

# BUILDING ON THE BEST

SAPNA STATE CONFERENCE • 2023



**Power of the Past**



**Force for the Future**

**TRADE SPONSORSHIP  
OPPORTUNITIES &  
EXHIBITOR REGISTRATION**

**22-23 SEPTEMBER**  
ADELAIDE ENTERTAINMENT CENTRE

**SAPNA**   
SOUTH AUSTRALIAN  
PERIOPERATIVE NURSES  
ASSOCIATION INC

**Conference Enquiries**

SAPNA • PO BOX 38  
HIGHGATE SA 5063  
sapnaconference@sapna.org.au

**sapna.org.au**

# CONTENTS

President's Welcome Message	3
Venue Details	4
Exhibition Opening Hours	5
Exhibition Booth Details	6
Exhibition Costs and Booth Prices	7
Sponsorship Packages	8-11
Exhibition Floorplan	12
Educational Program Overview	13
Sponsorship and Exhibition Agreement	14
Application to Exhibit/Sponsor	15
Package Confirmation and Payment Details	16



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PO Box 38  
HIGHGATE SA 5063



# PRESIDENT'S WELCOME MESSAGE

On behalf of the South Australian Perioperative Nurses Association, I would like to extend an invitation to all of our Health Trade Partners to attend the 2023 SAPNA State Conference: *Building on the Best—Power of the Past, Force for the Future*. The Conference is being held at the magnificent Adelaide Oval on Friday 22 and Saturday 23 September 2023.

The Conference Program is currently in development and includes a number of key speakers and expert clinicians presenting on a range of topics related to perioperative nursing.

The final program will be posted on the SAPNA website when finalised.

The official opening of the Health Trade Partners Exhibition is planned for Friday 22 September at 10.00am. All meals will be served in the Health Trade Partners Exhibition (according to COVID-safe plans) over the two days, allowing delegates to have maximum exposure to the exhibition during the Conference. There is also a Conference Dinner on Friday evening, tickets available for purchase.

A draft program of Health Trade Partners Exhibition hours has been included in this document with confirmation to follow.

SAPNA is offering Gold, Silver and Bronze Sponsorship Packages with all details included in this document. This is an opportunity for extra marketing exposure during the conference, and the opportunity for workshops to be held during the program. In addition, company brochures or advertising material can be incorporated into the delegate program and delegate satchels.



Advertising has already commenced on the SAPNA website, in email communication to members, and on social media platforms. Further marketing is planned during each month leading up to the Conference with a target of attracting 250 delegates.

The Health Trade Partners Exhibition is an integral part of the SAPNA State Conference, providing an opportunity for SAPNA members to remain informed of the latest advances in perioperative nursing.

We look forward to welcoming our Health Trade Partners Exhibition to the Conference to assist us in ensuring this event is a huge success. The Committee also offers all Exhibitors the opportunity to attend all educational presentations at the Conference, which is included in the exhibitor costs. This document provides the information required to register for the Conference.

On behalf of the SAPNA Committee we look forward to seeing you all at the 2023 SAPNA State Conference and thank you for your ongoing support of perioperative nursing in South Australia.

**Cathie Hashemi**  
SAPNA President

# VENUE DETAILS

## Parking at Adelaide Entertainment Centre

Access via Mary Street, Manton Street or Adam Street only.  
The Centre is a fully cashless venue with payment via credit card only.

## Exhibition Details

The Conference Committee have employed the services of Adelaide Expo Hire to assist with the build of the Exhibition. If you are looking to optimise your existing booth, upgrade your stand or create a full custom design, Adelaide Expo Hire will work with you to create the perfect solution.

There will be an onsite Project Manager, Crew and Exhibition Coordinator present onsite during exhibitor set up, should you need assistance with any issues.





# EXHIBITION OPENING HOURS

The Health Trade Partners Exhibition area will be situated in Theatre A, Adelaide Entertainment Centre.

