

**4 — 6 MARCH 2020**

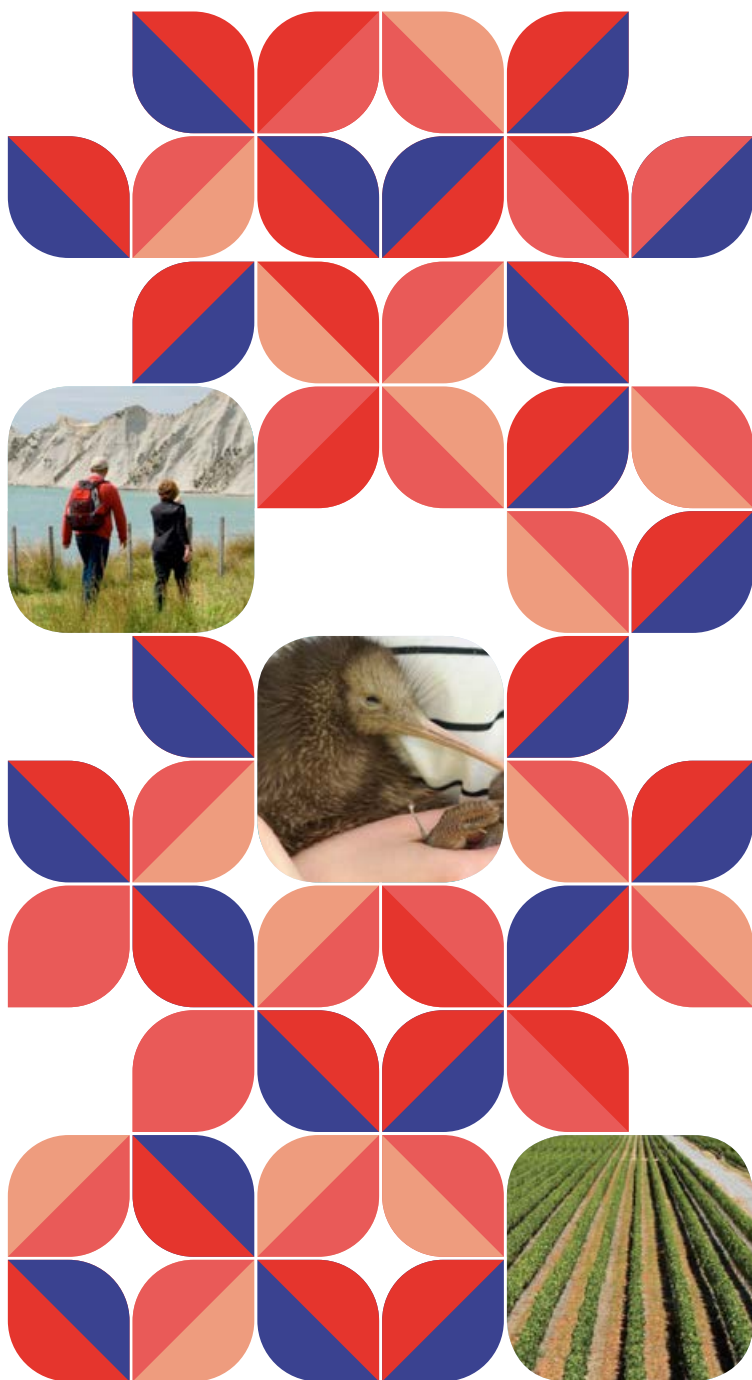
ANZICS NEW ZEALAND REGIONAL ANNUAL SCIENTIFIC MEETING 2020

# ANZICS20

NAPIER CONFERENCE CENTRE, NAPIER, NEW ZEALAND  
[WWW.ANZICS2020.NZ](http://WWW.ANZICS2020.NZ)

**A 2020 Vision of  
Our Environment:  
the Spectrum of  
Intensive Care**





4 — 6 MARCH 2020

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NEW ZEALAND

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**ESTIMATED NUMBER  
OF DELEGATES:**  
**120 - 150**

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For further information about sponsoring/exhibiting,  
please contact the Conference Managers:



**WORKZ4U**  
CONFERENCE AND EVENT MANAGEMENT

Donna Clapham

PO Box 90641, Victoria Street West, Auckland 1142, NZ  
t: +64 9 917 3653 e: [donna@w4u.co.nz](mailto:donna@w4u.co.nz) w: [www.w4u.co.nz](http://www.w4u.co.nz)

## CODE OF CONDUCT

The committee have put a great deal of effort into the planning and presentation of this ASM, for the benefit of all delegates and industry/sales representatives.

### Our aims are:

- To ensure that all delegates gain the maximum benefit from attending.
- Sponsors who are vital to the success of each ASM achieve their goals and continue to support the ASM.
- Attendees recognise the benefits of the ASM and support the presence of the industry as part of the industry exhibition.
- Networking opportunities are undertaken on a formal, professional level and informally at social functions. As a participant you have a responsibility to yourself, your employer and your colleagues to conduct yourself in a professional manner at all times. The continued success of each ASM and your colleagues relies on your participation, support and commitment to this effort.

