



# DEANZ 2008 Conference

17-20<sup>th</sup> August 2008  
Te Papa, Wellington

## Exhibition Gallery Proposal

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

# Introduction

## Distance Education Association of New Zealand (DEANZ)

DEANZ is a New Zealand association committed to fostering growth, development, research and good practice in distance education, open and e-learning and flexible delivery systems for education.

Our members work in the pre-school, primary, secondary, vocational and tertiary sectors in New Zealand and the Pacific and come from at least 17 different organisations. We are committed to giving students as much control as possible over what, when, where and how they learn and towards this aim the theme of our conference is 'My Place, My Space, My Learning – Distance and Virtual Education'.

## Conference

The biennial DEANZ conference provides a rare opportunity to meet the wide range of people and organisations which make up the distance learning sector in New Zealand and the Pacific. We expect 150 academics, instructional designers, trainers and public sector staff to attend, so it provides an excellent opportunity to showcase products and services to the sector.

The 2008 event will be no exception. This year's conference will be held in New Zealand's capital city, Wellington. The venue is the Museum of New Zealand – Te Papa Tongarewa, which provides a spectacular waterfront location and excellent conference facilities for sponsors, trade exhibitors and delegates.

The theme for the DEANZ Conference 2008 – 'My Place, My Space, My Learning – Distance and Virtual Education' reflects the growing popularity of distance education, which means people can study in their own place in their own time.

The programme has been developed to attract people from throughout the sector. It will include discussion of matters of interest to educators and policy makers from the primary, secondary and tertiary sectors and will cover traditional and high tech delivery methods. We already have confirmation of two excellent keynote speakers from the USA and the prospect of other speakers from Australia, New Zealand and the Pacific. This should generate plenty of interest.

See below for details regarding exhibiting at the conference.

# Exhibition information

## The Exhibition Venue

The Exhibitor Gallery will be located in Oceania, which is on Level 3 within Te Papa.

Oceania is an ideal location for the exhibition as it has very good pack in facilities and affords exhibiting companies unrestricted access when the Museum is open to the public.

## Why Become an Exhibitor

The Distance Education Association of New Zealand (DEANZ) gathers together individuals and organisations from throughout New Zealand and the Pacific who are involved in all kinds of open, flexible and networked education. Our annual conferences are an excellent opportunity to reach many of the leaders and decision makers in the sector to promote your services and products.

The Exhibitor Gallery will provide the opportunity for companies and organisations to showcase their updated products or services, during the meal breaks at the conference. This time is the perfect opportunity to network, make new and catch up with known acquaintances within the Education Industry.

Emphasis will be placed on ensuring that all conference delegates and attendees are frequently required to visit the Gallery. Catering (morning, afternoon teas and lunches) for delegates and exhibitors will be served within The Exhibition area.

## Exhibition Details

### Stand setup

Sunday (stand build)	17 August 2008	7.00am - 1.00pm
Sunday (exhibitors pack in)	17 August 2008	1.00pm - 5.00pm

### Stand open

Monday	18 August 2008	8.30am - 5.00pm
Tuesday	19 August 2008	8.30am - 5.00pm
Wednesday	20 August 2008	8.30am - 12.00pm

### Stand breakdown

Wednesday	20 August 2008	12.00pm - 5.00pm
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## Exhibition Stand Cost

The exhibition stand size is 3.0m x 2.4m.

### **Cost: NZ\$950.00 (GST Inclusive)**

Stands will be built with the following equipment included in the booth price:

- » Back and side walls of black frontrunner Velcro receptive partitions with aluminium stabilising structures at top and bottom only. Sides are 2.4m

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- » 10amp power supply

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- » 2 x 150 watt spotlights

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- » Standard company name sign

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## Additional Exhibitors

Booth price allows for 1 exhibitor, if you require additional exhibitors the cost is \$150.00 per exhibitor. Additional exhibitors can be purchased using the form at the end of this proposal.

