



INFORMATION FOR SPONSORS

Thank you for being a sponsor/exhibitor at the 2023 AIMA Conference. Your support not only enables us to continue this valuable event each year, but it also supports AIMA's goals, members, and the practice of Integrative Medicine. As a sponsoring organisation you will:

- gain direct access to integrative medical and other allied health practitioners
- strengthen your relationships with new and existing clients
- build your reputation as a key stakeholder in the industry
- gain invaluable market intelligence
- create links with the peak medical body promoting evidence-based integrative medicine

All sponsors are allocated a space in the Expo Foyer according to the level of their sponsorship unless other arrangements have been made.

- Diamond sponsors – 2 tables
- Gold sponsors – 1 table
- Silver sponsors – 1 table
- Bronze sponsors – half a table shared with another Bronze sponsor

Please find important exhibitor information below.

Contact

Please contact AIMA NZ Administrator, Jo Ewer if you have any questions or issues. Jo will be present at all times during the conference and will be your main point of contact. She can be contacted by mobile on 021 056 0002 or email at joewer@aima.net.au.

Conference Venue

The conference is being held on Level 4 of the WG building (Sir Paul Reeves Building) at the Auckland University of Technology in central Auckland. Presentations will be held in Lecture Theatre WG403 and using the main Level 4 foyer as the exhibition space. The Auckland University of Technology City Campus is on the corner of Mayoral Drive and Fitzroy Place (see map at end of this document). This venue is on the edge of Auckland city and is a short walk from public transport. You can find information on getting to the venue at <https://www.aut.ac.nz/about/campuses-and-locations/city-campus>.

Exhibitor Bump In

Thursday 7 December – 16:00 to 19:00

Jo Ewer will be at the venue during bump in times. Please drop off any goods at the venue via Governor Fitzroy Place (off St Paul St) which has a small loading area which can be used for short term drop offs. This is the best place to unload as its closest to level 4 access of the WG Building – see map on last page of this document. Your tables will be labelled.

Exhibitor Bump out

Saturday 9th December between 16:00-19:00

Please do not bump out before 16:00. If you require anything to be held onsite for couriers to collect (as arranged by you), please label clearly and notify Jo Ewer who will arrange secure storage.

Exhibitor Space

Exhibitors are allocated skirted tables with dimensions of 1.8m length x 0.75m width. Each exhibitor is allocated a space of approximately 2m length x 2metres. Exhibitors may place pull up banners behind their tables and within the perimeter of their stand if there is room.

Power – Please notify Jo Ewer if you require power and we can arrange a multi power box (with 4 power sockets) at your exhibition space. If you have any special requirements, please let Jo Ewer know as soon as possible.

Internet – the venue provides free internet for exhibitors and attendees. The wifi details will be available from at the registration desk.

Exhibitor registrations

Exhibitors are allocated full conference registrations for the staff members to staff their exhibition stand as per the following:

- Diamond sponsors – 4 full registrations
- Gold and Silver sponsors – 2 full registrations
- Bronze sponsors – 1 full registration

Additional staff members may attend on request and will need to pay \$280 per person to cover minimum catering and venue costs. These additional tickets can be purchased through [this link](#). Please email Jo Ewer to notify her of additional staff.

Please email Jo Ewer the names and email addresses of those who will be staffing your stand by Monday 20th November at the very latest. You are able to “share” registrations for those doing shifts e.g. if different staff will work the Friday than the Saturday.

Conference Booklet

The Conference Booklet is A5 size and is distributed to all delegates in their delegate bag on registration. All sponsors will have their logo included in the Conference Booklet. Please send a colour jpeg/png of your logo to joewer@aima.net.au by 10 November 2023.

Sponsorship Package	Diamond	Gold	Silver
Logo in Conference Booklet	Front Cover	Inside Front Cover	Inside Page
Advertising in Conference Booklet	Full page	Full Page	-

Advertising specifications

If your sponsorship includes advertising in the Conference Booklet, please provide print ready pdfs, CMYK, fonts outlined, no registration marks, no colour bars to Jo Ewer by 10 November 2023.

Artwork specifications are:

- Full page vertical. Size 128 x 190mm.
- Full page vertical to edge of page (148 x 210) ADD 5mm bleed all round.
- Half page horizontal. Size 92mm x 128.

Additional advertising is available to purchase at the following rates:

- Back Cover \$550
- Full page (A5) run-of-book \$300
- Half Page \$150

If you would like to purchase additional advertising, please email Jo Ewer before 6 November 2023.

Exhibitor Freight

Exhibitor freight can be delivered to the venue **FROM Monday 4th December onwards (no earlier) and must arrive by midday Thursday 7th December 2023.**

Your freight will be stored and distributed to your exhibitor table for bump in on Thursday 7th December.

Please label freight using the template below:

AUT Events
AUT City Campus
Gate 4, Entrance off - Mayoral Drive
(Drive down gate 4 and leave boxes outside by roller doors)
Auckland Central 1010

Reference: AIMA 2023 (Exhibitor Name: **Enter your Company Name**)
Attn: Rajan Bakhunchhe - 021 816 858
Box __of __

Here is an image for couriers if required:



Please notify Jo Ewer of any freight you are sending so that we can check it off on Thursday 7th December.

