



CORPORATE PA SUMMIT

ONE DAY. A LIFETIME OF INSPIRATION.

SPONSORSHIP MANUAL

Date: 23 May, 2023

Venue: Crown, Sydney

ORGANISED BY:



Fantastic. Amazing. So Insightful and helpful.
Inspirational.
Australian Institute of Management



Brilliant, thank you. Most rocking day! I'm inspired.
EA, Airbus Group Australia Pacific

The Corporate PA Summit. Australia's #1 EA conference, with the most relevant and cutting-edge topics from the most motivational speakers in the business.

www.corporatepasummit.com

SPONSORSHIP MANUAL CONTENTS

CONTENT	PAGE
EXHIBITION AREA & SET UP TIMES	2
ENTITLEMENTS	2
STAND BOUNDARIES	2
EXHIBITOR BADGES	3
CONFERENCE GUEST PASSES	3
BRANDING, PRIZE DRAW, and PACKDOWN	4
WIFI, WEBSITE, and CAR PARKING	5
DELIVERIES	6
LOADING DOCK and COLLECTION OF GOODS	7
EXHIBITOR RESPONSIBILITIES, INSURANCE AND SECURITY	8
CONTACT DETAILS – THINKTANK and VENUE	9
APPENDIX – Delivery label	10
APPENDIX – Loading Bay Information	11-13
APPENDIX – Parking	14
APPENDIX – Event Day handout for your staff	15
APPENDIX – Collection label	16

EXHIBIT AREA & SET-UP TIMES

The Exhibition Area is in the pre-function area of the Pearl Ballroom at Crown, Sydney.

The set up time for your exhibit space is from 7.00am to 8.00am on the morning of the conference. Please note that your space must be fully set up by 8.00am in time for the conference delegate registration and welcome coffee to start.

If we can access the area the evening before the conference, we will let you know. However, we will not have this information until the week before the summit.

ENTITLEMENTS

A tabletop exhibition space in the pre-function area on 23 May 2023. You are supplied with:

- Trestle table
- 2 x chairs
- Power supply

It is up to you how you dress your stand. You may wish to bring your own pop-up/wrap-around display. Also, please feel free to bring any collateral or other give-aways for your stand. All electrical equipment must be tested and tagged before coming on site. The venue must approve any food or beverage prior to the summit.

You may wish to provide an event day or post-event exclusive to the Corporate PA Summit delegates. Don't forget to produce a flyer to promote this at your stand

Please also let me know if you plan on bringing anything in addition to the above, such as external furniture, TV's, large items etc, so we can ensure a streamlined process on the morning of the summit.

You are welcome to provide any additional AV/Furniture that you require. You can contact the venue directly if you need their in house AV supplier to provide you with any items. Alternatively, you are welcome to source your own. See venue contact details at the back of this document.

STAND BOUNDARIES

Exhibitors may not place any display material or exhibit or extend their stand structure and fittings beyond their contracted boundary unless agreed with ThinkTank Media.

No exhibitor will be allowed to display pamphlets or signage in any of the common areas of the venue. In addition, no exhibitor will be allowed to display any signage, posters or brochures on the walls within the venue or around their stand area.

All stands must be fully staffed and operational and exhibits should be displayed to delegates during the conference breaks.

EXHIBITOR BADGES

You are entitled to have two members of staff attending your stand throughout the conference. Staff can rotate throughout the day if required at times convenient to their working day.

Identification badges must be worn at all times. We require the names of the personnel that will be manning your stand during the event and the times that they will be manning the stand. The badges will be available for collection from the registration desk.

PLEASE EMAIL THE BELOW INFORMATION TO RHIANNON.COEN@THINKTANKMEDIA.NET BY MONDAY 8 MAY 2023

- Staff member name
- Job Title
- Company name
- Email address

**Your staff can rotate through the day but there should be only two staff members looking after your stand at any one time*

CONFERENCE GUEST PASSES

As part of your exhibitor package, you are entitled to receive one Conference Guest pass to offer to a client or potential customer. We will email your guest confirmation of their ticket.

