

# NZSSA

ANNUAL CONFERENCE

AOTEA CENTRE, AUCKLAND

25-27 September 2024

## SPONSORSHIP & EXHIBITION PROSPECTUS



**THEME: Reflecting on the past to move forward into the future**

# 50<sup>th</sup> ANNIVERSARY

AOTEA CENTRE, AUCKLAND



NEW ZEALAND  
STERILE SCIENCES  
ASSOCIATION

Te Topiunga Pōkai Whakapōkai o Aotearoa

**PLAN NOW 25-27 September 2024**

# CONTENTS

|  |       |
|--|-------|
| <u>Delegate Profile</u>                              | 2     |
| <u>Exhibition Timings</u>                            | 3     |
| <u>Social Events</u>                                 | 4     |
| <u>About The Venue &amp; Auckland</u>                | 5     |
| <u>Exhibition Costs</u>                              | 6     |
| <u>Exhibitor Registration Fees</u>                   | 7     |
| <u>Design &amp; Furniture</u>                        | 8     |
| <u>Exhibition Floor Plan</u>                         | 9     |
| <u>Sponsorship Packages</u>                          | 10-11 |
| <u>Conference Programme</u>                          | 12    |
| <u>Keynote Speaker</u>                               | 13    |
| <u>MTANZ Code of Ethics</u>                          | 14    |
| <u>Terms And Conditions</u>                          | 15-16 |
| <u>Sponsorship &amp; Exhibition Application Form</u> | 17-18 |

# INVITATION

Dear Valued Sponsor and Exhibitor,

On behalf of the New Zealand Sterile Sciences Association (NZSSA), I would like to invite you to join us for the annual NZ Sterile Sciences Conference and to celebrate the 50th anniversary of our association. This two day event will be held at the Aotea Centre, Auckland.

**Date: 25th September - 27th September 2024**

This year our theme is entitled:

**"Reflecting on the past and looking to the future - celebrating 50 years of the NZSSA"**

This conference is the ideal platform for sponsors, exhibitors and delegates to share knowledge and experiences from the past and present and to showcase new technologies and innovative products to lead us into the future.

The programme is specifically designed to enable targeted education and networking times between sponsors, exhibitors and delegates. The NZSSA appreciates all the support we receive and have received from our industry partners over the years, and we look forward to having you alongside us to celebrate this very special occasion.

Regards  
Shelagh Thomas  
President, NZSSA

## Exhibition and Sponsorship Liaison

For more information and queries, please contact:  
Britta van Uden  
Medical Technology Association of NZ  
P: 64 9 917 3647  
E: [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)



**medical technology**  
ASSOCIATION OF NEW ZEALAND

# 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.

We are excited to celebrate our 50th Anniversary with you!

# EXHIBITION TIMINGS

## EXHIBITION SET-UP HOURS

|      |                        |      |                |
|------|------------------------|------|----------------|
| Date | Wednesday 25 September | From | 15:00 to 18:00 |
|------|------------------------|------|----------------|

## EXHIBITION OPEN HOURS

|      |                       |      |               |
|------|-----------------------|------|---------------|
| Date | Thursday 26 September | Time | 8:15 to 17:00 |
|      | Friday 27 September   | Time | 8:45 to 14:00 |

## EXHIBITION BREAKDOWN HOURS

|      |                     |      |       |
|------|---------------------|------|-------|
| Date | Friday 27 September | From | 13:30 |
|------|---------------------|------|-------|

*Please note, timings are subject to change.*

## 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 25 September  
 Time 18:00 – 21:00  
 Venue Exhibition Room - Hunua Room, Aotea Centre  
 Cost Included in the Exhibitor Registration Fee  
 Dress Smart Casual



## CONFERENCE DINNER

Date Thursday 26 September  
 Time 18:00 - 23:30  
 Venue St Matthew-in-the-City, 132 Hobson Street, Auckland CBD  
 Cost To be advised  
 Theme 1970's  
 Put on your 1970's attire and prepare to dance the night away with disco beats!



