



# CORPORATE PA SUMMIT

ONE DAY. A LIFETIME OF INSPIRATION.

## SPONSORSHIP MANUAL

Date: 12 November 2024

Venue: Aotea Centre, 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**



CORPORATE PA  
SUMMIT



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## EXHIBIT AREA & SET-UP TIMES

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The Exhibition Area is the foyer area of the Hunua Rooms at the Aotea Centre, Auckland. Our registration desk, all catering, tea and coffee will also be in the pre function area. The main conference room is in the Hunua Rooms, which is located on Level 1.

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 afternoon 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 12 November 2024. You are supplied with:

- Trestle table – length 2430mm, Width 760mm, Height 740mm – dressed with a black 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

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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 CASS.DAVIES@THINKTANKMEDIA.NET BY MONDAY 14 OCTOBER 2024**

- 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 CASS.DAVIES@THINKTANKMEDIA.NET BY MONDAY 14 OCTOBER 2024**

- 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. 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.

**PLEASE EMAIL THE BELOW INFORMATION TO [CASS.DAVIES@THINKTANKMEDIA.NET](mailto:CASS.DAVIES@THINKTANKMEDIA.NET) BY MONDAY 14 OCTOBER 2024**

## 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 complimentary 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 venue 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-auckland/>

## CAR PARKING

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There is no complimentary car parking available at Aotea Centre / Aotea Square.

During pack in and pack out to the venue and during the event, car parking is available in the nearby Civic Car Park; both entrances are located off Mayoral Drive.

Any vehicle parking in breach of the policy is liable to be towed at the owner's expense by the tow company detailed in the parking signage.

### **Civic Carpark**

Access: Greys Avenue & Mayoral Drive

Phone: (09) 355 3553

Vehicle height clearance: 2.08m

Parking fees: <https://at.govt.nz/driving-parking/parking-in-auckland/civic-car-park/>

### **Mobility Parking**

The Civic carpark has 20 mobility spaces available. Take your mobility card and entry ticket to a pay machine and press the help button for instructions. More information available on Auckland Transport's

website. <https://at.govt.nz/driving-parking/parking-in-auckland/civic-car-park/>

## TRANSPORT

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Bus stops are all around - Queen Street, Mayoral Drive, Wellesley Street and Victoria Street.

Main transport hub, Auckland Britomart Station, is at the downtown end of Queen Street. 15- minute walk from Aotea Centre, Aotea Square, The Civic or Auckland Town Hall.

The Ferry depot for Devonport and Waiheke Island can be located at the downtown end of Queen Street (10-minute walk).

Taxi ranks are located at Wellesley Street at the end of Bledisloe Lane (2-minute walk). Alternatively, taxis can be arranged for pickup from reception front desk.

## 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 Monday 11 November 2024. All deliveries must be received at the venue Monday to Friday between 9.00am and 4.30pm, unless otherwise arranged.

All deliveries/ couriers to be labelled and directed to:

C/O VENUE LOADING DOCK 4

AOTEA CENTRE

50 MAYORAL DRIVE – **LOADING DOCK 4**

AUCKLAND 1010

**Attention: EVENT PLANNER – AUCKLAND CONVENTIONS (027 206 1342)**

Event Name: The Corporate PA Summit

Event Date: 12 NOVEMBER 2024

Event Room Name: HANUA CENTRE

AOTEA CENTRE CONTACT: SUE LEE – AUCKLAND CONVENTIONS

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\****

Should your deliveries require Customs Clearance, this must be arranged in advance and the venue cannot be held responsible for clearing any packages.

For more information on this please check New Zealand customs website directly: [www.customs.govt.nz](http://www.customs.govt.nz)

**Please note that NZ Customs does charge tax and duties for equipment imported into New Zealand for use at an exhibition, even if that equipment will be returned overseas following the conference. This charge is payable by the importer, i.e. the company sending the equipment. Exhibitors must arrange customs clearance and payment directly with their shipping company. Customs clearance can take a number of days so international exhibitors are advised to send their shipments early to allow time for NZ Customs to clear the shipment.**



## LOADING DOCK INFORMATION

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The Hunua Rooms connect directly to Loading Dock 5. Goods will only be accepted with prior notification.

## 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.

All equipment and packages must be collected on the day within 24 hours.

Our event planner is Sue Lee, feel free to email her with any specific questions on [SueL@aucklandconventions.co.nz](mailto:SueL@aucklandconventions.co.nz)

## EXHIBITOR RESPONSIBILITIES

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Neither ThinkTank Media nor the Aotea Centre 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 Aotea Centre 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

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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 venue. 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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Cass Brownlow Davies – Corporate Partnerships Manager

Tel: +61 435 084 296 Email: [cass.davies@thinktankmedia.net](mailto:cass.davies@thinktankmedia.net)

James Matthews - Director

Tel: +61 405 488 828 Email: [james.matthews@thinktankmedia.net](mailto:james.matthews@thinktankmedia.net)

## VENUE

Aotea Centre

Level 1 - 50 Mayoral Drive

Auckland, 1010

Tel: 09 309 2677

*Conference Room:* Hunua Rooms

*Exhibition Room:* Foyer of the Hunua Rooms

## EVENT AND CONFERENCE MANAGER

Our Event planner is Sue Lee, and she can be contacted on

Tel: 027 2061 342

Email: [SueL@aucklandconventions.co.nz](mailto:SueL@aucklandconventions.co.nz)

## AV REQUIREMENTS

Should you have any AV or equipment and furniture needs, Auckland Conventions are more than happy to assist. They can be contacted on:

Auckland Conventions

Callan Buchanan - Technical Sales Executive

Tel: 027 375 1573

Email: [callanb@aucklandlive.co.nz](mailto:callanb@aucklandlive.co.nz)

## **Deliver to:**

**Aotea Centre  
50 Mayoral Drive  
Loading Dock 4  
Auckland 1010**

**SENDERS NAME:**

**SENDERS MOBILE:**

**COMPANY NAME:**

**PHONE NUMBER:**

**EVENT NAME: THE CORPORATE PA SUMMIT**

**VENUE ROOM: HUNUA ROOMS**

**EVENT DATE: 12 NOVEMBER 2024**

**EXTRA DETAILS:**

☐

**For Delegate Bags**

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**For Exhibitor Stand No:**

**Box \_\_\_\_\_ OF \_\_\_\_\_**

**REFERENCE: “\_SUE LEE – PH: 027 206 1342”, Auckland Conventions**

**Please ensure all freight is delivered no sooner than the first day of the licence period.**



## Freight / Item Collection Form

COMPANY NAME

CONTACT NAME

CONTACT NUMBER

COLLECTION/COURIER  
DETAILS

EVENT NAME & DATES

DATE EQUIPMENT LEFT

COLLECTION DUE DATE

STAND NUMBER

ITEMS TO BE COLLECTED

TOTAL NUMBER OF ITEMS

LOCATION  
ITEMS LEFT

- ☐ Loading Dock  
☐ Reception  
☐ Other

ADDITIONAL  
INFORMATION

PLEASE NOTE items left on the loading dock after the conclusion of the conference will be deemed to be abandoned and will be disposed of accordingly unless arranged prior with the EVP.

DRIVERS NAME: (upon collection) \_\_\_\_\_



## Event day information

### Preparation

- Please download and sign into the free lead capture app on your phone. Delegates need to have their name badge scanned at your stand using this app to enter your prize draw, and 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>5.00 pm</b>	Sponsor prize draws. The MC will announce the winners.
<b>5.10 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.