



NANZ Meeting 2018
Nelson 8 – 9 November



Sponsor and Exhibitor Manual

Welcome

Welcome to the Neurological Association of New Zealand (NANZ) Sponsor and Exhibitor Manual. We are thrilled to have you on board.

This event, with your involvement and the speaker line-up, lends itself well to providing an informative and inspiring platform within which all participants can interact.

To help you make the most of your sponsorship involvement, we have produced this Sponsor and Exhibitor Manual to assist you through the planning stages to the event 'on the day'.

Please take the time to read the entire Manual to make sure you meet all the deadlines and are aware of our regulations.

If you have any questions regarding any aspects of the Meeting, please feel free to reach out to us.

We look forward to seeing you in November.

Kind regards,
Marleen Goedhart

Contact List

Meeting Management Contact

Marleen Goedhart | Icon Conference and Event Management Ltd

events@iconevents.co.nz

T: 09 845 5540

M: 021 659 988

W: www.iconevents.co.nz

Exhibition Hire Services

Kelly Hird | Exhibition Hire Services

kelly@exhibitionhire.co.nz

T: 03 338 4193

M: 021 824 917

W: www.exhibitionhire.co.nz

Meeting Venue Contact

Katie Sparks | Grand Mercure Nelson Monaco

T: 03 547 0794

Venue and Location

The Grand Mercure Nelson Monaco

6 Point Road
Monaco
Nelson



Car Parking

Off-street parking is available at the Grand Mercure Nelson Monaco.

Important Dates and Times

Date: Due Now	Company Bio and Logo Please provide a company bio (150 words) and company logo (JPG format) for inclusion in the handbook and website.
Date: Due Now	Company name which will be displayed on the fascia sign on your booth Please email this information to: Kelly Hird , Exhibition Hire Services Phone: 03 03 338 4193 or 021 824 917 Email: kelly@exhibitionhire.co.nz
Date: Due Now	Sponsor and Exhibitor Registrations All Sponsor and exhibitor staff must register to attend the Meeting. All staff will be issued with a name badge and lanyard for the duration of the Meeting. Number of registrations per Sponsor: Platinum: 2 Gold: 1 Silver: 1 Exhibitor: 1 https://www.eiseverywhere.com/325298?categoryid=2471016
2 nd November onwards	Delivery of pallets, boxes and Meeting equipment to the venue Please ensure you fully complete and place the consignment note on ALL boxes, including those that are part of a pallet.

Exhibitor Pack in and Pack out Times

	Date	Time
Pack IN	Wednesday 7 November 2018	1.00pm – 5.00pm
Pack OUT	Friday 9 November 2018	4.00pm – 7.00pm

**** Please note:** any Exhibitors requiring access earlier or later than these times for technical reasons, must make arrangements in advance with Icon Conference and Event Management.

Exhibitor Booths

Booths will be built by Exhibition Hire Services. Should you need to contact Kelly, please email at kelly@exhibitionhire.co.nz.

The distribution of any article should remain within the bounds of an Exhibitor's booth. Activities should not impede or obstruct access to neighbouring booths or aisles. Exhibitors are responsible for fit-out of the supplied shell.

Each Exhibitor will be supplied with one table and 2 chairs. You will also be provided with lighting and power as per your sponsorship package. If you require any other furniture or equipment to fit out your booth, or if you would like to remove the booth walls, please contact Exhibition Hire Services. See the contact list for details.

Sponsor Type	Power	Lighting
Platinum	1 x multi box	2 x spotlights
Gold	1 x multi box	2 x spotlights
Silver	1 x multi box	2 x spotlights
Exhibitor	1x multi box	2x spotlights

****Please Note:** all booths must remain complete at all times for the duration of the Meeting and must not be dismantled prior to the pack-out time identified above.

General Information

Accommodation

All accommodation should be booked through Icon Conference and Event Management. Please contact us to arrange this on events@iconevents.co.nz

Attendee Registration

Attendees will pre-register for the Meeting and will complete their registration on the day by collecting a name badge and lanyard. The registration desk will be located in the exhibition area.

