



# AUPEC 2018

## Application to Sponsor or Exhibit

Company/ Organisation
Contact Name
Address
City
Country
Phone
Email

I/We accept the terms and conditions of undertaking a sponsorship and or exhibition package for AUPEC 2018.

I/We understand that the sponsorship level or exhibition will be distributed according to interest and strictly in order of application and payment.

Signed
Date

**Payment Details**

Total to pay \$
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Please send me a tax invoice for direct credit payment.

Package preference request:

Please charge my:

Visa

Mastercard

<input type="checkbox"/>	Package	Investment (NZD)
<input type="checkbox"/>	Platinum Sponsor	\$6,000
<input type="checkbox"/>	Gold Sponsor	\$4,500
<input type="checkbox"/>	Silver Sponsor	\$3,500
<input type="checkbox"/>	Thursday Night Conference Dinner	\$2,500
<input type="checkbox"/>	Conference Welcome Evening	\$2,500
<input type="checkbox"/>	Laptop Case – Delegate Gift	\$1,500
<input type="checkbox"/>	Name Badge and Lanyard Sponsor	\$1,250
<input type="checkbox"/>	Charging Station Sponsor	\$1,250
<input type="checkbox"/>	Pens and Notepad Sponsor	\$1,250
<input type="checkbox"/>	Exhibitor	\$2,500
Other (Please state)		

Expiry date						Amount NZD\$					
Card validation code (3 digits)											
Name as appears on card											
Signature											

**Please return completed forms to:**

Nirmal Nair  
General Chair - The University of Auckland Email:  
n.nair@auckland.ac.nz

\* All prices exclude 15% GST fee.

## TERMS AND CONDITIONS

The following terms and conditions apply to your application to sponsor and or exhibit.

You/Your – Sponsoring / Exhibition organisation

We/Us – Event Services, The University of Auckland (acting as agent for the conference local organising committee) and the AUPEC 2018.

By returning the signed Application to Sponsor or Exhibit form you agree to be a sponsor of AUPEC 2018 being held at the University of Auckland, Auckland, from 27 - 30 November 2018 on the following terms and conditions set out below.

We reserve the right to refuse or deny any application. Details may change without notice. Please refer to the conference website for the latest information.

### General

You will be informed of all deadlines for the provision of information or materials through email updates and the conference website. The deadlines for delivery or supply of materials, information or artwork are not negotiable. In the event that materials, information or artwork required by Us are not received by the designated due date, their use for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded in this circumstance.

Due to privacy legislation, We cannot guarantee the inclusion of ALL participants' details on the delegate list.

Sponsors and exhibitors are not entitled to entry into the conference sessions or social events, unless the relevant tickets are offered as part of the particular sponsorship package. However, should sponsors and exhibitors wish to attend the conference as a delegate, the appropriate registration form must be completed online and the applicable registration fee paid.

### Finance

All prices are exclusive of 15% GST and are quoted in New Zealand Dollars.

Payment of sponsorship/exhibition must be made in full within 7 days of confirmation. If full payment is not received within 7 days of confirmation, the application may be considered cancelled, and sponsorship/exhibition space may be reassigned.

Sponsorship entitlements will not commence until payment has been received.

**In the event of cancellation, an administration fee of \$250 will apply prior to 26 October 2018. No refunds on sponsorship will be made for cancellations received on or after 26 October 2018. Cancellations must be made in writing and forwarded to Event Services, The University of Auckland.**

If you pay by electronic funds transfer or an international cheque you agree to pay any bank charges and must include these in the amount you transfer. Please note that your requested category of sponsorship may have a limit to the number of sponsors as specified in the attached documentation and preference will be determined in order of receipt of the signed Application to Sponsor or Exhibit form and payment. The conference secretariat will notify you if you are unable to participate in your requested category.

### Liability

You assume entire responsibility and hereby agree to protect, indemnify, defend and hold Us harmless against all claims, losses and damages to persons or property, government charges, or fines and legal fees arising from or caused by Your installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees and agents.

We will not be liable and make no guarantee of the number of visitors to the exhibition.

We will not be accountable for the level of commercial activity generated.

### Exhibitor notes

You are confined to products manufactured by, or services rendered by, the exhibitor. You may not assign, share, sub-let, or grant license's for the whole or part of the booth without prior approval.

No cementing, nailing, tacking, taping or attaching of any material to the floor, walls or columns is permitted.

We reserve the right to ask you to remove any display items we deem as unacceptable.

You are solely responsible for any physical loss or damage to your own property.

During the conference hours, a company representative should staff each exhibit at all times.

You must conduct business only from within the confines of your booth. You may not tout, or place any material, outside your booth/space causing obstruction of the aisles.

All material used in the exhibition hall and/or exhibitor's booth must conform to all appropriate regulations.

You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.

Exhibitors cannot attend conference sessions unless they have an applicable registration. Exhibitors shall not commence dismantling or packing product before the end of the final coffee break on the last day of the conference.

We will not be held responsible for any items left behind. We have the right to postpone or cancel the conference and shall be liable in no way for losses resulting from such delay or cancellation.

We reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. We will not discount or refund for any facilities not used or required.

You hereby waive and abandon any right to claim specific performance of any obligation of Us now or henceforth.

### Print entitlements

Logos and/or company names will be reproduced in the event colour/s, full colour, or mono, at our discretion. All logos must be at least 300 DPI at 100% in EPS (preferred for print) and JPEG (preferred for website) format. No print or web recognition will be given unless payment terms have been met.

No animals are permitted within University of Auckland buildings. Guide dogs for the visually impaired are the exception.

Privacy statement Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us.