## A 2020 VISION OF OUR ENVIRONMENT: THE SPECTRUM OF INTENSIVE CARE

A medical exhibition runs concurrently with the scientific programme, acting as a hub of networking and interaction between the delegates and sponsors. The space creates a unique avenue for direct communication, personal interaction and product display. Situated within The Napier Conference Centre, Napier, the exhibition includes the catering area, feature displays and exhibition stands ensuring delegates continually frequent the area throughout the day.

The aim of the exhibition will be to engage with intensive care clinicians on the latest technologies and therapies and to challenge their current mindset and practice. The interaction between intensive care clinicians and knowledgeable company representatives is focussed during the trade exhibition. The ASM provides an ideal opportunity for you to engage with a wide cross-section of your target market.

The exhibition will be the focal point of the ANZICS NZ Regional ASM and the programme is structured to maximise the opportunity for delegates to visit the exhibition. All morning and afternoon tea breaks and lunches will be served in the exhibition area. The Welcome Reception will also take place within the exhibition space.

### Delegate disciplines:

- Intensive care specialists and critical care nurses
- Professionals from the adult, paediatric and neonatal sectors
- Physicians in related specialties, such as anaesthesia and emergency
- Allied health practitioners such as physiotherapists and pharmacists

## ORGANISING COMMITTEE

Louise Trent (Co-Convenor),  
ICU HOD, Hawke's Bay DHB

Louise Speedy (Co-Convenor),  
ICU, Hawke's Bay DHB

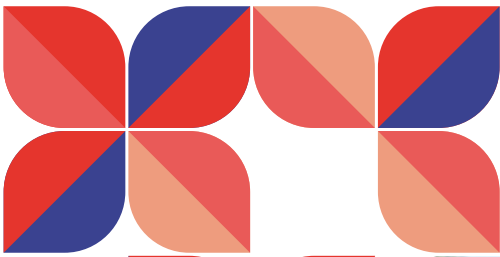
Debra Chalmers,  
ICU Consultant, Hawke's Bay DHB

Janet How,  
ICU Clinical Nurse Manager, Hawke's Bay DHB

Mike Park,  
ICU, Hawke's Bay DHB

Kirsty Taylor,  
ICU Nurse Educator, Hawkes Bay DHB

Craig Carr,  
ANZICS NZ Chair



## EXHIBITION SCHEDULE DATES : WEDNESDAY 4 — FRIDAY 6 MARCH 2020

### EXHIBITION PACK IN SCHEDULE

	DAY	DATE	TIME
Custom & PreFabricated Stand Construction	Tuesday	3 March	0900 am – 6:00 pm
Exhibitor Pack In	Wednesday	4 March	0700 am – 1130 am

The Exhibition Hall (The Ballroom at the Napier Conference Centre) is on the ground level.  
 Exhibitors may pack in from the forecourt at the front of the venue (there are no stairs or lifts involved).

Due to Health & Safety requirements, exhibitors will not be granted access to the exhibition area prior to these times, unless authorised by the Conference Organisers.

### EXHIBITION OPEN HOURS

DAY	DATE	TIME
Wednesday	4 March	12:00 pm - 6:30 pm 5:00 pm - 6:30 pm Welcome Reception
Thursday	5 March	8:00 am - 3:30 pm
Friday	6 March	8:00 am - 3:30 pm

### EXHIBITOR PACK DOWN SCHEDULE

	DAY	DATE	TIME
Exhibitors' Pack Down	Friday	6 March	3:30 pm - 6:30 pm
Custom & PreFabricated Stand Deconstruction	Friday	6 March	5:00 pm - 11:00 pm

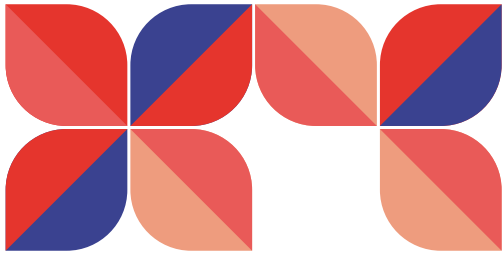
### EXHIBITION BUILD COMPANY

#### MARDIGRAS EVENT HIRE

**Greg Gilmour**

greg@mardigrasevents.co.nz | + 64 (6) 878 2361 | <https://mardigrasevents.co.nz/>

ALL ITEMS, INCLUDING ITEMS TO BE COURIERED MUST BE REMOVED FROM THE VENUE BY 8PM FRIDAY 6 MARCH 2020



## SOCIAL FUNCTION

### Welcome Reception

Mix and mingle with delegates within the exhibition hall. Take this opportunity to showcase your organisation, its products and/or services.

Wednesday 4 March 2020

5.00 pm - 6.30 pm / Exhibition Hall,

The Ballroom, Napier Conference Centre, Napier, NZ

Dress Code: Smart Casual

Cost: One ticket is included in the Exhibitor Registration fee.

Additional Tickets can be purchased for \$68.00 each inclusive of GST.



### Conference Dinner

Our Gala Dinner is the highlight of the ASM social calendar. This year we are going Art Deco! Dinner will be held at the Art Deco Masonic Hotel with guests being encouraged to dress in the Art Deco style.