## Thursday 21 September

**08:00** Exhibition construction and set up – Adelaide Expo Hire

**14:00- 16:30** Exhibitor bump in

## Friday 22 September

**07:00 - 10:00** Exhibitor move in and set up

**10:00 - 10:30** Health Trade Partners Exhibition with Delegates Morning Tea served in Exhibition area

**12:30 - 14:00** Health Trade Partners Exhibition with Delegates Lunch served in Exhibition area

## Saturday 23 September

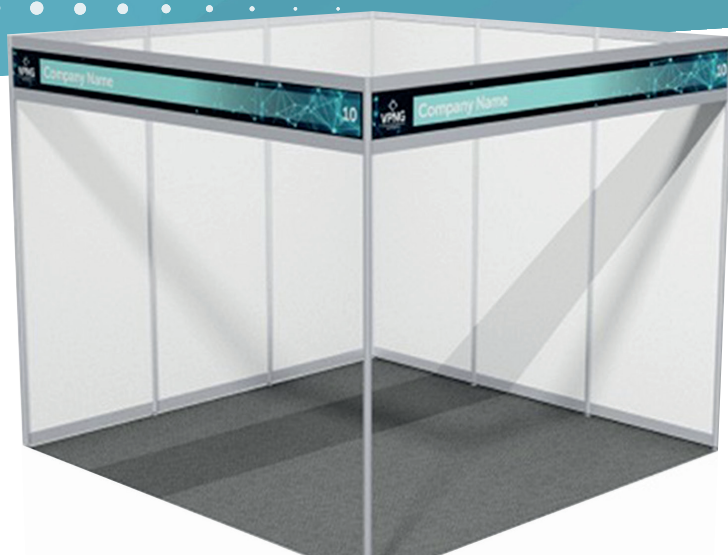
**10:00 - 10:40** Health Trade Partners Exhibition with Delegates Morning Tea served in Exhibition area

**12:40 - 14:45** Health Trade Partners Exhibition with Delegates Lunch served in Exhibition area. Drawing of the raffles and close of Exhibition at 2.30pm

**15:00 - 16:00** Exhibitors commence moving out

**16:00 - 21:00** Exhibition dismantled

# EXHIBITION BOOTH DETAILS



Booth size	3.0m x 3.0m
Booth walls	2.34m (h) matt smooth finish infill panels set within 2.48m high Octanorm aluminium framing. Colour - white
Fascia and Sign	Digital print fascia name board sign featuring single colour lettering on a white background.  A company name will be installed over each open side. Full colour or logo name board signs can be produced at an additional cost (POA)
Lighting	Two LED spotlights per 3m x 3m booth mounted behind the front fascia panel
Power	1 x 4 amp power point per 3m x 3m booth mounted on the rear wall
Not to be used	Pins, staples, screws, nails, bolts, Velcro paint or double-sided tape. Charges apply for damage to booths
To be used	UHU tac white putty, 3M command picture hanging strips, hook & chain
Furniture	Furniture can be ordered through Adelaide Expo Hire at Exhibitor's expense

## ADELAIDE EXPO HIRE

For all enquiries regarding Furniture, Signage, Audio Visual & Power, please contact our preferred supplier on the following details:

**Lauren Harrison**  
Exhibition Sales Coordinator  
Phone: (08) 8350 2304  
Email: [laureng@aeh.com.au](mailto:laureng@aeh.com.au)

The Exhibitor Floor Plan is included in this document - see page 12.

Specific details regarding furniture, plants, audio-visual hire and other items are available direct from Adelaide Expo Hire.

## DISPLAY DESIGN

All display materials must be flameproof. No attachment or defacement is to be made to the flooring, ceilings, internal and external walls of the Exhibition area, or the furnishings of the facilities.

Exhibitors must keep their display within the dimensions of the Exhibition booth.

## ELECTRICAL

Any electrical installations other than those supplied in the booth package must be tested and tagged prior to being used.

Should additional power supplies be required (e.g. three-phase power) please contact Adelaide Expo Hire directly to arrange at the Exhibitors expense.

## DELIVERIES TO THE ENTERTAINMENT CENTRE

If you wish to have goods delivered prior to the Conference this will be possible with delivery details emailed closer to date of event.

