + GST

- Recognition as Gold Sponsor in the lead up to, during and after conference
- Listed as Gold Sponsor on the conference website, including company logo and profile
- Opportunity to provide a speaker (subject to committee approval) session on Thursday after morning tea from 11.00am to 11.30am
- Opportunity to host an interactive workshop and engage directly with delegates through hands-on learning and discussion
- Complimentary exhibition site
- Choice of exhibition site after Principal Sponsor
- Complimentary insert of informative flyer (supplied by sponsor) in conference bags, valued at \$300 + GST
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- Two complimentary exhibitor registration, including Welcome Function
- Two complimentary Conference Dinner tickets
- Opportunity to provide a full-page advert in the conference handbook (final artwork to be provided by the sponsor)
- Delegate list provided 7 days prior to the conference

## SILVER sponsor

NZ\$4,000 + GST

- Recognition as Silver Sponsor in the lead up to, during and after conference
- Listed as Silver Sponsor on conference website, including company logo and profile
- Opportunity to host an interactive workshop and engage directly with delegates through hands-on learning and discussion
- Choice of exhibition site after Gold Sponsor
- Complimentary insert of informative flyer (supplied by sponsor) in conference bags, valued at \$300 + GST
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- Two complimentary exhibitor registrations, including Welcome Function
- Two complimentary Conference Dinner tickets
- Opportunity to provide a half-page advert in the conference handbook (artwork to be provided by the sponsor)
- Delegate list provided 7 days prior to the conference

*Please note, no exhibition space is included.*



## KEYNOTE SPEAKER sponsor

NZ\$2,500 + GST

- Recognition as Keynote Speaker Sponsor in the lead up to, during and after conference
- Listed as Keynote Speaker Sponsor in the programme on the conference website and booklet
- Listed as Keynote Speaker Sponsor on the conference website, including company logo and profile
- Verbal acknowledgement by the MC immediately prior to the keynote session
- Opportunity to introduce the keynote speaker

- Sponsor logo displayed on keynote holding slides prior to and after the session
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks

*Please note, no exhibition space is included.*

## COFFEE sponsor

NZ\$2,500 + GST

- Recognition as Coffee Sponsor in the lead up to, during and after conference
- Listed as Coffee Sponsor on the conference website, including company logo and profile
- Choice of exhibition site by coffee machine
- Company branding on coffee cart, organised by MTANZ preferred supplier (Sponsor must provide artwork, or can arrange branding themselves at their own expense).

- Complimentary insert of informative flyer (supplied by sponsor) in delegates bags, valued at \$300+GST
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- Sponsor is encouraged to provide reusable cups

*Please note, no exhibition space is included.*

## BRONZE sponsor

NZ\$2,000 + GST

- Recognition as Bronze Sponsor in the lead up to, during and after conference
- Listed as Bronze Sponsor on the conference website, including company logo and profile
- Priority choice of exhibition site after Silver Sponsor
- Complimentary insert of informative flyer (supplied by sponsor) in delegate bags valued at \$300+GST
- Acknowledgement of sponsor in opening and closing addresses

- Company logo displayed during opening and closing session, prior to each session and catering breaks
- One complimentary exhibitor registration, including Welcome Function
- One complimentary Conference Dinner ticket
- Delegate list provided 7 days prior to the conference

*Please note, no exhibition space is included.*



## SUPPORTING sponsor

NZ\$1000 + GST

- Recognition as Supporting Sponsor in the lead up to, during and after conference
  - Listed as Supporting Sponsor on the conference website, including company logo and profile
  - Priority choice of exhibition site following Barista Sponsor
  - Complimentary insert of flyer (supplied by sponsor) in delegate bags, valued at \$300+GST
  - Acknowledgement of sponsor in opening and closing addresses
  - Company logo displayed during opening and closing session, prior to each session and catering breaks
- Please note, no exhibition space is included.*

## CONFERENCE BAG INSERT sponsor

NZ\$300 + GST

- Insert of informative flyer (supplied by sponsor) in delegate bags



# EXHIBITION COSTS

Upon receiving your completed Application Form, you will be sent an email confirmation for your application. Subsequently, MTANZ will generate an invoice for the exhibition and/or sponsorship expenses.