## Additional Equipment

Any additional equipment such as design and build facilities, additional sign requirements, carpet etc can be ordered from the exhibit contractors, please contact dean@cmsl.co.nz for more details

## Payment

Upon receipt of your stand application, an acknowledgement will be sent to you. Included with this acknowledgement will be an invoice requesting 50% payment. This payment must be received within 10 working days following receipt of the invoice to guarantee an allocation of space. Initial space allocations will be confirmed only upon receipt of this payment. The outstanding balance is due for payment by 18 July 2008.

## Floor plan

A floor plan showing allocated space and booth numbers will be available once finalised. Stand allocation will be to the major sponsors first then on a first in basis.

# General Information for Exhibitors

## Security

General site and access security will be provided for all Exhibition locations by the venue staff. Security of your individual exhibition site within the confines of the stand itself is the responsibility of the exhibitor. Exhibitors should have their own insurance that covers any valuable items that are to be left on the stand.

## Exhibitor Registration

Exhibitor Stands will receive one free Exhibitor Registration with each space purchased. All additional booth personnel must register at a fee of NZ\$150 per person (inclusive of GST) which covers the entitlements below. Exhibitor registration does not entitle the exhibitor to attend conference sessions. To attend sessions, exhibitors must register as a Conference Delegate.

### Exhibitor Registrations include:

- » Name badge
- » List of participants
- » Conference Handbook
- » Morning and afternoon teas
- » Lunches

## Additional Purchase Items

The right to purchase tickets for the social function as published in the Registration Brochure.

## Application for Stand Space

Application for space can be made by accessing the Conference website and completing the Exhibitors Gallery application form, return by fax or mail to the Conference Manager. Bookings will be handled strictly on a “first come, first served” basis.

Please forward your application to:

### DEANZ Conference 2008 Convention Management Services Ltd

P O Box 24 329  
Manners Street  
Wellington  
NEW ZEALAND

Tel: +64 4 479 4162  
Fax: +64 4 479 4163  
Email: dean@cmsl.co.nz  
Web: www.cmsl.co.nz

# Conference Organising Committee

<b>Sally Rawnsley</b>	Sally.rawnsley.openpolytechnic.ac.nz
<b>Peter Ashby</b>	Peter.ashby@correspondence.school.ac.nz
<b>Deirdre Viviers</b>	Deirdre.viviers@openpolytechnic.ac.nz
<b>Pip Fowler</b>	Pip.fowler@openpolytechnic.ac.nz
<b>Ken Marshall</b>	Ken.marshal@openpolytechnic.ac.nz
<b>Sarah Whyte</b>	Sarah.whyte@correspondence.school.ac.nz
<b>Anna Weatherstone</b>	A.E.Weatherstone@massey.ac.nz

For any enquiries please contact the Conference Manager:

**Dean Bradley**  
**Convention Management Services Limited**

P O Box 24 329  
 Manners Street  
 Wellington  
 NEW ZEALAND

Tel: +64 4 479 4162  
 Fax: +64 4 479 4163  
 Email: dean@cmsl.co.nz  
 Web: www.cmsl.co.nz

# Terms and Conditions of Booth Holders and Exhibitors

## Contract

These terms and conditions form part of the Contract governing the allocation of an Exhibitors' booth at the Distance Education Conference 2008 (DEANZ).

## Definitions

In this contract:

'Event' means DEANZ Conference, August 17-20, 2008.

'Organisers' means the DEANZ organising committee and its appointed agents:

'Exhibitor' includes all employees or agents of the company, partnership or individual exhibiting at the DEANZ Conference 2008.

'Booth' means the space allotted to the Exhibitor.

## Official Programme

The DEANZ Conference 2008 Programme is the programme, which appears on the Website and registration brochure publication. Reference to the masculine gender includes the feminine and to the singular includes the plural and to persons includes corporations and in each case vice versa. Exemption from any of these Terms and Conditions shall be given only at the Organisers discretion and will only be effective if made in writing.