## CLEANING

It is the responsibility of each Exhibitor to keep the booth clean and tidy. Bins will be provided in the exhibition area.



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# SPONSORSHIP PACKAGES

SAPNA is offering the following sponsorship opportunities.

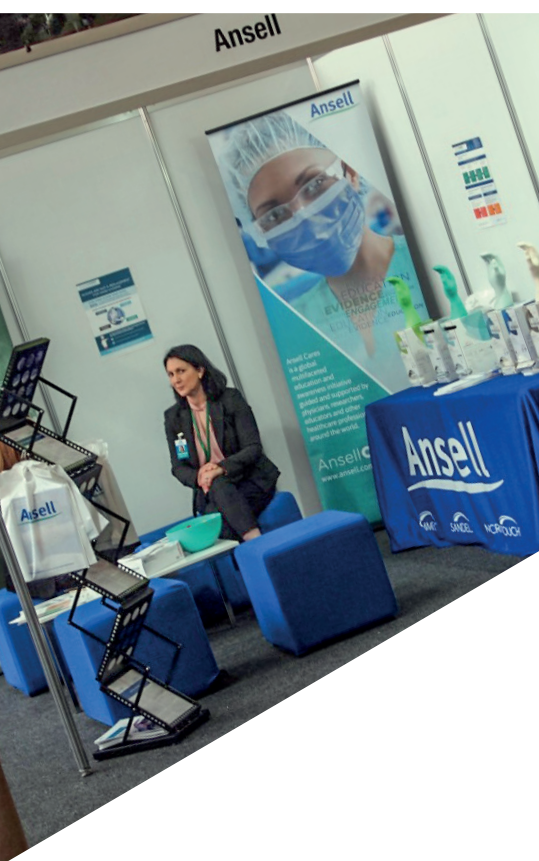
All sponsors will be acknowledged in the Conference Brochure, at the sponsored education session(s) and throughout the Conference.

## GOLD SPONSORSHIP

**\$7500 inc GST (Booths 25-26)**

The prestigious Gold Sponsorship Package offers the sponsor:

- Two Health Trade Partners Exhibition booths with Gold Sponsor acknowledgement and four Health Trade Partners Exhibition tickets.
- Four complimentary Conference Dinner tickets.
- Naming rights for the Management Day, Friday 22 September.
- One complimentary A4 full colour advertisement in the Conference Handbook  
*(Company to supply material for insertion with committee approval)*
- Provision for your company banner/sign to be placed in a suitable area during the management presentations at the venue on the Friday.
- Company name/logo on conference promotional material, conference handbook and conference program on site.
- Company name/logo advertised on SAPNA Website
- One item in conference satchel  
*(Company to supply material for insertion)*
- Company name/logo throughout the conference sessions on the audio-visual screen.
- Option of holding a 30 minute 'Masterclass Session'





# SPONSORSHIP PACKAGES – CONTINUED

## SILVER SPONSORSHIP

**\$5500 inc GST (Booth choice 9 or 10)**

**The Silver sponsorship option offers the sponsor:**

- One 3m x 3m exhibition booth with Silver Sponsorship acknowledgement and two Health Trade Partners Exhibition tickets.
- Two complimentary Conference Dinner tickets.
- Naming rights for one of the Concurrent Streams on Saturday 23 September.
- Provision for your company banner/sign to be placed in a suitable area during the sponsored stream presentations at the venue on the Saturday.
- Company name/logo on conference promotional material, conference handbook and conference program on site.
- Company name/logo advertised on SAPNA Website
- One item in conference satchel  
*(Company to supply material for insertion)*
- Company name/logo throughout the conference sessions on the audio-visual screen.

# SPONSORSHIP PACKAGES – CONTINUED

## BRONZE SPONSORSHIP

**\$4500 inc GST (Booths 8, 21, 22 or 40)**

The Bronze sponsorship option offers the sponsor:

- One 3m x 3m exhibition booth with Bronze Sponsorship acknowledgement and two Health Trade Partners Exhibition tickets
- Two complimentary Conference Dinner tickets
- Company name/logo on conference promotional material/conference handbook and conference program on site
- Company name/logo advertised on SAPNA Website
- One item in conference satchel  
*(Company to supply material for insertion)*
- Company name/logo throughout the conference sessions on the audio-visual screen.