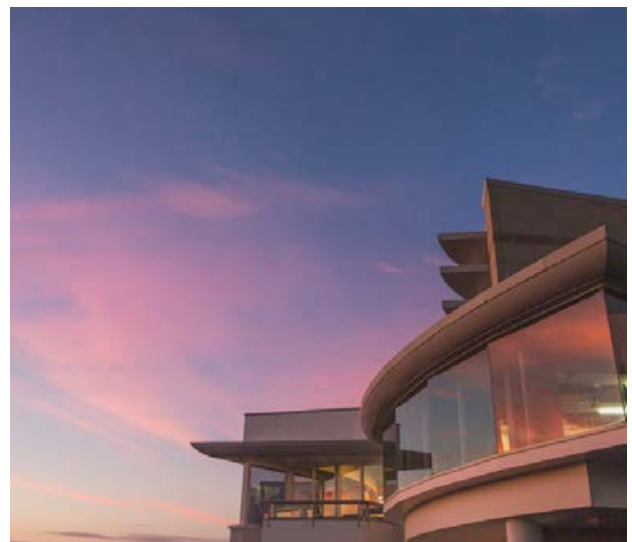
Thursday 5 March 2020

From 7.00 pm - 11 pm

Art Deco Masonic Hotel, Corner of Tennyson Street and Marine Parade, Napier

Dress Code: Casual or dress up Art Deco Style!!

Cost: Tickets can be purchased for \$145.00 each inclusive of GST.





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# ANZICS20

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## OUR VENUE

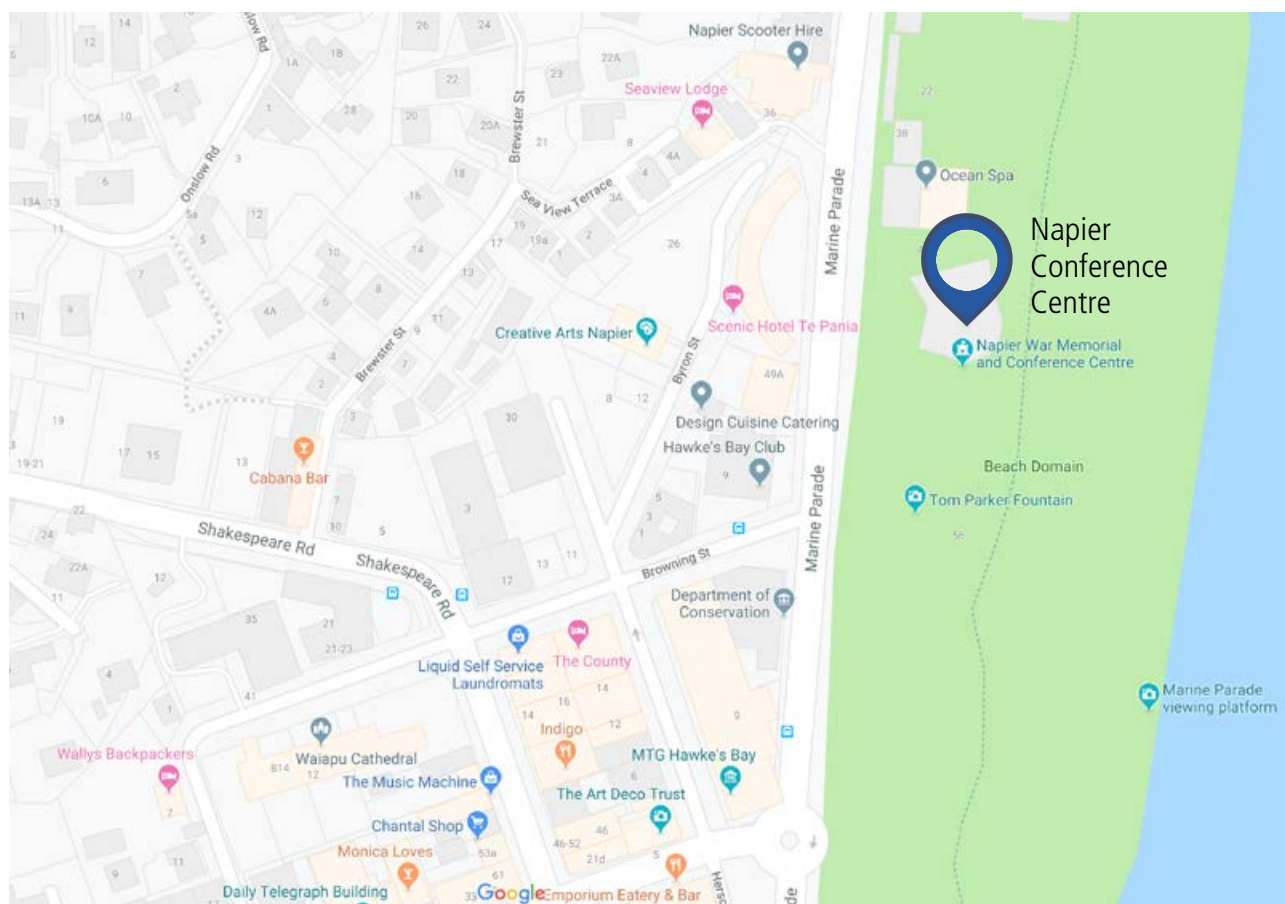
### NAPIER CONFERENCE CENTRE

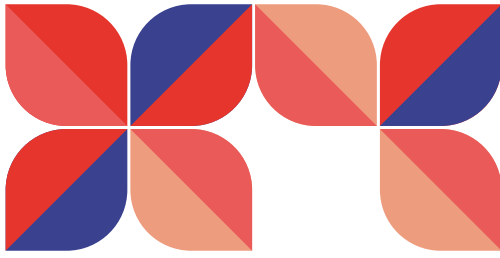
48 Marine Parade, Napier 4110, New Zealand

