



# CORPORATE PA SUMMIT

ONE DAY. A LIFETIME OF INSPIRATION.

## SPONSORSHIP MANUAL

**Date: 21 November, 2023**

**Venue: Pan Pacific, Perth**

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

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## EXHIBIT AREA & SET-UP TIMES

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The Exhibition Area is in the pre-function area of the Grand River Ballroom at the Pan Pacific, Perth.

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

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A tabletop exhibition space in the pre-function area on 21 November 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

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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

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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 6 NOVEMBER 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

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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 6 NOVEMBER 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

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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 6 NOVEMBER 2023**

## PACK DOWN

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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

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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

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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-perth/>

## CAR PARKING AND TRANSPORT

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Valet parking is offered at the venue at \$65 per day and includes multiple entries and exits.

Self-parking is available in the undercover car park is available at the following competitive rates but does not include unlimited entries and exits:

- 1 Hour - \$10
- 2 Hours - \$20
- 3 Hours - \$30
- 4 to 24 Hours - \$40

*\* Please note our carpark has a maximum clearance height of 1.9 metres and is subject to availability. Access is from Hill Street, East Perth.*

The Quay, through Wilsons Parking is only 6 minutes walk from the venue. Early bird parking starts from \$28. In between 6am and 9am, Out between 3pm and 11pm. For further details and a map, check - <https://www.wilsonparking.com.au/parking-locations/western-australia/perth-cbd/the-quay-car-park/>

## DELIVERIES

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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 17 November 2023. All deliveries must be received at the hotel Monday to Friday between 7.30am and 3.30pm, unless otherwise arranged.

All deliveries/ couriers are to be labelled and directed to:

**C/O THE LOADING BAY**

**PAN PACIFIC, PERTH**

**HILL STREET**

**PERTH, WA**

**ATTENTION: GEORGIA HARRIS – EVENTS DEPARTMENT**

Your contact name:

Your contact address:

Your contact phone:

Event Name: The Corporate PA Summit 2023

Event Date: 21 NOVEMBER 2023

Event Room Name: THE GRAND RIVER BALLROOM

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

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This can be found in the appendix

## COLLECTION OF GOODS

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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.

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



## EXHIBITOR RESPONSIBILITIES

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Neither ThinkTank Media nor the Pan Pacific 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 Pan Pacific 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

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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

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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

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Rhiannon Coen - Events Manager

Tel: 0466 798 739

Email: [rhiannon.coen@thinktankmedia.net](mailto:rhiannon.coen@thinktankmedia.net)

## VENUE

Pan Pacific, Perth

207 Adelaide Terrace, Perth WA 6000

Tel: 08 9224 7777

Website: <https://www.panpacific.com/en/hotels-and-resorts/pp-perth.html>

*Conference Room: The Grand River Ballroom*

*Exhibition Room: Pre-function area – The Grand River Ballroom*

## EVENT AND CONFERENCE MANAGER

Our Event and Conference Manager is Georgia Harris, and she can be contacted on

Tel: 08 9224 7777

Email: [georgia.harris@panpacific.com](mailto:georgia.harris@panpacific.com)

## AV REQUIREMENTS

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

Cam de Vries

Venue Director

Email: [cam.devries@encore-anzpac.com](mailto:cam.devries@encore-anzpac.com)

Phone: 0429 352 244 or 08 6211 7205



## LOADING DOCK AND GOODS RECEIVING & COLLECTION POLICIES

Important Information for clients, exhibitors, contractors, suppliers, freight companies and couriers delivering goods for events at Pan Pacific Perth

### Marking of Goods

All goods coming into the Hotel should be very clearly marked with the name of the client contact, the hotel contact (Catering or Conference Executive), the name of the event and the date of the event. Exhibitors should ideally include their stand or booth number.

### Couriers

All couriers and transport drivers delivering and collecting goods on behalf of our clients should arrive with full knowledge of the company they are representing and the name of the event the goods are for. All couriers should ensure that consignment notes are clearly signed by a hotel receiving person.

### Point of Entry

All goods other than light hand held items such as express post envelopes and satchels or small packages are to be delivered to the loading dock of Pan Pacific Perth, entry from Hill St. Regardless of the entry point, all items are to be clearly marked as indicated above.

### Notification of Deliveries

The hotel Catering or Conference Executive must be notified by the organiser of any deliveries coming into the hotel, with full details of number of items and size. It is not acceptable for the hotel to receive large deliveries that have not been notified to the hotel contact. Notification is extremely important where deliveries equate to pallet size.