# SPONSORSHIP PACKAGES – CONTINUED

## EXHIBITION BOOTH

**\$3000 inc GST**

- One 3m x 3m exhibition booth with two Health Trade Partners Exhibition tickets
- Company name/logo on conference promotional material/conference handbook and conference program on site

## SACHEL INSERTS

**\$250 each inc GST**

Satchel items are to be supplied and delivered to the venue at sponsor's cost. Cost is for one item only and can consist of either Pads, Pens or a Flyer.

- **Pads** (one only per company) approved, preprinted pads
- **Pens** (one only per company)
- **Flyers** (one only per company)

# FLOOR PLAN

## HEALTH TRADE PARTNERS EXHIBITION





# EDUCATIONAL PROGRAM

## OVERVIEW

The Conference will include a combination of both Plenary and Concurrent Sessions with registration scheduled from 07:45–08:30 on Friday 22 and 08:00–09:00 Saturday 23 September 2023.

### Friday 22 September

**07:45 – 08:30** Arrival Tea & Coffee

**08:30 – 10:00** Plenary Sessions

**10:00 – 10:30** MORNING TEA - HEALTH TRADE PARTNERS EXHIBITION

**10:30 – 12:30** Plenary Sessions

**12:30 – 14:00** LUNCH - HEALTH TRADE PARTNERS EXHIBITION  
(Trade Workshop)

**14:00 – 17:30** Plenary Sessions

**19:00 – 23:00** Conference Dinner

### Saturday 23 September

**0800 – 0900** Registration

**09:00 – 10:00** Plenary Session

**10:00 – 10:40** MORNING TEA - HEALTH TRADE PARTNERS EXHIBITION

**10:40 – 12:40** Concurrent Sessions

**12:40 – 14:45** LUNCH - HEALTH TRADE PARTNERS EXHIBITION

**14:45 – 16:45** Plenary Session & Closing of Conference

*\* Final program will be posted on the SAPNA website when available.*

# SPONSORSHIP AND EXHIBITION AGREEMENT

## 1. Acceptance of Application to Sponsor or Exhibit

The completed application form from a Sponsor or Exhibitor, together with full payment, at the time of application is an offer to SAPNA, the organisers of the exhibition.

## 2. Liability and Insurances

The Exhibitor and the Servant's Agents and Contractors of the Exhibitor are to occupy and use the exhibition booth allotted under this exhibition contract and enter the Adelaide Entertainment Centre and act under or pursuant to this exhibition contract at their own risk.

The Exhibitor and Sponsor hereby indemnifies and releases SAPNA (the organisers), Exhibition Company Adelaide Expo Hire, and the Adelaide Entertainment Centre (the Venue Managers) and each of them against all actions, suits, costs, claims and demands brought against the Organisers, and the Venue Managers or any of them by any person, firm or corporation for any damage or loss caused directly or indirectly to or suffered by any person, firm or corporation as a result of any act or default of the Exhibitor or the Servants, Agents, Contractors or Invitees of the Exhibitor or resulting directly or indirectly from the attendance of the Exhibitor at the Exhibition including travel to and from such venues and without limiting the foregoing the Organisers and the Venue Managers or any of them shall not in any circumstances be liable for any loss, injury or death or damage which may occur to the exhibitor or the servants, agents or contractors of the exhibitor or for any damage to their property including damage to exhibits, plant, equipment, fixtures, fittings or other property whatsoever or for any loss of profits which they may suffer howsoever caused. It is strongly advised that each exhibitor seek to cover their equipment, exhibits and display material with adequate insurance and also effect public risk insurance at the expense of the Exhibitor.

## 3. Consequential Damage

The Organisers will not be liable for any indirect consequential damages arising out of a breach of this exhibition contract.

## 4. Security

The Exhibition area will be secured after hours and entry will be by name badge only during exhibition opening hours.

