



# CORPORATE PA SUMMIT

ONE DAY. A LIFETIME OF INSPIRATION.

## SPONSORSHIP MANUAL

**Date: Tuesday 31 October 2023**

**Venue: Cordis, Auckland**

ORGANISED BY:



RUNNING GREAT  
EVENTS FOR EA'S

SINCE **2005**



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](http://www.corporatepasummit.com)**

## SPONSORSHIP MANUAL CONTENTS

| CONTENT  | PAGE  |
|--|-------|
| EXHIBITION AREA & SET UP TIMES                     | 3     |
| ENTITLEMENTS                                       | 3     |
| STAND BOUNDARIES                                   | 3     |
| EXHIBITOR BADGES                                   | 4     |
| CONFERENCE GUEST PASSES                            | 4     |
| BRANDING, PRIZE DRAW, and PACKDOWN                 | 5     |
| WIFI, WEBSITE, and CAR PARKING                     | 6     |
| DELIVERIES   | 7     |
| LOADING DOCK and COLLECTION OF GOODS               | 8     |
| EXHIBITOR RESPONSIBILITIES, INSURANCE AND SECURITY | 9     |
| CONTACT DETAILS – THINKTANK and VENUE              | 10    |
| APPENDIX – Delivery and collection label           | 11-12 |
| APPENDIX – Loading Bay Information                 | 13    |
| APPENDIX – Event day handout info for your staff   | 14    |

.....

## EXHIBIT AREA & SET-UP TIMES

---

The Exhibition Area is in the pre-function area of the Great Rooms 3 and 4 at the Cordis Hotel, Auckland.

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 31 October 2023. You are supplied with:

- Trestle table - Depth: 45cm    Width: 179cm    Height: 72.5cm
- White table cloth
- 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](mailto:RHIANNON.COEN@THINKTANKMEDIA.NET) BY MONDAY 16 OCTOBER 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](mailto:RHIANNON.COEN@THINKTANKMEDIA.NET) BY MONDAY 16 OCTOBER 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. *App details along with your log in 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.

**PLEASE EMAIL YOUR PRIZE INFORMATION TO [RHIANNON.COEN@THINKTANKMEDIA.NET](mailto:RHIANNON.COEN@THINKTANKMEDIA.NET) BY MONDAY 16 OCTOBER 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-auckland/>

## CAR PARKING AND TRANSPORT

---

The closest public car park is the Wilson Car Park located at the rear of the hotel off Liverpool Street. It is a pay & display car park and is subject to availability.

For current rates, you can visit their website - [http://www.wilsonparking.co.nz/park/827\\_Liverpool-Street\\_35-Karangaharpe-Road-Auckland-CBD](http://www.wilsonparking.co.nz/park/827_Liverpool-Street_35-Karangaharpe-Road-Auckland-CBD)

## 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 27 October 2023. All deliveries must be received at the hotel Monday to Friday between 8am and 4pm, unless otherwise arranged.

All deliveries/ couriers to be labelled and directed to:

**C/O THE LOADING BAY**

**CORDIS AUCKLAND**

**LIVERPOOL STREET**

**AUCKLAND, NEW ZEALAND**

**ATTENTION: MARY-ANNE SMITH – EVENTS DEPARTMENT**

Your contact name:

Your contact address:

Your contact phone:

Event Name: The Corporate PA Summit 2023

Event Date: 31 OCTOBER 2023

Event Room Name: THE GREAT ROOMS 3 and 4

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.

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.

Please leave your labelled packages at your exhibition stand and the hotel will take these packages to the loading bay ready for collection the following business day.

If you have a Courier coming to pick up, they must mention your event name and show us proof of collection. No parcel will be given to them if they cannot show documentation.

The pickup address is:

Cordis, Auckland  
Liverpool Street Loading Bay  
Auckland

All packages must be collected on the first business day after the event conclusion, between 8am and 4pm from the loading bay.



## EXHIBITOR RESPONSIBILITIES

---

Neither ThinkTank Media nor the Cordis 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 the Cordis and ThinkTank Media 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 NZD \$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](mailto:rhiannon.coen@thinktankmedia.net)

## VENUE

Cordis, Auckland

83 Symonds St, Grafton, Auckland 1010, New Zealand

Tel: + 64 9 379 5132

Website: <https://www.cordishotels.com/en/auckland/>

*Conference Room: The Great Rooms 3 and 4*

*Exhibition Room: Pre-function area – The Great Room 3 and 4*

## EVENT AND CONFERENCE MANAGER

Our Event and Conference Manager is Mary-Anne Smith, and she can be contacted on

Tel: +64 212 298 300

Email: [Mary-Anne.Smith@cordishotels.com](mailto:Mary-Anne.Smith@cordishotels.com)

## AV REQUIREMENTS

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

Sherise Stoffels

Venue Sales Executive - Cordis, Auckland

Tel: +64 274 599 424

Email: [Sherise.stoffels@encore-anzpac.com](mailto:Sherise.stoffels@encore-anzpac.com)

