

# NZSSA Annual Conference

## Christchurch Town Hall

### 22-24 September 2021

“Strengthening for the Future Together”



## Sponsorship & Exhibition Prospectus



PROUDLY PRESENTED IN ASSOCIATION WITH

**medical technology**  
ASSOCIATION OF NEW ZEALAND



**NEW ZEALAND  
STERILE SCIENCES  
ASSOCIATION**

Te Tōpūtanga Pūtaiao Whakaparakore o Aotearoa

# INVITATION

Dear Valued Sponsor and Exhibitor,

On behalf of the New Zealand Sterile Science Association (NZSSA), we would like to invite you to our 2021 conference in Christchurch, to be held at the Town Hall, Kilmore Street.

Dates: 22 – 24 September 2021

Conferences are a perfect opportunity to showcase your products and advancements in reprocessing of reusable medical devices. The programme also enables targeted education time with delegates. The NZSSA appreciate the support from industry and look forward to being able to enhance relationships through the conference.

Our theme for this year is:  
**“Strengthening for the future together”**

Do not miss this opportunity to increase visibility and exposure in the New Zealand sterilising technology market.

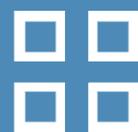
We look forward to having you on board

Regards

Shelagh Thomas  
President NZSSA

## Exhibition and Sponsorship Liaison

For more information and queries, please contact:  
Melanie Pitto  
Medical Technology Association of NZ  
P: 09 917 3647  
F: 09 917 3651  
E: [melanie@mtanz.org.nz](mailto:melanie@mtanz.org.nz)



**medical technology**  
ASSOCIATION OF NEW ZEALAND



# DELEGATE PROFILE

Annual conferences have shown constant delegate numbers of between 90 – 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

Date Wednesday 22 September From 15:00 to 18:00

## Exhibition Open Hours

Date Thursday 23 September Time 8:00 to 17:00

Friday 24 September Time 7:30 to 16:00

## Exhibition Breakdown Hours

Date Friday 24 September From 14:00

## 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.

## COVID-19

The 2021 Conference Organising Committee is following the government's advise and strict health rules around COVID-19. When at the event, it's really important to practise good hygiene, regularly wash and thoroughly dry your hands and practise good cough etiquette. Hand sanitiser will be positioned in the conference venue. Most importantly and as always, anyone who is unwell should not be attending any public events. For more information, please email [Mel Pitto](#) for our COVID-19 On-site Preparedness Plan.

## QUICKFIRE WORKSHOPS

On Thursday and Friday there are sessions providing time for education on a product at exhibitor stands. It is intended that small groups of delegates will move their way around the exhibitors stands. Sponsors will have first preference for attendance by delegates at their stands. The workshops will be approx. 10 mins each and the promotion will be a product of choice from the exhibitors stand. This event will be carefully co-ordinated with companies.

## POSTER EXHIBITION

2020 saw the first graduates of the NZ Diploma in Sterilising Technology. These graduates had to complete a literature review and present their information as a poster. Some have been selected to be displayed at conference this year. This is being introduced in 2021 and will be continued at future conferences.

# SOCIAL EVENTS

## Welcome Function

Date	Wednesday 22 September
Time	18:00 – 21:00
Venue	Exhibition Area- Entrance Foyer, Town Hall
Cost	Included in the exhibitor registration fee
Dress	Smart Casual

## Conference Dinner

Date	Thursday 23 September
Time	18:00 - 24:00
Venue	Christchurch Transitional Cathedral, 234 Hereford Street
Cost	\$80.00 plus GST
Dress	Theme: Evening Scrubs (flash up those scrubs!)

All refreshments will be served in the exhibition area, including:

Morning Teas  
Lunches  
Afternoon Teas  
Welcome Function



# ABOUT THE VENUE AND CHRISTCHURCH

## Meeting Venue

Christchurch Town Hall  
86 Kilmore St,  
Christchurch Central

W: <https://www.venuesotautahi.co.nz/>

P: +64 (0)3 339 3599

Heading to the Christchurch Town Hall never fails to bring a sense of excitement and occasion. Whether you're attending an exhibition, corporate function, or concert, this world-class facility is sure to delight!

Nestled on the banks of the Avon River, this heritage-listed venue has inspired guests and performers alike, for generations.

Beautifully restored and refurbished, the venue's acoustics and integrated technology – including projectors, screens and sound systems – only serve to enhance its iconic architectural features and riverside views. Accommodation Recommendations

There are no conference rates being provided. The options provided here are an easy 5-10 minute walk to the venue.

