

PCOA

Professional Conference
Organisers Association Inc.

The community for
**Event Management
Professionals**

PCOA25

Te Pae Christchurch Convention Centre
7 - 9 December 2025

ChristchurchNZ
BUSINESS EVENTS



SPONSORSHIP PROSPECTUS



CHRISTCHURCH, NEW ZEALAND

A city in pursuit of balance.

Ōtautahi Christchurch is home to spectacular experiences and once in a lifetime moments. Guests are invited to experience the adventure, wonder and magic of it all, right here in the beautiful heart of the South Island of New Zealand.

There is plenty of space to play, and plenty of time to slow down and soak it all up. Endless good times are waiting. Christchurch is a city in pursuit of balance. Charming heritage buildings and gardens sit alongside modern new architecture, with street art filled laneways and creative murals decorating buildings at every turn. The picturesque Ōtākaro Avon River winds its way through the city, guiding you past new buildings and heritage precincts, into the green sanctuary of the Botanic Gardens in the heart of the city.

TE PAE CHRISTCHURCH CONVENTION CENTRE

Te Pae Christchurch Convention Centre is world-class venue located in the heart of New Zealand's most walkable city. The award-winning building reflects the unique character and culture of the Canterbury region, and features a variety of modern, flexible spaces, including 24 meeting rooms, tiered-seat auditorium, 200 booth exhibition hall, riverside banquet room, VIP spaces and organiser offices.

PCOA25

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Invitation to the 2025 PCOA Annual Conference

The Professional Conference Organisers Association (PCOA) is delighted to invite you to our highly anticipated 2025 Annual Conference, taking place at the Te Pae Christchurch Convention Centre, New Zealand, from 7–9 December 2025.

Join over 500 industry professionals from Australia, New Zealand, and beyond as we come together to explore the latest trends, share best practices, and forge valuable connections in the dynamic world of conference and event management.

This year's conference promises to be an unparalleled experience, offering insightful keynote sessions, engaging workshops, and ample networking opportunities in the vibrant city of Christchurch.

Christchurch, renowned for its innovation and breathtaking landscapes, provides the perfect setting to spark creativity and inspire excellence. The state-of-the-art Te Pae Christchurch Convention Centre will serve as our venue, ensuring an environment that fosters collaboration and learning.



We are proud to acknowledge the generous support of New Zealand Tourism in making this conference an international event of distinction. Their partnership underscores the significance of the PCOA conference in advancing the business events sector across Australia and New Zealand.

Don't miss this opportunity to immerse yourself in industry-leading content, connect with peers, and experience the unique culture and hospitality of New Zealand.

The PCOA2024 trade exhibition sold out in just six weeks. If you would like to express your interest in exhibiting, please email Maxine Tod at maxine@pco.asn.au. We look forward to welcoming you to Christchurch for an unforgettable event!



Barry Neame
PCO Association President



Barry Neame President
Australian Capital Territory



Paula Leishman
Tasmania



Mary Sparksman
Queensland



Anne-Marie Quinn
South Australia



Denise Broeren
Victoria



Renee Bennett
Western Australia



Karen Sainsbury
New South Wales



Rachel Cook
New Zealand

WHY PARTNER WITH PCOA IN 2025?

PCOA2025 will bring together conference organisers, event planners, and suppliers in the business events industry. By partnering with PCOA, you can gain access to a vast network of business event industry professionals, including potential clients and collaborators.

Do you have the desire to raise your profile to Australia & New Zealand's business events industry that are directly relevant to your target market?

- Engage and connect with industry leaders, peak body representatives, opinion shapers and professionals in the industry that are directly relevant to your target market.
- Raise your profile in the industry and add value to your brands.
- Generate extensive new leads from Australia and New Zealand.
- Present your products and services to key decision makers.
- Launch a new product and get immediate feedback.
- Build relationships with attendees at key social functions.
- Exclusive branding opportunities including the Platinum Sponsorship, Conference App Sponsor, Lounge Sponsor and more.
- Increase your brand awareness before, during and after the conference through EDM's, advertisements, website and program opportunities.

“ — Attendees @PCOA24

Most grateful for all your support! It has been wonderful to partner with you throughout this terrific event.

Thank you to everyone involved for all your hard work and commitment to our industry. We are so lucky to have the PCOA underpinning our industry, and the conference just gets better and better every year.

