



EXHIBITOR  
HANDBOOK

# O R L 18

71<sup>ST</sup> ANNUAL GENERAL  
& SCIENTIFIC MEETING

RYDGES HOTEL, QUEENSTOWN, NEW ZEALAND

16 – 19  
OCTOBER  
2018

CONTINUING  
PROFESSIONAL  
DEVELOPMENT



**WORKZ4U**  
CONFERENCE AND EVENT MANAGEMENT

PO Box 90641, Victoria Street West, Auckland 1142, New Zealand

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M +64 21 325 133  
E [donna@w4u.co.nz](mailto:donna@w4u.co.nz)  
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# NZSOHNS 2018

## ORGANISING COMMITTEE

### **Associate Professor Patrick J.D. Dawes**

*President NZSOHNS*

### **Mr Dean Ruske**

*Convenor, ORL 2018*

### **Mr Jeffrey Robinson**

*Co-Convenor, ORL 2018*

### **Mr Matthew Leaper**

*Chair Scientific Committee, ORL 2018*

Our Society has always enjoyed an excellent relationship with our colleagues in the medical industry. You keep us up to date with innovations that optimise our practice and we appreciate your hands-on support. This helps us maximise our patient care and supports registrar training. We value your support for our Annual Scientific Meeting and I look forward to catching up with you.

### **Associate Professor Patrick J.D. Dawes**

*President NZSOHNS*

## DEAR COLLEAGUES,

On behalf of the Organising Committee I wish to invite you to support the 71st Annual General and Scientific Meeting of the New Zealand Society of Otolaryngology, Head and Neck Surgery, to be held at the Rydges Hotel, Queenstown, from 16-19 October 2018.

We welcome our international keynote speakers; Mr Brian Bingham (current President of ENTUK and former chairman of the Board of Examiners of Great Britain and Ireland in ORL Head and Neck Surgery), Prof Shan Baker (Otolaryngologist and Facial Plastic Surgeon) and Associate Prof Stuart McKay. We are confident that you will find this a hugely enjoyable and valuable meeting.

Extensive sponsorship and exhibition opportunities are available and we encourage you to maximise your participation by considering a sponsorship of the meeting.

The NZ Society Meeting is an enjoyable one. Quality academic advancement in ORL is conjoined with social networking with our national colleagues and international guests to create a unique and intimate meeting.

See you in Queenstown for ORL 2018.

Regards

### **Dean Ruske**

*Convenor, NZSOHNS Annual General and Scientific Meeting 2018*

For further information about sponsoring/exhibiting please contact Conference Managers



**WORKZ4U**  
CONFERENCE AND EVENT MANAGEMENT

### **Donna Clapham**

PO Box 90641, Victoria Street West  
Auckland 1142, New Zealand  
T : +64 9 917 3653  
E : [conferences@w4u.co.nz](mailto:conferences@w4u.co.nz)  
W: [www.w4u.co.nz](http://www.w4u.co.nz)

# ABOUT THE ORL 2018 EXHIBITION

A medical exhibition runs concurrently with the scientific programme, acting as a hub of networking and interaction between the delegates and sponsors. The space creates a unique avenue for direct communication, personal interaction and product display. Situated within Rydges Hotel, Queenstown, the exhibition includes the catering area, feature displays and exhibition stands ensuring delegates continually frequent the area throughout the day.

The Exhibition will open with the Welcome Reception on **Tuesday 16 October**  
**4:30 pm – 6:30 pm.**

Morning Teas, Lunches, Afternoon Teas and Welcome Reception refreshments (as scheduled in the programme) will be served in the Exhibition Hall.

Sites are booked on a first in, first served basis following the confirmation of the sponsors' sites.

## Code of Conduct

The committee have put a great deal of effort into the planning and presentation of this Conference, for the benefit of all delegates and industry/sales representatives.

### Our aims are:

- To ensure that all delegates gain the maximum benefit from attending.
- Sponsors who are vital to the success of each Conference achieve their goals and continue to support the Conference.
- Attendees recognise the benefits of the Conference and support the presence of the industry as part of the industry exhibition.
- Networking opportunities are undertaken on a formal, professional level and informally at social functions. As a participant you have a responsibility to yourself, your employer and your colleagues to conduct yourself in a professional manner at all times. The continued success of each Conference and your colleagues relies on your participation, support and commitment to this effort.



**[www.orl2018.org.nz](http://www.orl2018.org.nz)**

Visit our website for updated information about the ORL 2018 Conference!