## Duration of Event

Event Exhibition open times are:

Monday 18 August 2008	8.30am – 5.00pm
Tuesday 19 August 2008	8.30am – 5.00pm
Wednesday 20 August 2008	8.30am – 12.00pm

## Use of Data at the DEANZ Conference 2008

To enable the organisers to function in the best interests of both delegates and exhibitors, you agree that the information you provide to us (such as name, position, company, email and contact details) may be distributed to third parties attending this event.

## Exhibiting Criteria

Companies wishing to register for the DEANZ Conference 2008 must:

- » Have a connection to the field of Education

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- » Have a quality product or service suitable for purchase or use by person or organisations attending the conference

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- » Have the ability to provide purchasers with confirmed rates for a period of 6 months after the DEANZ Conference 2008

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- » Be in a stable financial position - should the need arise to check on the financial standing of individual companies checks will be made via accepted agencies. Adverse findings of such a check will be referred to the applicant for comments before a final decision is made.

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- » Upon exhibitor registration for the DEANZ Conference 2008 exhibitors must pay 50% for their booth space, the balance to be paid by 18 July 2008. Companies that fail to pay either the booth space monies by the due dates will lose the right to attend the DEANZ Conference 2008

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- » Staff their booth for the duration of the event

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- » Companies who do not meet the exhibiting criteria and who still wish to exhibit at the DEANZ Conference 2008 can make a written application to the organiser's stating their reasons for exhibiting. In certain circumstances exceptions to the exhibiting criteria can be made, but this is not guaranteed and is entirely at the discretion of the organisers.

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## Additional Exhibitor Delegates

Additional exhibitor delegates may be requested over the allocation and may be placed on a waiting list and consideration given to approval after the cancellation date of 18 July 2008. Applications for additional exhibitors are to be made in writing to the organisers.

## Booth Specification

The Organisers will supply to the Exhibitor a booth and inclusions as specified in the Exhibitors Proposal.

## Payment for Booth

The Exhibitor agrees to make total payment for the booth no later than 18 July 2008. Failure to make payment by this date will result in cancellation of the booth.

## Cancellation

In exceptional circumstances the Organisers may be prepared to cancel their Contract with the Exhibitor. Any request for cancellation must be submitted to the Organisers in writing. If the Organisers agree to the cancellation, the Exhibitor undertakes to make payment as follows:

Cancellation prior to 18 July 2008 will result in a cancellation fee of 50% of total booth costs. From 18 July 2008 the cancellation fee will result in 100% of all booth costs being payable. Unpaid accounts will incur late payment fees and collection costs.

## Right of Rejection

The Organisers reserve the right to prohibit, in whole or in part, any exhibit that they deem to be inappropriate. The 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 Event without assigning any reason.

## Prohibition of Transfer

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

## Use of the Booth

The Exhibitor may conduct business only from the allocated booth and not from aisles or common parts of the Event. Any noise generated must not cause a nuisance to neighbouring booths or visitors. The Organisers' judgement will be final in this regard. Exhibits within the booth must not be positioned so as to cause obstruction of the aisles.

## Booth Construction

All construction and exhibits must be confined to the booth and must not overlap aisles or common space. Any structure erected on the booth must at all times comply with the prevailing regulations imposed by statutory authorities and the venue management.

The Exhibitor shall not paint, mark or damage any fixtures or fabric of the Event premises or any booth fittings. The Exhibitor shall be responsible for the costs of making good any breach of this Clause. The design of all structures erected is subject to the approval of the Organisers. Any design considered not to be in the best interests of the Event may be rejected. Any structure erected without the approval of the Organisers or contrary to this contract, may be altered or removed by the Organisers at the Exhibitors expense.

## Banners & Signage

Exhibitors are not to hang banners, signage or other materials from the ceiling or on the walls within the venue building or from any structure outside the venue building without permission from the Organisers. This includes any projection from the exhibitor's booth to areas outside their allocated booth space. Exhibitors must confine promotional material to within their allocated booth space.