**CORDIS**  
HOTELS & RESORTS  
AUCKLAND

| DELIVERY LABEL & INSTRUCTIONS  |   |
|--|---|
| NAME OF EVENT: CORPORATE PA SUMMIT   |   |
| DATE OF EVENT: 31 OCTOBER 2023   |   |
| DELIVER TO:      The Loading Bay<br>Cordis, Auckland<br>Liverpool Street<br>Auckland, New Zealand  | ATTENTION TO:<br><br>MARY-ANNE SMITH<br><br>EVENTS DEPARTMENT<br>Ph: 0212 298 300 |
| SENDERS DETAILS:<br><br>Name:<br><br>Address:<br><br><br>Phone No:   | FUNCTION ROOM NAME:<br>GREAT ROOM 3 and 4   |
|  | If exhibiting:  |
|  | STAND NAME:   |
| NUMBER OF BOXES:   | BOX:                      OF  |
| DELIVERIES WILL ONLY BE ACCEPTED AT THE LOADING BAY<br>MONDAY – FRIDAY 08:00AM – 4:00PM<br>BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 2 WORKING DAYS PRIOR TO THE EVENT DATE<br><br><i>Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.</i> |   |

Inscription:

# CORDIS

HOTELS & RESORTS  
AUCKLAND

PLEASE TICK:

☐

COURIER PICK UP

☐

CLIENT PICK UP

## PACKAGE COLLECTION ADVICE

|   |  |
|---|--|
| <b>DELIVER TO:</b>  | <b>ATTENTION TO:</b><br><br><b>LAUREN HINDMARSH</b><br><br>CORPORATE PA SUMMIT   |
| <b>SENDERS DETAILS:</b><br><b>Name: Mary-Anne Smith</b><br><br><b>Address: CORDIS, AUCKLAND HOTEL</b><br><br><b>Phone: 0212 298 300</b> | <b>NAME OF EVENT: CORPORATE PA SUMMIT</b><br><br><b>DATE OF EVENT: 31 OCTOBER 2023</b><br><b>NUMBER OF BOXES:</b><br><b>BOX:        OF</b> |

### Package Collection Advice: By leaving your items with Cordis, Auckland you agree to the following terms:

All packages must be collected on the first business day after the event conclusion. Cordis, Auckland takes no responsibility for goods left on premises after this time. Any items not picked up 14 working days after the event, will no longer be stored and will be disposed of. Cordis, Auckland takes no liability for items.

All packages must be correctly labelled and collected from the Banquet Storage near the Loading Bay Monday- Friday 0800am -4:00pm  
Exhibitors are responsible for arranging for their own packages to be collected.

Please leave your labelled packages at your exhibition stand and the hotel will take these packages to the loading bay ready for collection  
Any items left at your stand and not labelled for collection will be treated as rubbish and disposed of accordingly by the hotel.

## Loading Dock Procedures

Please familiarise yourself, and any person you are responsible for who may visit this area, with the map and the numbered areas designated for use.



1. PEDESTRIAN WALKWAY. This pedestrian walkway is for pedestrians entering the car park as well as for our staff and contractors crossing the loading area. Do not park on, or block any pedestrian walkway. On occasion for large vehicles permission may be granted to temporarily park on a walkway.
2. ENGINEERING GARAGE DOOR. No parking is permitted in front of the Engineering Garage Door.
3. LOADING AREA. This demarcated area is reserved for vehicles waiting for loading and off-loading product in the Loading Dock only (This does not include loading into event spaces/function rooms). Vans, light vehicles and cars are not permitted to use this area for parking.
4. LOADING DOCK: Please do not use this area as a parking bay. This area needs to be kept clear at all times as we accept deliveries 24 hours per day.
5. 2 MINUTE COURIER PARKING. Only to be used for deliveries by commercial couriers or stop-and-drop deliveries.
6. THE GREAT ROOM ROLLER DOOR: Arrangements are to be made with the Banquets Manager for the roller door to be opened when making deliveries /collections. Please note the hotel will only accept one vehicle at a time for loading and unloading into The Great Room or other event space. If multiple vehicles are required for your delivery, you must arrange alternative parking for additional vehicles to wait their turn outside of the hotel loading dock area. One option may be Wilsons Carpark immediately adjacent to the hotel, where applicable daily/hourly rates will need to be paid.
7. CONTRACTOR PARKING: This area is only to be used by contractors working at the hotel with arrangements agreed to by Management eg plumbers, electricians, painters etc



## 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

|  |  |
|--|--|
| <b>7.00am</b>  | 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.   |
| <b>8am</b>   | Delegates begin arriving. We provide tea and coffee prior to the summit, so you will find that delegates start visiting you early on.  |
| <b>8.55 am</b>   | Conference door opens in time for a 9am start.   |
| <b>10.45 am</b>  | Morning tea. The delegates will visit your stand during this time.   |
| <b>11.15 am</b>  | Conference recommences.  |
| <b>12.30 pm</b>  | Lunch break. The delegates will visit your stand during this time.   |
| <b>1.30 pm</b>   | Conference recommences.  |
| <b>3.00 pm</b>   | Afternoon tea. This is the delegates' last opportunity to visit your stand and enter your prize draw.  |
| <b>3.30 pm</b>   | 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> |  |
| <b>4.30 pm</b>   | Sponsor prize draws. The MC will announce the winners.   |
| <b>4.40 pm</b>   | 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.