

SPONSORSHIP PROSPECTUS



# All Together Better Health IX (ATBH IX) 2018

**Collaborative Practice  
and Interprofessional Education**

Transforming the Landscape of Healthcare  
*Ohomairangi te Hauora Manaaki*

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

 [events@aut.ac.nz](mailto:events@aut.ac.nz)

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**AUT**

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### Collaborative Practice and Interprofessional Education

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# Welcome | Tēnā koutou

All Together Better Health IX (ATBH IX) is the leading global interprofessional education and collaborative practice conference under the direction of *The World Interprofessional Education and Collaborative Practice Coordinating Committee*.

Every two years the ATBH conference provides an opportunity for participants to discuss ideas and devise and test strategies to mobilise concerted action to improve health and wellbeing for individuals, families and communities across the world. ATBH is driven by the conviction that concerted action to improve working together will effect change, enhance quality of care, ensure safety, and optimise deployment of human resources.

We are pleased to be hosting the 9<sup>th</sup> ATBH conference (ATBH IX) in Auckland, New Zealand. Previous conferences in the All Together Better Health series have been held in Kobe, Japan; Sydney, Australia; Stockholm, Sweden; London, England; Vancouver, British Columbia; Pittsburgh, USA and most recently in Oxford, England.

Whether you are a practitioner, service user, student, academic, manager, policy maker or researcher, the ATBH IX conference will inspire and be an opportunity to compare perspectives, exchange experiences, share expertise and transform current understandings.

The overarching theme of the conference is

### **Transforming the Landscape of Healthcare**

*Ohomairangi te Hauora Manaaki*

|             |  |   |
|-------------|--|---|
| Oho         |  | awakening, creating, bringing forth (something new)                             |
| Mairangi    |  | celestial light, in this context – bring to light these new ideas or approaches |
| Ohomairangi |  | bringing forth or creating new/innovative ideas                                 |
| Te Hauora   |  | within health   |
| Manaaki     |  | care, caring  |

The sub themes look to explore and share learning from Māori, Pacific and indigenous peoples around the world; the specifics of day-to-day interprofessional care and education; interprofessional transformation and whether we making a difference; roles within interprofessional healthcare teams including those of patients/clients; and the social, political, economic and cultural influences on interprofessional working.

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# Keynote Speakers

**Professor Emeritus John H.V. Gilbert** *CM, PhD, LL.D, FCAHS*

*University of British Columbia*



Dr. John Gilbert is founding Principal & Professor Emeritus, College of Health Disciplines, University of British Columbia where he was also founding Director of the School of Audiology and Speech Sciences, and Director of the School of Rehabilitation Sciences. He is a member of the Patient Safety and Quality Board of British Columbia, of the Editorial Board of the Journal of Interprofessional Care, and Co-Editor of the Journal of Research in Interprofessional Education. He is a Senior Scholar, WHO Collaborating Centre on Health Workforce Planning and

Research, Dalhousie University; Adjunct Professor, Dalhousie University. He holds the DR. TMA Pai Endowment Chair in Interprofessional Education & Practice, Manipal University, India, is an Adjunct Professor, University of Technology, Sydney and founding Chair, Canadian Interprofessional Health Collaborative.

He was Co-Chair of the WHO Study Group on Interprofessional Education and Collaborative Practice, and currently serves on the Advisory Committee on Social Determinants of Health at the WHO. He is a Fellow of the Canadian Academy of Health Sciences, was awarded the Queen's Diamond Jubilee Medal in 2012, and in 2013 received the Outstanding Lifetime Contribution to International Allied Health Development Award from the International Chief Health Professions Officers Organization. Dr. Gilbert was appointed a Member of the Order of Canada, in July 2011 and received the degree Doctor of Laws, Honoris Causa from Dalhousie University in June 2016.

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## Daniel R. Kambey

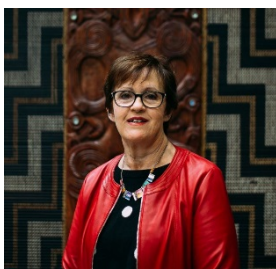
*Universitas Pelita Harapan*



Daniel is the current chairman of the Indonesian Young Health Professionals' Society (IYHPS), an organization consists of multiple health professions working to improve health outcomes and education system through promoting interprofessional education and collaborative practice. This organization is a platform for health professionals in Indonesia under 35 year of age to do collaborative projects in healthcare, and facilitate the development of local champions of interprofessional education and practice from around the country.