ESTIMATED NUMBER OF DELEGATES: **150**

### Delegate disciplines:

ORL Surgeons, Nurses, Trainees, Registrars

### Allied specialties:

Audiologists, Speech and Language Therapists, Specialist Nurses and General Practitioners with ENT interest



## EXHIBITION SCHEDULE DATES : TUESDAY 16 – FRIDAY 19 OCTOBER 2018

### Exhibition Open Hours

DAY	DATE	TIME	
Tuesday	16 October	4:30 pm - 6:30 pm	Welcome Reception
Wednesday	17 October	7:30 am - 3:30 pm	
Thursday	18 October	7:30 am - 1:00 pm	
Friday	19 October	7:30 am - 1:00 pm	

### Exhibition Pack In Schedule

Due to Health & Safety requirements, exhibitors will not be granted access to the exhibition area prior to these times, unless authorised by the Conference Organisers.

DAY	DATE	TIME	
Monday	15 October	8:00 am - 6:00 pm	Custom Build & Pre-Fabricated Stands (construction)
Tuesday	16 October	8:00 am - 10:00 pm	Custom Build & Pre-Fabricated Stands (construction)
Tuesday	16 October	10:00 am - 4:00 pm	Exhibitors Set-Up

### Exhibitors' Briefing

DAY	DATE	TIME	
Tuesday	16 October	3:30 pm - 4:00 pm	

### Exhibitors' Pack Down

DAY	DATE	TIME	
Friday	19 October	1:00 pm - 4:00 pm	Exhibitors' Pack Down
Friday	19 October	4:00 pm - 11:00 pm	Custom & PreFabricated Stand Deconstruction

All items, including items to be couriered must be removed from the venue by **8 pm Friday 19 October 2018**





## SOCIAL FUNCTIONS

### WELCOME RECEPTION

**Date:**

Tuesday 16th October 4:30 pm - 6:30 pm

**Venue:**

Exhibition area, Rydges Hotel, Queenstown

**Cost:**

Included in the exhibitor registration fee

**Dress:**

Smart Casual



### CONFERENCE DINNER

**Date:**

Thursday 18th October 19:00 hrs to late

**Venue:**

Wakatipu Room Skyline, Queenstown

**Cost:**

NZ\$145.00 including GST and is **not** included in the registration fee

**Dress:**

Semiformal, black tie optional



## OUR VENUE

### RYDGES HOTEL, QUEENSTOWN

38-54 LAKE ESPLANADE, QUEENSTOWN 9300

PH: **+64 3 442 7600**

[www.rydges.com/queenstown](http://www.rydges.com/queenstown)

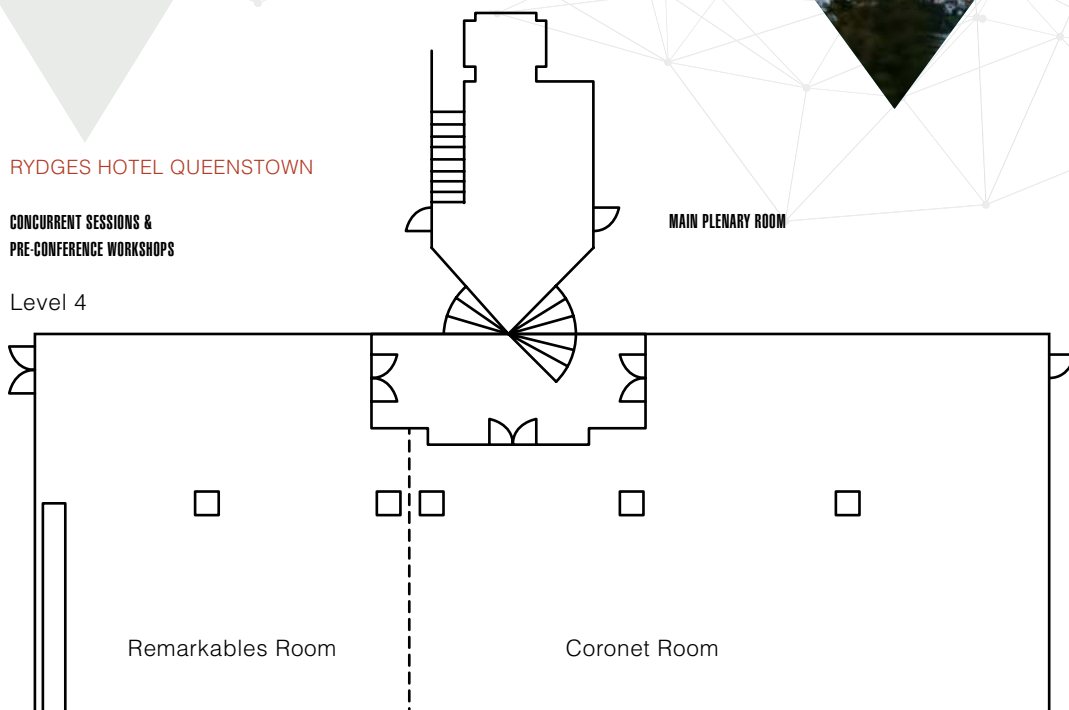
Rydges Hotel is perfectly located on the shores of Lake Wakatipu, with only a five minute flat walk along the lake into town. One of the unique benefits of staying with Rydges is the stunning views over Lake Wakatipu and the Remarkables Mountain range, which can be enjoyed from accommodation rooms, conference rooms, the restaurant and the bar.