“ —
When considering the time and financial investment of attending PCOA, I can genuinely rate PCOA24 as excellent. On the morning of Day 2, I messaged colleagues to say we need to send more delegates next year, such was the level of value I felt, even prior to any post event activity.

POWER OF EMAIL EDM

WEEKLY EMAILS

Open rate: 25 - 35%

Click through rate: 5%+

OUR REACH

Vision 6: 7,482, LI - 11,000, FB - 2,270, X - 1986

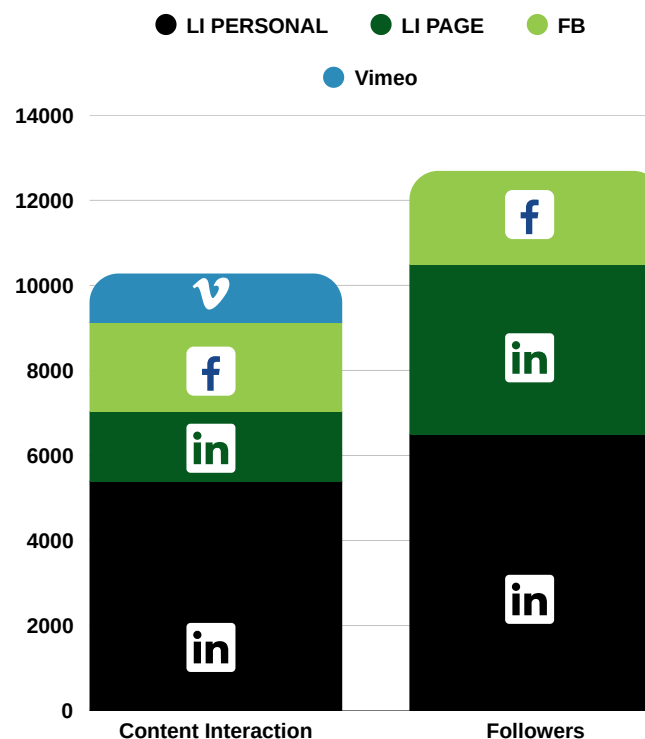
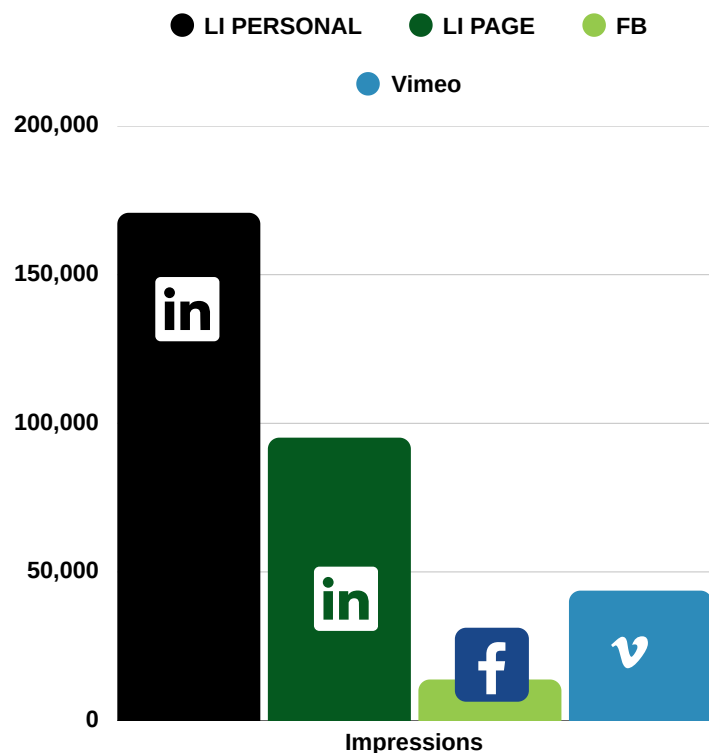
PCOA NETWORK IN ACTION



PCOA NETWORK IN ACTION



LINKEDIN GROWTH 40% IN 2024



10 EPISODES

TOTAL DOWNLOADS 2024

1,500+

TOP 50% OF PODCASTERS

buzzsprout

Packages at a Glance

PLATINUM SPONSOR SOLD	AUD \$12,000	VIDEO SPONSOR	AUD \$2,950
NETWORK LOUNGE SPONSOR SOLD	AUD \$10,000	ECO-FRIENDLY ATTENDEE GIFT SPONSOR	AUD \$2,500
GOLD SPONSOR	AUD \$5,750	THEMING SPONSOR	
BARISTA CART SPONSOR SOLD	AUD \$5,500	WELCOME FUNCTION ENTERTAINMENT SPONSOR	
ACTIVATION SPACE	AUD \$5,500	ONSITE REGISTRATION SPONSOR	
APP SPONSOR	AUD \$4,400	INSTAGRAM WALL SPONSOR	AUD \$2,500
WI-FI SPONSOR	AUD \$3,250		

