

New Zealand Association of Language Teachers  
TE RŌPŪ KAIWHAKAAKO REO O AOTEAROA



Biennial Conference  
Rotorua 1 – 4 July 2012

V.A.L.U.E.S.  
[www.nzalt.org.nz](http://www.nzalt.org.nz)



## Exhibitor and Sponsorship Opportunities

### Exhibitors

#### Venue: Waiariki Institute of Technology Mokoia Drive Rotorua

There will be spaces for exhibitors in the Forestry Block, at Waiariki Institute of Technology from 1 – 4 July 2012. This is an award winning architectural building. All-day tea and coffee will be available in the room.

Exhibitors who are also sponsors will have priority in choosing their spaces in order of the value of the sponsorship. 250 – 300 delegates are expected. All prices quoted are in New Zealand dollars and include **GST**.

<i>Space Cost</i>	<i>Space provided with</i>	<i>Also included</i>
\$650	2 × 1.8m trestle tables 1 × power outlet 2 × chairs	Logo in conference booklet

#### Exhibitors will need to provide their own:

- **Signage**
- **extension lead(s)**
- **double plug if required**
- **laptop(s) (including data projectors and screens)**
- **small display panels**
- **pins, pegs etc for attaching signage, posters etc.**

Exhibitors may set up between 1 pm & 5pm on Sunday 1 July, and from 7:30 am on Monday morning. After this, the area will be locked at 5 pm each evening and reopened at 8 am. Dismantling may only begin after morning tea on Wed 4 July and must be completed by 4pm that day.

Each member of the exhibitor's organisation needs to register as a delegate at the Early Bird rate of \$390. **incl. GST** per person, which includes morning & afternoon teas, lunches, the Mix 'n Mingle and Fellowship Dinner.

## Sponsors

### Sponsorship benefits

- Establish relationships with potential clients and network with national education professionals.
- Increase your corporate, brand and product awareness with school decision-makers, clients and customers.
- Display and demonstrate services or products in a relaxed atmosphere.
- Offer a permanent reminder of your organisation's products and services through advertising and give-aways.
- Raise your organisation's profile in the education sector

There are a variety of sponsorship opportunities, some of which may interest exhibitors. However, we are happy to discuss alternative options that best meet your business needs. All prices quoted are in New Zealand dollars and **include GST**.

### Sponsorship opportunities

300 Lanyards & flash drives	Sponsor's marketing message on flash drive, on-going publicity of product, acknowledgement in conference booklet, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary exhibitor space, and two complimentary registrations.	\$6,500
Mix 'n Mingle, Sunday (approx. 250 - 300 pax)	Acknowledgement in conference booklet, banner/sign (provided by sponsor) at the Mix 'n Mingle, two minute marketing presentation at the Mix 'n Mingle, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary registration.	\$3,500
Conference Dinner (approx. 180 - 200 pax)	Acknowledgement in conference booklet, acknowledgement each time the dinner is mentioned, banner/sign (provided by sponsor) at the dinner, two minute marketing presentation at the dinner, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary registration, two tickets for the dinner.	\$3,500
Morning tea Monday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Monday's plenary session, written acknowledgement at the morning tea.	\$500

Afternoon tea Monday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Monday's plenary session, written acknowledgement at the afternoon tea.	\$500
Morning tea Tuesday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Tuesday's plenary session, written acknowledgement at the morning tea.	\$500
Morning tea Wednesday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Wednesday's plenary sessions, written acknowledgement at the afternoon tea.	\$500
Specific language sessions: Chinese, French, German, Japanese, Spanish	Acknowledgement in conference booklet, acknowledgement on power point at the specific language session, one minute presentation at the specific language session when appropriate, acknowledgement on power point before plenary sessions.	Suggestions are invited e.g. sponsorship of - a speaker - the language dinner - teaching materials - spot prizes etc.
The NZALT AGM	Acknowledgement in conference booklet, acknowledgement on power point before plenary sessions and at the AGM, two minute marketing presentation at the AGM for a prize with a value of \$500 or more.	Suggestions are invited e.g. - spot prizes of various values.

**So that sponsors can maximise marketing and publicity opportunities, it will be a condition that delegates must be present in the audience when any prizes are announced to be eligible to receive them. If a prize winner is not present the prize will be redrawn.**

## **Exhibitor and / or Sponsorship booking**

The Exhibitor and / or Sponsorship Booking Form must be signed and returned to the NZALT Conference Organiser, by **3 March 2012** at the latest, with a non-refundable deposit of \$100 to secure an exhibitor space and a non-refundable deposit of 10% of the value for a sponsorship.

A final signed copy of the exhibitor and / or sponsorship agreement will be returned to you. You will also be sent contact details of the personnel you will liaise with at the venue.

## **Payment**

A GST invoice will be included with the sponsorship agreement outlining the total amount due, which must be paid in full by **3 May 2012**. This will be non-refundable.

## **The conference booklet**

Exhibitors and sponsors will need to send an electronic copy of their logo before **3 May 2012** for insertion in the conference booklet.

The sponsors of the lanyards and flash drives, the Mix 'n Mingle and the Conference Dinner will also need to send an electronic version of an A4 sized one-page advertisement by **3 May 2012**.

## Sponsorship and Exhibition Applications and Conditions

1. Applications must be received on the official exhibitor and sponsorship booking form by 3 March 2012. A deposit must be paid. A tax invoice will be issued.
2. After confirmation full payment must be made by 3 May 2012.
3. Exhibitor space and / or sponsorship will only be allocated with a signed booking form and deposit.
4. The organisers reserve the right to refuse/decline, at their discretion, any applications.
5. If the full payment is not received by 3 May 2012, the conference organiser has the right to review the exhibitor and / or sponsorship commitment and withdraw the application.
6. Any request for cancellation must be in writing.
7. The exhibitor and / or sponsor agree that the organiser shall retain 100 per cent of the contract price if cancellation is submitted after 3 May 2012.
8. No exhibitor shall erect any sign, area, wall or obstruction which in the opinion of the organisers interferes with an adjoining exhibitor. Exhibitors shall maintain their stand free from rubbish at all times. Exhibitors are responsible for the cleanliness of their stand. Rubbish should be removed at the end of each day.
9. Exhibits must not be removed and displays not be dismantled (either partially or totally) until after morning tea on the last conference day.
10. The exhibitor will not damage any walls or floors or ceiling of the exhibition area in which the stand is located — by nails, tacks, screws, oil, paint or any other cause. The exhibitor is liable for the costs of repairing such damage.
11. The exhibitor hereby indemnifies and will keep indemnified, the organisers against any liability, action, claim, demand, cost, charges or expenses, arising as a result of any act, omission, negligence or thing done or omitted by such exhibitor or any servant, representative, agent, invitee or licensee.
12. All electrical equipment should be tagged and tested according to current New Zealand Health and Safety regulations

Laytee George, Organiser & Convenor

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