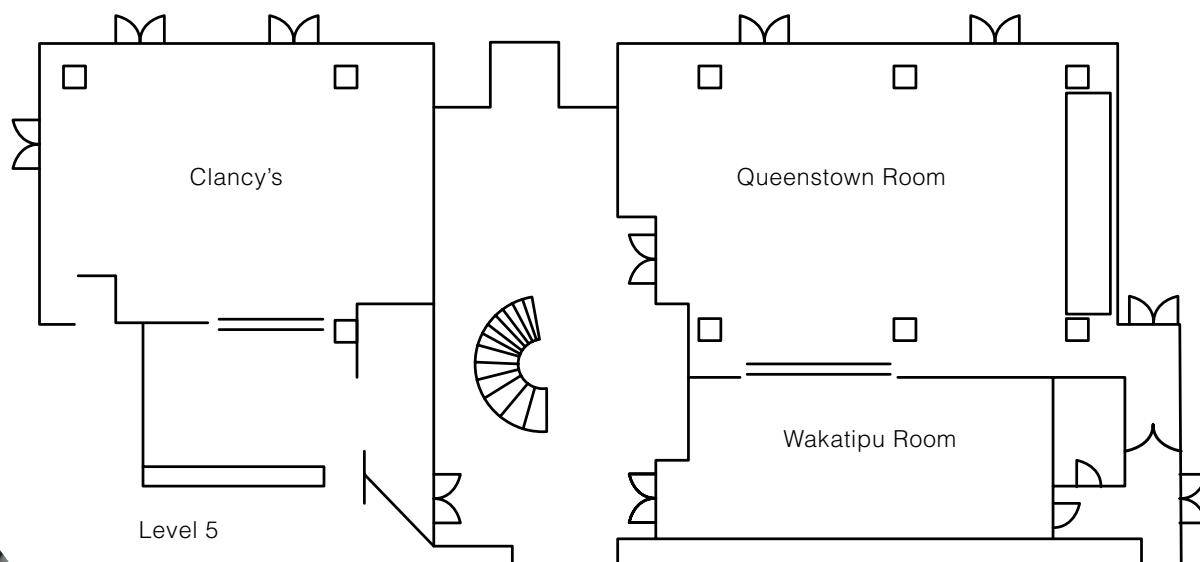
RYDGES HOTEL QUEENSTOWN

CONCURRENT SESSIONS &  
PRE-CONFERENCE WORKSHOPS

Level 4



REGISTRATION, EXHIBITION, CATERING



Level 5





# EXHIBITION STAND OPTIONS

## Space only — NZ\$3,145.00 + GST

Power is available at an additional cost of **\$65.00 +GST per space**.

- 
- Delegate list ten working days prior to conference (subject to NZ Privacy Laws)
  - Company logo and 100 word synopsis in the Conference Handbook (subject to time of booking)
  - Company logo and 100 word company synopsis to appear on the Conference Website
  - Recognition with logo and contact details on the Conference Smart Phone App
  - Company name to be listed in Conference pocket programme
  - Two registrations to attend the exhibition, including access to sessions, catering during tea breaks and lunches
  - Two tickets to the Welcome Reception
  - Two Conference Handbooks distributed onsite
  - Two Pocket programmes distributed onsite

Please note: space only option is available to those exhibitors who will be having a custom stand.