## 5. Variations

The Organisers may in the event of any circumstance which render it necessary, vary the booth or stand space allocation and the Exhibitor will accept such re-allocation without any claim for a reduction in charges or otherwise.

## 6. Unavoidable Occurrences

In the event that the Exhibition is cancelled or delayed through no fault of the Organisers, the Venue Manager or the Sponsors including but not limited to fire, flood, labour disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slow-downs or disputes, or other similar events then the exhibitor shall not be entitled to any refund or to claim for any loss of damage.

## 7. Assignments and Subletting

No Exhibitor shall assign, sublet or share the whole or any part of the space booth allocated without the knowledge and written consent of the Organisers.

## 8. Hours

The Organisers shall determine the hours during which the Exhibition shall be conducted and as to hours of access for Exhibitors including variations of such times as shall be necessary.

## 9. Cancellation Policy

### (i) Sponsors

In the event that any Applicant to Sponsor cancels, for whatsoever reason, it is understood and agreed that SAPNA, in its discretion, will determine the outcome of all financial matters.

### (ii) Exhibitors

In the event that any Applicant to Exhibit cancels, for whatsoever reason, it is understood and agreed that any monies paid for exhibition booths will not be refundable on any cancellation received after close of business on Friday 1 September 2023.



# APPLICATION TO EXHIBIT/SPONSOR



**Payment in full is required to secure each booth.**

CONFIRMATION OF STAND ALLOCATIONS WILL BE MADE IN ORDER OF RECEIPT OF APPLICATION AND PAYMENT.

**To register as an exhibitor/sponsor, either complete this form or register online at:**  
[www.sapna.org.au/event/sapna-2023-state-conference-trade-registration](http://www.sapna.org.au/event/sapna-2023-state-conference-trade-registration)

## Account Details

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

## Booth Type Requested

☐ Exhibitor ☐ Gold Sponsor ☐ Silver Sponsor ☐ Bronze Sponsor

I/We prefer booth locations as indicated on the attached floor plan in order of preference  
(To book a double booth please indicate the two booth numbers preferred)

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ 4th: \_\_\_\_\_

## Catering

Please complete the names of Company Representatives attending (and any special dietary requirements):

NAME	DIETARY REQUIREMENTS
1.	
2.	
3.	
4.	

# PACKAGE CONFIRMATION AND PAYMENT DETAILS

## Confirmation of Sponsorship Package/s

I/We confirm sponsorship and booths required as follows:

PACKAGE (all costs INCLUDE GST)	COST	QTY	TOTAL
Gold Sponsor	\$7500		
Silver Sponsor	\$5500		
Bronze Sponsor	\$4500		
Exhibition Booth	\$3000		
Satchel Inserts			
Pads	\$250		
Pens	\$250		
Flyers	\$250		
Total Sponsorship/Booths			\$
Additional Company Representative/s both days	\$250		\$
Additional Company Representative/s: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	\$150		\$
Dinner Ticket	\$150		\$
Total Sponsorship/Booths & Additional Representatives payable			\$

I/We will pay by:

### ☐ Electronic Transfer

Identify your Name/Company Name in your payment.

Account details: WESTPAC BSB: 035 087 Account No: 162888 Account Name: SAPNA Conference

### ☐ Invoice

Name/Company Name for invoice:

Email:

## Cancellation policy

Monies paid for Exhibition Booths are not refundable on cancellation after 1 September 2023.

## Attendance

I/We understand that all attendees and exhibitor personnel must be registered to participate in any aspect of the SAPNA 2023 State Conference. I/We have read and understand the Terms and Conditions of the Sponsorship and Exhibition Agreement of the attached herein and I/We agree to be bound by the said Terms and Conditions.

Signed:

Date:

(For and on behalf of the sponsor/exhibitor listed above)

Please return this form to, or request additional information from: SAPNA Conference, PO Box 38, Highgate, SA 5063

Email: [sapnaconference@sapna.org.au](mailto:sapnaconference@sapna.org.au) or register online at: [www.sapna.org.au/event/sapna-2023-state-conference-trade-registration](http://www.sapna.org.au/event/sapna-2023-state-conference-trade-registration)