Phone: 06 835 9001



Napier Conference Centre is located on Napier's iconic Marine Parade with views from Mahia Peninsula to Cape Kidnappers. Following the Marine Parade, we are located at the northern end, directly opposite Scenic Te Pania Hotel.





## VENUE DETAILS

# THE BALLROOM (EXHIBITION HALL) THE NAPIER CONFERENCE CENTRE, NAPIER, NEW ZEALAND

### General Safety Requirements

To ensure Napier Conference Centre is a safe working environment for everyone, the following guidelines must be adhered to at all times. All venue hirers, exhibitors, contractors and subcontractors **MUST**:

- Take all reasonable practicable steps to ensure what they do or do not do does not adversely affect the health and safety of other people
- Cooperate with any reasonable workplace health and safety policy or procedure
- Ensure all necessary documentation is provided to the event organiser and Napier Conference Centre staff to ensure all work carried out is done so in accordance with Health and Safety Requirements
- Be responsible for keeping their work area tidy at all times to ensure no additional hazards are created
- Be responsible for ensuring all electrical equipment meets regulations, holding a current tag. Failure to do so will result in the equipment not being permitted in the venue
- Report all incidents, accidents or near misses to Napier Conference Centre staff immediately
- Wear appropriate Personal Protective Equipment (PPE) for their task

### Deliveries

Deliveries will be accepted at the Napier Conference Centre 2 working days prior to the event. Deliveries can be made on weekdays between 8.30am and 4.30pm

Napier Conference Centre staff will not accept deliveries for any event more than 2 days prior to the pack in day.

All deliveries must have the appropriate Delivery Address Label at the end of this manual.

### Car Parking

Car parking is available in the car park situated behind the Ocean Spa Complex with access off Marine Parade 400m north of the Centre. An all day car-parking pass is available at the centre reception for all attendees. Please note street parking areas are 2 hours only. Parking on the forecourt at the front of the venue is for unloading & loading only and vehicles parked there may incur an infringement notice.

### Exhibition Room Access

Our Exhibition Hall is in "The Ballroom" on the ground floor level of the Napier Conference Centre. Exhibitors may pack in from the forecourt at the front of the venue (there are no stairs or lifts involved). There is a pallet jack available on request, along with a number of trolleys available for use during pack in and pack out. Use is subject to availability.

### Storage

Large items and pallets will need to be stored downstairs into the venue's garage, via the service lift.

Smaller items/boxes can be stored in the storage areas off The Ballroom (The Exhibition Hall). Space is limited in this area.

### Collections

Collections must be within 24 hours of the event concluding. Storage fees may apply to the hirer outside of this time frame. No responsibility will be taken by the venue for any freight left at the venue after the timeline specified above.

A completed Courier Collection Form must accompany all items left behind that are to be collected by a courier. This form can be found at the end of this manual.

### Environmental Considerations

The Napier Conference Centre endorses sustainable practices for the good of the environment. Recycling stations are located in the upper and lower foyer areas. Assistance with recycling and conservation of power and water is appreciated.