## Prefabricated Exhibition Booth — NZ\$3,610.00 + GST

Power is available at an additional cost of **\$65.00 +GST per space**

- 
- Company name on fascia board
  - One standard clothed trestle table and two banquet chairs. (Additional equipment will be available for hire)
  - Delegate list ten working days prior to conference (subject to NZ Privacy Laws)
  - Company logo and 100 word synopsis in the Conference Handbook (subject to time of booking)
  - Company logo and 100 word company synopsis to appear on the Conference Website
  - Recognition with logo and contact details on the Conference Smart Phone App
  - Company name to be listed in Conference pocket programme
  - Two registrations to attend the exhibition, including access to sessions, catering during tea breaks and lunches
  - Two tickets to the Welcome Reception
  - Two Conference Handbooks distributed onsite
  - Two Pocket programmes distributed onsite

## Exhibitor Registrations — NZ\$475.00 +GST

All staff members working on exhibition stands are required to be individually registered regardless of the length of time spent at the meeting. Exhibitor registrations includes daily catering during the conference (light breakfast, morning & afternoon teas and lunches as scheduled in the programme) and one Welcome Function ticket. Conference Dinner tickets may be purchased separately during the online registration process.

- 
- **The Conference Dinner will be an additional charge of \$145.00 +GST per person.**  
A link will be distributed closer to the event to enable you to register personnel and social

function attendance. Note: No personnel are included in the stand cost unless part of a sponsorship package.



# EXHIBITION INFORMATION

## Exhibition Room Access

There is a rear entry to the exhibition rooms from the Level 4 loading bay.

## Storage

Storage is very limited at this venue. There is only a small storage area within the exhibition room for storage. If you are sending goods in a crate please ensure you get in touch with the venue to confirm they can store the items for you.

## Wireless Internet

Wireless internet is complimentary for the duration.

## Stand Design and Furniture Hire

Peek Exhibition is the company contracted to install the shell scheme. They are available to assist with the design and build of your stand and provide additional furniture and accessories. A representative of the company will contact you once your stand booking and number has been confirmed. In the meantime if you have any queries please contact

**Fiona Lovell-Smith**

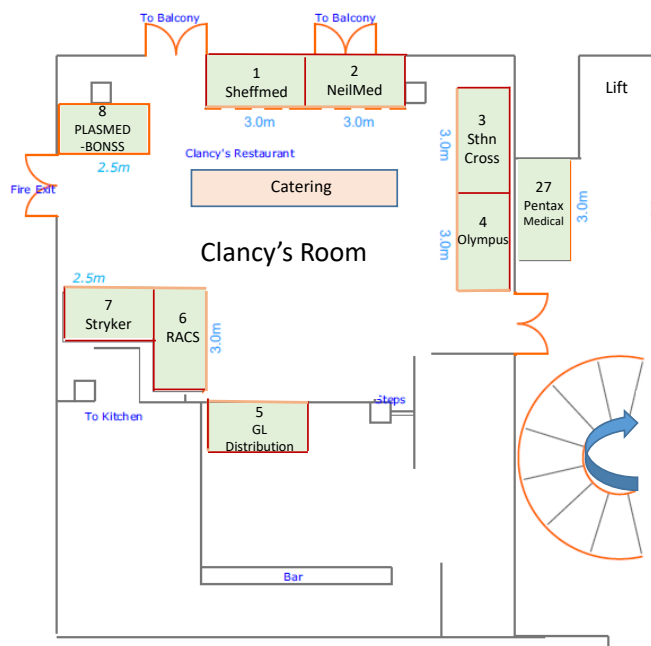
Peek Exhibition Ltd  
fiona.l@peek.co.nz

**PH:** +64 (0)3 339 9783  
+64 (0)21 849 969

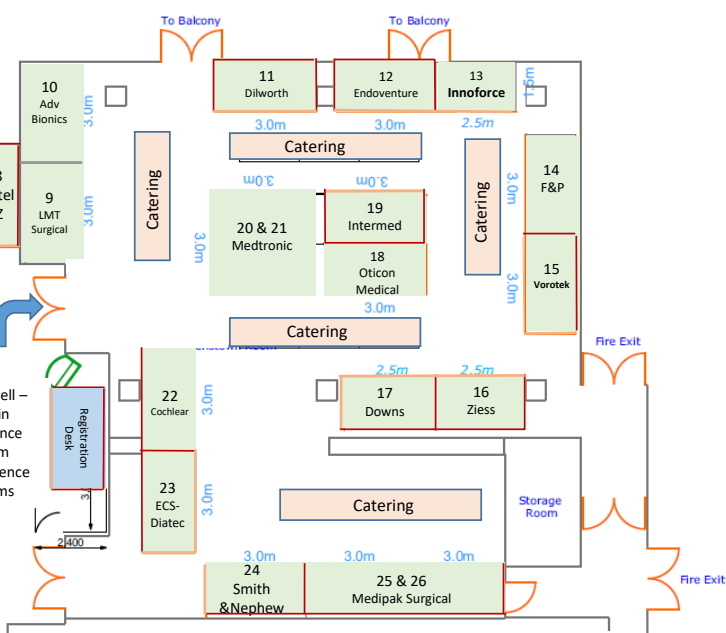
[www.peek.co.nz](http://www.peek.co.nz)