### Dock Operation Hours

The standard operating hours for receiving goods is 0700-1530 on Monday-Friday (excluding public holidays). Outside of these hours, certain times can be arranged, but only by prior arrangement with the hotel contact.

### Dock Drop Off

Parking is not permitted in the loading dock. Short stays are permitted only for the purpose of dropping off goods. Leaving goods unattended is done at the responsibility of the driver.

### Dock Assistance

The dock is manned during the hours listed above. If no one is present to receive the goods, attention can be gained by following the instructions displayed on a notice sheet in conjunction with a phone / pager system, located on the main wall. Hotel Receiving staff or Banquet Service staff will assist wherever possible with the receiving and transfer of goods, however they are not responsible for the goods **until they are positioned safely on the dock itself**. Under the Occupational Health and Safety Act, hotel staff are not obliged to assist with heavy loads that may cause injury. We reserve the right to refuse assistance if loads are deemed to be too heavy. This information must be passed onto transport or freight companies that are delivering goods on behalf of our clients. They therefore must arrange for adequate manpower themselves.



## Dock Specifications and Equipment

<b>Dock Height</b> 1100mm	<b>Goods Trolleys</b> 2 x heavy duty 4 x medium duty
<b>Hoist</b> 3200mm wide, 1200mm highest point	<b>Pallet Jacks</b> x 2

Trucks delivering large and/or heavy loads should ideally have a tilt tray or hydraulic hoist in order to facilitate ease of transfer of goods to the dock.

**Please note that the Hotel does not possess a forklift.**

## Security Doors, Corridor and Lifts Specifications

It should be noted that goods larger than a standard pallet width are not able to be transported from the dock to the Convention floor. From the dock, the route to the convention floor is immediately through a set of security doors (see section on Security Doors Access below), straight ahead then following this corridor to the end where three service lifts are located. All three lifts travel to the Convention (C) floor, located two floors above the lower ground floor.

<b>Security Doors</b> 1700mm wide 2000mm high	<b>Service Lift # 8 &amp; 10</b> 1800mm wide 2200mm deep 2500mm high
<b>Corridor</b> 2050mm wide	<b>Service Lift # 9</b> 1800mm wide 2200mm deep 3200mm high*

\* Please note the height of Lift No. 9 is 3200mm only in one section (inset). It is suitable for transporting very tall narrow items.

**Please note that only lift #10 is only currently in use for 2021**

## Security Doors Access

The security doors leading into the back of house areas of the hotel (lower ground floor) from the dock are closed for security purposes. Receiving staff will enable access through these doors, or if unmanned, the appropriate staff can be paged using the telephone provided (see Dock Assistance) to open these doors. On special occasions, a security card for temporary access may be issued to a nominated person, where it is envisaged that this is necessary.

Applications must be requested via the hotel Catering or Conference Executive or the Chief Engineer.

## Large Item Access (example car)

Access for oversized items (larger than pallet size that cannot be broken down) and cars is possible through a removable window on the convention floor facing Hill St. The client takes full responsibility in arranging this, and must apply firstly to the Perth City Council to arrange street closure and then with a transport company specialising in car hoists. Details can be issued by the Catering or Conference Executive upon request.

# Delivery

Attention:  
Pan Pacific Perth  
Loading dock  
Hill Street  
Perth WA 6000

Event: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company contact name  
Mobile \_\_\_\_\_  
Booth: \_\_\_\_\_  
Date: \_\_\_\_\_  
Items: .... of .....

# Collection

NAME: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Items: .... of .....



## Event day information

### Preparation

- Please feel free to bring any collateral for your table that you would like to give away to delegates.
- In place of the physical business card draw, we will provide access to a free digital lead capture app for your phone. We will send information on how to access and 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.

### Running order

- 7.00 am** We recommend arriving from 7.00am to set up your stand, so your stand is set up by 7.55am. Please make your way to the registration desk to meet the team and collect your name badge. A trestle table with a table cloth and two chairs will be provided, along with a power source. We will be on hand to assist with any questions. We may gain access the afternoon prior but we will not be able to confirm this until the week prior
- 8.00 am** Registration starts. Tea and coffee will be provided 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.
- 3.15 pm** Afternoon tea. This is the delegates' last opportunity to visit your stand and enter your prize draw.
- 3.45 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.
- 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 more informal 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.*
- 4.45 pm** Sponsor prize draws. The MC will announce the winners in the conference room but you don't need to be in the room.
- 4.55 pm** Closing remarks from the chair, followed by networking drinks sponsored by Optus Stadium.

### 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 leave without disruption.
- 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.