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

- Morning Teas
- Lunches
- Afternoon Teas
- Welcome Function

# ABOUT THE VENUE & TĀMAKI MAKĀURAU AUCKLAND



## CONFERENCE

### Aotea Centre

50 Mayoral Dr, Auckland CBD

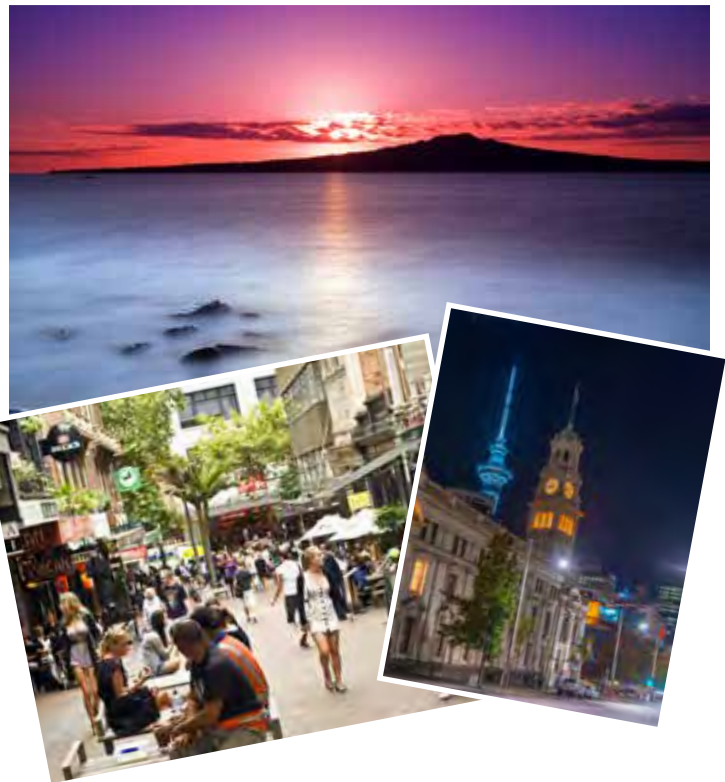
W: [www.aucklandconventions.co.nz/venues/aotea-centre](http://www.aucklandconventions.co.nz/venues/aotea-centre)

P: + 64 9 309 2677

Aotea – Te Pokapū | Aotea Centre is the flagship among eleven iconic venues for Auckland Conventions, Venues & Events. Located in the heart of Auckland city, Aotea Centre is a vibrant home for performing arts in the city as well as an ideal venue for conferences, trade shows, meetings, gala dinners, cocktail functions and more.

## CONFERENCE ACCOMMODATION

We have special conference accommodation rates nearby Aotea Centre. Please [click here](#) to view and contact Britta at [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz) to book.



## ABOUT TĀMAKI MAKĀURAU AUCKLAND

Tāmaki Makaurau Auckland is a multi-cultural urban oasis of food, music, arts and culture. It's where sparkling waters and lush landscapes meet city sophistication.

Auckland has an impressive variety of restaurants, cafes and bars to suit every taste and budget. In the inner city you'll find modern dining at Britomart, Commercial Bay, Federal Street and City Works Depot. Enjoy dinner and drinks or a casual bite on Auckland's beautiful waterfront in the Viaduct Harbour and Wynyard Quarter precincts.



# EXHIBITION COSTS

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

## SPACE ONLY SITE | 3 X 2 MTR SITE

|                         |                           |
|-------------------------|---------------------------|
| <b>MTANZ Member</b>     | <b>NZ\$1,845.00 + gst</b> |
| <b>MTANZ Non-Member</b> | <b>NZ\$2,195.00 + gst</b> |

Power is available at an additional cost of NZ\$70.00 per stand (to order power please specify on the Application to Exhibit)  
Space Only stand price includes:

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

## PREFABRICATED SITE | 3 X 2 MTR SITE

|                         |                           |
|-------------------------|---------------------------|
| <b>MTANZ Member</b>     | <b>NZ\$2,345.00 + gst</b> |
| <b>MTANZ Non-Member</b> | <b>NZ\$2,695.00 + gst</b> |

Prefabricated stand price includes:

- 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 Handbook and Conference App





# EXHIBITOR REGISTRATION FEES

ADDITIONAL EXHIBITOR REGISTRATION FEE

NZ\$290.00 + gst

One exhibitor registration is included in your stand fee. 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

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.