## Copyrights and Patents

The Organisers will not be liable for any damages the Exhibitor may sustain in respect of the infringement of any of their copyright nor for any damages the Exhibitor may cause in respect of infringement of third party copyrights arising out of their participation in the Event.

## Exhibitors' Liabilities

The Exhibitor hereby accepts liability for all acts or omissions of him/herself, their staff, contractors, agents or visitors and undertakes to indemnify the Organisers, to keep them indemnified in all liability in respect thereof and against all action suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers, or become payable by them, arising there from or in respect thereof, including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever, whether such samples be sold or given away free, and including any legal costs and expenses and any compensation costs and disbursement paid by the Organisers on the advice of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate liability insurance.

The Organisers make no representation or warranty on behalf of any supplier or event organiser and any dealings undertaken in this regard will be solely at the exhibitor's risk.

## Insurance

The Organisers shall not be responsible for any loss or damage to any exhibit or property of any Exhibitor or any other person by theft or fire or any other cause whatsoever, nor for any loss or damage whatsoever sustained by the 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 Event is prevented, or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Event.

The Exhibitor agrees and undertakes to insure in their full replacement value the contents of their booth and all associated items.

## Postponement or Abandonment

In no event shall the 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 Event, by reason of the happening of any of the events referred to in the previous clause, or of the Event building becoming wholly or partially unavailable for the holding of the event for reasons beyond the Organisers' control. The Organisers shall be entitled to retain such part of all sums paid by the Exhibitors, as the Organisers consider necessary. If in the opinion of the Organisers, by re-arrangement or postponement of the period of the event, or by substitution of another hall or building or by other reasonable manner, the event can be carried through, when 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 event building becomes wholly or partially unavailable for the holding of the Event, 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 Exhibitor is liable to make under this contract.

## Security

The building will be locked overnight when the building is unattended. All participants are advised that valuables should not be left unattended or unsecured at any time. The organisers accept no responsibility for any loss or damage suffered by participants or visitors.

## Set Up and Completion of Booths

Access for set up is available from 1.00pm to 5.00pm on Sunday 17 August 2008. The Exhibitor undertakes to complete any construction and erection of exhibits prior to 8.30am Monday 18 August 2008.

## Dismantling/Removal of Exhibits

The Exhibitor undertakes not to remove exhibits from display, either partially or totally prior to 12.00pm Wednesday 20 August 2008. Prior removal will only be allowed when advance application has been agreed in writing.

## Revision of Layout

The Organisers reserve the right to revise the layout of the Event and/or to transfer an Exhibitor to an alternative site, or alter the size or shape of any booth. Should any such alteration result in a reduced booth size the booth payment required from the Exhibitor may be reduced pro-rata.

## Unoccupied Booths

Where a booth is unoccupied by 8.30am 18 August 2008 the Organisers reserve the right to reallocate or otherwise deal with the booth as they so decide, without reimbursing the Exhibitor.

## Safety of Exhibits

The Exhibitor shall not bring or cause to be brought into the Event premises any dangerous goods, except with the prior written approval of the Organisers. The Exhibitor shall at all times comply with all statutory requirements as to safety, including without limiting the generality of the foregoing the storage and handling of dangerous goods. All exhibits must be properly protected to avoid danger to any person. The Organisers shall be indemnified by the Exhibitor against any claim or action caused or occasioned by an exhibit to any persons whatsoever.

## Fire Risks and Access

Exhibitors will adhere to all fire and safety regulations that affect the Event. Aisles and fire exits must be kept clear of exhibits.

## Storage

The Organisers shall not be liable for the storage of the Exhibitors packaging and other material. The Exhibitor shall be responsible for the removal from the Event premises and storage of all crates and packaging not required on their booth.

## Exhibitor Name Badges and Materials

Name badges that are issued to exhibitors are non-transferable and must be worn for the duration of the DEANZ Conference 2008. The Exhibitor, their staff and contractors will not be admitted to the Event building without such name badges being displayed.