Air Travel and Airport Transfers

To obtain the best rates for domestic and international air travel, it is essential to book airfares as soon as possible. See www.airnz.co.nz for rates. Please arrange your own transport from the airport. Nelson airport is located approximately 10 minutes drive from the Meeting venue.

Exhibitor Identification

Each staff member must wear a name badge for the duration of the Meeting.

* If you misplace your identification, please report to the Registration Desk to receive a replacement name badge.

Health and Safety

Exhibition booths must not block any exit doorways and aisles must be kept clear. Fire egress areas must be kept clear at all times.

* If there is a medical emergency, please call 111.

Registration Desk

This desk will be located in the exhibition area. This is where Exhibitors will register and pick up their name badges which will need to be worn throughout the duration of the Meeting.

Rubbish Removal

During the pack-in period please leave rubbish at the front of your booth for removal. Rubbish will be removed regularly during pack in – and entirely before the commencement of the Meeting. After the close of the Meeting, please make sure you leave rubbish in the designated area (to be advised).

Smoking

All buildings are smoke free. Smoking is not permitted anywhere on the venue grounds or buildings.

Storage

There is limited storage at the Meeting venue. Please consider your storage options for your booth.

Schedule

The Meeting will run from:

5.30pm – 7.00pm on Wednesday 7 November – Welcome Reception

8.00am – 3.30pm on Thursday 8 November

8.00am – 4.05pm on Friday 9 November

Registration desk hours:

5.00pm – 7.00pm on Wednesday 7 November

7.30am – 4.00pm on Thursday 8 November and Friday 9 November

Social Events

Welcome Reception

Date: Wednesday 7 November 2018

Time: 5.30pm – 7.00pm

Venue: The Grand Mercure Nelson Monaco

Dress code: Smart casual

Terms and Conditions

Conduct of Exhibitors

The Exhibitor undertakes that at all times during the open hours of the Meeting they shall keep the booth open to view and adequately staffed, conduct business only from their booth, keep aisles adjacent to their booth free from obstruction, and shall not, in the organisers' opinion, cause nuisance or annoyance to other persons. The Exhibitor further undertakes not to conduct or allow to be conducted any unauthorised auction, sale, lottery, raffle, competition, game of chance or sideshow.

Dismantling/Removal of Exhibits

The Exhibitor undertakes not to remove exhibits from display, either partially or totally prior to 4.00pm on Friday 9th November 2018. Prior removal will only be allowed when an advance application has been made and agreed in writing.

Exhibitors' Liabilities

The Exhibitor hereby accepts liability for all acts or omissions of themselves, their staff, contractors, agents or visitors and undertakes to indemnify the organisers, to keep them indemnified in all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the organisers, or become payable by them, arising therefrom or in respect thereof, including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever, whether such samples be sold or given away free, and including any legal costs and expenses and any compensation costs and disbursement paid by the organisers on the advice of counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate liability insurance.

Exhibitor Name Badges and Materials

Name badges that are issued to Exhibitors are non-transferable and must be worn for the duration of NANZ Meeting 2018.

The Exhibitor, their staff and contractors will not be admitted to the venue without such name badges being displayed.

Failure to Perform

In the event of the Exhibitor being unable or unwilling to comply with or otherwise breaching these terms, the organisers may terminate the contract by giving notice in writing. Thereafter, the organisers may retain any payment made by the Exhibitor under the contract as liquidated damages and the Exhibitor shall be prohibited from occupying the booth and shall immediately remove their exhibits from the venue, in accordance with the organisers' instructions, provided that the organisers may remove such exhibits and despatch them to the Exhibitors' address as stated on the contract. The organisers shall be under no liability for the loss or damage of such exhibits in transit and the cost of such removal and despatch shall become a debt due by the Exhibitor to the organisers. All exhibits are subject to a general lien in favour of the organisers for all sums due from the Exhibitor to the organisers under the contract.

Fire Risks and Access

Exhibitors will adhere to all fire and safety regulations that affect the Meeting. Aisles and fire exits must be kept clear of exhibits.

