

2016 ALGIM Annual Conference

Exhibitor Information Pack



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Enquires

If you need any assistance or further information, please contact:

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marketing@algim.org.nz

021 474 796

Accommodation:

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Email: Amar.Jain@skycity.co.nz

Displayways:

Cristina Carollo

DDI: 64 9 320 3840

Mobile: 027 213 7554

email c.corallo@displayways.co.nz

SKYCITY Staff:

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Senior Duty Manager

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Loading Dock

+64 6 363 7166

Event Overview

The Annual ALGIM Conference is the premier event for ICT professionals in the public sector (local and central government).

It is designed for the sector by the sector, and aims to bring local and central government ICT practitioners together to share knowledge, recognise best practice, and develop professional skills.

This year's conference will combine ALGIM's key areas and acquaint delegates with numerous exhibitor stands, workshops, overseas experiences, networking opportunities, international and national speakers, and a prestigious national awards programme.

The event will showcase leading local government case studies - both national and international. This year's programme will focus on 'Shaping the Future, Leading the Change'.

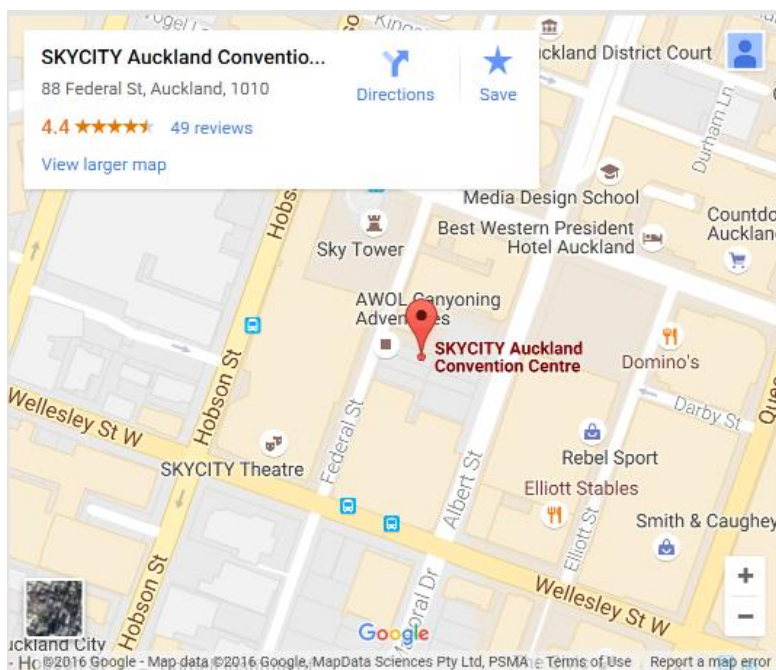
The Annual ALGIM Conference is in its 36th year and has been heralded by attendees as the best event for interacting and obtaining knowledge. This year the conference will continue to deliver outstanding value to its sponsors, exhibitors, vendors and ALGIM members - the local authorities of New Zealand.

Dates and Times

DAY ONE	21 November 2016, 8.00am - 5.00pm
DAY TWO	22 November 2016, 8.30am - 4.30pm
DAY THREE	23 November 2016, 8.30am - 2.00pm

Venue

SKYCITY Auckland
88 Federal Street
Auckland



Code of Conduct

At ALGIM, we want to ensure that every Conference or Symposium provides a safe and productive environment for everyone. We invite you to help us ensure each ALGIM event is welcoming and respectful to all participants. Please bring any concerns to the immediate attention of ALGIM Staff or Executive, or contact our Communications Manager at marketing@algim.org.nz We thank our participants for your help in keeping this event welcoming, respectful, and friendly to all attending.

Parking and Transportation

Parking

SKYCITY Auckland hotel offer the following parking options:

One Shot: Self parking, Once in / Once out **\$20.00**. For One Shot, guests can park in the hotel and take the ticket upon arrival. Once at reception they can purchase the One Shot pass to then leave the car park (can only be used once). There are two entrances to the carpark; one on Hobson Street and one on Federal Street.

Valet: Unlimited use **\$35.00 per day**. Porters will take care of the car on arrival and have this charged back to the guests room.