He graduated from medical school at Universitas Pelita Harapan in Indonesia and later come back as a faculty. His last academic position at Faculty of Medicine Universitas Pelita Harapan is the Assistant Dean for Bachelor Program. Later he furthered his study in medical education at University of Dundee in Scotland. He also took part in the IPE training course held by the WHO Collaborating Centre for Research and Training on Interprofessional Education, Gunma University, Japan.

## Professor Denise Wilson, *Associate Dean Māori Advancement* *Auckland University of Technology*



Dr Denise Wilson is the Professor in Māori Health, the Faculty of Health and Environmental Sciences Associate Dean Māori Advancement and Co-Director of Taupua Waiora Centre for Māori Health Research at Auckland University of Technology (AUT). Her research focuses on Māori and indigenous health, family violence, cultural responsiveness, and workforce development. Denise has also been involved in the development of the Ministry of Health's Violence Intervention Programme, and is currently the Ministry of Social Development's Chair of the Family Violence Prevention Investment Advisory Board; Deputy Chair of the Health Quality and Safety Commission's Family Violence Death Review Committee; Chair of the Mortality Review Committee's Māori Caucus; and a member of the Health Quality & Safety Commission's Roopū Māori.

Denise co-authored The People's Report and The People's Blueprint for the Glenn Inquiry into Child Abuse and Domestic Violence. She has been a board member of the Nursing Network for Violence Against Women International. Denise is currently is a Visiting Professor at Oxford Brookes University in the UK and a member of Florida State University's Advisory Council for the Centre for Indigenous Nursing Research for Health Equity among other international collaborations. Denise is the recipient of a prestigious Royal Society of New Zealand's Marsden Fund grant for research into how Māori women keep safe in unsafe relationships.

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## **Monica Moran**, *Associate Professor of Rural Health, Western Australian Centre for Rural Health* *The University of Western Australia*



An academic of 18 years and an experienced health professional in the field of occupational therapy, Monica completed her undergraduate studies in Dublin but she has spent the bulk of her clinical and academic career in Australia. Her experiences working across large regional locations with a chronic shortage of health professionals increased her awareness of the need for innovative learning models to support the provision of team based health services in rural and remote locations that record significantly poorer health outcomes than urban areas in Australia.

In her current role in the remote Pilbara area in Northern Western Australia she is working directly to support the development of rural health workforce through the creation of authentic student learning experiences, the development of support strategies for rural health teams, and research and evaluation of integrated team programs for some of Australia's most vulnerable peoples.

She holds adjunct professorial appointments at Queensland University of Technology, Central Queensland University and the University of Derby in the United Kingdom. In 2010 she had the privilege of contributing to the WHO Framework for Interprofessional Education and Collaborative Practice (WHO, 2010). She is currently a member of a nationally funded project team tasked with developing a national governance structure to secure the development and sustainability of interprofessional education and collaborative practice across Australia. Currently Monica is President of the Australia and New Zealand Association for Health Professional Educators, a peak organization providing mentorship and professional development to health professional educators in academic or clinical settings.

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# Sponsorship, Exhibition & Other Partnership Options

## Platinum Sponsor - \$10,000 +GST (x1)

- Platinum Conference Partner status
- Complimentary Deluxe Exhibition booth (includes 4x2m deluxe exhibition white foga panel booth with dressed trestle table, two chairs, lights, power and company name in a premium location within the main catering space – see pages 13 – 14 for more details. Additional AV can be arranged at cost.)
- 5x inclusive conference registrations which include attendance at the welcome reception & dinner
- Full page colour ad in the programme book (placed before other adverts)
- 5x delegate bag inserts, provided by you
- 5x pull up banners inside the main plenary room, provided by you
- Delegate list including name, organisation and email address, pre conference (less privacy options)
- Dedicated mention on the conference website homepage (400 word profile), the sponsor/exhibitor webpage, your logo hyperlinked to your website, mention at the open and close of the conference as well as mention in the programme book
- Logo to appear on all header slides during the conference
- Platinum Conference Partner Status & logo on ongoing marketing material
- 1x inclusive advert on the conference app (should a conference app be used)
- 4x dedicated Tweets leading up to the conference, with the first one upon receipt of payment. Exact text to be pre-arranged and agreed along with the conference committee