PLEASE EMAIL THE BELOW INFORMATION TO RHIANNON.COEN@THINKTANKMEDIA.NET BY MONDAY 8 MAY 2023

- Guest name
- Job Title
- Company name
- Company Address
- Phone number
- Email address

** The submission deadline applies to ensure that your guests are registered and confirmed as attendees.*

BRANDING AND PRIZE DRAWS

Your corporate logo will be included in all promotional material between now and the event. Your logo will also appear in the conference delegate workbooks. Your logo will be projected on the screen in the conference room on the official event slide, which will be displayed during the conference breaks.

We will be running a Sponsor Prize Draw at the event. If we have been informed of your choice of prize, we will communicate this to delegates in the lead up to the conference, and our MC will also promote this on the day. You may wish to produce a flyer to advertise your prize at your stand.

Taking part in the prize draw is easy. You will need to download an app for free, and when delegates visit your stand, you can scan their name badges to obtain their details (name, job title, company, phone number, email and address) and they will go in the running for your prize. Following the event, you can export this information as a .csv file to every team member at a touch of a button. It is straightforward to set up, and we will send information in advance and assist you with this on the day. Log on details will be provided the week before the conference

The Prize Draw will take place after the last speaker session on the day of the event, via a random generator. The MC will announce the prizes, and the delegates will then collect these from our registration desk at the end of the conference. In addition to the sponsor prize draw, we also run a passport draw, for added incentive for delegates to visit every stand. Delegates will visit your stand with a 'passport' and you will need to place a stamp next to your logo. Delegates who visit every stand will go into the running for a Westfield Gift Voucher, which we provide. We will supply the passports and the stamps so you don't need to bring anything for this on the day.

PLEASE EMAIL YOUR PRIZE INFORMATION TO RHIANNON.COEN@THINKTANKMEDIA.NET BY MONDAY 8 MAY 2023

PACK DOWN

Pack down can be completed after the afternoon tea break, but you are still welcome to stay for the final presentations, and we would love you to join us and the delegates for networking drinks. Alternatively, if you would like your stand to remain until the end of the event, that's fine too. We just ask that pack-down be completed before or after networking drinks.

WI-FI

Basic Wi-Fi will be provided, suitable for internet browsing and checking emails. However, if you have higher needs than this, such as streaming content at your stand, please contact the hotel directly.

WEBSITE

The event website, featuring the conference program, speakers and their presentation topics can be found at: <https://www.thinktankmedia.net/conferences/corporate-pa-summit/corporate-pa-summit-sydney/conference-program/>

CAR PARKING AND TRANSPORT

You will find a list of local car parks in the appendix. Pre booking may be required

TRAIN

The train is a convenient way to get to Crown Sydney. The closest train station is the Wynyard stop, a 9 minute walk to Crown Sydney.

LIGHT RAIL

As parking is limited at Crown Sydney, taking the light rail is a convenient transport option. The closest light rail stop is the Bridge Street stop, where the L2 and L3 run. This stop is an 11 minute walk to Crown Sydney.

BUS

The bus service operate 7 days a week and is a fast and effective way to get to Crown Sydney. The closest stop is Barangaroo South on Hickson Rd, which is a 3 minute walk to Crown Sydney.

FERRY

The ferry service operate 7 days a week from Circular Quay and stops at wharves a few minutes' from Crown Sydney. The nearest ferry terminal is at Barangaroo wharf, which is a 5 minute walk to Crown Sydney.

DELIVERIES

You will find a delivery label in the appendix for any boxes you wish to send to the conference. Please fill in the label and attach it to the boxes, so the venue can identify them and ensure they're ready for when you arrive.

Deliveries should NOT arrive at the venue earlier than Friday 19 May 2023. All deliveries must be received at the hotel Monday to Friday between 8am and 4pm, unless otherwise arranged.

Please note: The loading Dock will only accept deliveries at prearranged scheduled times. Please direct all questions regarding deliveries or delivery guidelines to Jake Mountford (Supply Chain Officer – 02 8871 6971, 0428 892 033).

All deliveries/ couriers to be labelled and directed to:

C/O HOTEL LOADING DOCK

CROWN EVENTS SYDNEY

1 BARANGAROO AVENUE

BARANGAROO, NSW, 2000

ATTENTION: ALYSSA MILANOVIC

SCHEDULED DELIVERY TIME:

Your contact name:

Your contact phone:

Event Name: The Corporate PA Summit 2023

Event Date: Tuesday 23 May 2023

Event Room Name: The Pearl Ballroom

Crown Hotel Contact: **ALYSSA MILANOVIC**

Please also make a note on your labels as follows:

*****These items are to be delivered to the conference registration desk or exhibitor stand no later than 7am on the event day*****

LOADING DOCK INFORMATION

This can be found in the appendix

COLLECTION OF GOODS

Packages to be collected after the event should be sealed and properly addressed, again with the sender's name and contact phone number. A collection label can be found in the appendix.