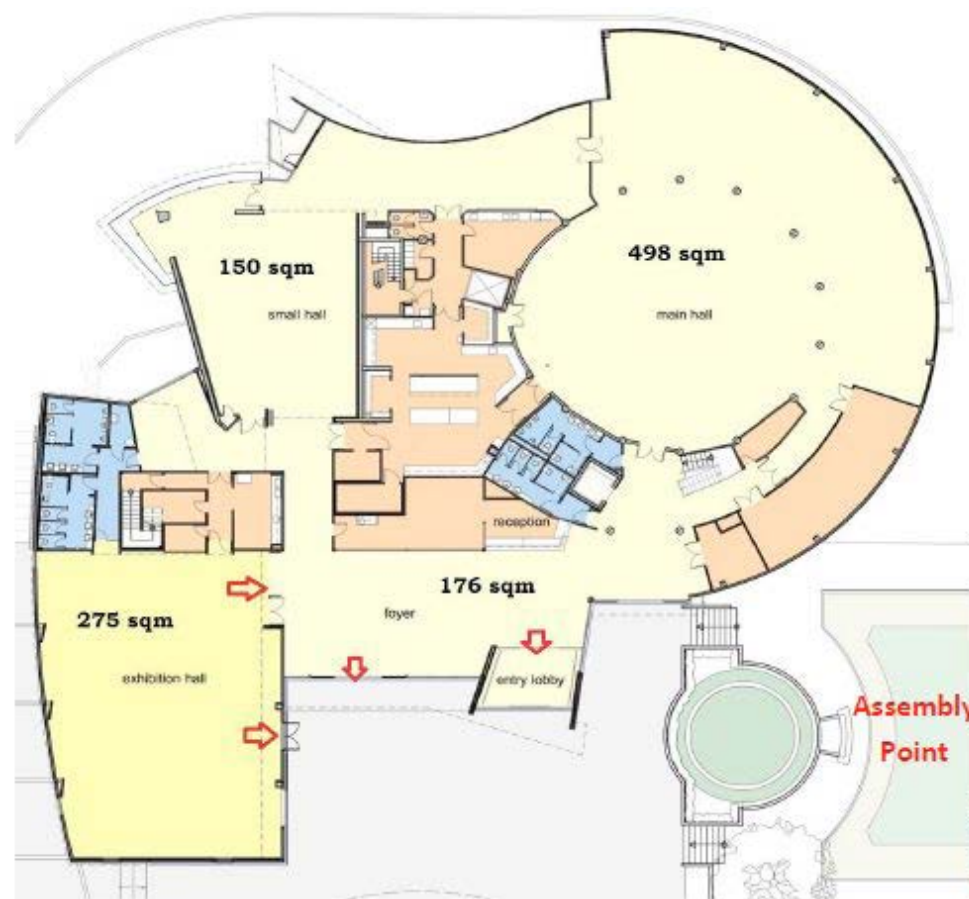


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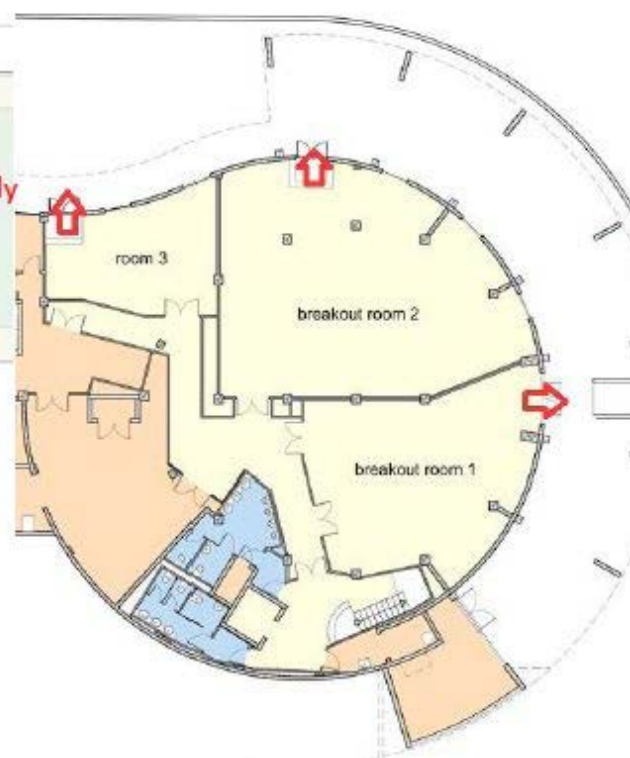
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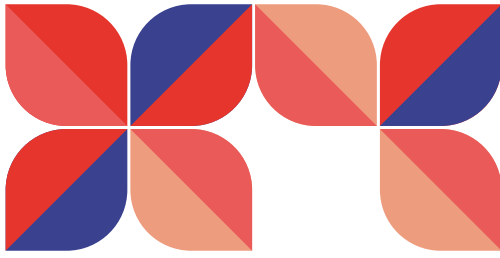
## FLOORPLAN



Left: Main level of venue

Below: Lower level of venue





## EXHIBITION STAND INFORMATION

### SPACE ONLY — NZ\$3,300<sup>+GST</sup>

- One 3m wide x 1.2m deep exhibition space only
- One standard power point & power
- Delegate list ten working days prior to conference (subject to NZ Privacy Laws)
- Company logo and 100 word company synopsis to appear on the ASM Website
- Recognition with logo and contact details on the Conference Smart Phone App
- Two registrations to attend the exhibition, including access to sessions, catering during tea breaks and lunches
- Two tickets to the Welcome Reception

### EXHIBITION BOOTH — NZ\$3,675<sup>+GST</sup>

- One 3m wide x 1.2m deep Frontrunner exhibition booth
- Back and side walls, 2.5m high
- One standard power point & power
- Two spotlights
- Company name velcroed to back panel
- One standard clothed trestle table and two banquet chairs
- Delegate list ten working days prior to conference (subject to NZ Privacy Laws)
- Company logo and 100 word company synopsis to appear on the ASM Website
- Recognition with logo and contact details on the Conference Smart Phone App
- Two registrations to attend the exhibition, including access to sessions, catering during tea breaks and lunches
- Two tickets to the Welcome Reception

### EXHIBITOR REGISTRATIONS — NZ\$475<sup>+GST</sup>

All staff members working on exhibition stands are required to be individually registered regardless of the length of time spent at the meeting. Exhibitor registrations include access to scientific sessions and one Welcome Function ticket. Conference Dinner tickets may be purchased separately during the online registration process.