Should an exhibitor lose or misplace their name badge, a replacement will be re-issued at a cost of \$6.00 per replacement badge.

## Conduct of Exhibitors

The Exhibitor undertakes that at all times during the open hours of the Event they shall keep the booth open to view and adequately staffed; conduct business only from their booth, keep aisles adjacent to their booth free from obstruction; and shall not, in the Organisers opinion, cause nuisance or annoyance to other persons. The Exhibitor further undertakes not to conduct or allow to be conducted any unauthorised auction, sale, lottery, raffle, competition, game of chance or sideshow.

## Services

The Organisers shall not incur any liability for any loss or damage if the supply of any services shall fail or cease to be available. Nor shall the Exhibitor be entitled to any allowance in respect of payments due under this Contract.

## Failure to Perform

In the event of the Exhibitor 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 under this Contract as liquidated damages and the Exhibitor shall be prohibited from occupying the booth and shall immediately remove their exhibits from the Event, in accordance with the Organisers instructions, provided that the Organisers may remove such exhibits and despatch them to the Exhibitors address as stated on this contract, the Organisers shall be under no liability for the loss or damage of such exhibits in transit and the costs of such removal and despatch shall become a debt due by the exhibitor to the Organisers. All exhibits are subject to a general lien in favour of the Organisers for all sums due from the Exhibitor to the Organisers under this Contract.

## Organisers' Right of Determination

The Organisers shall have absolute discretion on giving notice in writing to determine this Contract. Where the Contract is so determined, the Organisers shall not be liable whatsoever for any expenditure or liability for loss, including consequential loss, incurred by the Exhibitor.

## Terms and Conditions

Any notice to be given by the organiser to the Exhibitor shall be deemed to be given if delivered to or sent by post or emailed to the address of the Exhibitor appearing on the Contract or if posted on the booth during the period 17 – 20 August 2008. The Organisers may at anytime in the interests of the good management or safety of the Event, introduce such further Terms and Conditions to this Contract as they may, in their discretion think fit. If any part of this Contract is found to be invalid or of no force or effect under the law, having such jurisdiction, the Contract shall be construed as though such part had not been inserted herein and the remainder of this Contract shall remain in full force and effect. The description headings to these Terms and Conditions are merely for reference and do not form part of the Contract between the parties. The laws of New Zealand govern this Contract.



## DEANZ 2008 Conference

17-20<sup>th</sup> August 2008

# Exhibitor Application Form

Please complete this form. Print and send to the address below.

(This is the name that will appear on any printed material)

Company/Organisation

Name of contact

Position within  
company/organisation

Address

Telephone no.

Fax no.

Email address

Special Dietary  
Requirements

### Exhibitor Booth Request

Number of Booths requested @ \$950.00

\$

Additional Delegates (Each additional delegate @ \$150.00)

Name

Name

\$

By completing and submitting this application form (electronically, by fax or by post) you are agreeing to abide by the terms and conditions as set out in the "Terms and Conditions for Booth Holders and Exhibitors" in the Exhibition Gallery Proposal for the DEANZ Conference 2008.

Please note exhibitor registration does not entitle the exhibitor to attend Conference sessions.

To attend sessions, exhibitors must register as a Delegate.

### Payment Details

Please complete your payment choice

I wish to make payment via:

NZ Cheuque    Bank Draft    Visa    Mastercard

Name on Card

Card Number

Expiry Date

Authorised Amount  
in NZ\$

Cardholder's  
Signature:

Payment enclosed – cheques or drafts should be made payable to:  
**DEANZ Conference 2008**

Please send an invoice

Signed:

Date:

**Please forward to:** Dean Bradley  
DEANZ Conference 2008  
Convention Management Services Ltd  
PO Box 24 329, Manners Street, Wellington  
Tel: +64 4 479 4162, Fax: +64 4 479 4163