## Optional Extras

- The option to purchase either the Dinner Sponsor\* at a 50% reduction - **\$2,500** (includes everything mentioned in the package below) or
- The option to purchase the Welcome Reception Sponsor\* at a 50% reduction - **\$1,000** (includes everything mentioned in the package below) or
- The option to purchase one of the three days of the Daily Catering Sponsor\* at a 50% reduction - **\$1,250** (includes everything mentioned in the package below) or
- The option to purchase all three days of the Daily Breakfast Sponsor\* at a 50% reduction - **\$2,250** (includes everything mentioned in the package below) or
- The option to purchase one of the three days of the Conference Barista Sponsor\* at a 50% reduction - **\$1,000** (includes everything mentioned in the package below) or
- The option to purchase the Conference App Sponsor\* at a 50% reduction - **\$1,500** (includes everything mentioned in the package below)

*\*Dependent on availability at time of purchase*

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### **Gold Sponsor - \$7,000 +GST (x1)**

- Gold Conference Partner status
- 3x inclusive conference registrations which include attendance at the welcome reception & dinner
- Full page colour ad in the programme book
- 3x delegate bag inserts, provided by you
- 3x pull up banners inside the main plenary room, provided by you
- Delegate list including name, organisation and email address, post conference (less privacy options)
- Dedicated mention on the conference website sponsor/exhibitor webpage (300 word profile), your logo hyperlinked to your website and mention at the open and close of the conference as well as mention in the programme book
- Logo to appear on all header slides during the conference
- 1x inclusive advert on the conference app (should a conference app be used)
- 3x dedicated Tweets leading up to the conference, with the first one upon receipt of payment. Exact text to be pre-arranged and agreed along with the conference committee

### **Optional Extras**

- The option to purchase the Deluxe Exhibition stand at a 50% reduction - \$1,500 (includes 4x2m deluxe exhibition white foga panel booth with dressed trestle table, two chairs, lights, power and company name in a premium location within the main catering space - see pages 13 - 14 for more details. Additional AV can be arranged at cost.)

### **Silver Sponsor - \$5,000 +GST (x1)**

- Silver Conference Partner status
- 2x inclusive conference registrations which include attendance at the welcome reception & dinner
- Half page colour ad in the programme book
- 2x delegate bag inserts, provided by you
- 2x pull up banners inside the main plenary room, provided by you
- Delegate list including name, organisation and email address, post conference (less privacy options)
- Dedicated mention on the conference website sponsor/exhibitor webpage (200 word profile), your logo hyperlinked to your website and mention at the open and close of the conference as well as mention in the programme book
- 1x inclusive advert on the conference app (should a conference app be used)
- 2x dedicated Tweets leading up to the conference, with the first one upon receipt of payment. Exact text to be pre-arranged and agreed along with the conference committee

### **Optional Extras**

- The option to purchase the Standard Exhibition stand at a 50% reduction - \$750 (2.4x1.2m basic exhibition black frontrunner booth with dressed trestle table, two chairs, lights, power and company name in the main catering space - see pages 13 - 14 for more details. Additional AV can be arranged at cost.)

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### **Bronze Sponsor - \$3,000 +GST (x3)**

- Bronze Conference Partner status
- 1x inclusive conference registration which includes attendance at the welcome reception & dinner
- Quarter page colour ad in the programme book
- 1x delegate bag insert, provided by you
- 1x pull up banner inside the main plenary room, provided by you
- Delegate list including name, organisation and email address, post conference (less privacy options)
- Dedicated mention on the conference website sponsor/exhibitor webpage (100 word profile), your logo hyperlinked to your website and mention at the open and close of the conference as well as mention in the programme book
- 1x inclusive advert on the conference app (should a conference app be used)
- 1x dedicated Tweet prior to the conference, upon receipt of payment. Exact text to be pre-arranged and agreed along with the conference committee