Exhibitor Registration Includes:

- Access to scientific sessions
- Access to exhibition area
- One ticket to Welcome Function
- Catering for all days of conference



## EXHIBITION & SPONSORSHIP TERMS & CONDITIONS

### General

These Terms and Conditions have been produced for the mutual benefit of the society holding the exhibition, conference delegates, sponsors, exhibiting companies, venue, exhibition contractors and the conference organisers. We appreciate your agreement to these Terms and Conditions.

### Booking and Payment Terms

Sponsorship and Exhibition stands can only be booked on receipt of the signed Application to Sponsor and/or Exhibit. Bookings will be confirmed through a confirmation email. A tax invoice for the total of all costs will be emailed following the confirmation, and is payable 30 days from the date of the tax invoice. All monies due must be received prior to commencement of the conference. Should any monies be outstanding the Organisers have the right to refuse access to the conference.

If the sponsor or exhibitor defaults in payment of any invoice when due, they will be liable to pay penalty interest of 5% per calendar month. The sponsor/exhibitor will also indemnify the Organiser from and against all Organiser's legal costs and disbursements for collection of outstanding debt calculated by a solicitor and own client basis, including all debt collections costs.

The Organisers reserve the right of refusal of any application. Subletting of space will not be permitted. All monies are to be paid in New Zealand dollars (NZ\$).

### Cancellation

Submission of a signed Application to Sponsor and/or Exhibit will be deemed as a firm booking. Any cancellations must be made in writing. In the event of cancellation 3-6 months prior to the date of the conference the Organisers shall retain 50% of the contract price. In the event of cancellation within 3 months of the date of the conference 100% of the price will be forfeited. If attending personnel are cancelled less than 30 days prior to the date of the conference the full exhibitor registration and social function ticket costs will be charged.

### Catering

Morning Tea, Lunch, Afternoon Tea and Welcome Reception refreshments will be served in the Exhibition area to encourage delegates to spend time viewing the exhibits.

### Couriers and Deliveries

Arranging couriers and transportation of equipment along with any costs associated with storage of equipment, is the sole

responsibility of the sponsor/exhibitor. If you have forwarded courier items direct to the venue prior to your arrival, please check with the registration desk who will advise where your goods are located. If you are expecting any items to be delivered during your stay please provide details to the onsite Organisers.

Sponsors and exhibitors shall be responsible for the removal from the venue of all crates and packaging not required on their exhibition stand.

At the conclusion of the exhibition, if you are couriering any items direct from the venue we ask that you ensure all items are correctly labelled and marked with number of items to be collected: i.e. 1 of 6. The Organisers and venue accepts no responsibility for items left in the venue before or after an exhibition. We are unable to arrange courier collection on your behalf. The venue will not take any responsibility for items not collected. Any items, which are left at the venue 7 days after the exhibition, will be permanently disposed of unless prior arrangements have been made.

### First Aid

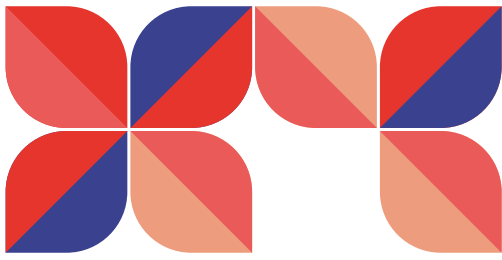
Napier Conference Centre staff are trained in basic first aid, and a first aid kit and defibrillator is kept in the main office. If a person should require First Aid assistance while onsite please inform staff immediately. The Organisers will have a basic first aid kit on site. One of the registration staff are trained to offer basic first aid treatment.

### Dangerous & Hazardous Substances

Substances that are of a dangerous, flammable, explosive or of objectionable nature must not be brought into the venue without formal notification to the Department of Labour, the Organisers and the venue. Where it is proposed to use toxic materials or fluids, the disposal of such materials requires notification to the Department of Labour. The nature of the material or fluid and the quantities involved and a copy of the plan for disposal must be forwarded to the Organisers and the venue no later than 14 days prior to the conference commencing. No more than one day's supply of any hazardous or dangerous substance shall be stored on the stand or within the venue at any time; the remainder must be stored in closed containers in a location as per the Hazardous Substance and New Organisms Act.

### Electricity

The electricity supply is 230 Volts, 50 Hertz. Equipment designed for different voltages will require a transformer. Power sockets accept a three flat pin plug or similar adapters.



All electrical devices used or brought into the venue must be compliant with relevant New Zealand Standards. If halogen tube lights are used on an exhibition stand, the globe must be protected with safety glass to minimise the risk of fire.

All electrical power cords and appliances are to be tested and tagged prior to their use. The venue and organisers will accept no responsibility for operation difficulties that may occur as a result of supplying private equipment. The Organisers reserve the right to remove or replace any electrical equipment that does not comply.

### Exhibition Stands

Will be allocated on a first in, first served basis following the confirmation of sponsors' stands. The Organisers reserve the right to modify the floor plan to accommodate exhibition sales or change as necessary to avoid company competitor conflicts. While the Organisers will use their best endeavours to consult the exhibitors when modifying the floor plan, they are not obliged to do so.