PLEASE NOTE: Attendees are responsible for the cost of their own parking - this cost will be added to your incidental room bill which must be paid upon check out.

Airport Transfers

[Airbus Express Shuttle](#) is an affordable and convenient transportation option to and from the Conference venue for those flying in to Auckland Airport.

Rate | Airport - City

\$16 One Way Journey

\$28 Return Journey

Timetable |

Pick up from the Auckland Airport domestic terminal every 10 mins during the week (7am - 7pm), and every 15 mins on weekends (6am - 7pm).

Outside of these hours, the shuttle runs every 20 minutes and 30 minutes respectively.

Drop Off Location |

The shuttle drops off and collects passengers at **229 Queen Street**, just 400 metres / 5 minutes walk from the SKYCITY Auckland.

Map |

Download the [City Bus Stop Map](#) for a detailed map of all the bus stops on the Airbus Express route. The closest stop to the Conference venue is marked in a **green circle numbered '3'** on the map.

Visit the [Airbus Express website](#) to view all relevant details re timetable, pricing and booking.

PLEASE NOTE: It is the responsibility of attendees to organise their own airport transfers and payment.

Accommodation

Guests are required to book accommodation directly with SKYCITY Auckland via [this link](#).

Guests can also contact SKYCITY Auckland direct by calling +64 9 636 6000 or by emailing Hotel.Reservations@skycity.co.nz. Please ensure you communicate that you are attending the 2016 Annual ALGIM conference should you choose not to use the Web link.

Rates (per room per night)

DAYS	ROOM TYPE	BED
Monday - Wednesday rate	Premium City View Rooms	\$249.00

Breakfast

FULLY COOKED BUFFET BREAKFAST	COST PER PERSON
Fortuna Restaurant	\$24.90

Terms and Conditions

1. Accommodation can be booked direct with SKYCITY Hotel Auckland by using the accommodation link above.
2. Accommodation and breakfast rates include GST. Breakfast is served in the Fortuna Restaurant on the 3rd floor from 6.30am. The rate is for dining only and excludes the room service menu. If you wish to have breakfast in your room, the room service rate will apply and will be charged upon checkout.
3. The Accommodation rate includes internet access, and full use of the cardio room located on the 4th floor.
4. Check in is from 3.00pm and check out is 11.00am. Subject to availability, an early check in and/or late check out may be permitted at your request. However, an hourly fee may apply for early check ins and for late check outs.
5. Any extra costs incurred to the hotel are to be paid on departure, i.e. mini bar, barista coffees, parking and room service. If required, a separate purchase order can be supplied directly to the hotel for these costs. When you contact the Hotel, remember to state that you are staying for the 2016 Annual ALGIM Conference.
6. Guests will be asked to provide a credit card at check in to guarantee payment of incidentals. If no credit card can be supplied the guest will be asked to provide a cash bond of \$249 per night. This can be avoided if the guest's employer provides an agreement to the Hotel that they will cover payment of incidentals.

Accommodation Enquiries

All queries regarding accommodation can be directed to:

Amar Jain | Reservations Conference Specialist
DDI: +64 (9) 363 6263
Email: Amar.Jain@skycity.co.nz

Satchel Inserts/Collateral

As an exhibitor you are entitled to one complimentary satchel insert (A4 brochure / flyer) or promotional collateral item to be included in the satchels delegates receive upon registration. Should you wish to have additional satchel inserts or promotional collateral included in the Conference satchels, please refer to the Sponsorship page and contact ALGIM accordingly.

Please Note | **150 copies / items** of your satchel insert or promotional collateral must be received at the event venue by close of business **Friday 18 November 2016**.

Please ensure you print and attach the label below to all of your packages, labelling them as **satchel inserts** **ATTN: Aleisha Christison** in the description box provided. It is also advisable you email events@algim.org.nz to advise what has been sent and shipping details.

Label for all packages

All packages labelled correctly will be included in the Conference satchels.

IMPORTANT | If your satchel insert does not arrive at SKYCITY Auckland by Friday 18 November, it will not be included in the satchel and will have to be distributed on your stand.

