

BEYOND BOUNDARIES

Collaboration in Action

KEI TUA O PAE

Kia Kotahi te Whakaaro

SSPA CONFERENCE 2017

4-5 SEPTEMBER

TE PAPA WELLINGTON

EXHIBITOR DISPLAY INFORMATION

Social Service Providers Aotearoa (SSPA) National Conference 2017 will be held on Monday 4th and Tuesday 5th September 2017 at Te Papa, 55 Cable Street Wellington.

Please read this information first before submitting a booking. It provides details about hosting an exhibitor/trade display at the Conference that all exhibitors need to know and agree to.

Location

Exhibitor displays will be located in the Oceania Room, Level 4, Te Papa. This is where the main Conference will be held and morning/ afternoon teas and lunch will be served. Therefore, a lot of foot traffic is expected through this area.

Display Space Specifications

- The standard exhibitor display space measures 2m (long) x 1.5m (deep). A display space comes with one table which measures 1.8m x 0.45m.
- Each display space accommodates one exhibitor comfortably.

Display Equipment

- Each display space comes with a table (1.8m x 0.45m), table cloth and chair. There is no charge for this.
- Power is available on request. Please let us know at the time of booking if this is required.
- Lightweight display materials, such as posters, can be stuck up with blu-tac around the area of your display space. Please let us know if you wish to do this at time of booking, as not all display spaces have a wall area for this.

- Display panels, banners or materials cannot lean against, be fixed or stuck to the papered walls.

Staffing Exhibits

- All exhibitor displays must be staffed by a representative from your organisation, at least during the designated Conference break times. This ensures you maximise your presence at the Conference and provides the opportunity to engage with delegates directly.
- Setting up and packing down is the responsibility of each exhibitor. Some assistance with this will be available from SSPA staff and venue management.

Conference Programme

The Conference Programme is available at [SSPA website](#)

Note that on Tuesday 5 September, the main Conference programme concludes around 3.00pm. This is followed by several Masterclasses until 5.00pm. We expect some Conference attendees to still be around during that afternoon.

Setting-up and breaking-down Displays

Set-up of Exhibitor displays can take place at the following times:

- Monday 4 September, between 7.30 – 9.30am
- Tuesday 5 September, between 7.00 – 8.30am

Break-down of Exhibitor displays can take place at the following times:

- Monday 4 September, between 5.00 - 6.00pm (Te Papa closes at 6.00pm)
- Tuesday 5 September, between 2.30 – 5.00pm.

Cost and Conditions for Exhibitor Display Space

- The cost for one exhibitor display is \$120 per day +GST.
- The cost for one exhibitor display includes one person's registration but does not include conference dinner ticket nor Masterclass.
- This will be invoiced to your organisation.
- Any late bookings taken after 11 August will be required to pay immediately.
- Cancellations of bookings must be notified to SSPA in writing at least two weeks prior to the Conference. This is to enable SSPA time to find a replacement exhibitor for the space.
- If a replacement exhibitor cannot be found for the display space already allocated to the cancelling exhibitor, then a refund will not be available. Refunds will be issued only if a replacement exhibitor is found.
- Refunds will not be issued to any "no-show" exhibitor.

Booking Exhibitor Space

- Exhibitors can book for one or both days of the Conference, by completing the Exhibitor Booking Form and sending it to SSPA no later than 11 August.
- Bookings are taken on a first come, first served basis.

- If you wish to share an exhibit space with another organisation, please discuss this with SSPA first so availability can be checked.

Any further queries, please contact Ayumi Sakakibara events@sspa.org.nz, or 027 510 1517



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