ADVERTISING ON THE CONFERENCE APP	SPONSORED E-BLASTS	SOCIAL FEED SPONSORED POST	INDIVIDUAL PACKAGES
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Recognition

- Exclusive naming rights as the platinum sponsor to the PCOA25 conference and exhibition.
- Acknowledgement by company logo on screen at opening and closing of conference.
- Company logo listing including 200-word promotional paragraph on the PCOA25 conference website.
- Your video will be played prior to a session or during a break within the PCOA25 Conference program. Video no longer than one (1) minute in duration.
- Opportunity to display corporate signage in the main meeting room at the conference.
- 12 month PCOA Business Partnership.

Promotion on Social Platforms

- Company banner ad included on the conference App that hyperlinks to your website (artwork supplied by sponsor).
- 2 Facebook, LinkedIn & X posts (Sponsor to provide content and short video or image - subject to PCOA approval).
- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms (Sponsor to provide content and short video or image - subject to PCOA approval).
- Opportunity to send one (1) personalised EDM to the conference attendees and the PCO Association database (over 6,000 contacts) in the six months following the conference.
- * Video content must be approved prior by the PCOA. Position within conference program will be decided by the PCO Association Inc.

Exhibition, Registrations and Social Function Tickets

- One (1) single 3m x 2m exhibition booth.
- Two (2) conference registrations including social functions.
- Opportunity to purchase one (1) extra registration for \$1250 including social function tickets.
- Inclusive of one (1) conference registration for an eligible PCO/Event Manager. Sponsor to invite. **TERMS:** PCO/Event Manager must be a new contact to PCOA and not a current member.

NETWORK LOUNGE SPONSOR

AUD \$10,000

SOLD

PCOA25

Te Pae Christchurch Convention Centre
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A 6m x 6m space within centre of exhibition. Sponsor to provide own lounge furniture.

Recognition

- Exclusive naming rights as the Networking Lounge Sponsor to the PCOA25 conference.
- Sponsor logo included on all PCOA25 conference literature.
- Company logo listing including 200-word promotional paragraph on the PCOA25 conference website.

Registrations and Social Function Tickets

- Two (2) conference registrations including social functions.
- Opportunity to purchase one (1) extra registration for \$1250 including social function tickets.
- Inclusive of one (1) conference registration for an eligible PCO/Event Manager. Sponsor to invite.
- **TERMS:** PCO/Event Manager must be a new contact to PCOA and not a current member.

Promotion on Social Platforms

- 1 Facebook, LinkedIn & X post (Sponsor to provide content and short video or image - subject to PCOA approval).
- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

PCOA

Professional Conference
Organisers Association Inc.

LIMITED TO THREE (3)



ONE SOLD, TWO REMAINING

Recognition

- Recognition as a Gold sponsor.
- Acknowledgement by company logo on screen at opening and closing of conference.
- Company logo & listing including 150-word promotional paragraph on the conference website.
- 1 minute video to be played during a plenary session. Placement to be decided by PCOA.

Registrations and Social Function Tickets

- One (1) conference registration including social function tickets.
- Inclusive of one (1) conference registration for an eligible PCO/Event Manager. Sponsor to invite.

TERMS: PCO/Event Manager must be a new contact to PCOA and not a current member.

Promotion on Social Platforms

- Opportunity to send one (1) personalised EDM to the conference attendees and the PCO Association database (over 6,000 contacts) in the six months following the conference.
- 1 Facebook, LinkedIn & X post (Sponsor to provide content and short video or image - subject to PCOA approval).
- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

BARISTA CART SPONSOR

AUD \$5,500



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LIMITED TO TWO (2)

This package allows you to sponsor a Barista Cart within the Conference exhibition area. Limited to two (2) coffee carts on the exhibition floor.

Package price includes barista service at start of day and during the meal breaks (Monday and Tuesday only) and brand sign for cart.

Brand artwork to be provided by sponsor.