If you are having a custom built stand please include the details of the build company on the Application to Exhibit. All custom built stands require sign off by the Exhibition Manager prior to building.

## Queenstown Room



## Wakatipu Room





# EXHIBITION & SPONSORSHIP TERMS & CONDITIONS

## GENERAL

These Terms and Conditions have been produced for the mutual benefit of the society holding the exhibition, conference delegates, sponsors, exhibiting companies, venue, exhibition contractors and the conference organisers. We appreciate your agreement to these Terms and Conditions.

## BOOKING AND PAYMENT TERMS

Sponsorship and Exhibition stands can only be booked on receipt of the signed Application to Sponsor and/or Exhibit. Bookings will be confirmed through a confirmation email. A tax invoice for the total of all costs will be emailed following the confirmation, and is payable 30 days from the date of the tax invoice. All monies due must be received prior to commencement of the conference. Should any monies be outstanding the Organisers have the right to refuse access to the conference.

If the sponsor or exhibitor defaults in payment of any invoice when due, they will be liable to pay penalty interest of 5% per calendar month. The sponsor/exhibitor will also indemnify the Organiser from and against all Organiser's legal costs and disbursements for collection of outstanding debt calculated by a solicitor and own client basis, including all debt collections costs.

The Organisers reserve the right of refusal of any application. Subletting of space will not be permitted. All monies are to be paid in New Zealand dollars (NZ\$).

## CANCELLATION

Cancellations must be made in writing three months prior to the commencement of the Conference. In exceptional circumstances, the Organisers will be prepared to consider cancellation of this contract, but only if the following conditions are complied with:

- That the request for cancellation is submitted in writing;
- That the request is received at least three months prior to the Conference;
- That the reason given for the cancellation is, in the opinion of the Organisers, well founded;
- If the cancellation is accepted more than six months before the conference commences, the Organisers shall retain 10% of the

contract price. If the cancellation is accepted between three to six months before the conference the Organisers shall retain 50%. If the cancellation is accepted within three months of the Conference then 100% of the contract price will be forfeited.

## CATERING

Morning Teas, Lunches, Afternoon Teas and Welcome Reception refreshments (as scheduled in the programme) will be served in the Exhibition area to encourage delegates to spend time viewing the exhibits.

## COURIERS AND DELIVERIES

Arranging couriers and transportation of equipment along with any costs associated with storage of equipment, is the sole responsibility of the sponsor/exhibitor. If you have forwarded courier items direct to the venue prior to your arrival, please check with the registration desk who will advise where your goods are located. If you are expecting any items to be delivered during your stay please provide details to the onsite Organisers.

Sponsors and exhibitors shall be responsible for the removal from the venue of all crates and packaging not required on their exhibition stand.

At the conclusion of the exhibition, if you are couriering any items direct from the venue we ask that you ensure all items are correctly labelled and marked with number of items to be collected: i.e. 1 of 6. The Organisers and venue accepts no responsibility for items left in the venue before or after an exhibition. We are unable to arrange courier collection on your behalf. The venue will not take any responsibility for items not collected. Any items, which are left at the venue 7 days after the exhibition, will be permanently disposed of unless prior arrangements have been made.

## FIRST AID

The Organisers will have a basic first aid kit on site. One of the registration staff are trained to offer basic first aid treatment.

In an emergency please call 111.

## DANGEROUS & HAZARDOUS SUBSTANCES

Substances that are of a dangerous, flammable, explosive or of objectionable nature must not be brought into the venue without formal notification to the Department of Labour, the Organisers and the venue. Where it is proposed to use toxic materials or fluids, the disposal of such materials requires notification to the Department of Labour. The nature of the material or fluid and the quantities involved and a copy of the plan for disposal must be forwarded to the Organisers and the venue no later than 14 days prior to the conference commencing. No more than one day's supply of any hazardous or dangerous substance shall be stored on the stand or within the venue at any time; the remainder must be stored in closed containers in a location as per the Hazardous Substance and New Organisms Act.

