



CORPORATE PA SUMMIT

ONE DAY. A LIFETIME OF INSPIRATION.

SPONSORSHIP MANUAL

Date: 30 October 2024

Venue: Optus Stadium, Perth

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



SPONSORSHIP MANUAL CONTENTS

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EXHIBIT AREA & SET-UP TIMES

The Exhibition Area is in River Room 1 at Optus Stadium, Perth. Our registration desk, all catering, tea and coffee will also be in River Room 1. The main conference room is River Room 2.

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

A tabletop exhibition space in the pre-function area on Wednesday 30 October 2024. You are supplied with:

- Trestle table - 1.8m x 0.75m, 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

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 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

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

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 BY MONDAY 14 OCTOBER 2024

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.

Network: Corporate Guest

Password: ItStartsWithYes

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-perth/>

HOW TO GET TO OPTUS STADIUM

HOW TO GET TO OPTUS STADIUM	
Taxi	A taxi drop-off point is located within Marlee Loop, off Victoria Park Drive.
Car	Car parking is available within Marlee Lawn. To access parking, enter Marlee Loop, off Victoria Park Drive and turn left onto the grass.
Train	Perth Stadium Station is on the Armadale Train line. Trains now stop at Perth Stadium Station 7 days a week and is located opposite Gates A & B.
Access	Enter through Gate D and up to the Level 1 external concourse via the lift or staircase. Follow the concourse to the left and enter through Western Entrance, doors 7 or 8. Once inside the stadium, please follow instructions from the customer service representative and/or wayfinding screens to get to your event space.

PARKING

We have a dedicated parking area for the event, called the Marlee Lawn. You will find a map of the stadium and parking below. Once you have parked up, you can access the venue through Gate D as shown below.



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 Monday 28 October 2024. All deliveries must be pre arranged with the stadium and entry is Via the Service Entry at Gate 1. All deliveries must be pre approved by Teagan on 0478 259 174 or teaganc@wa.venueslive.com.au

All deliveries/ couriers to be labelled and directed to:

C/O Gate 1 (via Service Entry)

Optus Stadium

333 Victoria Park Drive

Burswood, WA 6100

0422 763 555

Attention: Teagan Chambers

Event Name: The Corporate PA Summit

Event Date: 30 OCTOBER 2024

Event Room Name: River Rooms 1 and 2

Optus Stadium Contact: Teagan Chambers

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.

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

Our event co-ordinator is Teagan Chambers, feel free to email her with any specific delivery questions on TEAGANC@WA.VENUESLIVE.COM.AU

EXHIBITOR RESPONSIBILITIES

Neither ThinkTank Media nor the Optus Stadium 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 Optus Stadium 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.

EMERGENCY PROCEDURES

At all times, clear access to the venue's emergency exits must be maintained.

Clear access must be provided to fire fighting equipment. No items should be placed in front of fire cupboards and hose reels located within the Centre or in the loading docks.

In the event of an emergency, please follow the directions of Stadium Staff for the requirement to evacuate and please don't use the lifts and escalators.

The nearest assembly area for our current location is Assembly Area South – Southern Oval between The Camfield and the Stadium external to Gate D.

CONTACT DETAILS - THINKTANK MEDIA

Cass Brownlow Davies – Corporate Partnerships Manager

Tel: 0435 084 296 Email: cass.davies@thinktankmedia.net

Rhiannon Coen - Events Manager

Tel: 0466 798 739 Email: rhiannon.coen@thinktankmedia.net

CONTACT DETAILS - VENUE

Optus Stadium

333 Victoria Park Dr.

Burswood, WA 6100

Tel: 1300 297 588

Conference Room: River Room 2

Exhibition Room: River Room 1

CONTACT DETAILS – EVENT MANAGER

Our Event and Conference Manager is Teagan Chambers, and she can be contacted on

Tel: 0478 259 174

Email: TEAGANC@WA.VENUESLIVE.COM.AU

CONTACT DETAILS – AV MANAGER

Should you have any AV needs, PAV Events are more than happy to assist. Our contact is Chris Jackson and he can be contacted on:

PAV Events

Email: cj@pav.com.au

ATTN:

Optus Stadium
Gate 1
Via Service Entry
333 Victoria Park Drive
Burswood, WA 6100

0422 763 555

Event Details

Event Name: _____

Event Date: _____

Room: _____

Supplier Details

Company Name: _____

Contact Name: _____

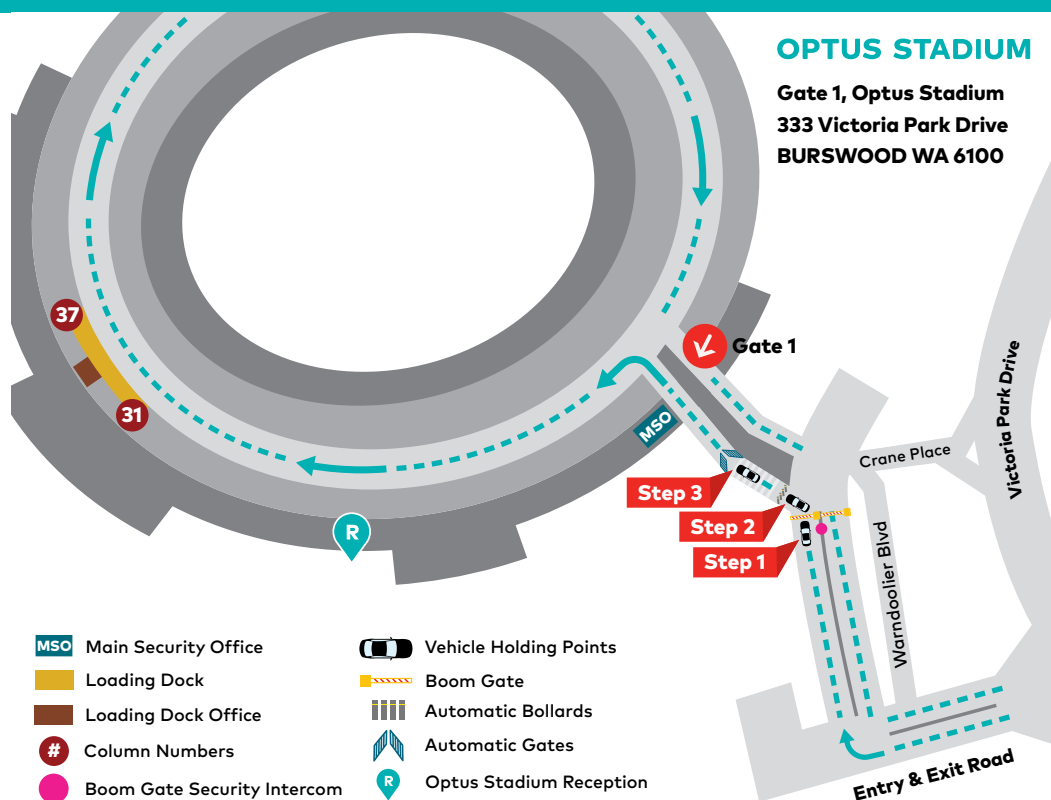
Phone: _____

Delivery Items

Item Number _____ of _____

Item Description

Important Information - Clients should have all goods and exhibits insured from the day goods are dispatched to the venue, until goods are removed from the venue and received at their return address. Pre-delivered items will be accepted 48 hrs prior to the move in.



Step 1

Enter via left-hand delivery entry and **STOP** at the boom gate. Press intercom, advise security you're here for a VenuesLive event / delivery. Security will check the master delivery schedule to confirm you are approved to access the stadium. If approved, the boom gate will raise.



Step 2

Turn your hazard lights on and drive slowly towards the bollards. **STOP** your vehicle before the bollards and wait for the indicator light to illuminate to a solid **GREEN**. **Do not accelerate if the lights are flashing.**



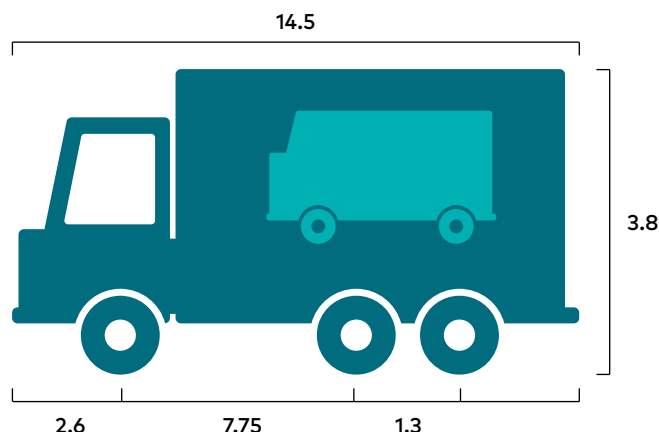
Step 3

Once bollards have dropped and the indicator light is **GREEN**, drive your vehicle towards the electric entry gates. Be aware of pedestrians crossing. **STOP** your vehicle in front of the gates. Wait for the gates to fully open and for the indicator light to illuminate **GREEN**. **Do not enter whilst the lights are flashing.** Proceed through the open roller shutter, turn left on the Ring Road and obey the maximum speed of 10km.

Vehicle Maximum Tolerance Specifications

Single Unit Truck / Van

Overall Length	14.5m
Overall Width	2.5m
Overall Body Height	3.8m
Min Body Ground Clearance	0.49m
Track Width	2.5m
Lock to Lock Turn	6.00s
Curb to Curb Turning Radius	15.m





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.
- 3.15 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 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.

- 5.15 pm** Sponsor prize draws. The MC will announce the winners.
- 5.30 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.