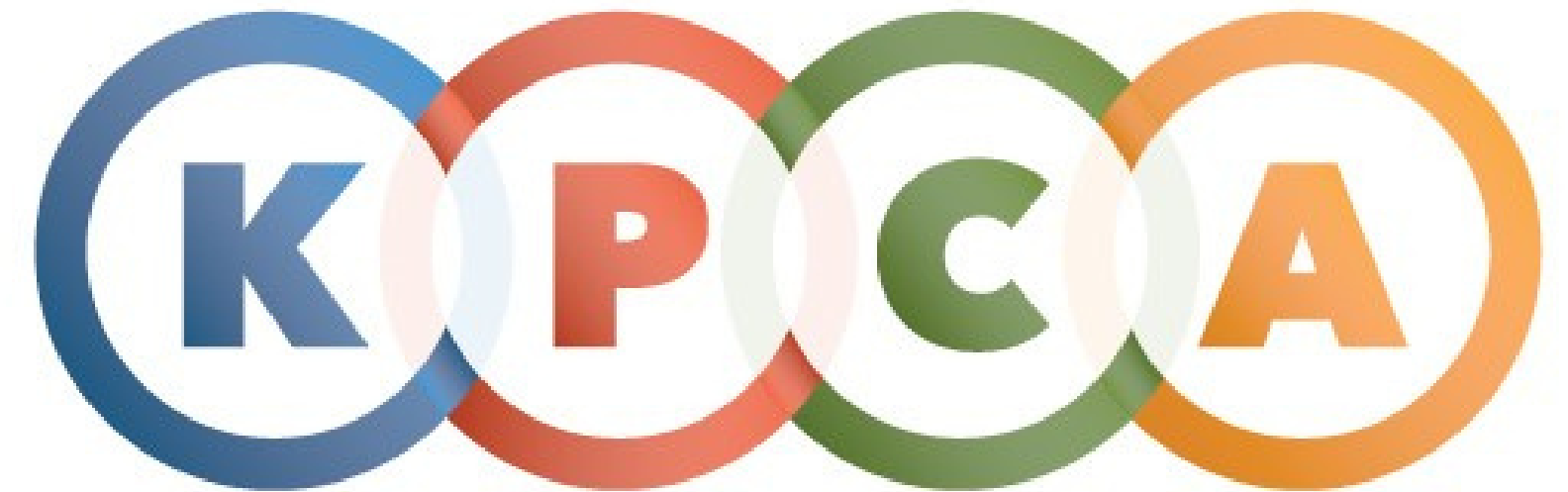




PLATINUM SPONSOR

Sponsor & Exhibitor Manual

2022 KPCA GenOffGrid Conference



KIMBERLEY PILBARA
CATTLEMEN'S ASSOCIATION

Sponsorship & Exhibition Manager
Rosie Peace
AA&P Events
rosiep@associatedadvertising.com.au
+61 8 8942 3388



Welcome

On behalf of the Kimberley Pilbara Cattlemen's Association, we are delighted to welcome you as an exhibitor 2022 KPCA Conference which will be held on Thursday 13 and Friday 14 October in Broome, Western Australia.

This exhibition manual will help you to plan a successful exhibition. It contains important information including;

- **Contact details**
- **Key dates & checklist**
- **Conference program**
- **Tickets & registration**
- **Exhibition inclusions & requirements**
- **Printed program advertisement**
- **Freight & satchel inserts**

To make your participation on the upcoming KPCA Conference a success, please read the information carefully and please take note of the deadlines.

We wish you every success in your participation in the exhibition.

We look forward to meeting you in Broome!





Important Contacts

AA&P Events – Conference Organiser

Sponsor & Exhibitor Manager

Rosie Peace

Office: 08 8942 3388

Mobile: 0410 518 884

rosiep@associatedadvertising.com.au

Registration Manager

Sita Carolina

Office: 08 8942 3388

Mobile: 0433 606 177

sita@associatedadvertising.com.au

Conference Venue

Broome Civic Centre, 27 Weld St, Broome WA 6725

Office: 08 89191 8773

broomeciviccentre@broome.wa.gov.au

Key Dates & Deadlines

As a priority please refer to the checklist below for key dates and deadlines.

You are reminded to refer to your sponsorship package to confirm all inclusions and benefits, noting your package may not include all of the below listed items.

Please note it is the responsibility of the sponsor and exhibitor to ensure all items relevant to the confirmed package are completed by the dates listed below.