Please note, exhibition stands are allocated by level of sponsorship, MTANZ member and non-members and will be allocated in May 2026. From there, stands will be allocated in first in, first served basis.

## SPACE ONLY | 3M X 2M SITE

<b>MTANZ Member</b>	<b>NZ\$1,950.00 + GST</b>
<b>Non Member</b>	<b>NZ\$2,300.00 + GST</b>

Space Only stand includes:

- Industry Contribution
- 1 Personnel Registration
- 1 Trestle Table
- 1 Tablecloth
- 2 chairs
- Delegate list (provided digitally two days prior to pack in)
- Company summary in Conference Booklet

Power is available at an additional cost of NZ\$90.00 + GST per stand (to order power, please specify on the Application Form).

## PREFABRICATED | 3M X 2M SITE

<b>MTANZ Member</b>	<b>NZ\$2,540.00 + GST</b>
<b>Non Member</b>	<b>NZ\$2,890.00 + GST</b>

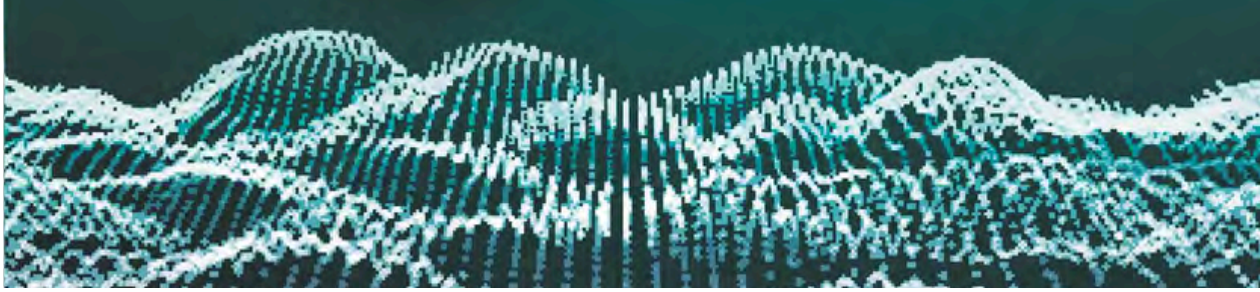
Prefabricated stand includes:

- Industry Contribution
- 1 Personnel Registration
- White stipple finish walls (3m wide x 2m deep x 2.5m high)
- A single 240volt 10amp power outlet
- 2 spotlights
- Fascia with name signage
- 1 Trestle Table
- 1 Tablecloth
- 2 chairs
- Delegate list (provided digitally two days prior to pack in)
- Company summary in Conference Booklet



## Exhibitor Registration Fee NZ\$270 + GST

All Exhibitors are to be registered via Medical Technology Association of NZ. The Exhibitor Registration form will be emailed to you to enable you to register your staff for the exhibition and social functions. Please note that exhibitors are not entitled to CPD points.



# DESIGN & FURNITURE

Exhibition Hire Services (EHS) is the company contracted to install the exhibition booths. They are available to assist with the design and build of your stand and provide additional furniture and accessories.

## STAND EXAMPLES



For any furniture or custom build stand requests, please contact Gwen Johnston on:

**Phone: +64 21 547 608**

**Email: [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz)**

**Web: [www.exhibitionhire.co.nz](http://www.exhibitionhire.co.nz)**

# EXHIBITION INFORMATION

## 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.

## Storage on Site

As a general rule there is minimal storage on site and we ask that large items or any crating be taken off site to store.