## ELECTRICITY

The electricity supply is 230 Volts, 50 Hertz. Equipment designed for different voltages will require a transformer. Power sockets accept a three flat pin plug or similar adapters.

All electrical devices used or brought into the venue must be compliant with relevant New Zealand Standards. If halogen tube lights are used on an exhibition stand, the globe must be protected with safety glass to minimise the risk of fire.

All electrical power cords and appliances are to be tested and tagged prior to their use. The venue and organisers will accept no responsibility for operation difficulties that may occur as a result of supplying private equipment. The Organisers reserve the right to remove or replace any electrical equipment that does not comply.

## EXHIBITION STANDS

Will be allocated on a first in, first served basis following the confirmation of sponsors' stands. The Organisers reserve the right to modify the floor plan to accommodate exhibition sales or change as necessary to avoid company competitor conflicts. While the Organisers will use their best endeavours to consult the exhibitors when modifying the floor plan, they are not obliged to do so.

## EXHIBITOR REGISTRATIONS

The Exhibitor Registration link will be distributed upon confirmation of stand bookings to allow you to register personnel and social function attendance. Exhibitors will be able to book accommodation at conference hotels via the Exhibitor Registration link. No personnel are included in the stand cost, unless part of a sponsorship entitlement.

Name badges that are issued are non-transferable and must be worn for the duration of the conference, including pack in and pack out. The Exhibitor, their staff and contractors will not be admitted to the venue without such name badges being displayed.

## EXHIBITION SPACE REGULATIONS

**Alcohol:** Alcohol cannot be served from stands. Alcohol is not permitted as stand prizes.

**Cleaning:** Stands and exhibits shall be kept clean and tidy throughout the conference. Cleaning of the stand is the responsibility of the Exhibitor.

**Banners & Signage:** No banners, signage or other materials are to be hung from the ceiling or placed on the walls within the venue or from any structure outside the venue without permission from the Organisers. This includes any projection from the exhibitor's space to areas outside their allocated space. Exhibitors must confine promotional material to within their allocated space.

**Damages:** The Exhibitor shall take all reasonable care when installing/dismantling its equipment and stand as not to cause damage to the venue, carpet, walls and floors and the prefabrication booths supplied by the exhibition build contractor, including the panels, fascia and spotlights. The Exhibitor will be responsible for repairs if the structures are damaged.

**Food:** Give-aways of food are permitted from exhibition stands, if pre-packaged only. Exhibitors are not permitted to sell, prepare or cook food within the exhibition area.

**Noise and Obstructions:** Exhibitors may advertise within their stand area and may use amplifiers or videos, but at all times the noise level must be reasonable and not detract from other exhibitors displays. Exhibitors must not obstruct the aisles and public walking areas. The Organiser may prohibit or regulate any noise level that it considers in its sole discretion is an annoyance or disadvantage to other exhibitors. Where videos are used, adequate space must be allowed within the stand space and must not cause obstruction in the aisle.

**Promotional Material:** No promotional material may be distributed (e.g. on seats in plenary sessions) or displayed outside of the stand area without permission of the Organisers.

**Rubbish:** Venue staff will handle normal rubbish disposal and rubbish bins will be available during pack-in/out times. Please do not stack packing and rubbish in front of fire doors. Please label rubbish clearly and place any items of rubbish directly in front of your stand and ask a venue staff member to permanently dispose on your behalf.

**Unoccupied Space:** Any space not claimed and occupied by the commencement of the conference can be reassigned by the Organisers without refund to the original exhibitor.

## FAILURE TO PERFORM

In the event of the Exhibitor or Sponsor being unable or unwilling to comply with or otherwise breaching this Contract, the Organisers may terminate the Contract by giving notice in writing. Thereafter, the Organisers may retain any payment made by the Exhibitor or Sponsor under this Contract as liquidated damages. The Exhibitor shall be prohibited from occupying the booth and shall immediately remove their exhibits from the venue, in accordance with the Organisers instructions.

## HEALTH AND SAFETY

The sponsor and exhibitor will abide by, and notify its employees, agents, contractors, subcontractors, invitees and licensees of the venue's health and safety plans. There is no smoking inside the venue. Fire exits must be kept clear at all times. All sponsors and exhibitors must comply with all reasonable direction of the venue operator.