Recognition

- Acknowledgment by sponsor's logo on screen at opening and closing of conference.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- One (1) conference registration including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image – subject to approval by PCOA).

LIMITED TO TWO (2) **ONE SOLD, ONE REMAINING**

The activation space is an area of the exhibition where different activities for the attendees will occur during the event.

This is an opportunity to prominently display your product or brand on the exhibition floor. Activity to be approved by the PCOA Inc.

Recognition

- Recognition as one of the activation space sponsors.
- Acknowledgement by company logo on screen at opening and closing of conference.
- Opportunity to display your branding in the space.

Registrations and Social Function Tickets

- One (1) conference registration including social functions.

Promotion on Social Platforms

- One Facebook, LinkedIn & X post (Sponsor to provide content and short video or image - subject to PCOA approval).
- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

Exclusive sponsorship of the conference app in addition to the app technology provider.

Recognition

- Scrolling banner image to be included on a page of the conference app.
- Acknowledgment by company logo on screen at opening and closing of conference.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- One (1) conference registration including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms.
(Sponsor to provide content and short video or image – subject to approval by PCOA).

Sponsor organisation subject to approval by the PCO Association Inc.

This package allows you to sponsor the high speed WIFI for all attendees.

Recognition

- Recognition as the conference WIFI sponsor. The network name and password can be tailored (subject to PCOA approval).
- Acknowledgement by company logo on screen at opening and closing of conference.
- Company logo & listing including 150-word promotional paragraph on the conference website.

Registrations and Social Function Tickets

- One (1) conference registration including social function tickets.

Promotion on Social Platforms

- Opportunity to send one (1) personalised EDM to the conference attendees and the PCO Association database (over 6,000 contacts) in the six months following the conference.
- 1 Facebook, LinkedIn & X post (Sponsor to provide content and short video or image - subject to PCOA approval).
- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

VIDEO SPONSOR

AUD \$2,950

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Limited to two (2) video opportunities per day. **THREE SOLD - ONE REMAINING**

Recognition

- Your video will be played prior to a session or during a break within the PCOA25 Conference program. Video no longer than one (1) minute in duration.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms, (sponsor to provide content and short video or image - subject to PCOA approval).

**Video content must be approved prior by the PCOA. Position within conference program will be decided by the PCO Association Inc.*

ECO-FRIENDLY ATTENDEE GIFT SPONSOR

AUD \$2,500

Sponsor the attendee gifts by providing a meaningful and impactful gesture that aligns with your values of eco-friendliness and sustainability.

This could be by way of a donation to an environmental charity of your choice on behalf of the attendees, which supports sustainable initiatives and protects the planet for future generations. (Gift donation is additional to cost of sponsorship and value to be mutually agreed upon with PCOA and sponsor). Or alternatively, an eco-friendly and sustainable gift such a reusable coffee mug or water bottle made from recycled materials. This not only reduces waste but also encourages attendees to adopt more sustainable habits.

Recognition

- Naming rights as the eco-friendly attendee gift sponsor for the PCOA25.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- One (1) conference registration including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

THEMING SPONSOR

Impress our PCOA25 attendees by showcasing how theming can transform an event. This sponsorship package is available to a theming company who can theme the main plenary room and concurrent session rooms – theming to be approved by the PCOA Inc.

Recognition

- Exclusive naming rights as the theming sponsor for PCOA25.
- Acknowledgment by company logo on screen at opening and closing of conference.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- Two (2) conference registrations including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

WELCOME FUNCTION ENTERTAINMENT SPONSOR

Impress our PCOA25 conference attendees by showcasing different acts and how these can be incorporated into a Conference or event program during the welcome function. This sponsorship package is available to an entertainer provider – entertainment to be approved by PCOA Inc.

Recognition

- Exclusive naming rights as the theming sponsor for PCOA25.
- Acknowledgment by company logo on screen at opening and closing of conference.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- Two (2) conference registrations including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA Inc. approval).

ONSITE REGISTRATION SPONSOR

Showcase your registration system by producing name badges and managing the onsite registration process.

Recognition

- Naming rights as the onsite registration provider for PCOA25.
- Acknowledgment by sponsor's logo on screen at opening and closing of conference.
- Company logo included on all PCOA25 conference literature.
- Company logo with link on the PCOA25 conference website.

Registrations and Social Function Tickets

- Two (2) conference registrations including social functions.
- Opportunity to purchase one (1) extra registration for \$1250 including social function tickets.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms.
(Sponsor to provide content and short video or image - subject to PCOA approval).