## Courier Items

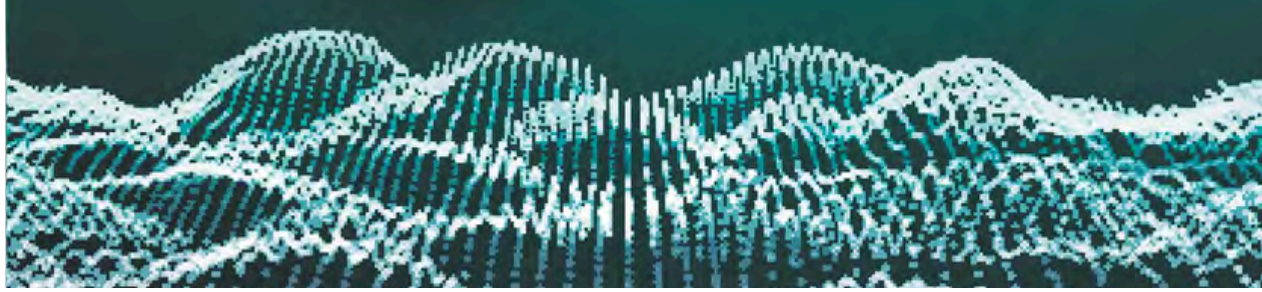
If you have forwarded courier items direct to the venue prior to your arrival, please check with a Conference & Banqueting staff member who will arrange for the items to be placed on your stand. At the conclusion of the exhibition, if you are couriating any items direct from the venue we ask the following:

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

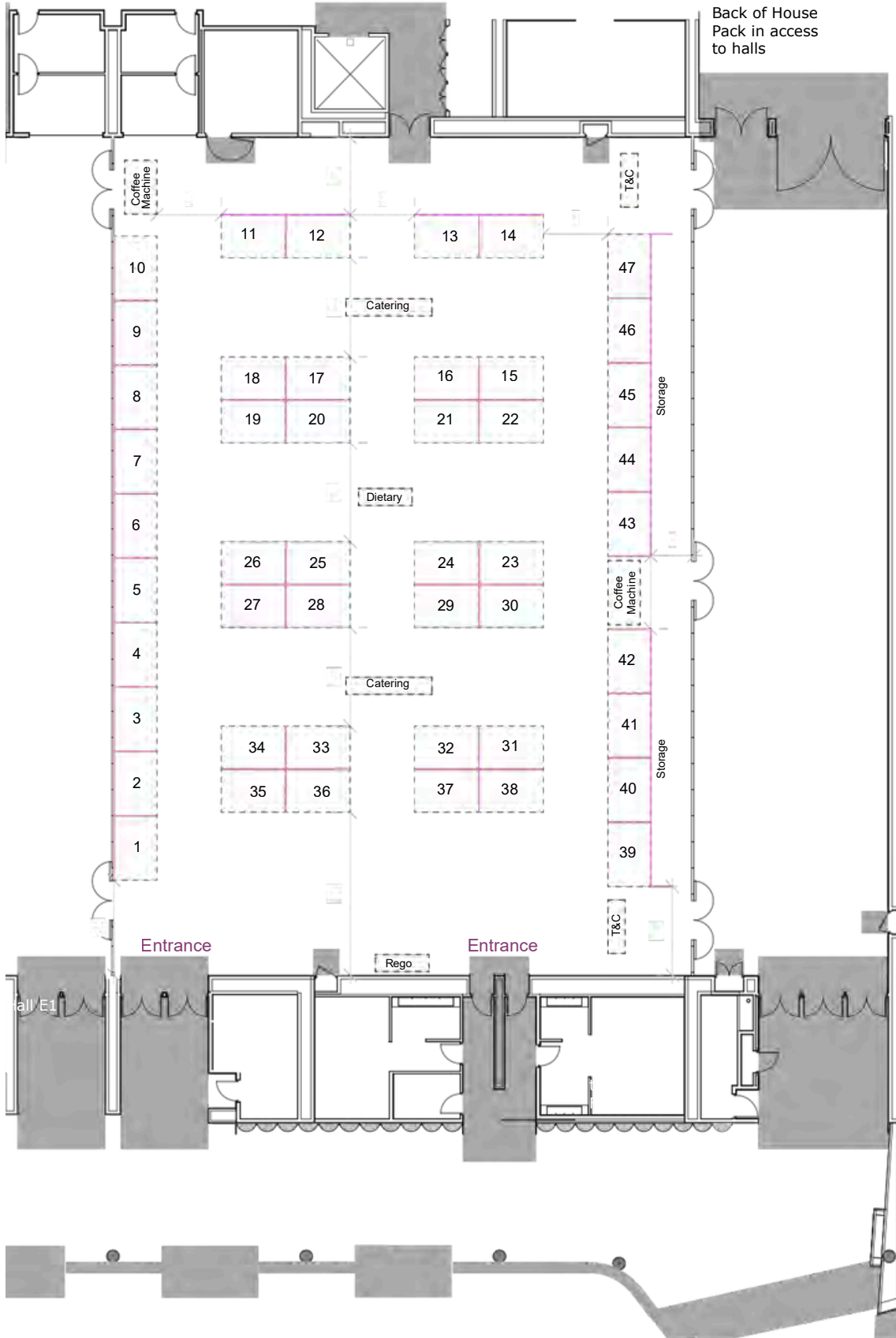
**Please note:** We are unable to arrange courier collection on your behalf. The venue does not take any responsibility for items not collected. Any items, which are left in the venue 2 days after the exhibition, will be permanently disposed of unless prior arrangement has been made.

