

Sponsorship Prospectus  
New Zealand  
Association of  
Language Teachers  
(NZALT)  
CONFERENCE 2018

*Auckland, New Zealand*

*8 – 11 July 2018*



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

## ***About NZALT 2018, Auckland***

The New Zealand Association of Language Teachers (NZALT) Conference will take place in Auckland, 8-11 July 2018.

### ***We welcome your contribution***

We are pleased to extend you the opportunity to be a part of the New Zealand Association of Language Teachers (NZALT) Conference 2018.

The conference attracts approximately 250 participants, mainly teachers of languages in New Zealand schools. Other attendees include academics, postgraduate students and policymakers in the field of languages and language education from New Zealand and Australia.

### ***Key reasons to sponsor***

- Establish relationships with potential clients and network with language 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 giveaways
- Raise your organisation's profile in the education sector
- Maximise your company's exposure and increase your profile
- Promote your company, products and services to hundreds of delegates all under one roof



## ***Venue***

OGGB is located within the University of Auckland's City Campus. The building is a 10-15 walk to Auckland's CBD. Owen G Glen Building (OGGB), 12 Grafton Road, Auckland 1010, New Zealand.

## ***Trade/Exhibit Schedule***

Sunday 8 July 2018	Welcome Reception
Monday 9 July 2018	Trade/Exhibit pack in by Morning Tea, Day 1 of Conference and Trade/Exhibit
Tuesday 10 July 2018	Trade/Exhibit Day 2,
Wednesday 11 July 2018	Trade/Exhibit Day 3 (pack-out at end of day) End of conference

## ***Further Information***

For further information about the sponsorship and advertising opportunities outlines in this prospectus, or any queries regarding the conference, please contact:

Amy Edwards  
Event Services  
The University of Auckland  
Phone: +64 9 923 9225  
Email: amy.edwards@auckland.ac.nz



## Sponsor/Exhibition Opportunities

This conference offers a number of sponsorship packages designed to provide maximum benefit to our supporters during the conference. We are happy to discuss alternatives that best meet your business needs. All prices quoted are in New Zealand dollars (NZD) and exclude GST.

If you would like to discuss any variation of the packages below, please contact Amy Edwards,  
Phone +64 9 923 9225 or by Email: amy.edwards@auckland.ac.nz

<b>Exhibition</b>	
Exhibition Site	\$800
Exhibition Table only	\$150
<b>Sponsorship</b>	
Gold Sponsor	\$5,000
Silver Sponsor – Welcome Reception	\$3,000
Silver Sponsor – Conference Dinner	\$3,000
Silver Sponsor – Morning Teas	\$3,000
Bronze Sponsor	\$2,000
Morning Tea – Monday	\$500
Morning Tea – Tuesday	\$500
Morning Tea – Wednesday	\$500
Satchel Insert	\$200

*All prices exclude GST*



# Exhibitors

## **Exhibition Site**

**\$800**

There will be exhibition sites for exhibitors in the Level 0 foyer of OGGB Building. Gold, followed by Silver and then Bronze sponsors will be given preference to nominate their location on the floorplan, and then all other exhibitors will be allocated by the organising committee.

200+ delegates are expected. All prices quoted are in New Zealand dollars (NZD) excluding GST.

### **Registration**

One exhibitor's registration including all day catering and attendance to the welcome reception (excludes conference dinner).

### **Inclusions**

- One 1.8m trestle table
- One power outlet
- Two chairs

Each exhibition site includes a single site registration. Extra site attendees can register at a cost of \$250, which give them access to programme sessions, provision of Handbook and name badge, and includes Morning and Afternoon Teas, Lunches as well as the Welcome Reception.

Exhibitors will need to provide their own:

- Signage and tablecloths
- Extension lead(s)
- Double plug or multi-box (if required)
- Laptop(s), including data projectors and screens
- Display panels or pull-up banners
- Pins, blutack, sticky Velcro dots etc. for attaching signage, posters etc.
- Giveaways

## **Table Only**

**\$150**

### **Inclusions**

- 0.9m of surface space on a trestle table (tablecloth supplied) in the trade/catering area
- Material will be laid out for you and refreshed from extra stocks supplied
- Any leftover material/signage can be returned with a supplied courier ticket
- We will provide you with a photo of the displayed material after the conference.
- This is NOT a staffed site



# Sponsors

## **Gold Sponsor**

**\$5,000**

### **Registration**

Two inclusive site attendee registrations.