**Cosa Hotel**

**Fino Hotel & Suites**

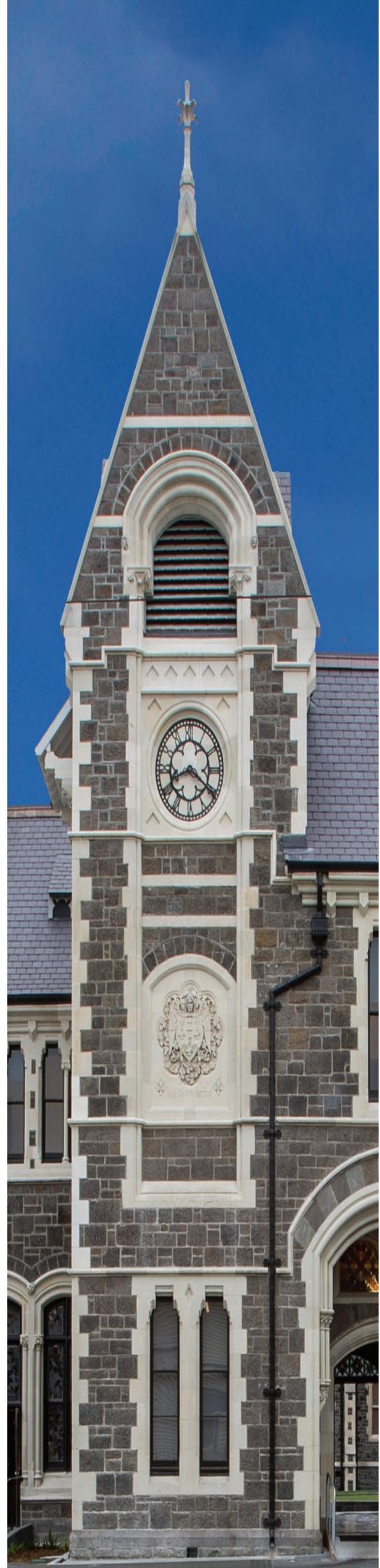
**Focus Motel and Executive Suites**

**Amross Court Motor Lodge**

**Sudima City Hotel**

## About Christchurch

Christchurch, known for its English heritage, is located on the east coast of New Zealand's South Island. Flat-bottomed punts glide on the Avon River, which meanders through the city centre. On its banks are cycling paths, the green expanse of Hagley Park and Christchurch Botanic Gardens.



# EXHIBITION COSTS

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

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 Only Site | 3 x 2 mtr site

<b>MTANZ Member</b>	<b>NZ\$1,515.00 + gst</b>
<b>MTANZ Non-Member</b>	<b>NZ\$1,865.00 + gst</b>

Power is available at an additional cost of NZ\$65.00 per stand (to order power please specify on the Application to Exhibit)

Space Only stand price includes:

- 1 Trestle Table
- 1 Tablecloth
- 2 chairs
- Delegate list (provided at pack in)

Note: No personnel are included in the stand cost (see pricing over)

## Prefabricated Site | 3 x 2 mtr site

<b>MTANZ Member</b>	<b>NZ\$1,980.00 + gst</b>
<b>MTANZ Non-Member</b>	<b>NZ\$2,330.00 + gst</b>

Prefabricated stand price includes:

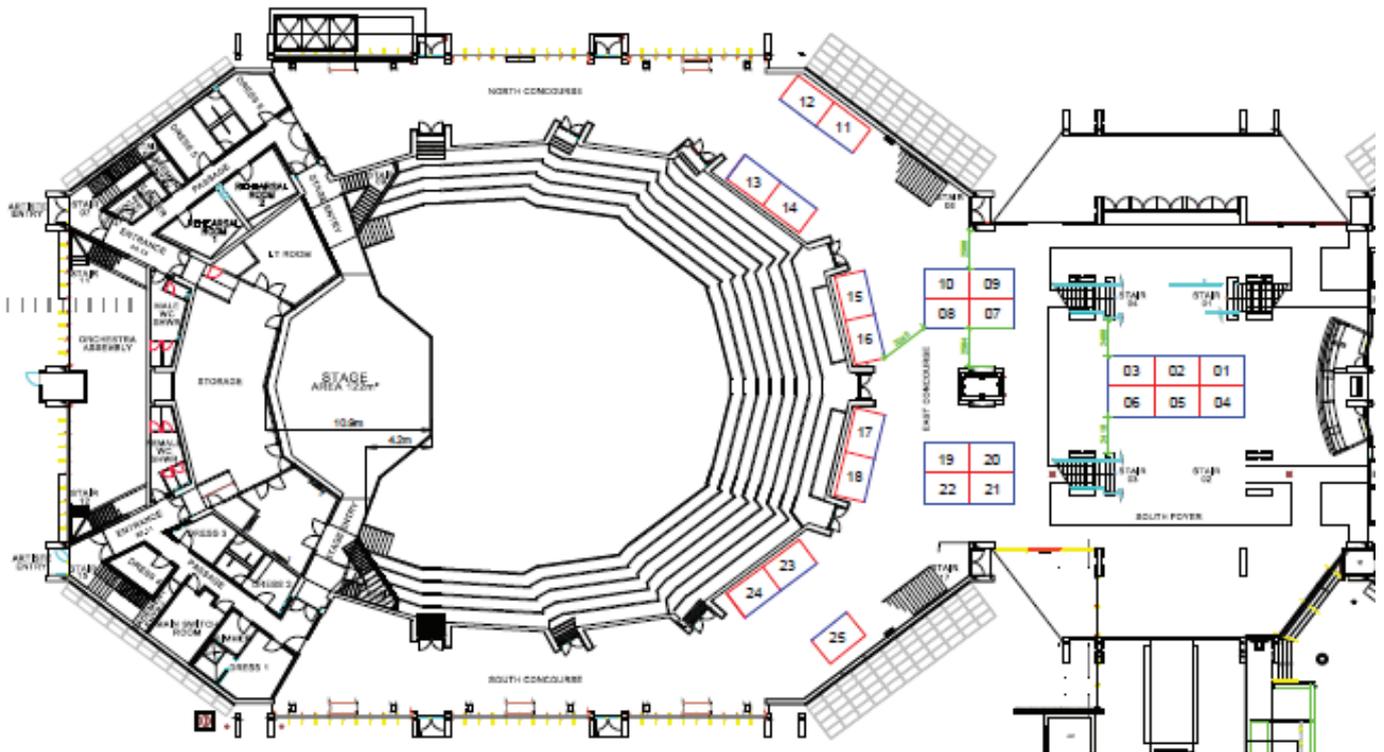
- White stipple finish walls - 3m wide x 2m deep x 2.5m high
- A single 240volt 10amp power outlet
- 2 spotlights
- Fascia with name signage
- 1 Trestle Table
- 1 Tablecloth
- 2 chairs
- Delegate list (provided at pack in)

Note: No personnel are included in the stand cost (see pricing over)



# SITE PLAN

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



# DESIGN & FURNITURE

Exhibition Hire Services (EHS) 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.

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

Ph: +64 (0)21 547 608

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

A representative of the company will contact you once your stand booking and number has been confirmed to discuss any additional furniture requirements you may have.

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

# EXHIBITOR REGISTRATION FEES

## **Exhibitor Registration Fee**

**NZ\$250.00 + gst**

Note: No personnel are included in the stand cost unless part of a sponsorship package.

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.

# 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.

## **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.

## **Storage on Site**

Please contact the venue directly for information on storage options. 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. 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:

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 3 days after the exhibition, will be permanently disposed of unless prior arrangement has been made.

# SPONSORSHIPS

PRINCIPAL Sponsor |  
NZ\$10,000 + gst (one available)

## ADDITIONAL BENEFITS

- 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
- Opportunity to provide a full page advert in the conference handbook (final artwork to be provided by the sponsor)
- 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
- Acknowledgement of sponsor in opening and closing addresses
- 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)
- Delegate list provided 10 days prior to conference

GOLD Sponsor |  
NZ\$6,000 + gst

## ADDITIONAL BENEFITS

- Early choice of exhibition site after Principal Sponsor
- Opportunity to provide a speaker for a workshop session (subject to committee approval)
- Opportunity to provide a ½ page advert in the conference handbook (final artwork to be provided by the sponsor)
- Complimentary insert of promotional material (supplied by sponsor) into delegate satchels, valued at \$300
- Company logo displayed on screen during the conference
- Acknowledgement of sponsor in opening and closing addresses
- 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)
- Delegate list provided 10 days prior to conference



# SPONSORSHIPS cont.

## SILVER Sponsor | NZ\$3,500 + gst

### ADDITIONAL BENEFITS

- Early choice of Exhibition Site after Gold Sponsor
- Acknowledgement of sponsor in opening and closing addresses
- Opportunity to provide a quarter page advert in the conference handbook (final artwork to be provided by the sponsor)
- 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)
- Delegate list provided 10 days prior to conference