Checklist	Description	Due Date
	High resolution logo and 50-100-word company bio Please send to Rosie at rosiep@associatedadvertising.com.au	ASAP
	Payment of invoice Payment to be made directly to KPCA; Liz Campion Kimberley Pilbara Cattlemen's Association PO Box 3727 BROOME WA 6725 Payment must be received no later than 30 days prior to the event (September 14 2022)	14 days after invoice date or before the event
	Program Ad Artwork should be provided in full colour, high resolution, pdf and emailed to Sita at sita@associatedadvertising.com.au	Friday 23 Sept
	Satchel Inserts (x250) Please send to Broome Civic Centre; Broome Civic Centre, 27 Weld St, Broome WA 6725 Office: 08 89191 8773 broomeciviccentre@broome.wa.gov.au Please note only sponsors who have this benefit will be permitted to have inserts/promotional items in the satchel bags.	No more than 7 days prior to the conference
	Public Liability Insurance Please send to Rosie at rosiep@associatedadvertising.com.au	ASAP

Conference Program

Please note: Changes to the conference program may be made at any time. For the latest and more detailed version of the conference program, please visit the website [here](#).

Day	Time	Description	Location
Thurs	11AM	Golf Day	Location TBC
Thurs	9AM	Annual General Meeting Members only	Broome Civic Centre, Sammy Room
Thurs	10AM	Workshop 1	Broome Civic Centre, Sammy Room
Thurs	11AM	Workshop 2	Broome Civic Centre, Sammy Room
Thurs	12PM - 3PM	Ladies Luncheon	Wildflower Broome, Unit 4/63 Robinson St, Broome WA 6725
Thurs	6PM - 8PM	The Watertorque Welcome Drinks	Location TBC
Fri	8AM - 5PM	KPCA GenOffGrid Conference	Broome Civic Centre, Jimmy Chi Hall
Fri	6PM - Midnight	Gala Dinner	Broome Civic Centre, Jimmy Chi Hall



Registration

Click [here](#) to register

Everyone must register for the conference including sponsors and exhibitors. Registrations close on **Friday 16 September 2022**. Please note you will be unable to transfer tickets or change names beyond this date.

Unique discount codes for your complimentary registration, and instructions on how to register will be distributed.

If you have not received your code, please contact Sita Carolina at sita@associatedadvertising.com.au or call (08) 8942 3388.

REGISTER NOW >



Register before 1 August for
EARLY BIRD discount on
additional tickets!

Event	Member	Non Member
Conference (includes welcome function)	\$170	\$220
Gala Dinner	\$150	\$185
Ladies Lunch	\$135	\$150
Golf Day	\$65	\$75



Exhibition

What does my trade stand include?

- 3m x 3m space
- 1x standard trestle and table cloth
- 2x chairs
- Access to power

When can I bump in/ bump out my trade booth?

- Bump in - Wednesday 2pm - 5pm or Thursday 8am - 10am
- Bump out - Friday from 4.30pm

Where will my trade stand be located?

All trade stands are located outside in the Pigram Garden, / front veranda at the Broome Civic Centre. The Conference organisers will confirm your trade booth location once the floorplan has been finalised.

Can I bring large machinery or equipment?

If you have large machinery or equipment to showcase please contact the Sponsor & Exhibition Manager Rosie Peace on rosiep@associatedadvertising.com.au

Can I have additional exhibitor passes for staff?

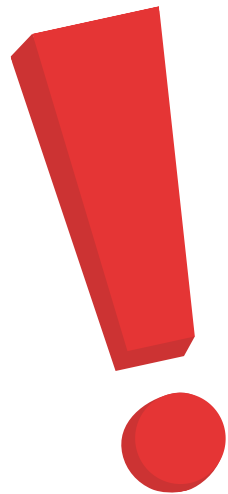
As part of your sponsorship you will receive 2 complimentary tickets to the Conference. Please contact Registration Manager Sita Carolina on sita@associatedadvertising.com.au to arrange additional tickets.

Conference Program Advertisement

Please refer to your confirmed sponsorship package to ensure you are eligible for a program advertisement.

The program document will be A4 portrait (210mm x 295mm).

There are three advertisement sizes. Please check your sponsor agreement for which size you have been allocated.



Artwork should be provided in **full colour, high resolution pdf (300dpi)** and emailed to Sita at sita@associatedadvertising.com.au by **Friday 23 September 2022**.

Please note we are unable to guarantee your advertisement in the program if artwork is not received by this date. If no custom artwork is provided your company logo will be used.