INSTAGRAM WALL SPONSOR - AUD \$2500

Provide a themed and branded wall for use as an Instagram/social media backdrop for attendee group shots for sharing online.

Wall to be provided by sponsor and approved by PCOA. Placement to be decided by PCOA.

Recognition

- Recognition as the Instagram wall sponsor.
- Company logo & listing including 50-word promotional paragraph on the conference website.

Promotion on Social Platforms

- On confirmation of sponsorship, PCOA will highlight your company with a social media post on your product or service to PCOA social platforms. (Sponsor to provide content and short video or image - subject to PCOA approval).

ADVERTISING ON THE CONFERENCE APP - AUD \$1375 PER AD

A conference app will be created for use by attendees for the PCOA25 conference. This advertising option will provide your company with excellent exposure.

- Your company banner will be included on a page of the conference app and can be linked to your company website.
- Sponsor to provide artwork to specifications and content is subject to approval by the PCO Association Inc.
- *Advertising space on the conference app is limited. The artwork and booking deadline is 11 October 2025.

SPONSORED E-BLASTS - AUD \$995 EACH

Limited to 2 pre-conference and 2 post conference and available to sponsors, exhibitors or current business partners only.

This sponsorship includes one e-blast sent to registered attendees of the conference. The sponsoring organisation to supply an HTML file (subject to PCOA approval and PCOA to send out on the sponsor's behalf.) PCOA does not distribute attendee email addresses, so this is the only way to reach attendees via email prior to the conference.

SOCIAL FEED SPONSORED POST - AUD \$225 EACH

Sponsor a post on our social media channels to draw attendees to your booth or include a short message.

Available to sponsors, exhibitors or current business partners only. Content subject to approval by the PCO Association Inc.

INDIVIDUAL PACKAGES

The above traditional sponsorship arrangements/packages may not cater for your specific needs. If so, please contact us to discuss your needs for a more personalised package.

Telephone: +61 435 103 912

Email: maxine@pco.asn.au

Single, Double or very limited triple booths (If selecting a double booth, placement can only be horizontal eg: booths 19,20)			
	Triple	Double	Single
Cost	AUD \$12,295 BUSINESS PARTNER RATE AUD \$11,050	AUD \$7,500 BUSINESS PARTNER RATE AUD \$6,750	AUD \$4,795 BUSINESS PARTNER RATE AUD \$4,300
Dimensions	9m x 2m	6m x 2m	3m x 2m
Lights and Power	3 x LED arm lights 3 x 4amp power points	2 x LED arm lights 2 x 4amp power points	1 x LED arm light 1 x 4amp power point
Company Name	A digitally printed full colour company name sign will be installed for your booth.		
Included Registrations	Three (3) registrations including attendance at conference sessions and social functions.	Two (2) registrations including attendance at conference sessions and social functions.	One (1) registration per booth including attendance at conference sessions and social functions.
Additional Registrations	Opportunity to purchase additional registrations (including social function tickets) for \$1250 each to a maximum of 6 extra.	Opportunity to purchase additional registrations (including social function tickets) for \$1250 each to a maximum of 4 extra.	Opportunity to purchase additional registrations (including social function tickets) for \$1250 each to a maximum of 2 extra.

Pod booths (Booths 58 -67) - Due to space limitations, pullup banners are not permitted.

Pod booths

Cost

AUD \$3,550
BUSINESS PARTNER RATE AUD \$3,195

Dimensions

1.5m wide x 2.5m deep footprint (Pod back wall is 1m x 0.5m deep)

Lights and Power

1 x LED arm light
1 x 4amp power point

Company Name

A digitally printed full colour company name sign will be installed for your booth.