# 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 build stand requests, please contact Gwen Johnston on:

**Phone: +64 21 547 608**

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

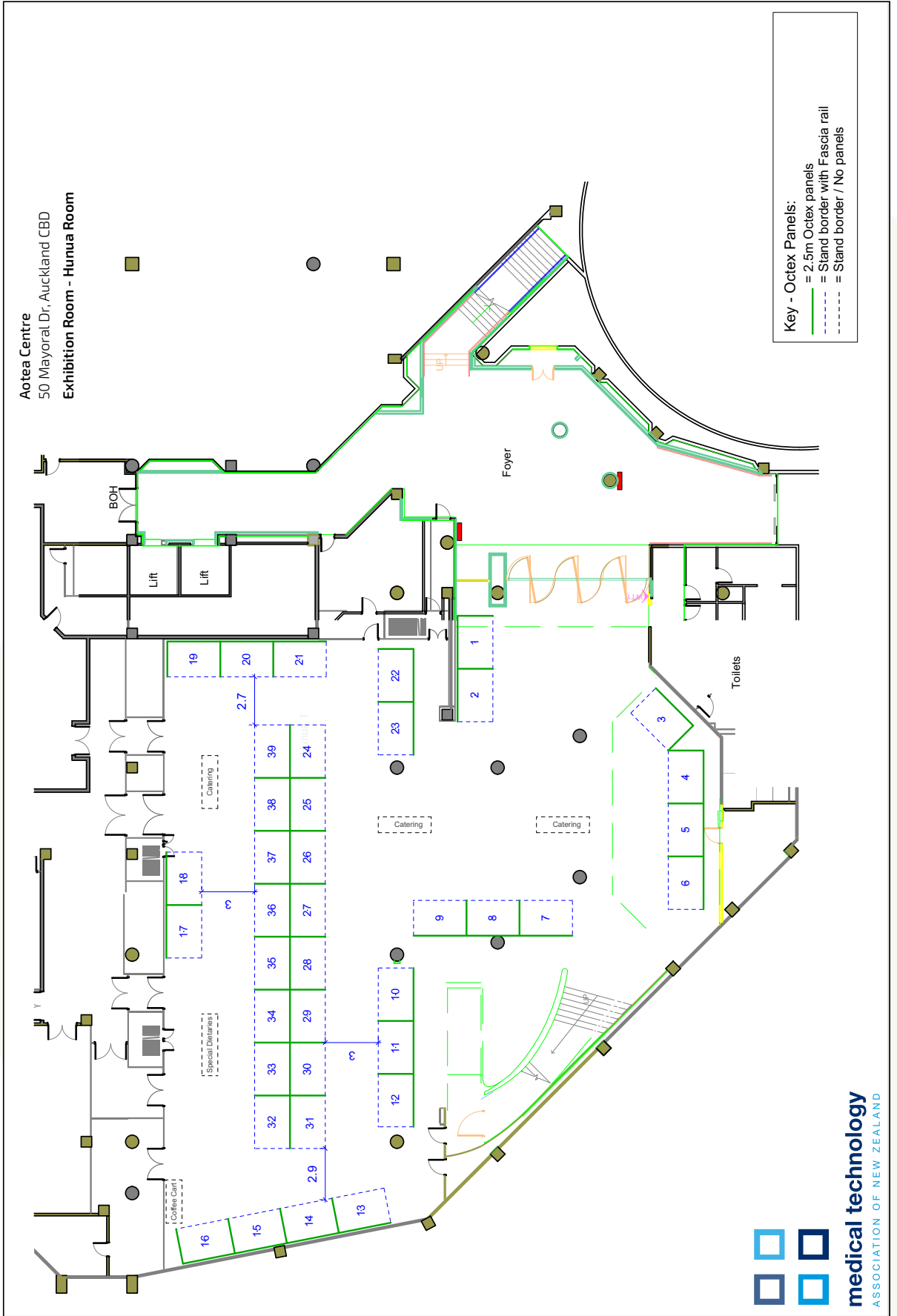
A representative of the company will contact you once your stand booking and number has been confirmed to discuss any additional furniture requirements you may have. If you are having a custom-built stand please include the details of the build company on the Application to Exhibit.

## STAND EXAMPLES



# EXHIBITION FLOOR PLAN

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



# SPONSORSHIPS

## PRINCIPAL Sponsor NZ\$12,000 + gst (one available)

### ADDITIONAL BENEFITS

- The Principal Sponsor will receive overall association with the conference.
- Listed as Principal Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Opportunity to provide three Facebook posts on the NZSSA Facebook page prior to conference (message subject to committee approval)
- Opportunity to provide a full-page advert in the conference handbook (final artwork to be provided by the sponsor)
- Opportunity to provide a speaker (subject to committee approval) session directly after the keynote speaker on Thursday
- Principal Sponsor exhibitor session, on Thursday from 12.00pm to 12.30pm
- Complimentary Exhibition site
- Priority choice of exhibition site
- Company logo printed on conference bag or sponsor can provide these
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + GST
- Acknowledgement of sponsor in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- Placement of x1 branded signage in conference plenary room
- Four app notifications during conference (with text or artwork provided by the sponsor)
- Two complimentary exhibitor registrations
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets
- Delegate list provided 7 days prior to the conference
- Access to leader's meeting once per year (speaker)
- Acknowledgement of sponsorship in the Supplyline