Please ensure that you bring the appropriate consignment notes to attach to your freight. Couriers will not collect freight unless there is a completed consignment note on all freight.

All packages must be collected within 48 hours after the event conclusion.

EXHIBITOR RESPONSIBILITIES

Neither ThinkTank Media nor the Crown accepts responsibility for loss & or damage to any goods brought to the venue before, during or after an event. It is the exhibitors' own responsibility to arrange adequate insurance to cover such potential loss & or damage. Your insurance should cover you to a minimum value of AUD\$10 million.

Should exhibitors engage external contractors directly, it is the responsibility of the exhibitor to advise Crown, Sydney and to ensure that the contractors comply with the venue's grooming and professional behaviour standards and complies with all workplace health and safety requirements. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.

INSURANCE

Exhibitors and sponsors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the venue and such insurance should remain in force until their exhibits are removed.

Your insurance should cover you to a minimum value of AUD \$10 million.

Exhibitors can either take out an extension on their current policy covering the event or obtain a new policy for the duration of the event for Public Liability Insurance.

SECURITY

All care is taken by ThinkTank Media and venue staff to ensure that products and personal belongings of sponsors are not targeted by thieves. However, there is still the possibility that goods could be stolen during the events held at the hotel. To minimise risk to your valuables, please remove all small handheld valuable equipment when away from your stand. Although all care is taken by ThinkTank Media staff in protecting your valuables while on site, your own insurance is necessary.

CONTACT DETAILS - THINKTANK MEDIA

Rhiannon Coen - Events Manager

Tel: 0466 798 739

Email: rhiannon.coen@thinktankmedia.net

Cass Brownlow Davies – Corporate Partnerships Manager

Email: cass.davies@thinktankmedia.net

VENUE

Crown, Sydney

1 Barangaroo Avenue

Barangaroo, NSW, 2000

Tel: 02 8871 7188

Website: <https://www.crownsydney.com.au/>

Conference Room:

The Pearl Ballroom

Exhibition Room:

Pre-function area – The Pearl Ballroom

EVENT AND CONFERENCE MANAGER

Our Event and Conference Manager is Alyssa Milanovic and she can be contacted on

Tel: 02 8871 6792

Mobile: 0456 812 224

Email: alyssa.milanovic@crownsydney.com.au

AV REQUIREMENTS

Should you have any AV needs, Encore Event Technology are the supplier on site at the Crown and they are more than happy to assist. You can contact them on:

CrownSydney@encore-anzpac.com



LOADING DOCK

**Crown Events Sydney
1 Barangaroo Ave
BARANGAROO NSW 2000**

**ATTENTION:
Events Coordinator**

SCHEDULED DELIVERY TIME			
Your Contact Name:			
Your Contact Phone:			
Name of Event:			
Event Date/s			
Event Location			
Item Number:		Total Number of Items:	

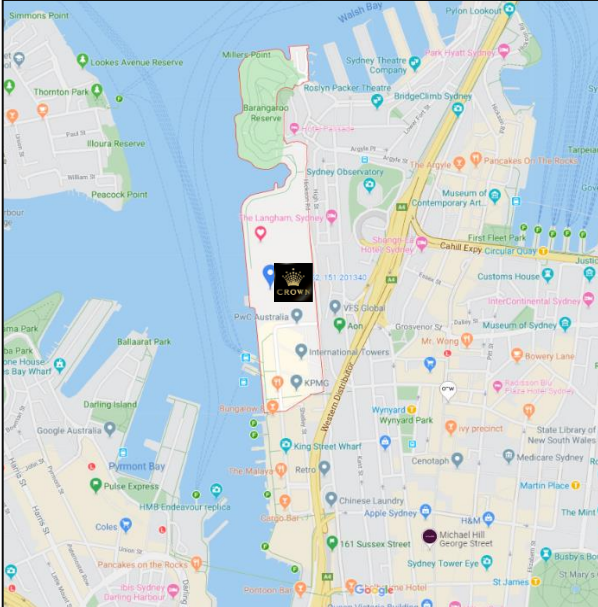
CROWN DELIVERY INSTRUCTIONS:

- Loading Dock will only accept deliveries at prearranged scheduled times.
- Loading dock clearance height is 3.5m high and all vehicles must be under 3.5m high and 7.5m long.
- All contractors/suppliers must have a trolley to transport their items. Crown will not be able to supply trollies.
- At the conclusion of the event we ask that all items be taken with you on the day
- Any items left must be packed, labelled and if required have a couriers con-note attached
- Crown will not be responsible for any item left on site.
- Items left on site will only be held for 3 days after the event before they are disposed of.



Crown Delivery Guideline

- Suppliers



CROWN SYDNEY ON-SITE WAREHOUSE

1 BARANGAROO AVE BARANGAROO NSW 2000

Contact: Jack Fretton – Warehouse Operations Manager

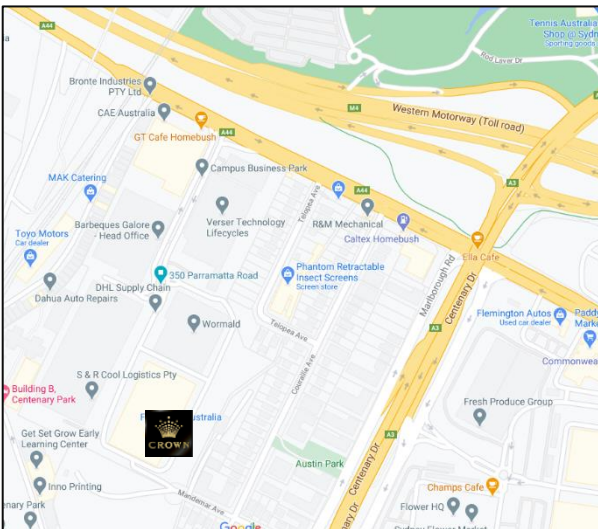
Phone: 0427 391 351

Email: Jack.Fretton@crownresorts.com.au

Monday – Friday: 5am – 4pm

Saturday: 5am – 2pm

Sunday: 5am – 12pm



CROWN SYDNEY OFF-SITE WAREHOUSE

UNIT D3/350 PARRAMATTA RD HOMEBUSH NSW 2140

Contact: Rees Broughton - Supervisor

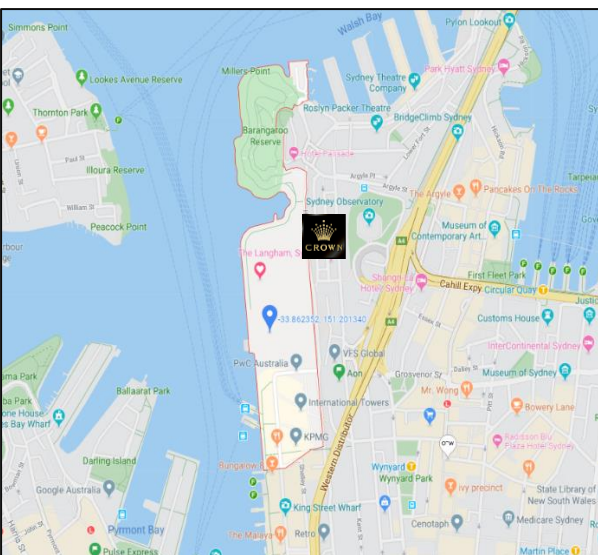
Phone: 0429 005 414

Email: Rees.Broughton@crownresorts.com.au

Monday – Friday: 7am-1pm

Saturday: Closed

Sunday: Closed



CROWN SYDNEY THE BOND

30-34 Hickson Road, Barangaroo, NSW 2000

Contact: Jack Fretton – Warehouse Operations Manager

Phone: 0427 391 351

Email: Jack.Fretton@crownresorts.com.au

Monday – Friday: 7am – 3pm

Saturday: Closed

Sunday: Closed

Other Contact Information:

Jake Mountford – Supply Chain Officer – Main Supplier Contact

Email: jake.mountford@crownsresorts.com.au

Phone: 0428 892 033

Rees Broughton – Supervisor

Email: Rees.Broughton@crownsresorts.com.au

Phone: 0406 070 068

Peter Buckingham – Supervisor

Phone: 0448 927 579

Email: Peter.Buckingham@crownsresorts.com.au

CROWN SYDNEY LOADING DOCK RULES

COVID-19 requirements

- Drivers to maintain within 1.5m distance of driver safe zone or remain in cabin of vehicle
- Drivers to sanitise their hands for any interaction with receiving staff
- Adhere to any COVID-19 signage requirements in the warehouse
- If drivers are displaying symptoms of COVID-19 or have been in contact with anyone displaying symptoms in the past 14 days, they must not attend the warehouse.