Full Page Advertisement

- One (1) full page advertisement in the conference program
- Artwork to be supplied with the following specifications:
- High resolution PDF **with bleed**
- Print size: 297 x 210mm LANDSCAPE
- Full size with 5mm bleed: 307 x 220mm LANDSCAPE

Half Page Advertisement

- One (1) half page advertisement in the conference program
- Artwork to be supplied with the following specifications:
- High resolution PDF with **no bleed**
- **Option 1** - Print size: 133 x 185mm PORTRAIT
- **Option 2** - Print size: 270 x 90mm LANDSCAPE

Quarter Page Advertisement

- One (1) quarter page advertisement in the conference program
- Artwork to be supplied with the following specifications:
- High resolution PDF **no bleed**
- Print size: 133 x 90mm LANDSCAPE



Freight & Delivery

Sponsors and exhibitors are permitted to send Conference collateral and items to the Broome Civic Centre 7 days prior to the Conference.

Please ensure all packages are clearly labelled with the following information;

- **Event Name - 2022 KPCA GenOffGrid Conference**
- **Event Contact - Rosie Peace**
- **Organisation Name and contact**
- **Clearly label items for trade stands, satchel bags etc.**

See below address for all deliveries;

Broome Civic Centre
27 Weld Street
Broome WA 6725

Please note all items must be collected from Broome Civic Centre upon bump out on Friday 14 October. You are required to arrange pick up of any items directly with the venue if required.



To:

2022 KPCA GenOffGrid Conference
Broome Civic Centre
27 Weld Street
Broome WA 6725



From:

Contact: _____

Company Name: _____

Address: _____

Purpose of contents:

Exhibition

Satchel Insert

Other: _____

ITEM # _____ OF _____

To:

2022 KPCA GenOffGrid Conference
Broome Civic Centre
27 Weld Street
Broome WA 6725



From:

Contact: _____

Company Name: _____

Address: _____

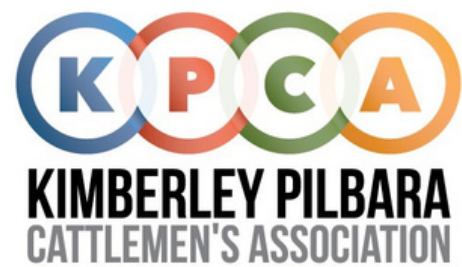
Purpose of contents:

Exhibition

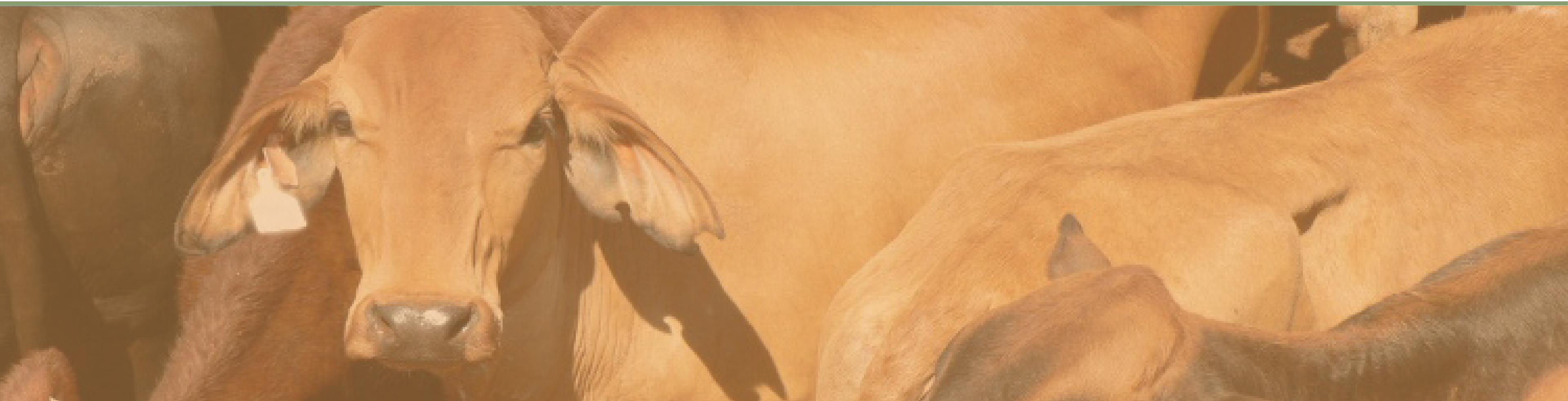
Satchel Insert

Other: _____

ITEM # _____ OF _____



Platinum Sponsor



Need more information?

Sponsorship & Exhibition Manager

Rosie Peace

AA&P Events

rosiep@associatedadvertising.com.au

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