### **Dinner Sponsor – \$5,000 +GST (x1)**

- The chance to help chose from our menu what is on offer for the night. Limitations apply
- 3x inclusive conference dinner registrations
- 2x pull up banners on the stage at the dinner, provided by you
- The chance to welcome and speak to the guests (5 mins max). Exact text to be pre-arranged and agreed along with the conference committee
- Your logo on display throughout the dinner and website as well as mention in the programme book
- Dedicated Tweet on the evening of the dinner. Exact text to be pre-arranged and agreed along with the conference committee

### **Welcome Reception Sponsor – \$2,000 +GST (x1)**

- The chance to help chose from our menu what is on offer for the night. Limitations apply
- 3x inclusive conference welcome reception registrations
- 2x pull up banners at the welcome reception, provided by you
- The chance to welcome and speak to the guests (5 mins max). Exact text to be pre-arranged and agreed along with the conference committee
- Your logo and thanks on display throughout the welcome reception and website as well as mention in the programme book
- Dedicated Tweet on the evening of the welcome reception. Exact text to be pre-arranged and agreed along with the conference committee



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### **Daily Catering Sponsor – \$2,500 +GST (x3, one per day)**

- The chance to help chose from our menu what is on offer for the day. Limitations apply
- 2x inclusive conference registrations which include attendance for the day
- 2x pull up banners during the day, provided by you
- Your logo and thanks on display during the breaks throughout the catering areas and website as well as mention in the programme book
- Dedicated Tweet during the lunch on the day you sponsor. Exact text to be pre-arranged and agreed along with the conference committee

### **Daily Breakfast Sponsor – \$1,500 +GST (x3, one per day)**

- The chance to help chose from our menu what is on offer for the morning. Limitations apply
- 2x pull up banners during the morning, provided by you
- Your logo and thanks on display during the breakfast throughout the catering areas and website as well as mention in the programme book
- Dedicated Tweet during the breakfast on the day you sponsor. Exact text to be pre-arranged and agreed along with the conference committee

### **Deluxe Exhibition Booth - \$3,000 +GST (x2/3) - 1 of 2/3 SOLD**

- 4x2m deluxe exhibition white foga panel booth with dressed trestle table, two chairs, lights, power and company name in a premium location within the main catering space
- 2x inclusive conference registrations which includes attendance at the welcome reception & dinner
- 1x delegate bag insert, provided by you
- Delegate list including name, organisation and email address, post conference (less privacy options)
- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- Additional AV can be arranged at cost.

[See pages 13 - 14 for more details]

### **Standard Exhibition Booth - \$1,500 +GST (x6-8) - 1 of 6/8 SOLD**

- 2.4x1.2m basic exhibition black frontrunner booth with dressed trestle table, two chairs, lights, power and company name in the main catering space
- 1x inclusive conference registration which includes attendance at the welcome reception & dinner
- 1x delegate bag insert, provided by you
- Delegate list including name, organisation and email address, post conference (less privacy options)
- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- Additional AV can be arranged at cost.

[See pages 13 - 14 for more details]

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### **Keynote Speaker Sponsor - \$2,000 +GST (x4) - 1 of 4 SOLD**

- Dedicated mention and acknowledgment of support on the website and in the programme book
  - Option to place a 'welcome gift' in the speakers' hotel room. Gift to be provided by you
  - Option to have a company representative introduce the keynote speaker. This also includes 1x inclusive conference registration for the day the keynote speaker presents, attendance at the welcome reception & dinner
  - 1x logo on the introduction slide
  - 1x pull-up banner (provided by sponsor) on display during the keynote address. Banner will be on display in the catering area at all other times.
  - Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
  - Delegate list including name, organisation and email address, pre conference (less privacy options)
  - 1x delegate bag insert, provided by sponsor
  - Dedicated Tweet immediately before the keynote speaker session you sponsor. Exact text to be pre-arranged and agreed along with the conference committee
- \*Committee reserve the right to pair you with an appropriate speaker