Stand Set Up

The Exhibition Area will be available for set-up from **2pm to 9pm, Sunday 20 November 2016** and **7am to 9am, Monday 21 November 2016**. If you wish to forward any packages directly to the SKYCITY Auckland before the Conference please note the following:

- Do not send packages prior to **Thursday, 17 November 2016** as there will be no storage available at the venue until this date.
- Please ensure you print and attach the label below to all of your packages.

Label for all packages

- All packages labelled correctly will be delivered to your stand by 2pm on Sunday 20 November 2016.
- Goods are to be delivered between 8.30am and 5.00pm Monday to Friday.

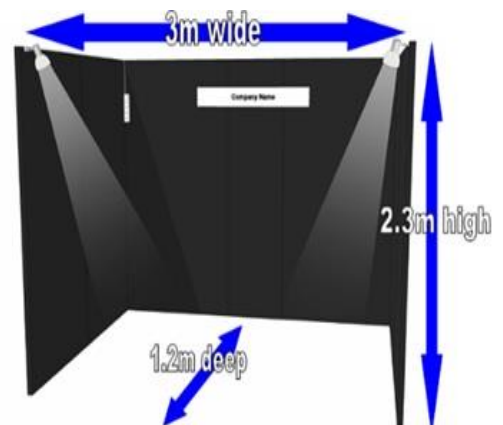
All packages must reach SKYCITY Auckland no later than close of business on **Friday 18 November 2016**. This will ensure your package/s reach your stand in time for set-up.

Please note: If you require use of SKYCITY's loading dock you are required to book a load-in time at dock by calling +64 6 363 7166 or contacting the SKYCITY Coordinator for the event.

Stand Information

Displayways are the official display provider for the 2016 Annual ALGIM Conference. They will supply exhibitors with a stand 3 metres wide, 1.2 metres deep and 2.3 metres high. Lighting will also be provided and all stands will be partitioned.

Included in shell scheme package	
Size	3m (W) x 2.3m (H) x 1.2m (D)
Walls	Black Velcro Receptive Panels
Fascia	None
Sign	No name sign provided
Lighting	2 x adjustable 150W spotlights
Power	1 x 4-way multi-board
Flooring	Venue flooring



Equipment and Furniture

Additional equipment can be hired through Displayways by contacting Cristina Carollo on DDI: 09 320 3840, Mobile: 027 213 7554 or email c.corallo@displayways.co.nz

We would recommend all attendees view and read the following document which further details SKYCITY's exhibition policy and requirements:

[SKYCITY Auckland Exhibition A-Z Guide](#)

Responsibilities

Exhibitors are responsible for all their exhibits and contents and are advised to carry their own insurance for the loss, theft, damage or otherwise of their belongings over the period of the conference. This insurance should remain in force until their exhibits are removed from the exhibition. SKYCITY Auckland is not liable for any damage or loss of any exhibitors' material brought into the venue, prior, during or after the event. Exhibitors must assume all responsibility for any damage caused by themselves or their equipment to the exhibition area.

Power

Power irregularities, beyond the control of SKYCITY Auckland, have been known to occur. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate Surge Protection Equipment.

Adhesives and Attachments

No adhesive tapes, pins or drawing pins, thumbtacks, nails, screws or staples are to be attached to the venue floors, walls, columns, windows, ceilings or any other permanent fixtures unless negotiated by the venue. Please also be aware that we do not allow black gaffer tape or anything similar to be used within the SKYCITY Auckland Convention Centre. Should cables need to run across floor areas, floor mats or cable covers must be used.

Internet

SKYCITY now offers complimentary Wireless Internet for clients and delegates – The download speed will be affected by user numbers and if a dedicated speed is required for a presentation we would suggest purchasing a Wired Internet Line. Wired Internet needs to be organized prior to the event with the Event Coordinator. One wired line per day is \$115.00 (GST incl) and is not data capped. Please contact the Convention Event Coordinator for an order form.

Stand Pack-Down

You will be able to take down your stand **after 2pm on Wednesday 23 November 2016**. ALGIM will advise you of a more definitive time in the lead up to the event.

Prior to your departure all freight must be packed and clearly addressed with any consignment notes attached. A contact name and phone number must be noted on any freight for follow up or transport confusion. All freight must be collected by close of business on Friday 25 November 2016. Failure to do so will result in additional charges for storage and will be invoiced by the Venue.

