



NEW ZEALAND ASSOCIATION  
OF GENERAL SURGEONS  
Promoting Surgical Excellence

# NZAGS21

When  
things  
GO  
Pear  
Shaped  
**TAKE 2!**

**27 – 28 MARCH 2021**

DEVON HOTEL & CONFERENCE CENTRE, NEW PLYMOUTH

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



Conference organiser: **Donna Clapham**

**WORKZ4U**

CONFERENCE AND EVENTS MANAGEMENT

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

t: +64 9 917 3653 / e: [donna@w4u.co.nz](mailto:donna@w4u.co.nz) / w: [www.w4u.co.nz](http://www.w4u.co.nz)



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**We would like to invite your organisation to New Plymouth to support the New Zealand Association of General Surgeons (NZAGS) Annual Conference 27 & 28 March 2021. The venue will be in the iconic Devon Hotel and Conference Centre in New Plymouth.**

This is the annual meeting for New Zealand general surgeons and surgical trainees from provincial and metropolitan hospitals. The conference theme is "When Things Go Pear Shaped".

The conference sessions cover a range of technological innovations and interests in the modern hospital, registrar research, tips for upper and lower endoscopy, trauma, and hernia. We would welcome your attendance and hope you enjoy meeting the attending surgeons and surgical trainees as well as socialising with us.

Best Wishes

NIGEL HENDERSON (CONVENOR)

## QUESTIONS & QUERIES

For all sponsorship and exhibition queries, please contact:

Donna Clapham, Workz4U Conference Management  
PO Box 90641, Victoria Street West, Auckland 1142  
P: +64 9 917 3653 M: +64 21 325 133 E: [donna@w4u.co.nz](mailto:donna@w4u.co.nz)



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## Benefits of Sponsorship

This is the perfect opportunity to get in front of your target market. As part of a comprehensive and effective marketing plan, sponsorship can provide an opportunity to build relationships that can deliver positive results. Consider the benefits your organisation can enjoy in supporting this conference:

**Exposure to a local and national audience** who have interest in general surgery

**Opportunities to network with delegates** during all catering breaks. All morning teas, lunches and afternoon teas will be served in the exhibition area

**Opportunities to raise your company's profile** amongst a qualified target audience

**Recognition** including acknowledgment and clear demonstration of your organisation's involvement, commitment and support

**Valuable insights, information and exposure** to the latest developments in general surgery

**Ability to utilise your own marketing team** to work with the Meeting Organisers to ensure your satisfaction on all of the above

The Organising Committee has structured the sponsorship opportunities in order that all companies who participate do so within the guidelines set by the Medical Technology Association of New Zealand Code of Practice. This ensures companies get the greatest benefit without compromising their exposure to claims arising from the Code.

Details of each sponsorship category and its entitlements follow. Please contact the Conference Organisers should any of these opportunities fall outside of your requirements, but you still wish to support the conference. We are flexible and may be able to negotiate an



alternative that will better suit your needs. We are more than happy to work with your company to ensure that you get maximum appropriate benefit for your sponsorship investment.

In addition, this year, presentation opportunities (5 minute sessions) are available to sponsors within the conference programme. We will give preference to those presentations that are educational or innovative in nature. If you'd like to submit an abstract for consideration, please refer to the "Call For Abstract" page on the Conference website. Accepted abstracts will be allocated based on educational content and sponsorship status in the first instance. In the absence of confirmed sponsor presentations, the sessions will be opened to exhibitors.