All sponsors, exhibitors and their employees, agents, contractors, subcontractors, invitees and licensees shall take all practical steps to ensure that no action or inaction of the exhibitor/employee/agent/contractor/subcontractor/invitee/licensee while at the venue harms any other person.

Every sponsor/exhibitor /contractor/subcontractor invitees and licensees shall:

- Provide the necessary resources and documentation to ensure that the work that is carried out is done with strict compliance to Health and Safety requirements.
- Provide adequate instructions and equipment to their employees so that they are able to comply with the Health and Safety procedures specific to the job.

- Ensure that all the necessary insurances and licenses are available and current; to ensure that the safety and legality of any activity carried out within the venues is beyond question.
- Ensure that their workspace is kept neat and tidy so as to avoid hazards or items likely to cause injury or harm to anyone.

All accidents, incidents or near misses are to be reported to the Organisers immediately.

## INSURANCE

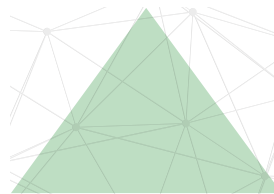
The Organisers shall not be responsible for any loss or damage to any exhibit or property of any sponsor or exhibitor. The sponsor or exhibitor will at their own expense hold adequate insurance against property loss or damage and against liability of personal injury and liability for property damage. The sponsor/exhibitor will provide proof of such insurance on request by the Organisers.

## NOISE LEVEL

The nature of exhibitions is such that noise is unavoidable. Exhibitors must expect and accept a certain level of noise in their booth area. In the event of justifiable complaints from other exhibitors, the Organisers and/or the venue reserves the right to determine the acceptable sound level and extent of demonstrations.

## PRIVACY

The Organisers comply with the Privacy Act 1993. In the course of this Agreement the Organisers may collect personal information. Information collected will only be used for the purposes of conducting the conference or for communicating with attendees after the conference has concluded (where communications are by electronic means the Organisers will only communicate with those persons who have consented to receiving commercial electronic messages from the Organisers). Personal information will only be kept for as long as it is required to conduct the purposes. We will only pass your information to official third party contractors, conference attendees and the organising committee for the purpose of assisting you with your sponsor/exhibition participation. We take all reasonable steps to ensure that information (including personal information) collected by the Organisers is securely stored and protected. Persons have the right to access and request correction of their personal information held by us. Requests to access and or request correction of personal information should be sent to the Organisers at the address provided at the front of this Agreement.



#### PROHIBITION OF TRANSFER

This Contract creates a license to exhibit at the conference and not a tenancy. Exhibitors may not assign, share, sublet or grant licenses in respect of the whole or any part of the space allocated except where written approval has first been obtained from the Organisers.

#### POSTPONEMENT OR ABANDONMENT

In no event shall the sponsor or exhibitor have any claim for damages of any kind against the Organisers in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the conference. Nor for any loss or damage whatsoever sustained by the sponsor or exhibitor by reason of any defect in the building or circumstances beyond the control of the Organisers not related to the building, caused by fire, storm tempest, lightning, national emergency, war, terrorism, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, nor any other causes not within the control of the Organisers. Nor for any loss or damage occasioned, if by reason of happening of any such event, the opening of the conference is prevented, or postponed or delayed or abandoned.

The Organisers shall be entitled to retain such part of all sums paid by the sponsor or exhibitor, as the Organisers consider necessary. If in the opinion of the Organisers, by re-arrangement or postponement of the period of the conference, or by substitution of another

venue or by other reasonable manner, the conference can be rescheduled, then the contract shall be binding upon the parties except as to size and position of booths, as to which any modifications, substitutions or re-arrangement they consider necessary shall be determined by the Organisers. Where the venue becomes wholly or partially unavailable for the holding of the conference, through reasons beyond the Organisers' control, the Organisers shall be entitled on giving notice in writing to determine this contract and may, in their absolute discretion, refund in whole or in part any payment the sponsor or exhibitor is liable to make under this contract.

#### RIGHT OF REJECTION

The Organisers reserve the right to prohibit, in whole or in part, any exhibition or sponsorship that they deem to be inappropriate. The sponsor or exhibitor agrees not to display or disseminate any material that in the opinion of the Organisers is unsuitable. The Organisers reserve the right to refuse any person admission to the conference without assigning any reason.