Insurance

The organisers shall not be responsible for any loss or damage to any exhibit or property of any Exhibitor or any other person by theft or fire or any other cause whatsoever, nor for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building or circumstances beyond the control of the organisers not related to the building, caused by fire, storm, tempest, lightning, national emergency, war, terrorism, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, nor any other causes not within the control of the organisers, nor for any loss or damage occasioned, if by reason of the occurrence of any such event, the opening of the Meeting is prevented, or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Meeting. The Exhibitor agrees and undertakes to insure the contents of their booth and all associated items for their full replacement value.

Organisers' Right of Termination

The organisers shall have absolute discretion to give notice in writing to terminate the contract. Where the contract is so terminated, the organisers shall not be liable whatsoever for any expenditure or liability for loss, including consequential loss, incurred by the Exhibitor.

Postponement or Abandonment

In no event shall the Exhibitor have any claim for damages of any kind against the organisers in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Meeting, by reason of the happening of any of the events referred to in the previous clause, or of the Meeting venue becoming wholly or partially unavailable for the holding of the Meeting for reasons beyond the organisers' control. The organisers shall be entitled to retain such part of all sums paid by the Exhibitor, as the organisers deem necessary. If in the opinion of the organisers, by re-arrangement or postponement of the period of the Meeting, or by substitution of another hall or building or by other reasonable manner, the Meeting can be carried through, then the contract shall be binding upon the parties except as to size and position of booths, and any modifications, substitutions or re-arrangement they consider necessary shall be determined by the organisers. Where the Meeting venue becomes wholly or partially unavailable for the holding of the Meeting, through reasons beyond the organisers' control, the organisers shall be entitled upon giving notice in writing to terminate the contract and may, in their absolute discretion, refund in whole or in part any payment the Exhibitor is liable to make under the contract.

Revision of Layout

The Organisers reserve the right to revise the layout of the Meeting and/or to transfer an Exhibitor to an alternative site or alter the size or shape of any booth. Should any such alteration result in a reduced booth size, the booth payment required from the Exhibitor may be reduced pro-rata.

Safety of Exhibits

The Exhibitor shall not bring or cause to be brought into the Meeting venue any dangerous goods, except with the prior written approval of the organisers. The Exhibitor shall at all times comply with all statutory requirements as to safety, including without limiting the generality of the foregoing, the storage and handling of dangerous good. All exhibits must be properly protected to avoid danger to any person. The organisers shall be indemnified by the Exhibitor against any claim or action relating to any loss or damage occasioned by an exhibit to any persons whatsoever.

Security

The exhibition area will be locked overnight when the venue is unattended. All Exhibitors are advised that valuables should not be left unattended or unsecured at any time. The organisers accept no responsibility for any loss or damage suffered by Exhibitors.

Services

The organisers shall not incur any liability for any loss or damage if the supply of any services shall fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of payments due under the contract.

Terms and Conditions

The organisers may at any time in the interests of the good management or safety of the Meeting, introduce such further terms and conditions to the contract as they may, in their discretion think fit. If any part of the contract is found to be invalid or of no force or effect under the law, the contract shall be construed as though such part had not been inserted therein, and the remainder of the contract shall remain in full force and

effect. The description headings to these terms and conditions are merely for reference and do not form part of the contract between parties. The laws of New Zealand govern the contract.

Exhibition Floor Plan

The floor layout of the exhibition area follows. The dimensions are:

Platinum - 6m x 2.4m

Gold - 3m x 2.4m

Silver - 2.4m x 2.4m

Booth allocation will be undertaken on a first come, first served basis.



NANZ Meeting 2018
 Nelson 8 – 9 November



Consignment Note:

**Send to: The Grand Mercure Nelson Monaco
 6 Point Road, Monaco, Nelson, 1010
 Attn: Katie Sparks
 03 547 0794**

Deliveries will not be accepted prior to the 2nd November

Details	NANZ Meeting 2018
<i>Senders Details</i>	
Company Name	
Booth Number	
Number of Boxes	OF
Contact Name	
Contact Number	