## Rubbish

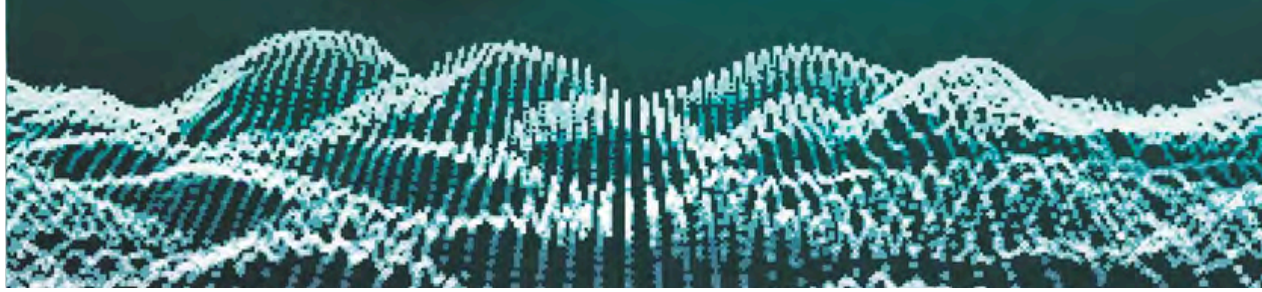
The exhibition venue staff handles normal rubbish disposal and rubbish sacks are placed out during pack-in/out times. Please do not stack packing and rubbish in front of fire doors. Please place any items of rubbish directly in front of your stand and ask a Conference and Banqueting staff member to permanently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



# EXHIBITION FLOOR PLAN



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



# CONFERENCE PROGRAMME (TENTATIVE)

## Wednesday 23 September

1800-2100 **Welcome Function - Registration & Exhibition Open**

## Thursday 24 September

0830-0900 **Registration Open**

0900-0915 **NZSSA Presidents Welcome**  
Martin Bird, Dunedin Hospital

0915-1000 **Keynote Speaker**  
Terry McAuley, Director, STEAM Consulting Pty Ltd