### **Invited Speaker Sponsor – Payment of speaker fee, minimum \$2,000 + GST (x2) - 1 of 2 SOLD**

- Dedicated mention and acknowledgment of support on the website and in the programme book
  - Option to have a company representative introduce the invited speaker. This also includes 1x inclusive conference registration for the day the invited speaker presents
  - 1x logo on the introduction slide
  - 1x pull-up banner (provided by sponsor) on display during the invited speaker address. Banner will be on display in the catering area at all other times.
  - Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
  - Delegate list including name, organisation and email address, pre conference (less privacy options)
  - 1x delegate bag insert, provided by sponsor
  - Dedicated Tweet immediately before the invited speaker session you sponsor. Exact text to be pre-arranged and agreed along with the conference committee
- \*Committee reserve the right to pair you with an appropriate speaker
- \*Exact speaker fee to be disclosed at time of agreement. Minimum of \$2,000 +GST

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### **Healthcare Team Challenge Sponsor – \$1,000 (x1)**

The healthcare team challenge provides an opportunity for students and new practitioners to demonstrate their expertise in teamwork and collaboration. Interprofessional teams are asked to develop a plan in response to a complex case study. They come together to present their management plan to conference delegates and a panel of expert judges under timed conditions. They are also asked to respond to a range of challenging extension activities designed to test them under pressure. The team that demonstrates a mastery of teamwork and collaboration over the course of the day is declared the winner.

The Healthcare Team Challenge plenary, is an integral part of the conference programme, which all delegates are encouraged to attend.

As a sponsor of the Healthcare Team Challenge you will receive:

- Dedicated mention and acknowledgment of support on the website and in programme book
- 2x pull up banners during the morning, provided by you
- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- 1x delegate bag insert, provided by sponsor
- The option to introduce the event

### **Conference App Sponsor – \$3,000 +GST (x1)**

- Dedicated logo presence on all pages of the Conference App
- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- 1x advert placed in the Conference App
- 1x daily conference announcement pre-approved by the conference committee
- Exposure to all delegates who download the app

### **Lanyard Sponsor - \$1,500 +GST (x1)**

- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- Sole lanyard sponsor with the option to have your company logo or name (alongside the ATBH IX logo/name) printed on the lanyards used to hold the name badges. Lanyards will be of a 12mm width
- Inclusion in the lanyard design process (subject to committee approval). The lanyards will be of a 12mm width

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### **Delegate Bag Sponsor - \$2,500 +GST (x1)**

- Dedicated mention on the conference sponsor/exhibitor webpage, your logo hyperlinked to your website as well as mention in the programme book
- Sole delegate bag sponsor with the option to have your company logo or name (alongside the ATBH IX logo/name) printed on the delegate bags
- Inclusion in the delegate bag choice and design process (subject to committee approval)
- 1x Delegate Bag insert

### **Bag Inserts - \$300 + GST (various)**

- 1x pre-approved piece of collateral included in each delegate bag, provided by you. You will be required to provide approximately 300 copies of the collateral

### **Printed Full Colour Ads (various)**

- 1 x Full page advert in the programme book - \$400 +GST
- 1 x Half page advert in the programme book - \$250 +GST
- 1 x Quarter page advert in the programme book - \$150 +GST
- Full colour advert space available in the printed A4 conference programme. The content of your advert will need to be signed off by the committee. Final advert placement is at the discretion of the organiser.

### **Conference Barista \$2,000 +GST (x3, one per day)**

- The option to provide barista made coffees to all delegates at the conference (small or medium) at the arrival, morning & afternoon tea and lunch times
- Option to provide your own coffee cups (either disposable or keep cups). Alternatively, the option to provide a sticker (provided by you) to be placed on every standard AUT disposable coffee cup
- Option to include bespoke fronting for the coffee front or use of the blackboard and chalk
- 2x pull up banners during the day placed at the coffee cart, provided by you
- Your logo on display during the breaks throughout the catering areas and website as well as mention in the programme book
- Dedicated Tweet during the morning tea on the day you sponsor. Exact text to be pre-arranged and agreed along with the conference committee
- Due to supplier arrangements and agreements at AUT, we are unable to use external coffee beans

We are also open to other sponsorship, exhibition or other partnership options. Please feel free to get in touch with Glen Bailey via [events@aut.ac.nz](mailto:events@aut.ac.nz) to discuss further.

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# Exhibition Booths & Floor Plan

All deluxe and standard booths will be located in the exhibition space, which will be combined with the daily catering to increase exposure to you. The exhibition space will be locked overnight, meaning you don't have to worry about packing down each night.