Delegate Bag Inserts

Please deliver items to be packed into the delegate bag to AIMA staff at the venue between 4.00-5.00pm on Thursday 7th December. If you are coming from overseas, you may send delegate bag inserts to the venue, follow instructions above for Exhibitor Freight above (**but for delivery no earlier than Monday 4th December**). Make sure you write 'FOR DELEGATE BAGS – AIMA' and your company name on the label. **Please send a minimum of 200 inserts.**

Acceptance of goods

It is the responsibility of the exhibitor to ensure goods have arrived at the venue. To avoid delays during bump-in, we suggest you confirm with your freight company that all goods have been delivered as scheduled. Safe delivery and clearance through New Zealand Customs is the responsibility of the individual exhibitors.

Deliveries from the venue

Exhibitors are asked to have their return freight picked up from the venue by 5pm Monday 11th December 2023.

Exhibition Foyer Passport Contest

All sponsors/exhibitors are offered the opportunity to participate in an Exhibition Foyer Passport Contest. The premise of the game is to create an incentive for attendees to visit all the exhibitor/sponsor stands in the foyer during the conference.

To participate, we ask for willing sponsors to donate one prize (of your choosing) for the prize pack. Please deliver your donated prizes to Jo Ewer at the Registration desk on Friday 8th December or alternatively, at the exhibitor bump in from 4-7pm on Thursday 7th December. The Passport Contest is a great way to encourage traffic to your space, increasing your brand presence and getting the conversation started with attendees at your stand.

How the Passport Contest Works:

Each attendee will receive a "passport card" with the participating exhibit booth names/logos listed on the game card. Attendees will need to visit all of the exhibitors listed and get their passport signed on their Passport Game card. Once all of the signatures have been received (in the corresponding boxes), passports can then be deposited into a drop-box located at the

Registration desk.

Passports must be turned in by the end of lunch on Saturday 9th December to be eligible to win the prize pack. A winner will be drawn and announced just before the afternoon tea break on Saturday 9th December in the main lecture theatre. Attendees must be present to win the prize.

Accounts

Any outstanding sponsorship payments must be finalised prior to attending the conference.

Exhibitor protocol

Once again, we'd like to thank you for being a sponsor at the 2023 AIMA Conference. Your sponsorship is vital to the important work of AIMA. To ensure that we run a safe conference, we ask you to agree to the following protocols:

- Not to state or imply, verbally or in writing, that you are endorsed, approved or otherwise recommended by AIMA.
- Not to place or display any material (e.g., printed matter, products, samples, devices) in any area other than the designated space assigned to you and to always follow the directions of the organisers (AIMA) and the venue (AUT).
- Not to display or promote any products, devices or services that may be reasonably considered not to be effective or appropriate.
- To take full responsibility for the costs of sponsoring and exhibiting at the conference, including liability for any associated loss, damage, or injury.
- To always remain in good standing with all relevant authorities and organisations.
- Not to promote your products/services during discussions in the lecture rooms.

Your sponsorship of, and presence at, the conference is, at all times, at the sole discretion of the conference organisers. Any breach of the guidelines may result in this agreement being cancelled without notice or being asked to leave the venue.

If you have any questions about the instructions above, please contact Jo Ewer on 021 056 0002 or email joewer@aima.net.au.

We look forward to working with you at what promises to be a fun and educational event!

AUT CITY CAMPUS

55 Wellesley Street East, Auckland 1010



SCHOOLS











- Art & Design** – Level 3, WE building
- Business & Economics** – Level 1, WF building
- Colab: Creative Technologies** – Level 11, WG building
- Communication Studies** – Level 12, WG building
- Engineering, Computer & Mathematical Sciences** – Level 3, WZ building
- Hospitality & Tourism** – Level 3, WH building
- Language & Culture** – Level 8, WT building
- Law** – Level 6, WY building
- Science** – Level 5, WS building
- Social Sciences & Public Policy** – Level 14, WT building
- Te Ara Poutama** – Level 3, WB building

STUDENT HUB

Level 2, WA building
 Phone: 0800 AUT UNI (0800 288 864)
 Web: www.aut.ac.nz/studenthub

SERVICES AND FACILITIES

- AUT International Centre** – Ground Floor, WY building
- AUTSA (Auckland University of Technology Student Association)** – Level 2, WC building
- Early Childhood Centre** – Level 2, WA building via Gate 2
- Estates Service Centre, Security** – Corner St Paul & Wakefield St, WO building
- Learning Lab** – Level 3, WA building
- Library** – Level 4, WA building
- PinkLime (print services)** – Level 3, WA building
- Student Counselling & Mental Health** – WB204, WB building
- Student Medical Centre** – WB219, WB building
- ubiq (formerly University Bookshop)** – WC122, WC building

-  Student Hub
-  Student lounge
-  Cafés
-  Library
-  Early Childhood Centre
-  Gym
-  Conference facility
-  Intercampus shuttle bus stop
-  Breast feeding and baby change room
-  Mobility parks