### APP ADD ON: \$3,000 + GST

- Exclusive naming rights to the conference app
- Branding on the conference app
- Company will be acknowledged as Partner and App sponsor
  - o *Available until 28th June 2024 then will be offered to waitlist of Conference App Sponsors*

## GOLD Sponsor NZ\$7,500 + gst

### ADDITIONAL BENEFITS

- Recognition as Gold Sponsor in the lead up to, during and after conference
- Listed as Gold Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Opportunity to provide two Facebook posts on the NZSSA Facebook page prior to conference (message subject to committee approval)
- Opportunity to provide a half-page advert in the conference handbook (final artwork to be provided by the sponsor)
- Gold Sponsor exhibitor session, on Friday from 12.00pm to 12.30pm
- Choice of exhibition site after Principal Sponsor
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + 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 app notifications during conference (with text or artwork provided by the sponsor)
- Two complimentary exhibitor registrations
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets
- Delegate list provided 7 days prior to the conference

## Conference App Sponsor NZ\$5,500 + gst

*Please note, the conference app sponsorship package is initially being offered as an add on for Principal Sponsor. A waitlist will be created, and the company will be confirmed after 28th June 2024.*

The conference app encourages engagement before, during, and after the conference. With this sponsorship package, a customised iOS and Android event app will be created with your branding, to keep all attendees informed with schedules, session details, sponsor companies and exhibition floorplans. The conference app also pairs with a lead capture app for exhibitors, ensuring all exhibitors can create the contact leads they require for their company.

- The Conference App Sponsor will have exclusive naming rights to the Conference App
- Recognition as Conference App Sponsor in the lead up to, during and after conference
- Listed as Conference App Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Choice of exhibition site after Gold Sponsor
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + 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 app notifications during conference (with text or artwork provided by the sponsor)

## SILVER Sponsor

### NZ\$4,000 + gst

#### ADDITIONAL BENEFITS

- Recognition as Silver Sponsor in the lead up to, during and after conference
- Listed as Silver Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Opportunity to provide one Facebook posts on the NZSSA Facebook page prior to conference (message subject to committee approval)
- Opportunity to provide a quarter-page advert in the conference handbook (final artwork to be provided by the sponsor)
- Choice of exhibition site after Conference App Sponsor
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + 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 app notification during conference (with text or artwork provided by the sponsor)
- Two complimentary exhibitor registrations
- Two complimentary Welcome Function tickets
- Two complimentary Conference Dinner tickets
- Delegate list provided 7 days prior to the conference

## BRONZE Sponsor

### NZ\$3,000 + gst

#### ADDITIONAL BENEFITS

- Recognition as Bronze Sponsor in the lead up to, during and after conference
- Listed as Bronze Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Priority choice of Exhibition site following Silver Sponsor
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + 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 app notification during conference (with text or artwork provided by the sponsor)
- One complimentary exhibitor registration
- One complimentary Welcome Function tickets
- One complimentary Conference Dinner tickets
- Delegate list provided 7 days prior to the conference

## BARISTA Sponsor

### NZ\$3,500 + gst

#### ADDITIONAL BENEFITS

- Recognition as Barista Sponsor in the lead up to, during and after conference
- Listed as Barista Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Company branding on coffee cart, organised with MTANZ preferred supplier (Sponsor must provide artwork, or can arrange branding themselves at their own expense)
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + 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 app notification during conference (with text or artwork provided by the sponsor)
- Sponsor is encouraged to provide reusable cups

## SUPPORTING Sponsor

### NZ\$1,000 + gst

#### ADDITIONAL BENEFITS

- Recognition as Supporting Sponsor in the lead up to, during and after conference
- Listed as Supporting Sponsor on conference website and app (logo and 50 word product or company profile with a link to company website)
- Priority choice of Exhibition site following Barista Sponsor
- Complimentary insert of promotional material (supplied by sponsor) in delegate bags, valued at \$300.00 + GST
- Acknowledgement of sponsor at in opening and closing addresses
- Company logo displayed during opening and closing session, prior to each session and catering breaks
- One app notification during conference (with text or artwork provided by the sponsor)