### Our aims:

- 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
- Management recognises the benefits of the conference and support the attendance of personnel
- Networking opportunities on a formal, professional level and informally at social functions



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## Sponsorship Opportunities

### Gold Sponsorship \$10,000<sup>+GST</sup>

#### Benefits

- Company will be acknowledged as a **GOLD SPONSOR**
- Opportunity to submit an abstract for a 5 minute presentation in the conference programme (abstract and topic to be approved by the Conference Programme Committee)
- Company logo and weblink on Conference Website
- Company logo on the Conference Programme
- Company logo on the front cover and inside the Conference Pocket Programme
- Company logo displayed on the Welcome Slide during the opening and closing sessions
- Company logo displayed on the Screen prior to each session and before each catering break
- Company logo and acknowledgement in all printed material
- One complimentary Exhibition Space (prefabrication charge payable by sponsor)
- Priority choice of exhibition site
- Two complimentary Exhibitor Registrations
- Two complimentary Conference Dinner tickets
- Delegate list ten working days prior to conference

**Optional Extras...** you may choose ONE of these extra benefits to enhance your Gold Sponsorship.

#### OPTION 1: CONFERENCE DINNER

- Associated with the hosting of the Conference Dinner
- Acknowledgement at the Conference Dinner by the Convenor or MC
- Signage up in the pre-function area of the Conference Dinner venue (signage to be supplied by sponsor)

- Company logo printed on Conference Dinner tickets

#### OPTION 2: AUDIO VISUAL

- Associated with supply and operation of audiovisual equipment and on-site technician during the conference.
- Promotion through clothing of technician (Optional: Tee shirt and/ or cap displaying sponsors logo to be supplied and paid for by sponsor).
- Promotion through company signage on the plenary session lectern (signage to be supplied by sponsor)

#### OPTION 3: LUNCH CATERING BREAK

- Associated with one of the lunch catering breaks during the conference
- Opportunity to have company signage or brochures displayed next to the catering stations (signage/brochures to be supplied by sponsor)

### Silver Sponsorship \$7,500<sup>+GST</sup>

#### Benefits

- Company will be acknowledged as a **SILVER SPONSOR**
- Opportunity to submit an abstract for a 5 minute presentation in the conference programme (abstract and topic to be approved by the Conference Programme Committee)
- Company logo and weblink on Conference Website
- Company logo on the Conference Programme
- Company logo inside the Conference Pocket Programme
- Company logo displayed on the Screen prior to each session and before each catering break
- Company logo and acknowledgement in all printed material



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## Sponsorship Opportunities

- Priority choice of exhibition site, after Gold allocation.
- One complimentary Exhibitor Registration
- One complimentary Conference Dinner ticket
- Delegate list ten working days prior to conference

### Bronze Sponsorship \$5,000+GST

#### Benefits

- Company will be acknowledged as a **BRONZE SPONSOR**
- Opportunity to submit an abstract for a 5 minute presentation in the conference programme (abstract and topic to be approved by the Conference Programme Committee)
- Company logo and weblink on Conference Website
- Company logo on the Conference Programme
- Company logo inside the Conference Pocket Programme
- Company logo displayed on the Screen prior to each session and before each catering break
- Company logo and acknowledgement in all printed material
- Priority choice of exhibition site, after Gold & Silver allocations.
- Delegate list ten working days prior to conference

### Supporting Sponsorship \$2,000+GST

#### Benefits

- Company will be acknowledged as a **SUPPORTING SPONSOR**
- Company logo and weblink on Conference Website
- Company logo on the Conference Programme

### Trainee Award \$1,750.00+GST

#### Benefits

- Company will be acknowledged as a **TRAINEE AWARD SPONSOR**
- Company logo and weblink on Conference Website
- Company logo on the Conference Programme
- Opportunity to present the awards to the winning trainees

Note: Trainee presentations are independently judged by delegates using a predetermined marking schedule.

### Exhibition \$2,475+GST

- All catering breaks as scheduled in the programme will be served within the exhibition area. Sites are booked on a first in, first served basis following the confirmation of the sponsors' sites.

#### Inclusions:

- White Octanorm Stands 2.5m x 2.5m
- Power 1 x 10amp 4-way per stand
- Spotlights 2 x 150watt per stand
- Octanorm fascia & signage per stand

Note: No personnel are included in the stand cost they are an additional cost of \$220.00 +GST per person. Table and chairs are NOT included with your booth, but can be hired from Peek Exhibition for \$35.00 plus GST.