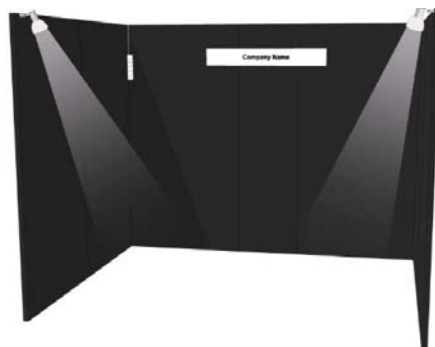
### Deluxe Exhibition Booth

4x2m deluxe exhibition white foga panel booth with dressed trestle table, two chairs, lights, power and printed company name on a fascia board (example below). Additional booth dressings can be arranged directly through our supplier. The booth will be placed in a premium location within the main catering space, see the following page for the floor plan.



### Standard Exhibition Booth

2.4x1.2m basic exhibition black frontrunner booth with dressed trestle table, two chairs, lights, power and printed company name on a fascia board (example below). The booth will be placed in the main catering space, see the following page for the floor plan.



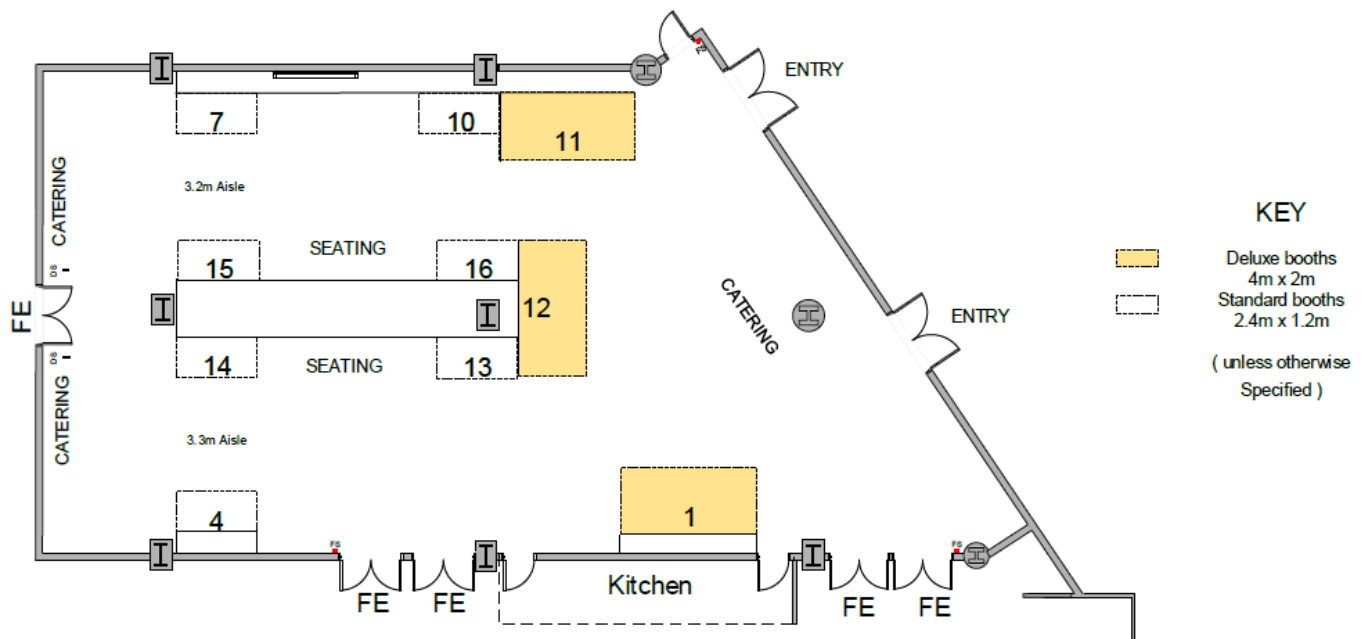
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### Floor Plan



Please note, the conference committee have the right to alter the floor plan should the need arise.

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# Application to Sponsor, Exhibit or Partner with ATBH IX

Please read and complete the following four pages and email to [events@aut.ac.nz](mailto:events@aut.ac.nz) for the attention of Glen Bailey, ATBH IX Sponsor/Exhibit/Partner Opportunity.

## Company Details

Company / Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Date of Application \_\_\_\_\_

## Sponsorship, Exhibition or Partnership Package & Rate

Please specify your sponsorship, exhibition or other package:

\_\_\_\_\_

Please specify rate: \_\_\_\_\_

Exhibition Location: \_\_\_\_\_

*(please indicate your first 3 exhibition booth location preferences)*

I/We have read the enclosed terms and conditions on pages 16 - 18 of this prospectus and understand that I/We am bound by them along with any specific and relevant notes on pages 16 – 18.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

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### Payment

Please let us know how you'd like to pay:

- Invoice (we will send you an invoice. Note, invoices to organisations outside of New Zealand will incur a \$25+ GST international banking fee)
- Payment by Credit Card (we will call you to collect Visa/MasterCard details)

### Exhibitor Specific Questions

If your sponsorship package includes exhibition, or if you are purchasing just an exhibition space, please let us know the following details.

Do you require additional storage, and if so, how much?

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If you have trade display equipment, will you require assistance transporting it at the venue?

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If you have trade display equipment, please let us know how heavy it is, confirm that it is PAT tested and marked, and how much power it requires.

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Would you like to hire any AV equipment such as LCD screens, hard wired internet, etc?




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Do you anticipate any special requirements or is there anything else we should be aware of?

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### Please Note:

-  Due to limited storage at the venue, we cannot accept any deliveries before midday Monday 03 September, 2018. A pack in schedule may be required and will be arranged prior to the conference.
-  There is limited storage space onsite for packaging materials
-  All equipment must be removed no later than 8.00pm on Thursday 06 September, 2018.



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- Any and all electronic equipment must be PAT tested and marked before it is plugged in and turned on. Any equipment that is not PAT tested will need to be tested on the day before it can be turned on. A cost of \$20 +GST (per item) applies to you for this service.

### Terms and Conditions

#### Currency:

All prices are inclusive of GST unless otherwise specified, and are quoted in New Zealand Dollars.

#### Payment:

All sponsorship, exhibitor or partner payments must be paid to AUT. AUT will issue a tax invoice to ensure that any tax benefits associated with the money received from the sponsorship package are available to registered New Zealand businesses.

PLEASE NOTE PAYMENT MUST BE MADE IN FULL BEFORE LOGOS AND/OR COMPANY NAMES ARE INCLUDED ON THE WEBSITE AND/OR THE ABSTRACT & PROGRAMM BOOK (where relevant).

#### Regulations:

- Any sound utilised on a stand is to remain at a low level so as not to interfere with other exhibitors.
- Promotional material should not interfere with or dominate other booths. Material may not be suspended from the ceiling of the exhibition booth area.
- The exhibitor is financially responsible for any loss or damage caused to the property or equipment in relation to their involvement before, during and after the event. This includes failure to return equipment such as power boards, cables and other such items.
- It is the responsibility of each exhibitor to ensure that their stand and goods on display are adequately insured for theft and damage.
- AUT Hospitality Services has exclusive catering rights on site. If you wish to have any food and/or beverage, please check with us first.

#### Allocation of Exhibition Space:

The Exhibition spaces will be allocated by AUT Hospitality Services according to the type of exhibitor package and largely on a first come first served / paid basis. There may be instances when a floor plan or allocated exhibition space needs to change without notice. AUT Hospitality Services will work with you to ensure you still have an ideal location.

#### Cancellation:

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- A sponsor, exhibitor or partner must inform the Conference Organisers if they wish to cancel their involvement in the conference. The cancellation will become effective upon receipt of written notice from the sponsor or exhibitor.
- If a sponsor, exhibitor or partner cancels before 23.07.2018, a cancellation fee of 50% your total sponsorship/exhibition/partner package will apply.
- If a sponsor, exhibitor or partner cancels after 23.07.2018, a cancellation fee of 100% your total sponsorship/exhibition/partner package will apply.

#### **Conference Cancellation:**

If for any reason the conference is cancelled altogether, then AUT Hospitality Services shall not be liable for any expenses that you may incur.