Included Registrations

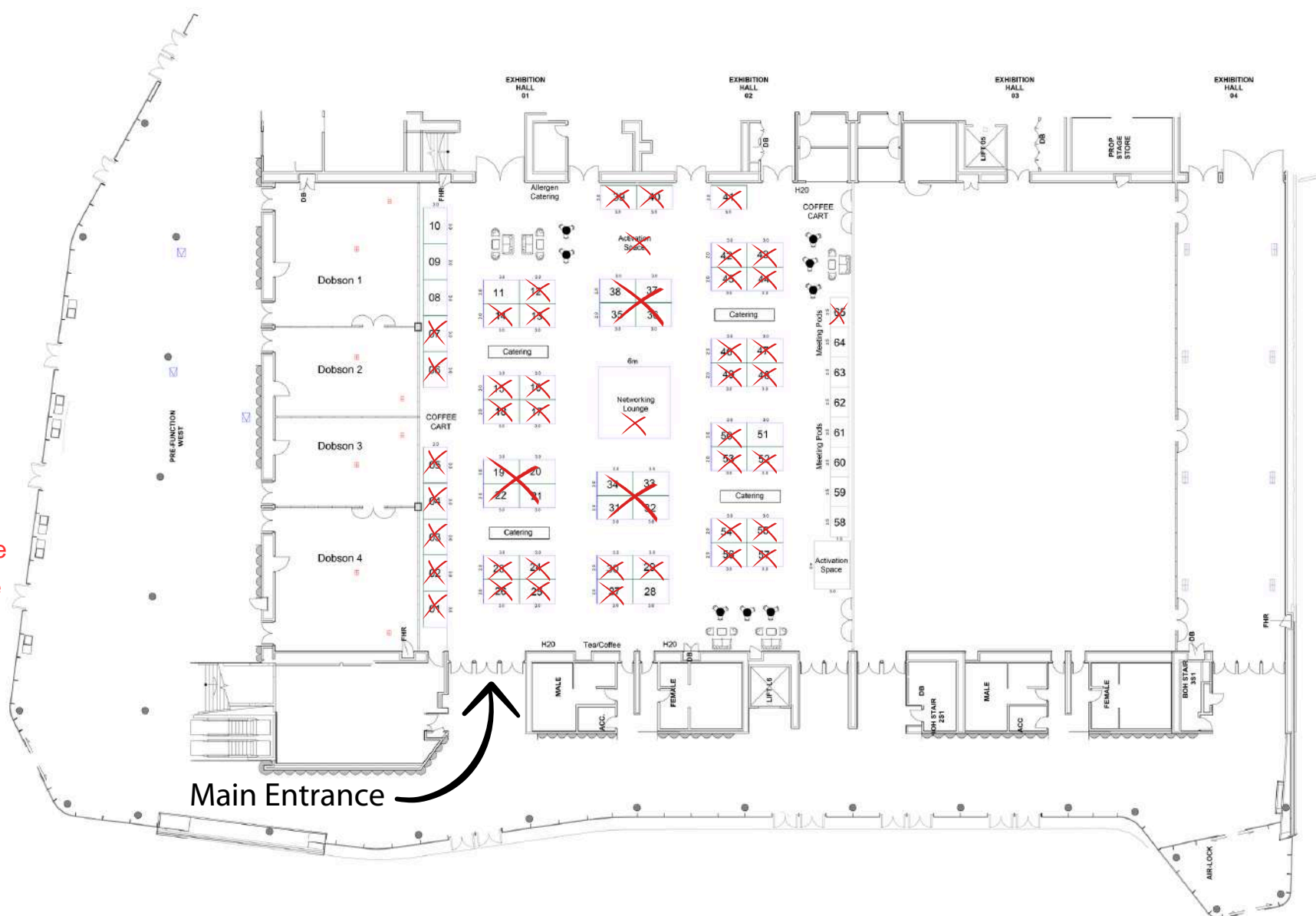
One (1) registration per booth including attendance at conference sessions and social functions.

Additional Registrations

Opportunity to purchase additional registration (including social function tickets) for \$1250 each to a maximum of 1 extra.

Please be advised that the exhibition floorplan for PCOA25 is undergoing finalisation. Booth assignments will be determined based on sponsorship level, booking/payment date, and proximity to competitors. Please indicate your preferred booth numbers in order of preference of 1 – 4 on booking. (If selecting a double booth, placement can only be horizontal eg: booths 19,20)

Should the exhibition floor plan require expansion, retraction or rearranging, the organiser's have the right to make the necessary changes without notice.



SPONSOR AND EXHIBITOR TERMS AND CONDITIONS

This document outlines the standard terms and conditions for participating in the 17th Annual PCOA Conference & Exhibition, to be held at Te Pae Christchurch Convention Centre in Christchurch – New Zealand. It forms part of the contract and should be read alongside the full terms and conditions in the Sponsorship and Exhibition Booking portals, which must be accepted at the time of booking.

The information in this prospectus is correct at the time of publication. The committee reserves the right to amend any part of it.