Before delivery

- Ensure NO perishable/temperature sensitive goods are destined for Offsite Warehouse, if unsure please contact Crown Warehouse management team
- All suppliers/contractors **MUST** have a booked timeslot through the Supplier Portal and Dock Scheduler
- Delivery vehicles that fail to provide timeslot confirmation will be denied access
- Delivery vehicles must be road worthy, in safe working condition, fitted with reversing alarms, be reasonably clean and void of major oil/fluid leaks
- Comply with relevant regulation
- **Ensure all pallets are under 1.5m in height and under 1 tonne in weight**
- Drivers must be licenced and not under the influence of drugs or alcohol
- Crown approved labelling must be done on all stock

Arriving at Crown

- **All delivery vehicles must be UNDER 3.5m high and 7.3m long (applicable to on-site only)**
- The Crown Sydney prefers vehicles that have a tail lift
- Delivery vehicles must arrive on-time and not be any more than 10mins either side of your scheduled delivery window, priority will always be given to deliveries who arrive on time.
- Trucks may be rejected and requested to return at another appropriate time
- Please adhere to speed limit requirements

Arriving at The Bond “Common Room” 30-34 Hickson road Barangaroo NSW 2000

- All delivery vehicles must be **UNDER** 3.1m high and 7.3m long (**applicable to Bond only**)
- Delivery vehicles must arrive on-time and not be any more than 10mins either side of your scheduled delivery window, priority will always be given to deliveries who arrive on time

Arriving at Homebush “Offsite Warehouse” Unit D3, 350 Parramatta Road, Homebush West NSW 2140

- No restrictions for vehicle length or height
- Deliveries must arrive between 7-1pm, Monday - Friday
- Any urgent deliveries must arrive before 10am to be transferred to Barangaroo

Entering Loading Dock / Unloading Bays

- All delivery vehicles must adhere to loading dock signage and rules
- It is expected that all delivery drivers will behave respectfully to others accessing the loading dock
- Any incidents or hazards must be reported to relevant dock managers or supervisors.
- Vehicles on approach to the off-site warehouse must reverse into allocated truck bays that will be marked
- Please contact Security if you require access to the on-site loading dock outside of business hours (0437 949 059)
- Smoking, littering, and spitting are strictly prohibited at the warehouse
- Upon arrival at the dock, the dock may be busy. Please be patient and be ready to enter upon instruction - Parking in a loading bay without prior consent and clear instruction from Crown warehouse staff is prohibited
- Warehouse staff will advise drivers where to park their vehicles whilst waiting
- All delivery vehicles must be turned off and not remain idling
- Please adhere to all signage requirements such as remaining within walkways, wearing PPE (Hi-Vis and Safety Boots) and follow any instructions given by the warehouse team.

Making the Delivery

- All drivers must adhere to “Driver Safe” zones marked in loading/unloading zones
- Crown will assist in unloading with forklift, driver will be requested to assist where needed
- Food delivery vehicles **MUST** meet HACCP guidelines and temperatures will be recorded
- Crown Staff will inspect the quantity, description, and quality of the products before acceptance.
- All pallets used for delivery should be:
 - Clean and free from contamination
 - Be in good repair with boards in place and no nails exposed
 - Meet the Australian standard for pallets
- All reusable crates and trays **MUST** be collected after making a delivery
- Vehicles are not expected to remain on-site for longer than scheduled
- Drivers may not leave their vehicle unattended

NOTE:

- Please direct all questions regarding deliveries or delivery guidelines mentioned in this report to Jake Mountford (Supply Chain Officer – 02 8871 6971, 0428 892 033).

Local Car Parks

CAR PARK NAME	ENTRY ADDRESS	OPENING HOURS (MONDAY - FRIDAY)	OPENING HOURS (WEEKEND)	WALKING DISTANCE TO CROWN
Citipark	431 Kent Street or 204 Sussex Street	24 hours	24 hours	900m (15 minutes)
201 Kent Street	8-20 Napoleon Street	7am - 7pm	Closed	300m (4 minutes)
55 Clarence Street	55 Clarence Street	6am - Midnight	6am - Midnight	500m (7 minutes)
Barangaroo Point	Hickson Road, Walsh Bay	5am - Midnight	10am - 9.30am	800m (9 minutes)
Quay West	111 Harrington Street	6am - 1am	Saturday 7am - 2am Sunday 8am - Midnight	950m (12 minutes)
383 Kent Street	383 Kent Street or 168 Sussex Street	24 hours	24 hours	800m (13 minutes)
321 Kent Street	86 Sussex Street	6am - Midnight	6am - Midnight	500m (8 minutes)
Darling Park	201 Sussex Street	Mon - Thurs 6am - 10pm Friday 6am - 1am	Saturday 7am - 10pm Sunday 8am - 10pm	900m (15 minutes)





Event day information

Preparation

- We will send information on how to access our free lead capture app to download on your phone. Delegates need to have their name badge scanned at your stand using this app to allow you to capture their details. You can add notes against each delegate or give them a star rating out of 5 to highlight the most promising leads.
- Please feel free to bring any collateral for your table that you would like to give away to delegates.

Running order

- | | |
|-----------------|--|
| 6.45am | We recommend arriving from 7.00am to set up your stand, so your stand is set up by 8am. A trestle table with a tablecloth and two chairs will be provided, along with a power source. We will be on hand to assist with any questions. |
| 8am | Delegates begin arriving. We provide tea and coffee prior to the summit, so you will find that delegates start visiting you early on. |
| 8.55 am | Conference door opens in time for a 9am start. |
| 10.45 am | Morning tea. The delegates will visit your stand during this time. |
| 11.15 am | Conference recommences. |
| 12.45 pm | Lunch break. The delegates will visit your stand during this time. |
| 1.45 pm | Conference recommences. |
| 3.00 pm | Afternoon tea. This is the delegates' last opportunity to visit your stand and enter your prize draw. |
| 3.30 pm | Conference recommences. During this time, we ask that you leave your prize or voucher at the registration desk, where prize winners will collect them from us at the end of the conference. We randomly select the prize winners from your leads captured using the app. We will email the details of your winner after the event. |
| | <i>Note: While you are more than welcome to stay until the end of the summit for networking drinks (this is a great way to catch up with delegates in a less formal manner), we usually pack down the stands after the afternoon tea break. You are also welcome to pack down after networking drinks, if this is preferred.</i> |
| 4.30 pm | Sponsor prize draws. The MC will announce the winners. |
| 4.40 pm | Closing remarks from the chair, followed by networking drinks. |

Important information to note

- You will find that your stand will be quite busy in the breaks. When the conference is in session, please feel free to watch the presentations. There will be plenty of theatre seating at the back of the room, so that you can enter and exit without disruption to delegates.
- We will serve all catering approximately 10 minutes prior to the breaks, so that staff and exhibitors can enjoy also.
- Your logo will appear on the conference documentation (delegate workbooks) and the opening slide and holding slides in the breaks.
- We will have a photographer who will be taking photos of the conference, both in the conference room and exhibition space. If you have a particular shot that you would like them to take, please just let the team know.



LOADING DOCK

**Crown Events Sydney
1 Barangaroo Ave
BARANGAROO NSW 2000**

OUTGOING GOODS

SCHEDULED COLLECTION TIME			
Your Contact Name:			
Your Contact Phone:			
Name of Event:			
Event Date/s			
Event Location			
Item Number:		Total Number of Items:	

CROWN DELIVERY INSTRUCTIONS:

- Loading Dock will only accept deliveries at prearranged scheduled times.
- Loading dock clearance height is 3.5m high and all vehicles must be under 3.5m high and 7.5m long.
- All contractors/suppliers must have a trolley to transport their items. Crown will not be able to supply trollies.
- At the conclusion of the event we ask that all items be taken with you on the day
- Any items left must be packed, labelled and if required have a couriers con-note attached
- Crown will not be responsible for any item left on site.
- Items left on site will only be held for 3 days after the event before they are disposed of.