

APRICOT 2016 Sponsorship Counters

Thank you for your sponsorship for APRICOT 2016.

The New Zealand Foyer will be the venue for the sponsor counters along with morning and afternoon teas from Monday 22 – Thursday 25 February. The NZ Foyer is also the access way to the New Zealand 3 & 4 rooms which are the venue for some of the main conference sessions.

Please find below some information to assist you with setting up your counter:

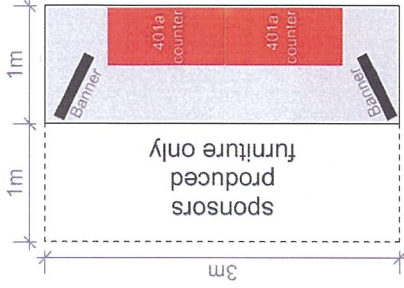
1. Counters are being allocated as follows:
 - a. Numbers 1 – 11 plus 14 – 16 will be for gold and silver sponsors
 - b. Numbers 12 & 13 are for platinum sponsors (double counters)
 - c. PLEASE NOTE: allocation/position of counters may change according to the final number of sponsors
2. We request that sponsors set up between 7 - 9am on Monday 22 February
3. Access to power will be made available
4. Your logo will be printed and placed within section A of the attachment. Please ensure your logo has been forwarded prior to Friday 29 January 2016. You are also welcome to utilise the space within section B. If you wish to have information printed onto corflute, please contact Lynnaire at Exhibition Hire (8B below).
5. Bags can be placed within the counter cavity from the back
6. As part of your sponsorship you have been allocated complimentary conference exhibitor passes and are therefore invited to attend opening and closing dinners and social functions as follows:

Monday 22 February Opening Dinner at MOTAT
Tuesday 23 February Peering Cocktail at SkyCity
Wednesday 24 February Meet the Executive Committee at SkyCity
Thursday 25 February APRICOT Closing Dinner at SkyCity

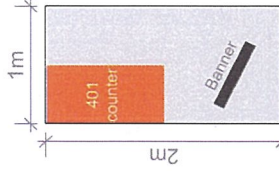
Please note that those with sponsor passes are not entitled to attend the above functions.
7. No sponsor banners, furniture or equipment is allowed to impede on your neighbours area or sight line.
8. If you wish to order any additional AV or furniture for your counter:
 - a. For AV contact Kelvin Colling kelvin@avevents.co.nz 09 525 2494
 - b. For furniture contact Lynnaire Horan lynnaire@exhibitionhire.co.nz 09 579 9884
9. Pack up can commence at the conclusion of afternoon tea on Thursday 25 February, between 4 – 5.30pm.
10. Please use the attached courier/delivery label. SkyCity will only accept deliveries after 17 February.

All enquiries and your logo should be emailed to Megan Bartrum at megan@internetnz.net.nz.

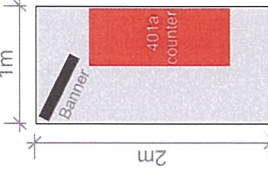
KEY



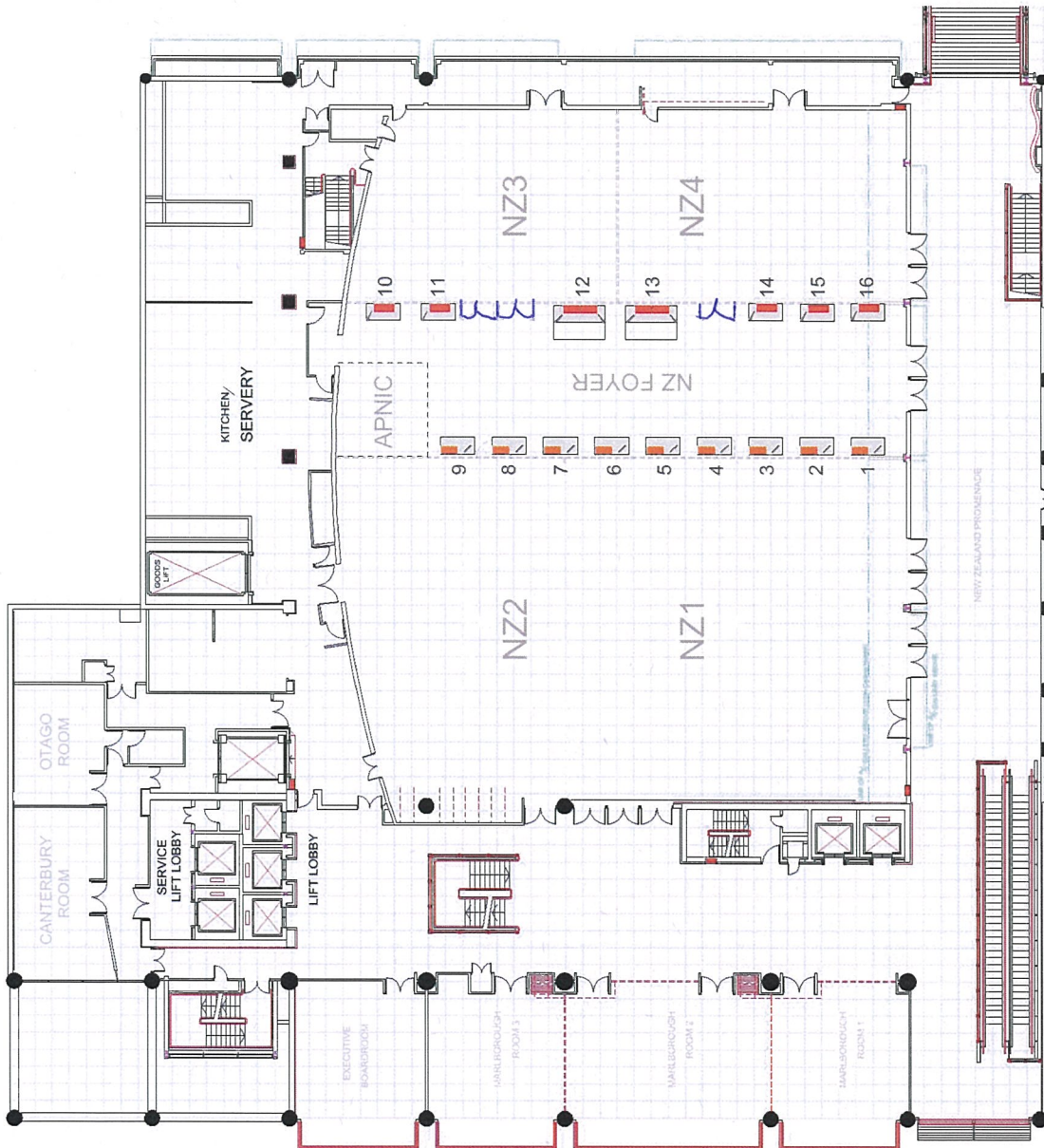
Platinum



Gold or Silver



Gold or Silver

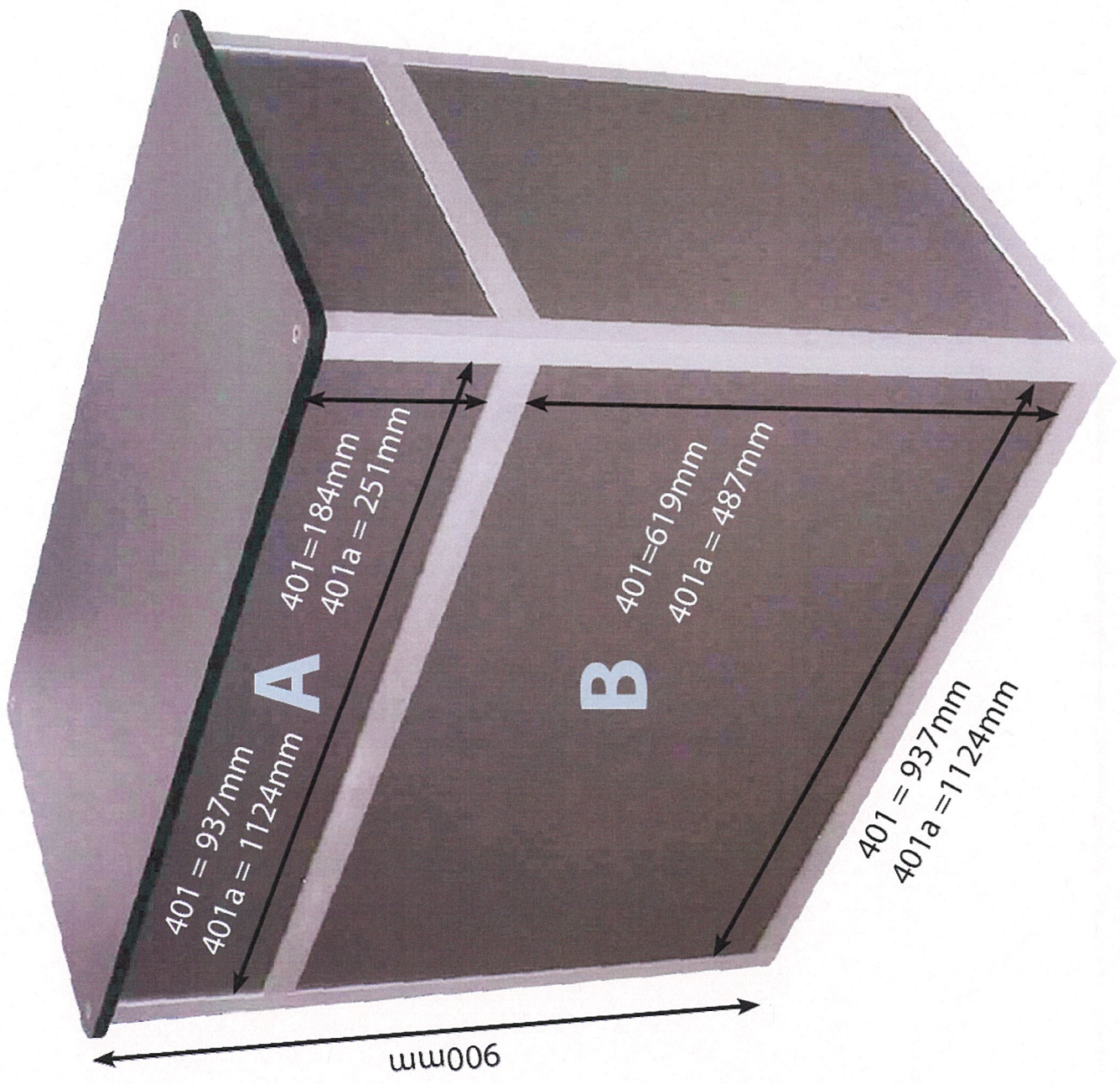


Client Contact: Lynnaire Horan
 Event Date: 23/02/2016
 Drawn By: KB - 08.10.2015
 Scale: A3
 Drawing No: ApricotConference2016_NZ
 FoyerSkyCityLevels_0pr1V04

Apricot Conference 2016 - SkyCity
 SkyCity, Level 5 | Grid Represents 1m x 1m



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401 = 937mm
401a = 1124mm

A

401 = 184mm
401a = 251mm

B

401 = 619mm
401a = 487mm

401 = 937mm
401a = 1124mm

900mm



DELIVERY ADDRESS:

SKYCITY Convention Centre Duty Manager
C/O

**SKYCITY AUCKLAND CONVENTION CENTRE
LOADING DOCK
88 Federal Street
Auckland**

EVENT NAME	APRICOT 2016
ITEM	
EVENT DATE	Monday 22 – Friday 26 February 2016
EVENT ROOM NAME	All rooms on Level 5
SKYCITY CONTACT	Ray Hall 021 997 039

SENDER DETAILS	
SENDER NAME	COMPANY
ADDRESS	PHONE #

INSERT DESCRIPTION	
INSERT DESCRIPTION:	
NUMBER OF BOXES:	

Please ensure all Courier forms and customs requirements are filled out correctly. SHIP TO: (name and contact number of person who will be receiving goods from your company at SKYCITY, NOT the SKYCITY contact.

DELIVERY ADDRESS:

SENDER DETAILS

SENDER NAME	COMPANY
ADDRESS	PHONE #

INSERT DESCRIPTION

INSERT DESCRIPTION:	
NUMBER OF BOXES:	
Courier Company Contact:	
Courier Company Phone:	
Pick Up Date:	

Please ensure all Courier forms and customs requirements are filled out correctly.

Dear Customer,

Please take attention to the following In order to make your pack out as smooth as possible. Should you be leaving material for courier collection at the venue, please have all items:

- Labelled with the correct delivery details, and with mention of the total number of items.
- Labelled with consignment notes as required by your pre arranged courier service
- All items must be sealed.
- If you are bringing a vehicle in to the dock to pick up your equipment please make sure all your items being picked are on the dock before you can drive your vehicle in.
- Pick up address:
SKYCITY Convention Centre Loading Dock
88 Federal Street
Auckland 1010

Loading Dock Phone Number: +64 9 363 7166

Goods must be collected on Monday 29 February 2016 unless otherwise arranged with Ray Hall 021 997 039.