



**The New Zealand Association of Language Teachers
Biennial International Conference
Queenstown, 4 – 7 July 2010**

www.nzalt.org.nz

Scaling remarkable linguistic heights
CULTURE CURRICULUM CREATIVITY

Exhibitor *and* Sponsorship Opportunities

Exhibitors

There will be ten spaces for exhibitors in the prime location of the Queenstown Room, which has natural light and views of Queenstown Bay and the Remarkables. All-day tea and coffee will be available in the room, and morning and afternoon tea breaks will be served in both the Queenstown Room and in the foyer directly outside the entrance to the room.

Exhibitors who are also sponsors will have priority in choosing their spaces in order of the value of the sponsorship (i.e. the greatest sponsor will get first choice, etc.) 250 – 300 delegates are expected. All prices quoted are in New Zealand dollars and **exclude GST**.

<i>Space Cost</i>	<i>Space provided with</i>	<i>Also included</i>
\$750	2 x 1.8m trestle tables 2 x table coverings 1 x power outlet 2 x chairs	One registration pack which includes morning & afternoon teas and the Mix 'n Mingle for one person Logo in conference booklet

Exhibitors will need to provide their own:

- **Signage** (can be hung from picture wire above, can be sat in front of the table, or be pinned to the front of the tablecloth)
- **extension lead(s)**
- **double plug if required**
- **laptop(s) (including data projectors and screens)**
- **small display panels**
- **pins, pegs etc for attaching signage, posters etc.**

NZALT International Biennial Conference 4 – 7 July 2010
The Rydges Lakeland Hotel Queenstown
Email: nzaltqueenstownconf@gmail.com

Any exhibitor registrations in addition to the complimentary noted above, will be at the Early Bird rate of \$306. **excl. GST** per person, which includes morning & afternoon teas and the Mix 'n Mingle.

Exhibitors may set up between 5 pm & 9pm on Sunday 4 July, and from 7:30 am on Monday morning. After this, the Queenstown Room will be locked at 6:30 pm each evening and reopened at 8 am. Dismantling may only begin after morning tea on Wed 7 July and must be completed by 4pm that day.

Please note there will be a two hour lunch break from 12 – 2pm on Monday and Tuesday. Exhibitors will need to provide their own lunches.

Sponsors

Sponsorship benefits

- Establish relationships with potential clients and network with national education professionals.
- Increase your corporate, brand and product awareness with school decision-makers, clients and customers.
- Display and demonstrate services or products in a relaxed atmosphere.
- Offer a permanent reminder of your organisation's products and services through advertising and give-aways.
- Raise your organisation's profile in the education sector

There are a variety of sponsorship opportunities, some of which may interest exhibitors. However, we are happy to discuss alternative options that best meet your business needs. All prices quoted are in New Zealand dollars and **exclude GST**.

Sponsorship opportunities

300 Lanyards & flash drives	Sponsor's marketing message on flash drive, on-going publicity of product, acknowledgement in conference booklet, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary exhibitor space, and two complimentary registrations.	\$6,500
Mix 'n Mingle, Sunday (approx. 250 - 300 pax)	Acknowledgement in conference booklet, banner/sign (provided by sponsor) at the Mix 'n Mingle, two minute marketing presentation at the Mix 'n Mingle, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary registration.	\$3,500

Conference Dinner (approx. 180 - 200 pax)	Acknowledgement in conference booklet, acknowledgement each time the dinner is mentioned, banner/sign (provided by sponsor) at the dinner, two minute marketing presentation at the dinner, logo and acknowledgement on power point before plenary sessions, one page advertisement (to be provided by sponsor) in the conference booklet, one complimentary registration, two tickets for the dinner.	\$3,500
Morning tea Monday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Monday's plenary session, written acknowledgement at the morning tea.	\$500
Afternoon tea Monday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Monday's plenary session, written acknowledgement at the afternoon tea.	\$500
Morning tea Tuesday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Tuesday's plenary session, written acknowledgement at the morning tea.	\$500
Afternoon tea Tuesday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Tuesday's plenary session, written acknowledgement at the afternoon tea.	\$500
Morning tea Wednesday	Acknowledgement in conference booklet, acknowledgement on power point plus one minute presentation at Wednesday's plenary sessions, written acknowledgement at the afternoon tea.	\$500
Specific language sessions: Chinese, French, German, Japanese, Latin, Samoan, Spanish, Te Reo Māori as a 2 nd Language.	Acknowledgement in conference booklet, acknowledgement on power point at the specific language session, one minute presentation at the specific language session when appropriate, acknowledgement on power point before plenary sessions.	Suggestions are invited e.g. - a speaker - the language dinner - teaching materials - spot prizes etc.
The NZALT AGM	Acknowledgement in conference booklet, acknowledgement on power point before plenary sessions and at the AGM, two minute marketing presentation at the AGM for a prize with a value of \$500 or more.	Suggestions are invited e.g. - spot prizes of various values.

So that sponsors can maximise marketing and publicity opportunities, it will be a condition that delegates must be present in the audience when any prizes are announced to be eligible to receive them. If a prize winner is not present the prize will be redrawn.

Exhibitor and / or Sponsorship booking

The Exhibitor and / or Sponsorship Booking Form must be signed and returned to the NZALT Conference Organiser, by **4 April 2010** at the latest, with a non-refundable deposit of \$100 to secure an exhibitor space and a non-refundable deposit of 10% of the value for a sponsorship.

A final signed copy of the exhibitor and / or sponsorship agreement will be returned to you. You will also be sent contact details of the personnel you will liaise with at the venue.

Payment

A GST invoice will be included with the sponsorship agreement outlining the total amount due, which must be paid in full by **4 May 2010**. This will be non-refundable.

The conference booklet

Exhibitors and sponsors will need to send an electronic copy of their logo before **4 May 2010** for insertion in the conference booklet.

The sponsors of the lanyards and flash drives, the Mix 'n Mingle and the Conference Dinner will also need to send an electronic version of an A4 sized one-page advertisement by **4 May 2010**.



Exhibitor and Sponsorship Booking Form

Fax booking form to 03 441 1260;
 or email to: nzaltconferenceqtn@gmail.com;
 or post to: NZALT Conference Organiser, 32 Panorama Terrace, Queenstown 9300
by 4 April 2010 at latest.

Organisation name	Contact name*
Position	Phone: Mobile: Fax:
Address (state postcode)	Email
Exhibitor Space & Cost	The number of extra registrations required at the Early Bird rate of \$306
Sponsorship	Value of sponsorship

I have read and understand the Sponsorship and Exhibition Applications and Conditions (see p. 6) and agree to abide by these. All prices quoted **exclude GST**.

I am enclosing / direct crediting a deposit of \$100 to secure an exhibitor space.

I am enclosing / direct crediting a 10% deposit of _____ to secure a sponsorship.

Bank account: NZALT Conference SBS Star Account # 03 1355 0597162 00

*Signature: _____ Date: ____/____/____
 (The contact name and signature should be the same person)

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Sponsorship and Exhibition Applications and Conditions

1. Applications must be received on the official exhibitor and sponsorship booking form by 4 April 2010. A deposit must be paid. A tax invoice will be issued.
2. After confirmation full payment must be made by 4 May 2010.
3. Exhibitor space and / or sponsorship will only be allocated with a signed booking form and deposit.
4. The organisers reserve the right to refuse/decline, at their discretion, any applications.
5. If the full payment is not received by 4 May 2010, the conference organiser has the right to review the exhibitor and / or sponsorship commitment and withdraw the application.
6. Any request for cancellation must be in writing.
7. The exhibitor and / or sponsor agree that the organiser shall retain 100 per cent of the contract price if cancellation is submitted after 4 May 2010.
8. No exhibitor shall erect any sign, area, wall or obstruction which in the opinion of the organisers interferes with an adjoining exhibitor. Exhibitors shall maintain their stand free from rubbish at all times. Exhibitors are responsible for the cleanliness of their stand. Rubbish should be removed at the end of each day.
9. Exhibits must not be removed and displays not be dismantled (either partially or totally) until after morning tea on the last conference day.
10. The exhibitor will not damage any walls or floors or ceiling of the exhibition area — by nails, tacks, screws, oil, paint or any other cause. The exhibitor is liable for the costs of repairing such damage.
11. The exhibitor hereby indemnifies and will keep indemnified, the organisers against any liability, action, claim, demand, cost, charges or expenses, arising as a result of any act, omission, negligence or thing done or omitted by such exhibitor or any servant, representative, agent, invitee or licensee.
12. All electrical equipment should be tagged and tested according to current New Zealand Health and Safety regulations

Jan Robertson, Organiser & Convenor

NZALT Biennial International Conference 2010

Ph: 03 441 8551 Fax: 03 441 1260

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