1000-1030 **Session 2 | Principal Sponsor**  
Speaker, Title, Company

1030-1100 **Morning Tea & Exhibition**

1100-1130 **Session 3 | Gold Sponsor**  
Speaker, Title, Company

1130-1200 **Session 4**  
Speaker, Title, Company

1200-1230 **Session 5**  
Speaker, Title, Company

1230-1330 **Lunch & Exhibition**

1330-1400 **NZSSA Annual General Meeting (Members Only)**

1400-1430 **Session 6**  
Speaker, Title, Company

1430-1500 **Session 7**  
Speaker, Title, Company

1500-1530 **Afternoon Tea & Exhibition**

1530-1600 **Session 8**  
Speaker, Title, Company

1600-1630 **Session 9**  
Speaker, Title, Company

1630-1645 **End of Day Announcements**  
Martin Bird, Dunedin Hospital

1830-2230 **Conference Dinner** | Air Force: Prepare for Takeoff

## Friday 25 September

0845-0915 **Registration Open**

0915-0930 **Welcome & Housekeeping**

0930-1000 **Session 10**  
Speaker, Title, Company

1000-1030 **Session 11**  
Speaker, Title, Company

1030-1100 **Morning Tea & Exhibition**

1100-1130 **Session 12**  
Speaker, Title, Company

1130-1230 **Interactive Workshops (Principal, Gold & Silver Sponsors Only)**

1230-1330 **Lunch & Exhibition**

1330-1400 **Session 13**  
Speaker, Title, Company

1400-1430 **Session 14**  
Speaker, Title, Company

1430-1500 **Session 15**  
Speaker, Title, Company

1500-1515 **Conference Closing**  
Martin Bird, Dunedin Hospital



## KEY NOTE SPEAKER



### **Terry McAuley**

*Director, STEAM Consulting Pty Ltd*

*MSc Medical Device Decontamination; Grad Dip Education and Training; Cert Mgt Decontamination Reusable Medical Devices (UK); Cert Sterilization and Infection Control; Cert Perioperative Nursing; Cert Operating Suite Management; RN; MACIPC, MACORN, MCNA*

Terry is a passionate advocate for the achievement of best practice in reprocessing reusable medical devices and is committed to sharing her knowledge with her colleagues and

peers. She achieved her Master of Science, Medical Device Decontamination from the University of Highlands and Islands over a decade ago. Her dissertation topic was Reprocessing Of 'Single-Use' Orthopaedic Implants: A Study on the Effects of Repeated Reprocessing on Single-Use Screws in Screw Caddies.

Terry has extensive expertise in reprocessing reusable medical devices; and infection prevention and control across a range of practice settings. Whilst her day-to-day activities occur primarily in the Day Hospital sector, during her career, Terry has undertaken infection prevention and control and reprocessing surveys / audits for all public Hospitals in Victoria, NT and South Australia, including surveys of Oral Health Services in the NT and ACT and has completed consultancy work for many public and private acute care facilities in Australia, New Zealand and internationally.

Terry wrote the 2022 update to the Australasian Health Facility Guidelines HPU B.190 Sterilizing Services and Endoscope Reprocessing Units, authored the infection prevention and control guidelines for podiatrists and contributed Chapter 16 Disinfection and Sterilisation in the textbook Healthcare-Associated Infections In Australia – Principles and Practices of Infection Prevention and Control.

Terry represented ACIPC on the Standards Australia Committee HE-023 responsible for AS/NZS4187 and AS/NZS4815 for over 20 years and participated in ISO Standards Working Groups 3, 6 and 12 during this period.



## MTANZ Code of Ethics

All exhibitors must adhere to the guidelines of the MTANZ Industry Code of Ethics 2021 (and amendments). A copy of the Code of Ethics can be viewed [here](#).

Ethical standards and compliance with applicable laws are critical to the medical technology industry's ability to continue its successful collaboration with healthcare professionals.

A close relationship between suppliers and the clinician is a key element in the innovation and development of medical technology products. This close relationship is a positive for patients who are the ultimate beneficiaries of advanced medical technology. However, this close relationship does require a clear understanding of ethical behaviours by both parties.

In particular when exhibiting at a MTANZ organised conference, clause 5.10 'Gifts to Healthcare Professionals' must be adhered to. This clause states the following:

- A company should ensure that sales of Medical Technology are made solely on the basis of efficacy, safety, quality, price and service and never on the basis of a Healthcare Professional receiving payments, gifts or Hospitality.

Companies may not:

- provide Healthcare Professionals any type of branded or non-branded promotional items (e.g. pens, notebooks, tote bags), even if the item is of minimal value and related to the Healthcare Professional's work or for the benefit of the patients.
- provide Healthcare Professionals with gifts, including gifts of cash, food, wine or spirits, gift baskets, gift cards/certificates or flowers.
- accept a gift from a Healthcare Professional which is beyond the level of what is reasonable and customary in the circumstances of the relationship.

A company may:

- occasionally provide a Healthcare Professional with an educational item that benefits patients or serves a genuine educational function for the Healthcare Professional provided the item has a fair market value of less than \$100, except in the case of medical textbooks or anatomical models.

For the avoidance of doubt, this clause does not preclude the legitimate practice of providing to Healthcare Professionals appropriate samples of Medical Technologies for genuine training, educational or Medical Technology evaluation purposes (generally in a clinical setting).