Fire/Emergency Evacuation

In the event of fire:

- On the discovery of fire, immediately activate an alarm and notify a SKYCITY Auckland staff member.
- Upon hearing alarms, evacuate immediately. Further instructions may be given from SKYCITY Auckland staff member – please follow all directions.
- Proceed immediately to your nearest exit.
- Use the stairs, not the lift.
- Await further instructions or clearance for an orderly re-entry into SKYCITY Auckland Convention Centre.
- Fire hoses and fire alarm switches must remain visible and accessible to the public at all times Please note that it is illegal to do any of the following:
 - Block or congest emergency exits. (These can be recognized by green and white exit signs over the doors). A clearance of at least three (3) metres must be allowed. Exit signs must remain visible at all times
 - Block the access route to an emergency exit
 - Obscure or cover emergency exit signs
 - Store equipment or any other item in fire stairs
 - Chock open fire or smoke doors or any doors leading to fire stairs

Programmes

Our full programme is viewable at <https://www.eiseverywhere.com/ehome/algimconf16/programme/>. Key highlights include:

- Thomas Frey (number 1 futurist in the world as rated by Google)
- Peter Ahul, CIO of Adelaide City Council, voted top five CIO in Asia-Pacific region
- Google discussing their approach to innovation
- International author and speaker Simon Waller
- Owen McCall on technology disruption
- Creating a Data Democracy with Lilian Grace from Figure NZ
- 'The Govbots are Coming' with Alex Gelbak
- and many, many more.

New Exhibitor Initiatives and Activities

This year's event will include more opportunity creating activities, including:

- A funky and bright Café Zone in the centre of exhibition space, which will be highlighted as a key area for delegates to hang out, socialise or take a break
- The Mexican Monday Mixer, replacing the Monday Welcome Function, which will now be hosted in the exhibition space with a fun atmosphere and substantial finger food (to encourage moving around instead of a sit down dinner)
- 'Zoo Talks' to be included in the programme, detailing recommended times for delegates to visit your stand for product demos, talks or "the perfect time to drop by and say hi". **To arrange a time for your stand please contact marketing@algim.org.nz by 11th November.**
- Exhibition Scavenger Hunt for delegates to compete in, with a prize for delegate who answers the most riddles/questions from participating exhibitors – **please contact marketing@algim.org.nz to arrange your stand's participation by 11th November.**
- A 'welcome hour' (8 – 9.40am) in the exhibitor space to open the Conference, encouraging delegates to check out the space and time to do so before any sessions begin
- Private VIP tables (for purchase) at Awards Dinner – perfect for closer interaction with your key current and future clients

Get Delegates to Your Stand: Our Recommendations

First and foremost, be active in starting conversations – the exhibitors who are on their laptops waiting for delegates to come to them do have mixed results. Instead, offering something interactive on your stand (prize hamper to sign up for, Wii bowling, cupcakes, and an online intelligence test were some at our recent symposium) is a particularly excellent way to break the conversation ice. The particularly 'fun' activities can even cause delegates to encourage others to come over and join them – positive word of mouth is a strong driver. Prize draws are popular and we can help announce these at the end of the day/end of Conference – just contact us at marketing@algim.org.nz to let us know what you would like to do.

Twitter can be helpful spread the word of any attractions or activities happening at your stand (we will be using the hashtag #ALGIMconf16), and we will often share exhibitors' tweets as well to widen their reach.

We would also recommend you make the most of the new initiatives we are organising this year (see above) – get arranged ahead of the event to be listed as a 'Zoo Talk' and take part in the exhibitor scavenger hunt.

Finally making your stand visually unique/different is always another bonus to help encourage delegates walking past to stop and take notice – just make sure you then have an activity, or friendly staff member out on the floor to draw them in.

Cancellation Policy

Should you cancel your participation at the 2016 Annual ALGIM Conference prior to Friday 16 October 2016 you will incur an administration fee of \$200 + GST. Exhibitors who cancel after this date will be liable for the **full costs** of their commitment.

ALGIM will not provide refunds to those people who are unable to attend the 2016 Annual ALGIM Conference as a result of a natural disaster and / or weather that hinders their ability to attend.