#### SECURITY

Every precaution will be taken to protect sponsor's and exhibitor's equipment. However the Organisers and the venue will not accept responsibility for the loss or damage to exhibits or equipment placed at the venue. In all cases the exhibitor must assume responsibility for damage of property, accident and injuries to employees, delegates and others.

#### VENUE

The venue must be returned to the condition in which it was found. Cellotape and double sided tapes, tacking, hooks, pins or nailing into timberwork, painted finish or fabrics are strictly prohibited. Damage to the building is chargeable to the exhibitor.

#### WAIVER OF LIABILITY

To the extent permitted by law, the Conference Organisers or Exhibition Managers will not be liable for injuries to any person, or damages to property owned or controlled by exhibitors. The sponsor or exhibitor shall fully protect, indemnify and hold harmless the Organisers and Conference Managers and the society organising the event, their officers, employees and agents from and against any direct losses, liability, damages, actions, proceedings, claims, demands, costs and expenses including (without limitation) solicitor and own clients costs, incurred directly in connection with any breach by the exhibitor of any term or warranty in this Agreement or the negligent or wrongful act or default of the exhibitor or any of its employees or agents in performing obligations under this Agreement.

Any questions please contact the Conference Managers

**Donna Clapham**

PO Box 90641, Victoria Street, West Auckland 1142, New Zealand

t : +64 9 917 3653

e : [conferences@w4u.co.nz](mailto:conferences@w4u.co.nz)

w : [www.w4u.co.nz](http://www.w4u.co.nz)



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CONFERENCE AND EVENT MANAGEMENT







71<sup>ST</sup> ANNUAL GENERAL  
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RYDGES HOTEL, QUEENSTOWN, NEW ZEALAND

16-19 OCTOBER 2018

ORL18

[www.orl2018.org.nz](http://www.orl2018.org.nz)



CONSIGNMENT NOTE: FOR DELIVERIES TO THE CONFERENCE VENUE

To:

**Amanda McKee**

RYDGES HOTEL QUEENSTOWN  
38 - 54 Lake Esplanade  
Queenstown NZ 9300

P **+64 (0)3 450 1331**

E [amanda\\_mckee@evt.com](mailto:amanda_mckee@evt.com)

# of boxes

of

# of boxes

FROM:

NAME:

COMPANY:

PHYSICAL ADDRESS:

PHONE:

BOOTH NUMBER:



71<sup>ST</sup> ANNUAL GENERAL  
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MEETING  
RYDGES HOTEL, QUEENSTOWN, NEW ZEALAND  
16-19 OCTOBER 2018

ORL18  
www.orl2018.org.nz



## EXHIBITION APPLICATION

By signing this exhibition application form you will be contracted to the indicated exhibition preference. You confirm that you have read and agree to the Cancellation Policy. Applications are confirmed on a first-in first-served basis. An invoice will be raised following confirmation of receipt of this application by the Conference Managers. Please note that prices quoted are in New Zealand Dollars.

- ☐ Prefabricated Stand **\$3,610.00<sup>+GST</sup>**
- ☐ Space Only Stand **\$3,145.00<sup>+GST</sup>**
- ☐ Power **\$65.00<sup>+GST</sup>**

COMPANY NAME:

CONTACT NAME:

POSTAL ADDRESS:

EMAIL ADDRESS:

TELEPHONE :

MOBILE:

SIGNATURE:

NO. OF SITES:

PREFERRED SITES:

OPTION 1:

OPTION 2:

OPTION 3:

COMPETITOR AVOIDANCE:

### PAYMENT (in NZ dollars):

- ☐ **Cheque/bank draft**, payable to "Conference Trust Account - ORL2018"
- ☐ **Direct credit into the Conference Trust Account**  
Bank:  
ANZ Bank, Pukekohe Branch, King Street,  
Pukekohe, New Zealand  
Name of Account:  
Workz4U Conference Trust Account - ORL2018  
Account #: 06-0293-0099402-67  
Swift Code: ANZBNZ22  
Reference: ORL2018
- ☐ **Credit card** (Debits to your credit card will appear as 'Workz4U Ltd')

CARD NUMBER:

EXPIRY DATE:

VISA ☐

MASTERCARD ☐

AMEX ☐

NAME OF CARD HOLDER:

CARD BILLING ADDRESS:

AMOUNT IN NZ\$:

Please ensure that you have read the Terms and Conditions carefully. By signing and returning this application form you are agreeing to the terms and conditions stated in this prospectus.

SIGNATURE

Please complete and send to **donna@w4u.co.nz**

**Thank you for your support.**