### **Exposure**

- Two exhibition spaces
- First priority of position in exhibition floorplan
- Acknowledgement in Conference Handbook
- Logo and acknowledgement on Power Point holding slides before plenary sessions
- One page advertisement (artwork to be provided by sponsor) in the Conference Handbook
- Three minute marketing presentation at the conference dinner
- A complimentary satchel insert – this could include a branded USB memory drive with any promotional files or anything similar

## **Silver Sponsors**

**Welcome Reception (approx. 150pax)**

**\$3,000**

### **Registration**

One inclusive site attendee registration.

### **Exposure**

- One inclusive Exhibition space
- Second priority of position in exhibition floorplan
- Acknowledgement in Conference Handbook
- Banner/sign (provided by sponsor) at the Welcome Reception
- Brief marketing presentation at the Welcome Reception
- Logo and acknowledgement on Power Point holding slides before plenary sessions
- ½ page advertisement (to be provided by sponsor) in the Conference Handbook
- A complimentary satchel insert



## ***Conference Dinner (approx. 200 pax)***

***\$3,000***

### **Registration**

One inclusive site attendee registration.

### **Exposure**

- One inclusive Exhibition space
- Second priority of position in exhibition floorplan
- Acknowledgement in Conference Handbook
- Naming rights to the dinner ie. "the XX Sponsor NZALT Conference Dinner"
- Banner/sign (provided by sponsor at the dinner)
- Three minute marketing presentation at the dinner
- Logo and acknowledgement on Power Point holding slides before plenary sessions
- ½ page advertisement (to be provided by sponsor) in the Conference Handbook
- A complimentary satchel insert

## ***Morning Teas (Monday, Tuesday and Wednesday mornings)***

***\$3,000***

### **Registration**

One inclusive site attendee registration.

### **Exposure**

- One inclusive Exhibition space
- Second priority of position in exhibition floorplan
- Acknowledgement in Conference Handbook
- Banner/sign (provided by sponsor) near the catering area
- Brief presentation at one of the plenaries
- Logo and acknowledgement on Power Point holding slides before plenary sessions
- ½ page advertisement (to be provided by sponsor) in the Conference Handbook
- A complimentary satchel insert



## Bronze Sponsor

\$2,000

### Registration

One inclusive site attendee registration.

### Exposure

- One inclusive exhibition space
- Third priority of position in exhibition floorplan
- Logo and acknowledgements on Power Point holding slides before plenary sessions
- Logo and acknowledgement on front cover of Handbook
- Acknowledgement in the footer of each page in Handbook
- One page advertisement (to be provided by sponsor) on inside front cover of the Conference Handbook
- A complimentary satchel insert
- Acknowledgement in Conference Handbook
- Acknowledgement on Power Point plus brief presentation at a Monday plenary session

# Other Sponsorship Opportunities

Satchel insert	<ul style="list-style-type: none"><li>• This is for a corporate who wishes to include a promotional insert into the conference satchels, where any other sponsorship aspect does not cover this as a benefit already.</li><li>• This insert must be supplied by the corporate a minimum of two weeks prior to the conference and be no larger than A4 in size (due to satchel sizing) or five leaves in thickness.</li></ul>	\$200
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# Terms and Conditions

The following terms and conditions apply to your application to sponsor and/or exhibit. You/Your – Sponsoring / Exhibition Organisation

We/Us – Event Services, The University of Auckland (acting as agent for the conference local organising committee) and the NZALT 2018 Conference.

By returning the signed Agreement to Sponsor or Exhibit form you agree to be a sponsor of NZALT 2018 Conference hosted by The University of Auckland and NZALT and being held at the University of Auckland, Auckland 8 -11 July 2018 on the following terms and conditions set out below. We reserve the right to refuse or deny any application. Details may change without notice. Please refer to the conference website for the latest information.

## General

You will be informed of all deadlines for the provision of information or materials through email updates and the conference website. The deadlines for delivery or supply of materials, information or artwork are not negotiable. In the event that materials, information or artwork required by Us are not received by the designated due date, their use for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded in this circumstance.