## Conference Bag Insert

### NZ\$300 + gst

- Insert of promotional material (supplied by sponsor) in delegate bags

# CONFERENCE PROGRAMME

## WEDNESDAY 6 SEPTEMBER

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

## THURSDAY 7 SEPTEMBER

- 0815 – 0900 **Registration & Exhibition Open**
- 0900 – 0915 **NZSSA Presidents Welcome** - Shelagh Thomas, CSSD Manager, Lower Hutt DHB
- 1000 – 1030 **Keynote speaker**
- 1030 – 1100 Morning Tea in the Trades Exhibition Hall
- 1100 – 1200 **Plenary session, 2x 30 minute Presentations**
- 1200 – 1230 **Principle Sponsor exhibitor session**
- 1230 – 1330 Lunch in the Trades Exhibition Hall
- 1330 – 1415 **NZSSA Annual General Meeting (Members Only)**
- 1415 – 1515 **Plenary session, 2x 30 minute presentations**
- 1515 – 1545 Afternoon Tea in the Trades Exhibition Hall
- 1545 – 1645 **Plenary session, 2x 30 minute presentations**
- 1645 – 1700 **End of day announcements**

## FRIDAY 8 SEPTEMBER

- 0845 – 0915 **Registration & Exhibition Open**
- 0915 – 0930 **Welcome & Housekeeping**
- 0930 – 1030 **Plenary session, 2x 30 minute presentations**
- 1030 – 1100 Morning Tea in the Trades Exhibition Hall
- 1100 – 1200 **Plenary session, 2x 30 minute presentations**
- 1200 – 1230 **Gold Sponsor(s) exhibitor session, concurrent session if required**
- 1230 – 1330 Lunch in the Trades Exhibition Hall
- 1330 – 1400 **Panel Discussion**
- 1400 – 1500 **Plenary session, 2x 30 minute presentations**
- 1500 – 1515 **Conference Closing** - Shelagh Thomas, CSSD Manager, Lower Hutt DHB

*Please note, programme timings are subject to change.*

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

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 50 days or less prior to the date of the conference/exhibition 50% of the stand fee will apply.
- b) In the event of cancellation 10 working days or less 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.

**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 registration 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 ethics (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
- 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.

Please note, these are subject to change, prior to conference.

### **(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 2023 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 2023 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. A copy of the Code can be viewed at [www.mtanz.org.nz](http://www.mtanz.org.nz) and refer to page 13, specifically for exhibitors.

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

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

**Britta van Uden**

**Phone: +64 9 917 3647**

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



# 50<sup>th</sup> ANNIVERSARY

AOTEA CENTRE, AUCKLAND

## PLAN NOW 25-27 September 2024

# APPLICATION TO EXHIBIT & SPONSOR

NZSSA Annual Conference | 25-27 September 2024

### SECTION 1: Company Details

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

Billing 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 signage

Please click here if trestle table and chairs are not required

Company Name for Fascia Signage: .....

OR

Space Only  Please click here to add POWER (an additional \$70.00 + gst)

Please click here if trestle table and chairs are required

Name of company doing build (if applicable): .....

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

*Continue over...*

### SECTION 3: Sponsorship Booking

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

|                        |             |                          |
|------------------------|-------------|--------------------------|
| PRINCIPAL SPONSOR      | NZ \$12,000 | <input type="checkbox"/> |
| GOLD SPONSOR           | NZ \$7,500  | <input type="checkbox"/> |
| CONFERENCE APP SPONSOR | NZ \$5,500  | <input type="checkbox"/> |
| SILVER SPONSOR         | NZ \$4,000  | <input type="checkbox"/> |
| BRONZE SPONSOR         | NZ \$3,000  | <input type="checkbox"/> |
| BARISTA SPONSOR        | NZ \$3,500  | <input type="checkbox"/> |
| SUPPORTING SPONSOR     | NZ \$1,000  | <input type="checkbox"/> |
| CONFERENCE BAG INSERT  | NZ \$300    | <input type="checkbox"/> |

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

NAME .....

DATE .....

AUTHORISED SIGNATURE .....

#### PLEASE SCAN AND EMAIL BACK TO MTANZ

Medical Technology Association of NZ  
Britta van Uden  
E: [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)  
P: +64 9 917 3647

#### Exhibition and Sponsorship Liaison

For more information and queries, please contact:  
Britta van Uden  
Medical Technology Association of NZ  
P: +64 9 917 3647  
E: [britta@mtanz.org.nz](mailto:britta@mtanz.org.nz)



**medical technology**  
ASSOCIATION OF NEW ZEALAND