## SATCHEL INSERT | NZ\$300 + gst

### ADDITIONAL BENEFITS

- Supplied by company

## BRONZE Sponsor | NZ\$2,000 + gst

### ADDITIONAL BENEFITS

- Early choice of Exhibition site after Silver Sponsor
- Acknowledgement of sponsor in opening and closing addresses
- 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



# Conference Programme

Christchurch Town Hall, Christchurch

22 – 24 September 2021

## Wednesday 22 September

0900 - 1530	NZSSA Executive Meeting
1800 – 2100	Registration & Trades Exhibition Opening & Welcome Function

## Thursday 23 September

0815 – 0900	Registration
0900 – 0915	NZSSA Presidents Welcome <b>Shelagh Thomas, CSSD Manager, Lower Hutt DHB</b>
0915 - 1000	Key Note Speaker <b>Dr Michelle Dickinson</b>
1000 – 1040	<b>Principal Sponsor – Speaker TBC</b>
1040 - 1110	<b>Morning Tea in the Trades Exhibition Hall</b>
1110-1140	Managing the unexpected <b>Marie Lory, Theatre Manager, Christchurch Public Hospital</b>
1140-1210	Maintaining service in exceptional circumstances <b>Christine Cox, Quality Facilitator, Christchurch Public Hospital</b>
1210- 1245	Reprocessing on the seas <b>Sharon Walls, Mercy Ships</b>
1245 – 1345	<b>Lunch in the Trades Exhibition Hall</b>
1345-1515	<b>Quick Fire Workshops / Q &amp; A Sessions</b> - <b>Specialist Panel</b> - Accreditation and Auditing, details to follow - <b>Trades visit</b> – small groups – 10 -15 minutes per stand. Numbers depend upon trades participating - <b>Open forum discussion</b> – Q & A general
1515 – 1545	<b>Afternoon Tea in the Trades Exhibition Hall</b>
1545 - 1615	Tikanga Hutt Valley District Health Board <b>Rawiri Hirini Pou</b>
1615 - 1645	Sustainability theme <b>Annie Watt - Device Technologies Ltd</b>
1645 - 1700	<b>End of day announcements</b>
1800 – 2400	<b>Conference Buffet Dinner &amp; Dance</b> Christchurch Transitional Cathedral, 234 Hereford Street, Christchurch Central City



# Conference Programme

Christchurch Town Hall, Christchurch

22 – 24 September 2021

## Friday 24 September

0730 - 0900	NZSSA AGM, Working Breakfast <b>NZSSA MEMBERS ONLY</b>
0800 - 0900	Registration
0900 - 0905	<b>Welcome &amp; Housekeeping</b>
0905 - 0950	Sustainability in the medical environment <b>Oliver Hunt, Medsalv</b>
0950 - 1030	Sterilisation of Traditional RMD – A Case Study <b>Tracey Kereopa, Campbell Macgregor</b>
1030 - 1100	<b>Morning Tea in the Trades Exhibition Hall</b>
1100 – 1230	<b>Quick Fire Workshops / Q &amp; A Sessions:</b> - <b>Specialist Panel</b> - Accreditation and Auditing, details to follow - <b>Trades visit</b> – small groups – 10 -15 minutes per stand. Numbers depend upon trades participating - <b>Open forum discussion</b> – Q & A general
1230 - 1330	<b>Lunch in the Trades Exhibition Hall</b>
1330 - 1400	Quality Management <b>James Henderson, NZVS / Julianne Schipelliti, Proline Pty</b>
1400 - 1445	TBC <b>Nicole Lapanaitis, 3M Australia</b>
1445 - 1530	UV Light Cabinets <b>Annette Moffatt</b>
1530 - 1545	Conference Closing <b>Shelagh Thomas, CSSD Manager, Lower Hutt DHB</b>

*This programme will be updated regularly as it develops, and speakers are confirmed. Some changes in order of speakers may also occur.*

# KEY NOTE SPEAKER

**Dr Michelle Dickinson**  
**MNZM**



Dr Michelle Dickinson (MNZM) is a Nanotechnologist and Materials Engineer. She has spent the last two decades contributing to cutting-edge technologies, researching solutions for medical and technology applications for clients who range from small start-ups to large corporates. Current Work Having set up and run New Zealand's only nanomechanical testing laboratory that specialises in making and breaking tiny things (nano and micro), Michelle spends her time helping companies with board advisory around science and technology commercialisation including technical consulting for investors and VC's looking for ROI advice for high-tech start-ups.

Her experience spans academia, government labs and large-scale R&D departments. She says the key to success is not necessarily how great the technology is, but how well the science is communicated and how diverse the engineering team is. Michelle's success comes from her hard work and lots of lucky opportunities, allowing her to break the poverty cycle she grew up in through education. This experience led her to Co-Found Nanogirl Labs, a socially conscious business designed to create beautiful and engaging content to help everyone build confidence around STEM. Nanogirl Labs is both an in-person and a digital platform that highlights positive, diverse role models with fun and engaging storylines and kinaesthetic based learning helping everyone to see that they can be a creator not just a consumer. Nanogirl Labs's goal is to help people have a meaningful relationship with technology no matter their educational background or socioeconomic status. Their projects include the bestselling book *The Kitchen Science Cookbook* and TV show, a digital STEM platform and STEM education in schools in the pacific islands. As a keynote speaker, Michelle loves to speak on the future of education and work, innovation & technology, change management, STEM and entrepreneurship. Michelle became a household name during New Zealand's COVID-19 response, often called upon by the media and government to present the complex happenings in layman's terms. During this time, she was praised for her work in the education sector to explain the disease and its implications to children – her videos and content became a highly sought after resource by parents and teachers. Accolades Michelle has been recognised for her many services to New Zealand for her work in STEM including; becoming a Member of New Zealand Order of Merit for services to science in the 2015 Queen's Birthday Honours, awarded the Sir Peter Blake Leadership award in 2015, was the winner of the Women of Influence award for science and innovation in 2016, winner of the Prime Minister's Science Media Communication Prize and the New Zealand Association of Scientists Science Communicators Award in 2014.

# 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. 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:

- 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 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 re-occupied 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) 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 management;
- 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 at 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 except to the extent that this indirect, consequential or special loss, damage, cost or expense suffered or incurred by the Exhibitor was caused directly or indirectly as a 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 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) 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 2021 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 2021 NZSSA Annual Conference has been cancelled.

#### **(16) Code of Practice**

Exhibitors at this conference must adhere to the guidelines of the MTANZ Industry Code of Practice 2016 (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**

**PO Box 74116, Greenlane Central, Auckland 1546**

**Phone: +64 9 917 3647**

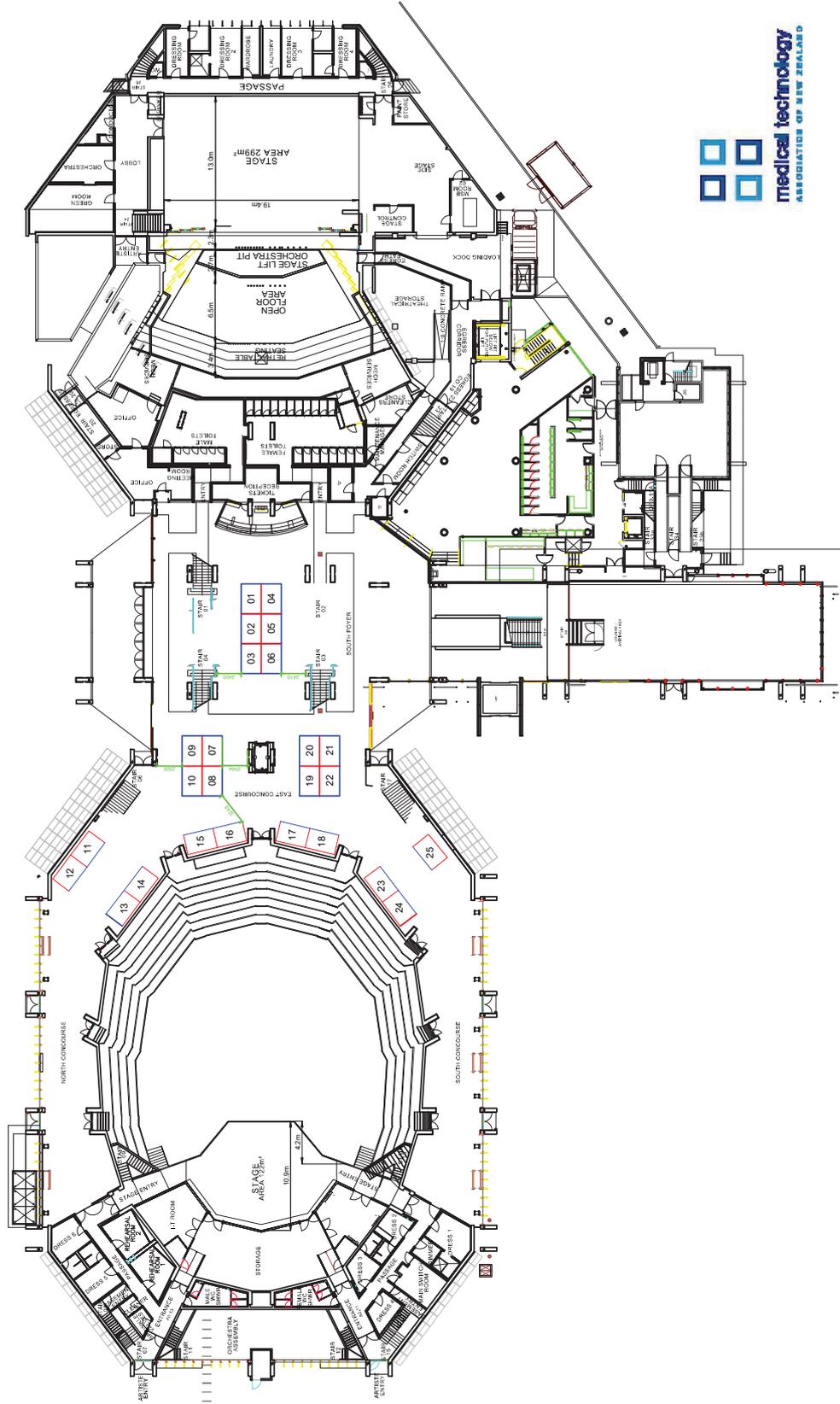
**Fax: +64 9 917 3651**

**Melanie Pitto**

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

# SITE PLAN

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



Drawn by: Nicola Ransome  
 Date Drawn: 11.05.21  
 Version: 1  
 Booth Size: 3m x 2m

## NZSSA Conference 2021

Christchurch Town Hall - Ground Floor

EXHIBITION  
 EXHIBITION SERVICES

cartonpastryne  
 cartonpastryne  
 5000 000 0000

Carpet & Rug  
 snow light

Disability Access  
 Disability Access

# APPLICATION TO EXHIBIT & SPONSOR

NZSSA Annual Conference | 22-24 September 2021

## SECTION 1: Company Details

Company Name ..... Contact Name .....

Postal Address ..... Email Address .....

Phone .....

## SECTION 2: Exhibition Stand Booking

### Number of Sites

Preferred Sites Option 1 ..... Option 2 ..... Option 3 .....

*Refer to the site plan for site numbers*

### Competitor Avoidance

Stand Type  **Prefabricated Stand** (Includes white stipple finish walls, power, 2 spotlights and fascia name)

**Trestle Table and Chairs required**

Fascia Name .....

**OR**

**Space Only**  tick here to add POWER (an additional \$65.00 + gst)

**Trestle Table and Chairs required**

Name of company doing build if applicable .....

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

**We would like to participate in the Quickfire Workshops**

## SECTION 3: Sponsorship Booking

Our company wish to reserve the following sponsorship opportunity (please tick).  
Please submit Sponsorship Applications or your interest in being a sponsor by 30 June 2021.

Principial Sponsor	NZ \$10,000	<input type="checkbox"/>
Gold Sponsor	NZ \$6,000	<input type="checkbox"/>
Silver Sponsor	NZ \$3,500	<input type="checkbox"/>
Bronze Sponsor	NZ \$2,000	<input type="checkbox"/>
Satchel Insert	NZ \$300	<input type="checkbox"/>

*Continue over...*

**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
- >> Exhibition Space requirements as listed

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 .....

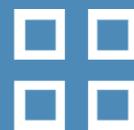
AUTHORISED SIGNATURE .....

**PLEASE EMAIL BACK TO MTANZ**

**Melanie Pitto**  
**Medical Technology Association of NZ**  
**Email: [melanie@mtanz.org.nz](mailto:melanie@mtanz.org.nz)**  
**Ph: +64 (0)9 917 3645**  
**Fax: +64 (0)9 917 3651**

**Exhibition and Sponsorship Liaison**

For more information and queries, please contact:  
Melanie Pitto  
Medical Technology Association of NZ  
P: +64 (0)9 917 3647  
F: +64 (0)9 917 3651  
E: [melanie@mtanz.org.nz](mailto:melanie@mtanz.org.nz)



**medical technology**  
ASSOCIATION OF NEW ZEALAND