Sponsors and exhibitors are not entitled to entry into the conference sessions or social events, unless the relevant tickets are offered as part of the particular sponsorship package. However, should sponsors and exhibitors wish to attend the conference as a delegate, the appropriate registration form must be completed online and the applicable registration fee paid.

## Finance

All prices exclude GST and are quoted in New Zealand Dollars. Payment of sponsorship/exhibition must be made in full within 30 days of confirmation. If full payment is not received within 30 days of confirmation, the application may be considered cancelled, and sponsorship/exhibition space may be reassigned.

Sponsorship entitlements will not commence until payment has been received.

In the event of cancellation, an administration fee of \$250 will apply prior to 31 March 2018. No refunds on sponsorship will be made for cancellations received on or after 31 March 2018. Cancellations must be made in writing and forwarded to Event Services, The University of Auckland.

If you pay by electronic funds transfer or an international cheque you agree to pay any bank charges and must include these in the amount you transfer.

Please note that your requested category of sponsorship may have a limit to the number of sponsors as specified in the attached documentation and preference will be determined in order of receipt of the signed Agreement to Sponsor or Exhibit form and payment. The conference secretariat will notify you if you are unable to participate in your requested category.

## Liability

You assume entire responsibility and hereby agree to protect, indemnify, defend and hold Us harmless against all claims, losses and damages to persons or property, government charges, or fines and legal fees arising from or caused by Your installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees, agents and visitors to the exhibition.

We will not be accountable for the level of commercial activity generated.

## Exhibitor notes

You are confined to products manufactured by, or services rendered by, the exhibitor. You may not assign, share, sub-let, or grant licenses for the whole or part of the booth without prior approval.

The exhibition space will have a surface that allows for Velcro fastenings. No cementing, nailing, tacking, taping or attaching of any material to the floor, walls or columns is permitted.

We reserve the right to ask you to remove any display items we deem as unacceptable. You are solely responsible for any physical loss or damage to your own property.

During the conference hours, a company representative should staff each exhibit at all times.

You must conduct business only from within the confines of your booth. You may not tout, or place any material, outside your booth/space causing obstruction of the aisles.

All material used in the exhibition hall and/or exhibitor's booth must conform to all appropriate regulations.

You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.

Exhibitors cannot attend conference sessions unless they have an applicable registration.



Exhibitors shall not commence dismantling or packing product before the end of the final coffee break on the last day of the conference. We will not be held responsible for any items left behind.

We have the right to postpone or cancel the conference and shall be liable in no way for losses resulting from such delay or cancellation.

We reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. We will not discount or refund for any facilities not used or required.

You hereby waive and abandon any right to claim specific performance of any obligation of Us now or henceforth.

### **Print entitlements**

Logos and/or company names will be reproduced in the event colour/s, full colour, or mono, at our discretion. All logos must be at least 300 DPI at 100% in EPS (preferred for print) and JPEG (preferred for website) format.

No print or web recognition will be given unless payment terms have been met.

### **No animals**

No animals are permitted within University of Auckland buildings. Guide dogs for the visually impaired are the exception.

### **Privacy statement**

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us.



## Application to Sponsor or Exhibit

Company/Organisation	
Contact Name	
Address	
City	Country
Phone	Fax
Email	

### Package preference requested

I/we would like to take up the following:

	<b>Level</b>	<b>Investment</b>
	Exhibition Site	\$800
	Additional Site Attendee	\$250
	Exhibition Table only	\$150
	Gold Sponsor	\$5,000
	Silver Sponsor – Welcome Reception	\$3,000
	Silver Sponsor – Conference Dinner	\$3,000
	Silver Sponsor – Morning Teas	\$3,000
	Bronze Sponsor	\$2,000
	Satchel Insert	\$200

All prices exclude GST.



I/We accept the terms and conditions of undertaking a sponsorship and or exhibition package for NZALT 2018.

I/We understand that the sponsorship level or exhibition will be distributed according to interest and strictly in order of application and payment.

### Payment Details

Total to pay \$
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<input type="checkbox"/>	Please send me a tax invoice for direct credit payment
<input type="checkbox"/>	Please send me a link to make payment via credit card

### Please return completed forms to:

Amy Edwards

Event Services – The University of Auckland

Email: [amy.edwards@auckland.ac.nz](mailto:amy.edwards@auckland.ac.nz)

or Post: Private Bag 92019, Auckland 1142