### Exhibitor Registrations

The Exhibitor Registration link will be distributed upon confirmation of stand bookings to allow you to register personnel and social function attendance. Exhibitors will be able to book accommodation at conference hotels via the Exhibitor Registration link. No personnel are included in the stand cost, unless part of a sponsorship entitlement.

Name badges that are issued are non-transferable and must be worn for the duration of pack in and pack out. The Exhibitor, their staff and contractors will not be admitted to the venue without such name badges being displayed.

### Exhibition Space Regulations

Alcohol: Alcohol cannot be served from stands. Alcohol is not permitted in stand prizes.

Cleaning: Stands and exhibits shall be kept clean and tidy throughout the conference. Cleaning of the stand is the responsibility of the Exhibitor.

Banners & Signage: No banners, signage or other materials are to be hung from the ceiling or placed on the walls within the venue or from any structure outside the venue without permission from the Organisers. This includes any projection from the exhibitor's space to areas outside their allocated space. Exhibitors must confine promotional material to within their allocated space.

Damages: The Exhibitor shall take all reasonable care when

installing/dismantling its equipment and stand as not to cause damage to the venue, walls and floors and the prefabrication booths supplied by the exhibition build contractor, including the panels, fascia and spotlights. The Exhibitor will be responsible for repairs if the structures are damaged.

Food: Give-aways of food are permitted from exhibition stands, if pre-packaged only. Exhibitors are not permitted to sell, prepare or cook food within the exhibition area.

Noise and Obstructions: Exhibitors may advertise within their stand area and may use amplifiers or videos, but at all times the noise level must be reasonable and not detract from other exhibitors displays. Exhibitors must not obstruct the aisles and public walking areas. The Organiser may prohibit or regulate any noise level that it considers in its sole discretion is an annoyance or disadvantage to other exhibitors. Where videos are used, adequate space must be allowed within the stand space and must not cause obstruction in the aisle.

Promotional Material: No promotional material may be distributed (e.g. on seats in plenary sessions) or displayed outside of the stand area without permission of the Organisers.

Rubbish: Venue staff will handle normal rubbish disposal and rubbish bins will be available during pack-in/out times. Please do not stack packing and rubbish in front of fire doors. Please label rubbish clearly and place any items of rubbish directly in front of your stand and ask a venue staff member to permanently dispose on your behalf.

Unoccupied Space: Any space not claimed and occupied by the commencement of the conference can be reassigned by the Organisers without refund to the original exhibitor.

### Failure to Perform

In the event of the Exhibitor or Sponsor being unable or unwilling to comply with or otherwise breaching this Contract, the Organisers may terminate the Contract by giving notice in writing. Thereafter, the Organisers may retain any payment made by the Exhibitor or Sponsor under this Contract as liquidated damages. The Exhibitor shall be prohibited from occupying the booth and shall immediately remove their exhibits from the venue, in accordance with the Organisers instructions.

### Health and Safety

The sponsor and exhibitor will abide by, and notify its employees, agents, contractors, subcontractors, invitees and licensees of the venue's health and safety plans. There is no smoking inside the venue. Fire exits must be kept clear at all times. All sponsors



## TERMS & CONDITIONS

and exhibitors must comply with all reasonable direction of the venue operator.

All sponsors, exhibitors and their employees, agents, contractors, sub-contractors, invitees and licensees shall take all practical steps to ensure that no action or inaction of the exhibitor/employee/agent/contractor/subcontractor/invitee/licensee while at the venue harms any other person.

Every sponsor/exhibitor /contractor/subcontractor invitees and licensees shall:

Provide the necessary resources and documentation to ensure that the work that is carried out is done with strict compliance to Health and Safety requirements.

Provide adequate instructions and equipment to their employees so that they are able to comply with the Health and Safety procedures specific to the job.

Ensure that all the necessary insurances and licenses are available and current; to ensure that the safety and legality of any activity carried out within the venues is beyond question.

Ensure that their workspace is kept neat and tidy so as to avoid hazards or items likely to cause injury or harm to anyone.

All accidents, incidents or near misses are to be reported to the Organisers immediately.

### Insurance

The Organisers shall not be responsible for any loss or damage to any exhibit or property of any sponsor or exhibitor. The sponsor or exhibitor will at their own expense hold adequate insurance against property loss or damage and against liability of personal injury and liability for property damage. The sponsor/exhibitor will provide proof of such insurance on request by the Organisers.

### Privacy

The Organisers comply with the Privacy Act 1993. In the course of this Agreement the Organisers may collect personal information. Information collected will only be used for the purposes of conducting the conference or for communicating with attendees after the conference has concluded (where communications are by electronic means the Organisers will only communicate with those persons who have consented to receiving commercial electronic messages from the Organisers). Personal information will only be kept for as long as it is required to conduct the purposes. We will only pass your information to official third party contractors, conference attendees and the organising committee for the purpose of assisting you with your sponsor/exhibition participation. We take all reasonable steps

to ensure that information (including personal information) collected by the Organisers is securely stored and protected. Persons have the right to access and request correction of their personal information held by us. Requests to access and or request correction of personal information should be sent to the Organisers at the address provided at the front of this Agreement.