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## 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.

#### 1. 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. All monies due must be received prior to commencement of the Conference. Should any monies be outstanding the Conference Manager has 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 6% 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 on a solicitor and own client basis, including all debt collections costs.

The Organising Committee reserves 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\$).

#### 2. CANCELLATION

Submission of a signed Application to Sponsor and/or Exhibit will be deemed as a firm booking. Any cancellations must be made in writing.

In the event of cancellation 3-6 months prior to the date of the conference the Organisers shall retain 50% of the contract price.

In the event of cancellation within 3 months of the date of the 100% of the contract price will be forfeited.

If attending personnel are cancelled less than 7 working days prior to the date of the conference the full exhibitor registration and social functions will be charged.

If in the event of the Conference being cancelled for reasons beyond the control of the Organisers or the Sponsoring Company then the contract price is refundable less expenses already incurred.

#### 3. COURIERS AND STORAGE

Arranging couriers and transportation of equipment is the sole responsibility of the sponsor/exhibitor. Costs associated with storage of equipment is also the sole responsibility of the sponsoring/exhibiting company.

#### 4. HEALTH AND SAFETY

The sponsor/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. Sponsors/exhibitors must comply with all reasonable direction of the venue operator.

#### 5. 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/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. The sponsor/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 or Conference Managers.





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## Terms & Conditions

### 6. 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.

### 7. SECURITY

Every precaution will be taken to protect sponsors'/exhibitors' 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.

### 8. OCCUPATIONAL SAFETY & HEALTH REGULATIONS

Every sponsor/exhibitor and employees, agents, contractors, sub-contractors, invitees and licensees of the exhibitor 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.

### 9. FIRST AID

Professional first aid service providers can be organised upon request. The Organisers will have a basic first aid kit on site.

### 10. DANGEROUS & HAZARDOUS SUBSTANCES

Substances that are of a dangerous, flammable, explosive or of objectionable nature must not be brought into the premises 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 event 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.



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### Exhibition

#### 1. EXHIBITION STANDS

Will be allocated on a first in, first served basis following the confirmation of sponsors' stands.

#### 2. EXHIBITOR REGISTRATION

The Exhibitor Handbook link will be distributed upon confirmation of stand bookings to allow you to register personnel and social function attendance. Personnel will be charged at NZ \$220 +GST per person for the daily catering.

Note: No personnel are included in the stand cost, unless part of a sponsorship entitlement.

#### 3. EXHIBITION SPACE

Alcohol. Alcohol cannot be served from stands. Alcohol is not permitted in 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.

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.

Floorplan. The Organiser reserves the right to modify the floor plan to accommodate space sales or change as necessary. While the Organiser will use its best endeavours to consult the exhibitors when modifying the floor plan, they are not obliged to do so.

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.

Stand Space. Exhibitors may set up their demonstrations within their purchased stand space only. Aisles and walkways must be kept clear at all times. A pro rata fee will apply if any display occupies space outside the specified space as indicated on the floorplan.

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.

#### 4. PACK IN AND OUT

Exhibition pack-out times are stated under the heading Exhibition Timings and must be adhered to.

**Pack In: Friday 26 March 2021, 13:00-17:00 hrs**

Due to Health and Safety requirements exhibitors will not be granted access to the exhibition area prior to this time.

**Pack Out: Sunday 28 March 2021, 1230 - 1400 hrs**

Exhibitors must not pack out prior to this time.

#### 5. OPENING HOURS

Saturday 27 March 2021 | 0730 - 1730 hrs

Sunday 28 March 2021 | 0800 - 1230 hrs

#### 6. OTHER SERVICES

##### Catering

Morning Tea, Lunch and Afternoon Tea will be served in the Exhibition area to encourage delegates to spend time viewing the exhibits.





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## Terms & Conditions

### Insurance

It is the responsibility of each exhibitor to ensure that their stand and goods on display are adequately insured for theft and damage.

### Accommodation Information

Exhibitors will be able to book accommodation at conference hotels where competitive room rates have been negotiated. A link is available on the conference website [www.nzags.co.nz](http://www.nzags.co.nz)

## 7. VENUE SPECIFICATIONS

### Conditions

The Organisers reserve the right to modify the floor plan to accommodate exhibition sales or change as necessary to avoid company competitor conflicts.

### 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.

## 8. VENUE DETAILS

### Attachments & Adhesives

The Devon Hotel And Conference Centre, New Plymouth 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.

### Deliveries – Pre-Conference

The Organisers and venue will not accept responsibility for goods left unattended by couriers or exhibitors. Goods consigned to venue and arriving prior to the event should be clearly labelled with the Conference Delivery Label.

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. At the conclusion of the exhibition, if you are couriering any items direct from the venue we ask the following.

### Collections - Post Conference

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 complex before or after an exhibition. Please note: We are unable to arrange courier collection on your behalf. The venue does not take any responsibility for items not collected. Any items, which are left at venue 7 days after the exhibition, will be permanently disposed of unless prior arrangement has been made.

### Rubbish

The venue staff handles normal rubbish disposal and rubbish sacks are placed out 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.

### Storage of Boxes During the Conference

Please note there is very limited storage available onsite.

Any small boxes or items you would like to be stored away until the conclusion of the exhibition, please ensure that they are clearly labelled with your name, company name and stand number and take to the conference registration desk for storage. At the conclusion of the exhibition you can collect by asking at the registration desk. All items must be collected at the end of the day.



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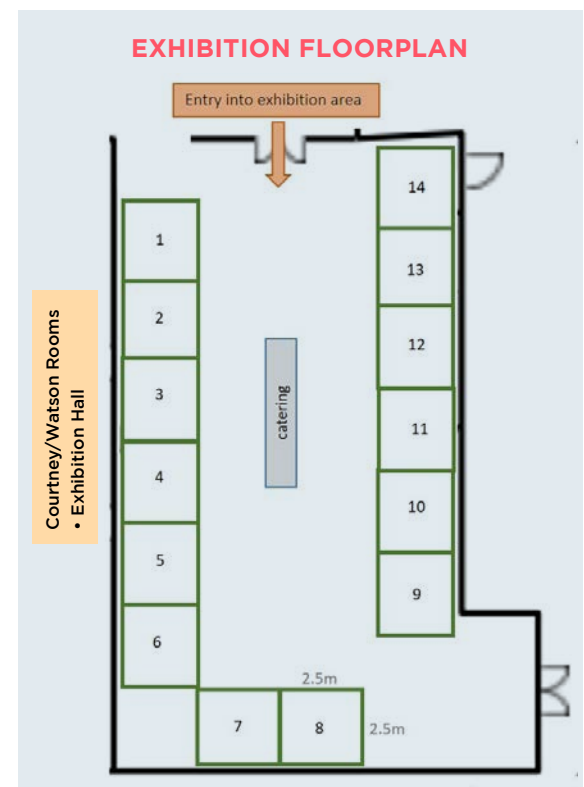
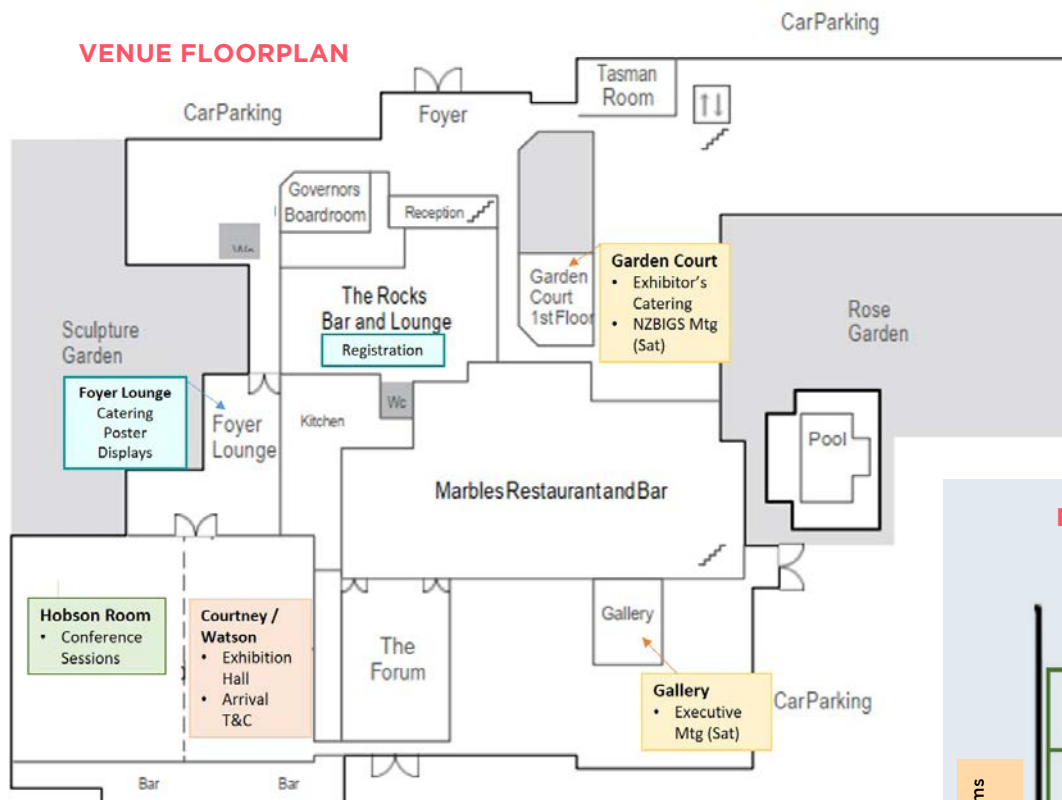
[www.nzags.co.nz](http://www.nzags.co.nz)

## Our Venue

### The Devon Hotel

390 Devon Street, New Plymouth

The iconic devon hotel & conference centre boasts luxury accommodation and puts you on the doorstep of the CBD and New Plymouth's most visited attractions.





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## Sponsorship & Exhibition Application Form

By signing this application form you will be contracted to purchasing sponsorship and/or exhibition space. You confirm that you have read and agree to the Terms and Conditions and Cancellation Policy. Prices are in NZ Dollars.

<input type="radio"/>	Gold Sponsorship	<b>\$10,000 +GST</b>	<input type="radio"/> Conference Dinner	<input type="radio"/> Audio Visual	<input type="radio"/> Lunch Catering Break
<input type="radio"/>	Silver Sponsorship	<b>\$7,500 +GST</b>			
<input type="radio"/>	Bronze Sponsorship	<b>\$5,000 +GST</b>			
<input type="radio"/>	Supporting Sponsorship	<b>\$2,000 +GST</b>			
<input type="radio"/>	Trainee Award Sponsor	<b>\$1,750.00 +GST</b>			
<input type="radio"/>	Exhibition Stand	Number of Exhibition Stands @ <b>\$2,475.00 +GST</b> each required: _____			

### Preferred Site Locations:

1ST CHOICE	2ND CHOICE	3RD CHOICE
COMPETITOR AVOIDANCE:		

COMPANY NAME:		
POSTAL ADDRESS:		
PURCHASE ORDER #:	TEL:	EMAIL:

I accept the Terms and Conditions as stated in this document:

CONTACT NAME:	DATE:
POSITION:	SIGNATURE:

Please scan and email to [donna@w4u.co.nz](mailto:donna@w4u.co.nz)