TERMS AND CONDITIONS

The organiser reserves the right to disapprove the content and presentation of the exhibition catalogues, acknowledgments, handbills and matter with respect to the exhibition.

The organiser will accept no liability for loss or damage of equipment used by the exhibitor.

The organiser reserves the right to specify heights of walls and coverings for display areas.

The organiser reserves the right to disapprove the content and presentation of the exhibition catalogues, acknowledgments, handbills and printed matter with respect to the exhibition.

The organiser may determine the hours during which the exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.

The organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a purchased or complimentary entry card.

The organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.

The organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The exhibitor agrees to abide by these.

The organiser will accept no liability for loss or damage of equipment displayed or used by the exhibitor.

The organiser will arrange for daily cleaning of the aisles outside the exhibition open hours.

The exhibitor must ensure that all accounts are finalised and paid by the start date of the exhibition.

The exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.

OBLIGATIONS AND RIGHTS OF THE EXHIBITOR

The exhibitor must ensure that all accounts are finalised and paid by the start date of the exhibition.

The exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.

The exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.

The exhibitor must comply with all directions / requests issued by the organiser including those outlined in the exhibitor manual.

The exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.

The exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the exhibitor will promptly remove all exhibits, tools and other materials. If the exhibitor fails or refuses to do so, the organiser will make arrangements for this to be done by an external party at a cost to be paid by the exhibitor.

The exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition space.

The exhibitor will submit plans and visuals of custom designed exhibits to the organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to set-up or may be requested to cease building.

The exhibitor is responsible for all items within their allocated exhibition space.

The exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the organiser if flammable or dangerous materials are required for the success of the exhibit.

The exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the organiser. In any case all permanent damage will result in the exhibitor paying for all repairs. An invoice will be issued after the event and will be payable within 14 days.

The exhibitor agrees to comply with all instructions relating to delivery times. The exhibitor acknowledges that the organiser will not be able to provide assistance in tracking lost deliveries. The exhibitor agrees that the organiser will not be liable for any goods rejected by the venue or lost or damaged prior to the delivery date specified or on return.

The exhibitor agrees to abide by requests made by the organiser to stop any activity that may cause annoyance to others in the exhibition.

The exhibitor agrees to conduct all business transactions within their allocation exhibition space unless otherwise approved by the organiser.

STORAGE OF GOODS

Instructions regarding storage will be outlined in the exhibitor manual distributed prior to the exhibition. Under no circumstances are goods permitted to be stored in public areas.

STAND SERVICES AND CONSTRUCTION

The organiser will appoint official stand contractors for stand construction and the supply of furniture, electrics, telecoms and IT equipment (at the exhibitor's expense) for insurance and security reasons.

Non-official contractors seeking access to the exhibition must provide current certificates of currency for insurance, public liability and OH&S. Entry will be denied without these documents.

INSURANCE AND LIABILITY

Exhibitor to hold certain insurances

The Exhibitor and each co-exhibitor/s if any, must hold and must ensure that any contractor engaged by the Exhibitor, for the purposes of the Exhibition, holds, for the duration of this Agreement and for six years after the closure of the Event, the following policies of insurance with reputable insurers, namely:

- (a) public liability and products liability insurance for an amount not less than the sum of \$20,000,000.00;
- (b) to the extent that the Exhibitor's public liability and products liability insurance does not provide such cover, insurance for liability arising from the installation and construction works (including third party liability cover) that will be conducted to build the Exhibition and any Exhibition Materials for an amount not less than the sum of \$20,000,000.00;
- (c) insurance for a prudent and reasonable sum covering liability for breach of this Agreement;
- (d) insurance required by law; and
- (e) any other insurance specified in the Venue Rules.

When We request and, in all cases, before accessing the Venue and the commencement of the installation or construction of the Exhibition, the Exhibitor must provide Us and/or the Venue operator with certificates of currency of such insurance and such other evidence of insurance as We may request.

The organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the organiser will not be accountable for the level of commercial activity generate.

TRANSMISSIBLE DISEASES

On entry and while attending

In the interests of safety in connection with Transmissible Illness, at entry to and while attending the Event, the Exhibitor and each Relevant Person must,:

- (a) comply with all applicable laws and health directives concerning Transmissible Illness;

(b) comply with all lawful directions and protocols issued by Our staff or staff of a Venue operator; and report to Event staff any symptoms of Transmissible Illness and comply with all reasonable and lawful directions given by Event staff, including any request to leave the Venue.

