



**Conference**  
NZ Law Librarians  
Association

31 Aug — 1 Sep  
**2023**  
Bring on the Future!  
*Waka hourua!*

# Partnership Prospectus

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**31 AUGUST - 1 SEPTEMBER 2023**

Claire Dowling, Conference Convenor  
Email: [nzllaconference@gmail.com](mailto:nzllaconference@gmail.com)  
<https://conference.nzlla.org.nz>

## Invitation To Join Us in Wellington

We are excited to present to you an opportunity to be involved in the 2023 New Zealand Law Librarians' Association (NZLLA) Conference. This year it is being held at Te Herenga Waka, Victoria University of Wellington's (VUW) Law School, in Wellington, on Thursday 31 August and Friday 1 September 2023. Welcome drinks will be held on Wednesday evening, 30 August.

The NZLLA conference is the place that our members and the legal information community go to for professional development, networking, to share knowledge and exchange ideas. Our 2023 conference will build on our successful online conference held in 2021. Our last in person conference was in Christchurch in 2019. We are really looking forward to joining together in person after all this time. We are expecting about 100 attendees, mainly from New Zealand, but also Australia and possibly further afield.



### **NZLLA has just over 100 members from:**

Public and private sector law libraries  
Universities  
Courts  
Law societies  
Government departments  
Law firms  
Professional services firms

## Partnership Benefits

You will have the opportunity to:

- Showcase your products and services to a targeted audience of legal information professionals
  - Many will manage the information resources budgets for their organisations
- Increase your brand visibility
- Generate new leads
- Ultimately drive revenue growth.

In addition, your partnership will enable us to offer our attendees an enhanced conference experience, with access to keynote speakers and networking opportunities. This will help to increase attendee satisfaction and ensure that the conference is a success for all involved.



## Conference Theme

The theme is Bring on the Future: Waka hourua! This Conference will enable us to explore possibilities as we move to a more sustainable and connected future. Key topics could include sustainability, innovation and collaboration, information access, tikanga, te ao Māori, technology, information literacy, and the future of the profession.

## Venue

The VUW Law School is the venue for the 2023 NZLLA Conference. It is located in the Old Government Buildings and famous for being the largest wooden building in the Southern Hemisphere. The location is central and across the road from the New Zealand Parliament Buildings. Nearby is the Supreme Court, the interactive and immersive national museum, Te Papa, award winning eco sanctuary, Zealandia, and you can ride the iconic Wellington cable car.

Wellington is famous for its café culture, award-winning restaurants and bars, and great coffee.

Many of your clients will be in attendance, along with prospective clients, and we hope that you will be interested in participating as a partner and/or exhibitor.

On behalf of the NZLLA Conference Committee, we are delighted to welcome you to Wellington in August 2023 and thank you for your support of the NZLLA.

**Claire Dowling, NZLLA Conference Convenor 2023, NZLLA Treasurer**  
[nzllaconference@gmail.com](mailto:nzllaconference@gmail.com)



## Partnership Package Options Available

- Premium Partner: Dinner sponsorship and table exhibition package **\$10,000**
- Day 1 partnership and table exhibition package **\$6,000**
- Day 2 partnership and table exhibition package **\$6,000**
- Conference welcome drinks partnership and table exhibition package **\$4,500**
- Table exhibition package **\$1000 for one day**

### **Premium Partner: Dinner sponsorship and table exhibition package \$10,000 (Maximum of one sponsor only)**

- Two complimentary full registrations (includes two conference welcome drinks tickets and two dinner tickets)
- Company banner displayed in the venue during the dinner (supplied by your company)
- Verbal acknowledgement at the conference opening and closing address and at the opening of the dinner
- One demo counter and two chairs in the event venue lobby for the two days of the conference
- 10 minute speaking slot during the conference
- Partner holding slide, featuring prior to and between all sessions
- Company profile on conference and partner exhibitor webpage (300 words)
- Company name, logo and website link displayed on the conference website page
- Company logo and specific thanks included in the conference programme
- One item of promotional material placed in each delegate bag or on the registration table

### **Day catering sponsorship and table exhibition package \$6,000 (Maximum of two sponsors only)**

- One complimentary full registration (includes one dinner ticket)
- Company banner displayed on the day of sponsorship (supplied by your company)
- Verbal acknowledgement at the conference opening and closing address
- One demo counter and two chairs in the event venue lobby for the two days of the conference (see exhibition package on page four for more detail)
- 5 minute speaking slot during the conference
- Partner holding slide, featuring prior to and between all sessions
- Company profile on conference and partner exhibitor webpage (250 words)
- Company name, logo and website link displayed on the conference website page
- Company logo and specific thanks included in the conference programme
- One item of promotional material placed in each delegate bag or on the registration table



### **Conference welcome drinks sponsorship and table exhibition package \$4,500**

#### **(Maximum of one sponsor only)**

- One complimentary full registration (includes one dinner ticket)
- Company banner displayed during the conference drinks event (supplied by your company)
- Verbal acknowledgement at the conference opening and closing address and at the opening of the conference welcome drinks drinks
- One demo counter and two chairs in the exhibition space for the two days of the conference  
Partner holding slide, featuring prior to and between all sessions
- Company profile on conference and partner exhibitor webpage (250 words)
- Company name, logo and website link displayed on the conference website page
- Company logo and specific thanks included in the conference programme
- One item of promotional material placed in each delegate bag or on the registration table

### **Table exhibition package for one day \$1000**

#### **(Maximum of six sponsors. Three table exhibitions per day)**

- Company banner displayed at the demo counter (banner supplied by your company)
- One demo counter and two chairs in the exhibition space for one of the two days of the conference
- Company profile on conference and partner exhibitor webpage (100 words)
- Company name, logo and website link displayed on the conference website page
- Company logo and specific thanks included in the conference programme
- One item of promotional material placed in each delegate bag or on the registration table

### **Description of conference exhibition spaces**

The premium partners will receive exhibition space in the venue lobby. The exhibition package partners will receive exhibition space in the open plan refectory where morning tea, lunch, and afternoon tea will be held. This will enable a high level of foot traffic and conversation opportunities for all parties.