# TERMS & 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 and MTANZ member status. 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. Please note, MTANZ members, all MTANZ membership invoices, for the financial year that the conference is held in, must be paid prior to conference in order to receive an exhibition stand at the member rate.

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:

- In the event of cancellation 50 days or less prior to the date of the conference/ exhibition 50% of the stand fee will apply.
- In the event of cancellation 10 working days or less prior to the date of the conference 100% of the stand fee will apply.
- 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 - if applicable - 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** - Giveaways 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, cooperate and coordinate 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 comprehensive health and safety policy;
- health and safety objectives signed by a senior manager from both the Exhibitor and MTANZ;
- a hazard and risk register covering all hazards associated with hosting and running of an exhibition/conference;
- 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 management, to be given at least 24 hours prior to an exhibition/ conference;
- f) a documented emergency plan for the venue;
- g) a designated warden for the venue;
- h) a health and safety system that complies with Health and Safety Legislation; and
- i) 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 2020. 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 or 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) FORCE MAJEURE**

In the event a strike, fire, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, or Act of God should render the event execution impossible or the hall, in which the NZSSA Annual Conference has been scheduled, unusable, refunds of exhibition and/or sponsorship payments may only be distributed once the conference organiser has officially declared in writing that NZSSA Annual Conference has been cancelled.

#### **(16) CODE OF ETHICS**

Exhibitors at this conference must adhere to the guidelines of the MTANZ Industry Code of Ethics 2021 (and amendments). A copy of the Code can be viewed at [www.mtanz.org.nz](http://www.mtanz.org.nz)

Any questions on the Terms & Conditions can be directed to:  
**Medical Technology Association of NZ**

**Phone: +64 9 917 3647**

**Britta van Uden**

**Email: [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)**



# APPLICATION TO SPONSOR & EXHIBIT

## SECTION 1: Company Details

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Billing Address	<input type="text"/>	Email Address	<input type="text"/>
	<input type="text"/>	PO Number	<input type="text"/>
Phone	<input type="text"/>	Accounts Email Address	<input type="text"/>

## SECTION 2: Sponsorship Booking

Our company wish to reserve the following sponsorship opportunity (please tick).

Principal	NZ \$12,000 + GST	<input type="checkbox"/>
Gold	NZ \$7,500 + GST	<input type="checkbox"/>
Silver	NZ \$4,000 + GST	<input type="checkbox"/>
Keynote Speaker	NZ \$3,000 + GST	<input type="checkbox"/>
Coffee	NZ \$2,500 + GST	<input type="checkbox"/>
Bronze	NZ \$2,000 + GST	<input type="checkbox"/>
Supporting	NZ \$1,000 + GST	<input type="checkbox"/>
Speaker	NZ \$500 + GST	<input type="checkbox"/>
Conference Bag Insert	NZ \$300 + GST	<input type="checkbox"/>

### INTERACTIVE WORKSHOP

As Principal, Gold or Silver Sponsor, our company wishes to take part in the Interactive Workshops

## SECTION 3: Exhibition Stand Booking

Applications are allocated on a first-in first-served basis after Sponsors and MTANZ Members.

Number of Sites

Preferred Sites

Refer to the site plan for site numbers

Option 1

Option 2

Option 3

Competitor Avoidance

Stand Type

Prefabricated

# of Tables

# of Chairs

Tablecloth (Please tick)

Company name for signage

Space Only

# of Tables

# of Chairs

Tablecloth (Please tick)

Power (Additional \$90 + GST)

Or

Please advise here items you are planning to exhibit and if you will have large deliveries (pallet, cage etc)

*Continue over...*

## 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 Ethics Terms
- Pack in and pack out times (as stated in this Prospectus)
- Waiver of Liability Terms
- Exhibition Space requirements as listed

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

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

### MTANZ Membership

Please tick if you are a MTANZ Member

Please tick if you are not a MTANZ Member but wish to receive information about becoming a member.

Name

Date

Authorised  
Signature

PLEASE SIGN AND EMAIL BACK TO MTANZ

Britta van Uden

Medical Technology Association of NZ

P: +64 9 917 36475

E: [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)



Medical  
Technology  
Association<sup>NZ</sup>