PAYMENT AND CANCELLATION

100% of your total sponsorship and/or exhibition fee must accompany your booking and is non refundable.

Payments are to be made in Australian dollars by EFT or credit card.

All Registration fees, Sponsorship and Exhibition fees are Australian GST Free.

POSTPONEMENT

The Event may be postponed, moved or converted, etc

The Exhibitor acknowledges and agrees that, from time to time and for any reason, including but not limited to Intervening Occurrences:

- (a) the Event may be postponed;
- (b) the Event and exhibition space may be moved to a different place (including a different city or town) or primary Venue, or part of a Venue;
- (c) the Event may be converted to a fully or partly virtual event;
- (d) program content of the Event, its order or session times, the speakers, entertainers and other presenters may be varied; and/or
- (e) the social program and any Venue for dinners and other social events or activities may be varied.

CANCELLATION OF THE EVENT BY THE PCO ASSOCIATION INC.

Exhibitor acknowledgement that the Event may be cancelled

The Exhibitor acknowledges and agrees that the Event may be cancelled from time to time by PCOA for any reason, including but not limited to Intervening Occurrences.

We/Host are not liable if the Event is cancelled

The Exhibitor agrees that PCOA have no liability to the Exhibitor or any Relevant Person for any losses, damage, liability or claim caused directly or indirectly by cancellation of the Event for any reason whatsoever, including but not limited to travel and accommodation costs.

NB: We recommend that the Exhibitor and Relevant Persons consider making accommodation and transport arrangements that permit variation or cancellation with appropriate refunds, and obtain insurance (if available) that will reimburse accommodation and transport costs in the event of cancellation.

Consequences of cancellation of Event

If the Event is cancelled, We will notify the Exhibitor of such cancellation by email, and We will refund all monies received from the Exhibitor.

CANCELLATION OF EXHIBITION BY EXHIBITOR

Cancellation of Exhibition by Exhibitor – general

100% of your total exhibition fee must accompany your booking and is non- refundable.

A Cancellation notice may not be given unless Intervening Occurrences apply.

Cancellation of Exhibition by Exhibitor for Intervening Occurrences

If an Intervening Occurrence has a Relevant Effect upon the Exhibitor, the Exhibitor may, at any time before the commencement of the Event, notify Us by email that the Exhibitor wishes to cancel its Exhibition, giving particulars of the Intervening Occurrence and the Relevant Effects. We will consider the notice in good faith and if, acting reasonably, We accept the particulars given, We will refund all monies We have received under this Agreement within 60 days, less merchant fees if the Exhibitor has paid by credit card, and applicable bank charges, if any.

If the exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the organiser is authorised to occupy this space in any manner deemed to be in the best interest of the exhibition. The exhibitor contracted to this space will remain liable to all terms and conditions of the contract and will not be eligible for a refund.

INTERVENING OCCURRENCE

Intervening Occurrence means circumstances beyond a party's control (but only if they have a Relevant Effect), including war, civil disturbance, acts of terrorism, strikes and lock-outs, natural disasters (whether naturally occurring or caused by human act or omission) including fire, flood and storm, volcanic or seismic activity, power and communication outages, and any declared public health emergency, Transmissible Illness (including COVID-19 or any variant or derivative of it).

PCOA shall not be liable for any loss caused by the cancellation of the conference where such cancellation is due to Intervening Occurrence. The organisers will use all reasonable efforts to conduct the conference despite the intervention or occurrence of any such cause.

HOW TO BOOK AND PAYMENT DEADLINES

In order to confirm your exhibition space or sponsorship, complete your booking and full payment via the online portal.

The information and contact information submitted via the online portal will be used for the conference website and app.

Please ensure all details are correct.

The background of the entire page is a photograph of the Te Pae Christchurch Convention Centre. The building is a large, modern structure with a curved, metallic, scale-like facade and a prominent glass section. It is surrounded by lush greenery, including trees and tall grasses. In the foreground, a group of people are in a traditional Māori waka (canoe) on a body of water, paddling towards the building. The sky is a deep blue with some light clouds.

PCOA

Professional Conference
Organisers Association Inc.

ChristchurchNZ
BUSINESS EVENTS



Te Pae Christchurch Convention Centre
7 - 9 December 2025

SPONSORSHIP PROSPECTUS

Maxine Tod: +61 435 103 912

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