### **Optional Extras**

Please enquire about additional conference registrations, conference welcome drinks or dinner tickets directly to [nzllaconference@gmail.com](mailto:nzllaconference@gmail.com)





## **Securing Your Partnership and Exhibition Opportunity**

Partnership packages will be allocated in order of receipt of your application form.

To secure your partnership package or exhibition place, please complete the application form and return it to the email address [nzllaconference@gmail.com](mailto:nzllaconference@gmail.com)

This opportunity will close on 1 June 2023.

## **Payment**

If your application is successful you will be contacted via email and an invoice will be issued at this time. Payment is requested within ten working days. If the payment is not received within this timeframe you relinquish your right to be part of the partnership package and exhibition space.

Invoices can be paid by bank transfer or by online credit card payment. Please note that payment via credit card will incur a small surcharge. Receipts are available upon request.

NZLLA reserves the right to decline partners or exhibitors.

Should your preferred sponsorship package not be available, the Conference Committee will be in touch to discuss other options.



## Partnership Package Options Overview

Category	Premium	Day	Welcome drinks	Exhibitor
Cost - GST inclusive	\$10,000	\$6,000	\$4,500	\$1000
Number of opportunities available	1	2	1	6
<b>Exhibition Space and Registration</b>				
Complimentary exhibition space (demo counter)	<b>1 stand</b>	<b>1 stand</b>	<b>1 stand</b>	
Delegate registrations (includes dinner tickets)	<b>2</b>	<b>1</b>	<b>1</b>	
Exhibitor passes	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Conference Print and Website</b>				
Company profile on conference and partner exhibitor webpage	<b>300 words</b>	<b>250 words</b>	<b>250 words</b>	<b>100 words</b>
Name, logo and website link on the main conference and partner exhibitor webpage	✓	✓	✓	✓
One item of promotional material placed in each delegate bag or on the registration table	✓	✓	✓	✓
<b>Acknowledgement</b>				
At the conference opening and closing	✓	✓	✓	
Speaking slot during the conference	10 mins	5 mins		

Category	Premium	Day	Welcome drinks	Exhibitor
Partner holding slides	✓	✓	✓	
Access to electronic participant list (subject to those who have provided approval for name disclosure)	Provided three weeks prior and post conference	Provided two weeks prior and post conference	Provided one week prior and post conference	Provided at and post conference

**\*Delegate registration includes:**

- Access to all sessions
- Attendance at the exhibition
- Attendance at the welcome drinks
- Dinner tickets
- Morning tea, lunch and afternoon tea

**\*\*Exhibitor staff passes include:**

- Attendance at the exhibition
- Attendance at the welcome drinks
- Morning tea, lunch and afternoon tea



# Application to Partner or Exhibit

## Company Details

Company/Organisation:

Contact name:

City:

Country:

Telephone:

Mobile:

Email:

Date of application:

## Package

Please specify the following:

- Premium Partner- Dinner partnership and table exhibition package \$10,000
- Day catering partnership and table exhibition package \$6,000
- Welcome drinks and and table exhibition package \$4,500
- Table Exhibition Package \$1000

I/We have read the enclosed terms and conditions on page 7 of this prospectus and understand that I/we are bound by them.

Signed:

Name (please print):

Date:

Payment by electronic funds transfer or credit card



## Terms and Conditions

### Currency

All prices are quoted in New Zealand Dollars.

### Payment

All sponsorship and exhibitor payments must be paid to the New Zealand Law Librarians' Association. The NZLLA will issue a tax invoice upon receipt of a completed application form.

Payment must be made in full and may be made by:

- Electronic funds transfer
- Credit card

### Regulations

- Any sound utilised on a stand is to remain at a low level so as not to interfere with other exhibitors.
- Promotional material should not interfere with or dominate other exhibition tables.
- Material may not be suspended from the ceiling or the walls without approval from the venue.
- The exhibitor is financially responsible for any loss or damage caused to the property or equipment by organisers and guests before, during and after the event. This includes failure to return any borrowed equipment.
- It is the responsibility of each exhibitor to ensure that their stand and goods on display are adequately insured for theft and damage.

### Allocation of Exhibition Space

The Exhibition spaces will be allocated by the NZLLA according to the type of sponsorship package.

### Cancellation

- A sponsor or exhibitor must inform the Conference Organisers if they are to cancel their
- sponsorship or confirmed exhibition space.
- The cancellation will become effective upon receipt of written notice from the sponsor or exhibitor.
- If a sponsor or exhibitor wishes to cancel, and the sponsor or exhibition table booking is unable to be resold, then the organisers have the right to charge 50% of applicable sponsorship or exhibition table fees.

### Conference Cancellation

If for any reason the conference is cancelled altogether, then the NZLLA shall not be liable for any expenses that you may incur in relation to the termination of the exhibition.



## Conference Committee 2023

**Email:** [nzllaconference@gmail.com](mailto:nzllaconference@gmail.com)

Claire Dowling, NZLLA Treasurer, Conference Convenor

Erin Cairney, NZLLA President

Nadine Fathers, NZLLA Wellington Convenor

Julie Matthew, NZLLA Wellington Convenor

Louise Hall, NZLLA Southern Convenor

Catherine Doughty, NZLLA Conference Committee

Annette Carter, NZLLA Conference Committee