### Prohibition of transfer

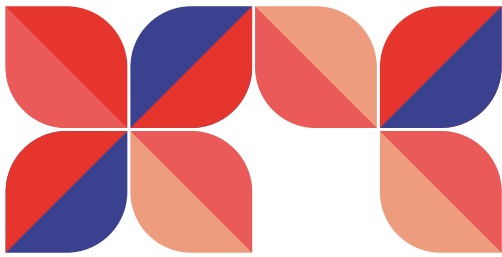
This Contract creates a license to exhibit at the conference and not a tenancy. Exhibitors may not assign, share, sublet or grant licenses in respect of the whole or any part of the space allocated except where written approval has first been obtained from the Organisers.

### Postponement or Abandonment

In no event shall the sponsor or exhibitor have any claim for damages of any kind against the Organisers in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the conference. Nor for any loss or damage whatsoever sustained by the sponsor or exhibitor by reason of any defect in the building or circumstances beyond the control of the Organisers not related to the building, caused by fire, storm tempest, lightning, national emergency, war, terrorism, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, nor any other causes not within the control of the Organisers. Nor for any loss or damage occasioned, if by reason of happening of any such event, the opening of the conference is prevented, or postponed or delayed or abandoned.

The Organisers shall be entitled to retain such part of all sums paid by the sponsor or exhibitor, as the Organisers consider necessary. If in the opinion of the Organisers, by re-arrangement or postponement of the period of the conference, or by substitution of another venue or by other reasonable manner, the conference can be rescheduled, then the contract shall be binding upon the parties except as to size and position of booths, as to which any modifications, substitutions or re-arrangement they consider necessary shall be determined by the Organisers. Where the venue becomes wholly or partially unavailable for the holding of the conference, through reasons beyond the Organisers' control, the Organisers shall be entitled on giving notice in writing to determine this contract and may, in their absolute discretion, refund in whole or in part any payment the sponsor or exhibitor is liable to make under this contract.





### Right of Rejection

The Organisers reserve the right to prohibit, in whole or in part, any exhibition or sponsorship that they deem to be inappropriate. The sponsor or exhibitor agrees not to display or disseminate any material that in the opinion of the Organisers is unsuitable. The Organisers reserve the right to refuse any person admission to the conference without assigning any reason.

### Security

Every precaution will be taken to protect sponsor's and exhibitor's equipment. However the Organisers and the venue will not accept responsibility for the loss or damage to exhibits or equipment placed at the venue. In all cases the exhibitor must assume responsibility for damage of property, accident and injuries to employees, delegates and others.

### Venue

The venue must be returned to the condition in which it was found. Cellotape and double sided tapes, tacking, hooks, pins or nailing into timberwork, painted finish or fabrics are strictly prohibited. Damage to the building is chargeable to the exhibitor.

### Waiver of Liability

To the extent permitted by law, the Conference Organisers or Exhibition Managers will not be liable for injuries to any person, or damages to property owned or controlled by exhibitors. The sponsor or exhibitor shall fully protect, indemnify and hold harmless the Organisers and Conference Managers and the society organising the event, their officers, employees and agents from and against any direct losses, liability, damages, actions, proceedings, claims, demands, costs and expenses including (without limitation) solicitor and own clients costs, incurred directly in connection with any breach by the exhibitor of any term or warranty in this Agreement or the negligent or wrongful act or default of the exhibitor or any of its employees or agents in performing obligations under this Agreement.

### Any questions please contact the Conference Managers

Donna Clapham

PO Box 90641, Victoria Street West  
Auckland 1142, New Zealand

t : +64 9 917 3653 | e: conferences@w4u.co.nz

w: www.w4u.co.nz



WORKZ4U  
CONFERENCE AND EXHIBITION MANAGEMENT



4 — 6 MARCH 2020

ANZICS NEW ZEALAND REGIONAL ANNUAL SCIENTIFIC MEETING 2020

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NAPIER CONFERENCE CENTRE, NAPIER, NEW ZEALAND

WWW.ANZICS2020.NZ



2020 VISION OF OUR ENVIRONMENT: A SPECTRUM OF INTENSIVE CARE

CONSIGNMENT NOTE: FOR DELIVERIES TO THE CONFERENCE VENUE

To:

**NAPIER CONFERENCE CENTRE  
48 MARINE PARADE  
NAPIER 4110**

Box # \_\_\_\_\_ of \_\_\_\_\_

**FOR: ANZICS 2020 CONFERENCE EVENT DATE: 4-6 MARCH 2020**

**FROM:**

**CONTACT PERSON:**

**EXHIBITING COMPANY:**

**PHONE:**

**BOOTH NUMBER:**

**PLEASE NOTE: DELIVERIES MUST ARRIVE ONLY TWO DAYS PRIOR TO THE EVENT.**

**NCN EXHIBITOR COURIER PICK UP FORM**

*Please fill out and hand back to NCN staff after you have organised your courier. All packages must be labelled*

Exhibitor Name:

Contact Person:

Phone number:

Courier Company:

Time of expected pick up:

Number of boxes:

Booth number (if applicable):

Destination: