

vh2024

Sponsorship Prospectus

**14th Australasian
Viral Hepatitis Conference**

**Thursday 1 August –
Saturday 3 August 2024**

Darwin Convention Centre,
Garamilla (Darwin),
Larrakia country,
Northern Territory

hepatitis.org.au

CONFERENCE OVERVIEW

2024 Conference

The Australasian Viral Hepatitis Conference is run by ASHM in collaboration with key sector partners as a platform for the dissemination and presentation of new and innovative research findings and better management across the Australasian viral hepatitis sector. Through this forum we aim to support the health workforce, government, and community to work towards the elimination of hepatitis B and hepatitis C and supporting the communities living with these conditions in Australia, New Zealand and the Asia and Pacific regions.

The 14th Australasian Viral Hepatitis Conference is scheduled to take place Thursday 1 – Saturday 3 August 2024.

The Conference	14 th Australasian Viral Hepatitis Conference 
Dates	Thursday 1 August – Saturday 3 August 2024
Location	Garamilla (Darwin), Larrakia country, Northern Territory, Australia
Venue	Darwin Convention Centre
Delegate Categories	Healthcare sector including Physicians, General Practitioners, Nurses, Midwives, Social Workers, Community Workers, Educators, Pharmaceutical Company Representatives, Researchers, National/State & Territory Government Agency Personnel, Non-Government Organisations Personnel, Student Researchers, Junior Graduates.
Expected Delegates	400+ delegates
Booking Deadline	Conference registration brochure listing confirmation, exhibition bookings and general package bookings are required by Thursday 29 February 2024.
Conference Contact	Amy Sargent M: +61 420 602 855 E: Amy.Sargent@ashm.org.au

HISTORY & PROGRAM

Conference History

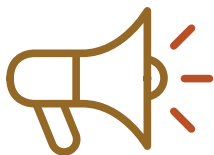
Year	Location	Delegates
2010	Melbourne, Australia	604
2012	Auckland, New Zealand	613
2014	Alice Springs, Australia	412
2016	Gold Coast, Australia	444
2018	Adelaide, Australia	502
2020	Virtual	419
2022	Brisbane + Virtual	429

2024 Draft Program at a Glance

Thursday – ½ Day	Friday	Saturday
	Plenary with Keynotes and Abstracts	2 x concurrents
	Morning tea	Morning Tea
	Poster Sessions	Poster Sessions
	2 x concurrents	2 x concurrents
	Lunch	Lunch
Opening Ceremony with keynotes	2 x concurrents	2 x concurrents
Afternoon Tea	Afternoon Tea	Afternoon Tea
2 x concurrents	2 x concurrents	Closing Ceremony
	Conference Dinner	

TARGET AUDIENCE

The Conferences provide you with the opportunity to access and engage your target audience **before, during** and **after** the conference over a 12-month period.



Marketing

Materials carrying your recognition (logo) as a key sponsor distributed to thousands of potential delegates and affiliated organisations across Australasia.

400+



Delegates
during the conference

Age

30–55

Nationality

80%

80% Australian & New Zealander



20%

Overseas

Job Sector



Medical



Healthcare



Community Organisations



Research



Health Promotion



Drug and Alcohol



Public Health

Education



Tertiary Qualified and Above

2024 CONFERENCE CONVENORS



Jane Davies

Co-leader of the Collaborative Hepatitis B Research Program, Menzies, and Infectious Diseases and General Medicine Specialist Physician, Royal Darwin Hospital.



Kelly Hosking

Director of Sexual Health and Blood Borne Viruses, Northern Territory Government.

WHO WE ARE

About ASHM Health

ASHM Health is a peak organisation of health professionals in Australia, New Zealand and the Asia and Pacific Region who work in HIV, viral hepatitis and sexually transmissible infections. ASHM Health draws on its experience and expertise — through education and training; policy and advocacy; direct action and leadership — to support the health workforce and to contribute to the sector, domestically and internationally.

ASHM Health is a professional, not-for-profit, member-based organisation. It supports its members, sector partners and collaborators to generate knowledge and action in clinical management and research, education, policy and advocacy in Australasia and internationally. It is committed to quality improvement, and its products and services are sought after by governments, members, health care workers and affected people. ASHM Health's dedicated membership, high-calibre staff and commitment to partnership assure its effectiveness in achieving its mission.

To find out more information about ASHM Health visit the: www.ashm.org.au



ASHM Health is a signatory to the Code of Conduct for Australian aid and development agencies, which is administered by the Australian Council for International Development (ACFID).

AN OPPORTUNITY FOR YOU TO:



Access and Engage healthcare professionals working in viral hepatitis diseases both face-to-face and over a 10-month period.



Create Awareness and Understanding for your brand and organisation with an opportunity to showcase your latest product developments and updates in new technologies that differentiate you from your competitors.



Build and Improve Relationships with current and potential clients throughout the Conference program and continue to build your reputation as a leader in the field.



Enhance Your Credibility and Corporate Social Responsibility and provide **Ethical Support** to the sector where it is required most through activities aligned with our philanthropic scholarship program.



Support and Contribute to the Medical Educational Opportunities for the sector.

The details of the available packages are outlined on the following pages. Please note, feedback is welcome on how we can tailor a package to suit your objectives to ensure you receive the most cost effective and value for money option.

Please note that we advise you to secure your participation early in order to gain longer-term exposure.



CONFERENCE OBJECTIVES

1. To provide the foremost annual educational & networking forum for those working or interested in the blood borne virus (BBV) sectors primarily in Australia, New Zealand and the Asia and Pacific regions (i.e. Australasia), to present and stay informed on current research, clinical management, prevention, best practice healthcare, health promotion and policy, including opportunities for professional development and activities which meet relevant accreditations.
2. To develop a program that appeals to the multidisciplinary and diverse audience working or interested in the BBV sectors and reflects the changing environment for the care, management, and prevention of BBVs and promotion of BBV health.
3. To facilitate dialogue, collaboration and networking among researchers, community representatives, jurisdictional policy decision makers, and the health workforce from various geographic, demographic, and professional sector partners across Australasia and Internationally. This also includes connecting leading global experts with the Australasian delegates e.g. through invited keynote speakers.

To encourage the attendance and participation of:

- new and early career clinicians, researchers, scientists, allied health workers, and community members
 - abstract presenters by prioritising abstract spotlight sessions, poster tours and abstract based awards
 - attendees through a range of active strategies for engagement including grants, scholarships, and awards
4. To support and engage community and lived experience delegates to ensure that the conference (across the delivery, design, and content phases) is accessible, relevant, and adapted (for example abstract criteria or networking opportunities and targeted sessions) for their needs and promote meaningful dialogue across multiple disciplines.
 5. To disseminate knowledge and applied learning during and after the conference for a wider audience and access to enduring materials.
 6. To recognise and build sector leadership through awards, invited presentations, conference organising committees, abstract reviewing, chairing sessions and abstract presentations.
 7. To source scholarship support from sector partners and organisations to provide opportunity for participants to attend who are not able to source alternative funding or are facing financial hardship.
 8. To implement ASHM's **Reconciliation Action Plan** and strengthen the engagement, relevance and address the inequities among Aboriginal and Torres Strait Islander, New Zealand Māori, Pacific people and other First Nation peoples.
 9. To provide a transparent safety plan for delegates attending the face-to-face conference and to have risk measures in place in the event the delivery of the conference needs to be adapted for any adverse events such as COVID outbreaks and lockdowns, natural disasters, or other emergencies.



MAJOR SUPPORTER PACKAGES (INC. GST)

We are pleased to offer the following key supporter positions, please note prices are GST inclusive:

A \$69,300 Platinum Supporter	3 Only
A \$51,900 Gold Supporter	3 Only
A \$40,400 Silver Supporter	3 Only



	Platinum	Gold	Silver
Logo included in e-newsletter communication to mailing list	✓	✓	✓
Link to company website from conference website	✓	✓	✓
Opportunity to host an Educational Satellite Symposium	✓		
Company logo on conference pull up banner	✓	✓	✓
Shell scheme booth or floor space in the Exhibition area	2	1	1
Advertisement included in handbook	Double	Single	
Company logo on conference PowerPoint slides	✓	✓	
Acknowledgement by chairperson	✓	✓	
Logo in delegate handbook	✓	✓	✓
Seat drop promoting educational satellite symposium or booth	1		
Conference app alerts	3	1	
Complimentary registrations	6	2	
Opportunity to purchase additional registrations at a discounted rate	20	15	10
Item to be included on promotional table	3 x items	2 x items	1 x item
Acknowledgement in post conference communication to delegates	✓	✓	✓
Thank you on conference website homepage	✓	✓	✓
Opportunity to include a coffee cart on your allocated exhibition space/booth	✓	✓	

Please note: All company logos and marketing material need to be company, not product related



Platinum Sponsor – A \$69,300 inc. GST

Inclusions:

- Opportunity to host an Educational Satellite Symposium (see page X)
- Logo included in e-newsletter communication to mailing list
- Link to company website from conference website. Link to be provided by sponsor
- Company logo on conference pull up banner
- Double page spread advertisement in colour included in the conference handbook (artwork to be provided by sponsor, must be company not product related).
- Company logo on conference PowerPoint slides at the commencement and conclusion of the conference
- Acknowledgement by chairperson during the plenary sessions and conference closing
- Logo in delegate handbook with acknowledgement as platinum sponsor
- Seat drop promoting educational satellite symposium or booth for one plenary session. Flyer must be provided and printed by sponsor. Flyer must be company not product related.
- 3 x conference app alerts maximum of 30 words per alert. Sponsor to provide text and date and time preferences
- 3 x items to be included on promotional table
- Acknowledgement as platinum sponsor in the post conference communication to delegates
- Thank you on conference website homepage.

Exhibition

- Priority placement of 2 x shell scheme booth or floor space in the Exhibition area.
- Opportunity to include a coffee cart on your allocated exhibition space/booth. Cost of cart, baristas and coffee are at your own expense.

Registrations

- 6 x complimentary registrations not including conference dinner
- Opportunity to purchase 20 additional registrations at a discounted rate



Gold Sponsor – A \$51,900 inc. GST

Inclusions:

- Logo included in e-newsletter communication to mailing list
- Link to company website from conference website. Link to be provided by sponsor
- Company logo on conference pull up banner
- Single page spread advertisement in colour included in the conference handbook (artwork to be provided by sponsor, must be company not product related).
- Company logo on conference PowerPoint slides at the commencement and conclusion of the conference
- Acknowledgement by chairperson during the plenary sessions and conference closing
- Logo in delegate handbook with acknowledgement as gold sponsor
- 1x conference app alert maximum of 30 words per alert. Sponsor to provide text and date and time preferences
- 2 x items to be included on promotional table
- Acknowledgement as gold sponsor in the post conference communication to delegates
- Thank you on conference website homepage.

Exhibition

- Placement of 1 x shell scheme booth or floor space in the Exhibition area. Priority placement once platinum have been allocated.
- Opportunity to include a coffee cart on your allocated exhibition space/booth. Cost of cart, baristas and coffee are at your own expense.

Registrations

- 2 x complimentary registrations not including conference dinner
- Opportunity to purchase 15 additional registrations at a discounted rate.



Silver Sponsor – A \$40,400 inc. GST

Inclusions:

- Logo included in e-newsletter communication to mailing list
- Link to company website from conference website. Link to be provided by sponsor
- Company logo on conference pull up banner
- Logo in delegate handbook with acknowledgement as gold sponsor
- 1 x items to be included on promotional table
- Acknowledgement as silver sponsor in the post conference communication to delegates
- Thank you on conference website homepage.

Exhibition

- Placement of 1 x shell scheme booth or floor space in the Exhibition area. Priority placement once platinum and gold have been allocated.

Registrations

- Opportunity to purchase 10 registrations at a discounted rate.

EDUCATIONAL OPPORTUNITIES

Educational Satellite Symposium – A \$15,000 Commercial /A \$5,500 Sector Organisation (included in Platinum Sponsorship)

Opportunity to host an Educational Satellite Symposium within the conference program. The session will allow you to fully engage your target audience with content put together by your organisation.

Packages includes:

- Notification of the Symposium in the marketing of the conference program.
- 1 x conference app notification
- Listing of the symposium in the conference program and associated events page of the conference website and app
- 2 x banners to be provided by sponsor.
- Limited room layout changes can be made (additional cost may be incurred)
- Content to be developed by the sponsor with approval by the Conference Scientific Committee
- Conference room hire and basic audio visual equipment provided (if the session is run at the conference venue)

Guidelines

- Time slots for the symposium: a breakfast, evening or lunch symposium. Duration of session depends on allocated time in the program.
- Costs incurred above the room hire and basic audio-visual are at the sponsor's expense.
- All logistical requirements are to be organised through ASHM Conference & Events Division. No external event companies are to be engaged.
- There is limited time for additional room set ups. Should additional AV be required we require our AV Technical Director to be used in order to ensure set ups are appropriate to the conference requirements and time frame available.
- Satellites must ensure there is appropriate gender representation. Representation of all genders must be present and where possible balanced.
- The content of the symposium will be the responsibility of the sponsor and can in no way be seen to be endorsed by the committee (the committee do have content approval rights). The committee do highly recommend you include consumer representatives in your session to ensure affected communities have a voice and are part of the solution
- The sponsor is to consult with the secretariat on the content already planned in the program and communicate as soon as topics are suggested to ensure little duplication with the main conference program.
- It is recommended content of your symposium be developed prior to communications regarding the early bird registration deadline to increase the number of delegates preregistering for your educational session. Early bird deadline: **Sunday 19 May 2024**
- Approval is to be requested by the sponsor from the conference organiser to take the satellite session to an offsite venue
- All costs and logistics associated with an offsite satellite session will be organised and be at the expense of the sponsor
- If the satellite is held at the conference venue, catering can be organised by the conference secretariat, however, all catering costs are at the sponsor's expense
- Registrations for all satellite sessions (held at conference venue or offsite) will be open to all delegates and managed via the online conference registration system.

Deadline for the content is **19 April 2024** and will be sent for approval by the conference committee.



EDUCATIONAL OPPORTUNITIES

On Demand Content Supporter – A \$9,900

Invest in content capture and dissemination. Support the educational legacy of the meeting to enable the content to reach the communities and organisations that were not able to attend. Audio synchronised slides will be captured for a number of key conference sessions.

Benefits

- Acknowledgement of support on the conference website with logo and hyperlink to company's website
- Company logo on all promotion with a link to the on demand content
- Company logo on the speaker consent forms advising speakers of your support.

Note: All sessions captured will be provided through the conference website.

Poster Tours and Prize Supporter – A \$6,600

Poster presentations are an integral part of the conference and by supporting the poster activity, your company's branding will be prominent during and after the event. The posters are on display throughout the conference and is located in the exhibition hall. Included in this package is the cost for poster prizes (\$200 x four).

As the supporter this educational activity, your company will receive the following benefits:

- Acknowledgement of support on the conference website and Conference App
- Opportunity to display up two (2) banners in the Exhibition Hall area (sponsor to provide)
- Logo acknowledgement, as the Poster Session Tours and Prize Supporter on the PowerPoint slide during the prize announcements in the closing plenary
- App promotional notification of poster tour/s.

All print promotion will be supported with the following sentence: Medical education is determined by our International Scientific Program Committee and made possible by support from (*insert sponsor*).

Scholarship Supporter – A \$3,300



The Conference Scholarship Program assists individuals to attend the Conference. Scholarships will be granted to individuals facing financial hardship. The assessment and eligibility criteria are available on request from the Conference Secretariat and will be available on the Conference website. This amount will support 1 x full scholarship (registration, flight, accommodation) for one Australian attendee or go towards supporting an international scholarship.

- The opportunity for sponsors and recipients to meet and have a photograph taken for future media and promotional purposes
- Acknowledgement of support on the Conference website on the scholarship page
- Acknowledgement in newsletters promoting scholarship opportunities.

Note: Support is via an unconditional grant. The supporter has no control over content, tone, emphasis, allocation of funds or selection of recipients.

Discussion Space Sponsor – A \$6,600

The discussion space will encourage conversations and idea sharing. Located in the exhibition area, there will be a series of informal talks during coffee and lunch breaks.

Benefits

- Acknowledgement of support on the Conference website with logo and hyperlink to company's website
- Company logo on conference floorplan in the handbook and App
- Logo included on banners located at the entrance to the discussion space
- Acknowledgement of support on the discussion space program included in the conference handbook.

BRANDING AND DELEGATE EXPERIENCE

App Supporter – A \$9,900

The speakers, program and exhibitor details will all be accessible via the Conference app. The Conference Smart Phone App will be available at no cost for every delegate to download on all internet ready mobile phones including iPhone and Android. Research shows around 75% of all delegates will use the App which in turn improves the attendee experience.

Benefits:

- Company logo acknowledging support included on email launching App
- Acknowledgement on Conference website with logo and hyperlink to organisation's website
- Organisation's logo included in the Conference handbook (subject to printing deadlines)
- App includes company logo as the 'Official App Sponsor'.

Business Lounge: Exclusive Opportunity – A \$9,900

Increase your interaction time with delegates as they flock to your stand during breaks for a quiet area to catch up on emails, work and use printing facilities.

Benefits:

- 1 x floor space area (stand alone or incorporated to your booth)
- 1 x Branded charging station
- A minimum of 2 x computers or iPads, 1 x printer and Internet connection will be provided
- Company logo on screen saver on computers in Internet Hub area
- Company logo on signage promoting WiFi access
- Website link from computers in Internet Hub area to your company website
- Opportunity to display up two (2) banners in the Business lounge (sponsor to provide)
- Acknowledgement in the general information section of the conference handbook including company logo where the Business lounge area is mentioned.



BRANDING AND DELEGATE EXPERIENCE

Speaker Preparation Room Supporter – A \$6,600

By supporting this educational opportunity, you will be provided with the following benefits:

- Acknowledgement on signage inside the speaker's prep room
- Acknowledgement as a conference supporter on the conference website
- Acknowledgement as a conference supporter in the conference handbook where the speaker's prep room is mentioned.

On Booth Delegate and Keynote Speaker Access – A \$6,600

Opportunity to hold a 30-minute delegate meet and greet with a keynote speaker on your exhibition booth during one lunch break. The following services will be provided with this educational opportunity:

- 1 x pre-programmed app promotional notification
- Listing in Conference program of the event on your stand

Please note this is available for Platinum & Gold Sponsors only and will be subject to keynote speaker's approval.

Charging Station – A \$2,200

Phone and tablet charging station placed in a dedicated high traffic area at the Conference venue.

Benefits:

Logo included as sponsor on station signage.



ADVERTISING, COMMUNICATION & NETWORKING

Exhibition Networking Area Sponsor – A \$9,900

100% of delegates indicate that Networking is one of the key reasons they attend a conference. Get your brand centre stage in the exhibition hall by sponsoring the Networking space within the exhibition hall.

Benefits:

- Acknowledgement of support on the Conference website with logo and hyperlink to company's website
- Company logo on conference floorplan in the handbook and App
- Option to place up to two (2) company not product branded banners.

This sponsorship is a branding opportunity. Café seating will be provided in this area.

Early Career Networking Event Supporter – A \$6,600

This event is to provide delegates early in their career the opportunity to network with experts in the field in an informal setting. By supporting this educational activity, you will be provided with the following benefits:

- Acknowledgement of your support in the conference handbook and app
- Acknowledgement of your support on the conference website promoting the event
- Acknowledgement of your support in the newsletter or email to early career delegates promoting the event
- Opportunity to have flyers available at the event
- Option to place up to two (2) company not product branded banners
- 1 x app notification of event.

All promotion will be supported with the following sentence: Medical education is determined by our scientific program committee and made possible by support from (insert sponsor).

Handbook Advertisement – A \$2,200



Distributed to all delegates, the Conference Handbook is a valuable resource for the delegates to use during the conference. Delegates will constantly refer to the Conference Handbook for general information and program information.

- The advertisement will be placed on an inside page of the conference handbook at the discretion of the conference secretariat.

Artwork is to be provided by the sponsor and must be company not product related.

App Notification (x3 Messages) – A \$2,200

- This is a great way to advertise your company or activity during the conference with a timed, pre-programmed app notification message. Messages will go out to all delegates. 3 x conference app alerts maximum of 30 words per alert. Sponsor to provide text and date and time preferences.

Promotional Table – A \$2,200

- A table will be placed in a prominent position within the conference venue for the display of promotional items. The table will be restocked with these items as necessary by conference staff. Cost includes one item no larger than A4 dimension.

EXHIBITION OVERVIEW – LIMITED SPACE

The exhibition is an integral part of the conference. Sponsors, Companies and Organisations are invited to exhibit at the Conference and thus have the opportunity to network and showcase their products/services to their target audience.

Space & Costs

Payment must be received prior to booth allocation. All prices are in Australian Dollars and include GST.

Exhibitor	3m x 3m Floor Space only	3m x 3m Shell Scheme Booth	Community Table Top
Commercial Rate	A \$5,700	A \$6,800	N/A
Sector Organisation Rate	A \$3,500	A \$5,600	A \$2,500

Shell Scheme Booth cost includes:

- **Stand:** 3m x 3m with white melamine walling (number of walls dependant on position)
- **Fascia:** 1 x company name sign in black and white (with a maximum number of letters to be determined)
- **Lighting:** 2 x 150-watt track lights per booth
- **Power:** 1 x single power point (4 amp) per booth
- **Flooring:** Shell scheme booths will have carpet flooring
- Ability to scan delegate name badges for contact capture.

Please note: Furniture and any other additional requirements are at the exhibitor's expense.

All exhibition packages will include the following benefits:

- Two (2) full complimentary exhibitor pass per 3m x 3m manned stand (exhibition access only) and access to discounted registration rates. Additional staff will be required to register under the discounted exhibitor rates
- A 50-word company profile included in the exhibition section of the Conference website, handbook and App distributed at the Conference
- Three (3) days of exhibition with the delegate access
- Privacy compliant delegate list
- Catering breaks provided in the exhibition area.

Community Organisation Tables – A \$2,500

Included:

- One full complimentary exhibitor (exhibition access only) registration per table
- One trestle table and two chairs
- One poster board
- Sponsors, particularly the Platinum and Gold Sponsors, will have first option on space
- Payment must be received prior to booth allocation.

Exhibitor Add On – Discussion Space Showcase – A \$3,300

The discussion space will encourage conversations and idea sharing. Located in the exhibition area, there will be a series of informal talks during coffee and lunch breaks.

Add a 5-minute showcase to your exhibition package to demonstrate your products.

Benefits:

- Product showcase included in discussion space program
- 1 x app alert notifying delegates of the showcase.

SPONSORSHIP TERMS AND CONDITIONS

In order to confirm your participation, we will require the Supporter/Exhibitor Application Form and full payment. The support cannot be confirmed, and therefore no benefits will be given, until full payment is received. Payment must be received 14 days from the issue of invoice. If the full payment is not received the conference organiser has the right to review the commitment and withdraw the application form.

TERMS OF PARTICIPATION INCLUDE:

- The payment is offered as an unconditional grant. The supporter has no control over content, tone or emphasis of the conference, allocation of funds or selection of recipients
- There will be no opportunity for the company to control the curriculum of educational initiatives of the conference program
- The company will have access to use the conference logo for promotional purposes only
- The conference and collaborators do not endorse or promote any health-care related products
- Companies cannot claim any relationship, endorsement or support from the conference or collaborators
- All attending delegates from the sponsoring organisation are to be registered by **19 May 2024**

- If payment is not made prior to the conference dates, an additional 20% surcharge will be added to the overall sponsorship total
- All logistical requirements are to be made through ASHM Conference & Events Division e.g. registrations, symposia requirements and onsite registration.

Whilst every care will be taken by the venue and organising personnel, the organisers will not be responsible for any loss or damage to property, including brochure materials of any exhibiting company or any other person, by theft or fire or any other cause.

The organisers reserve the right to change the program, revise the layout of the floor plan, to transfer an exhibiting company to an alternative site, or alter the shape or size of any booth. Any such change will be advised in writing by the organisers and an alternative provided. The contracted exhibition company will advise exhibitors of what equipment can be used with the stands. The venue itself stipulates that pins, nails, tape, Velcro, and other items are not to be used on the walls, ceilings or other fittings.

CANCELLATION POLICY

In exceptional circumstances the Organisers will be prepared to consider cancellation of the contract with Sponsors, but only if the following conditions are complied with:

- That the request for cancellation is submitted in writing
- If cancellation of sponsorship is necessary after confirmation, the following penalties will apply:
- For Cancellation notices received in writing before 30 April 2024 – a cancellation fee of 50% of the original package price will apply
- Cancellation notices received after 30 April 2024 receive no refund.

PAYMENT DETAILS

In paying for sponsorship you are paying ASHM Health.

Credit Card and EFT payment

Details will be provided on the invoice or please contact the Conference Secretariat at **conference.finance@ashm.org.au**

Signed:

Date:

EXHIBITION TERMS AND CONDITIONS

1. THE CONTRACT

- 1.1 In this contract, the Conference Secretariat is the ASHM Conference & Events Division ABN 48 264 545 457 are 'we', 'us' and 'our'. The person with an exhibition space is 'you' and 'your'.
- 1.2 These Terms and conditions apply from the date of signing. You acknowledge that we update the details of the exhibition from time to time.

2. OUR RIGHTS AND RESPONSIBILITIES

- 2.1 We will:
 - a) Organise and hold the exhibition
 - b) Promote the exhibition
 - c) Make reasonable efforts to offer you the space requested
- 2.2 We do not guarantee Exhibition visitor numbers or any level of commercial activity.
- 2.3 We may change the exhibition including but not limited to:
 - a) Changing your space or its location to suit floor plan and reducing your fee in proportion to any reduction in size
 - b) Changing how long it runs for
 - c) Changing visitor opening hours
 - d) Extending the venue in a separate area from the main venue
- 2.4 We ask you to:
 - a) Obey the relevant laws
 - b) Prevent any damage
- 2.5 We can:
 - a) Refuse to allow, or stop displays, product demonstrations or other uses of your space
 - b) Specify display area wall heights and coverings
 - c) Approve or disapprove the content and presentation of your materials
 - d) Decide times you can set up and dismantle displays
 - e) Decide how you, your employees, contractors or agents use exhibition entry cards
 - f) Set conditions for moving goods and displays before, during and after the exhibition
 - g) Set restrictions on taking photographs – we will advise you if this will be required
 - h) Specify how you can use audio visual equipment and media and how you can demonstrate machines
 - i) Make health and safety requirements.

3. YOUR RIGHTS AND RESPONSIBILITIES

- 3.1 You must:
 - a) Use your space only to display and promote goods and/or services in keeping with the exhibition
 - b) Make the most of your space's promotional goods and/or services in keeping with the exhibition

- c) Follow our directions as soon as possible and pay any associated costs
- d) Follow relevant laws, meet OH&S and venue guidelines, and avoid damaging any person or property
- e) Keep your space clean and tidy, and immediately remove all your materials when the exhibition ends. If you do not, we will charge you a fee to do so
- f) Not do anything that may interfere with the smooth running of the exhibition, including, but not limited to, encouraging exhibition visitors to view goods and services in another location.

4. PAYMENT

- 4.1 You must pay the full fee owing for your exhibition space prior to the exhibition beginning or the organisers reserve the right to cancel your space.

5. OUR REMEDIES

- 5.1 If you breach the contract, we will provide you with notice of the breach and give you a reasonable time to remedy it. If you fail to remedy the breach within this time, we may:
 - a) Reallocate your space or refuse you access to it
 - b) Remedy your breach without advising you and require you to pay for the cost of our actions
 - c) Remove you from the exhibition and your space
- 5.2 If you cancel all or part of the contract (except if you cancel because of our breach) we will claim a cancellation fee from you dependent on the time of the cancellation. Cancellation charges had been advised in the sponsorship & exhibition prospectus.

6. RISK AND INSURANCE COVER

- 6.1 You agree that the exhibition site can be hazardous. You will take due care to prevent injury and property damage. We are not responsible for any damage caused by your acts or omissions. You must use our incident report form to tell us in writing about any site incident and give us supporting evidence. After an incident, you must not remove anything from the site without our prior approval.
- 6.2 You must give us proof of current public liability insurance by the date stated in the exhibition manual
- 6.3 You must not share your space without advising us in writing. By sharing your space the primary contact is responsible for payment and providing the proof of public liability insurance and is responsible for the actions of the other party unless a separate proof of public liability is provided.

7. WARRANTIES AND LIABILITIES

- 7.1 As allowed by law, or except where the contract states, we:
 - a) Do not make any representations or warranties about you or your space
 - b) Are not liable for any person's injury or death, property damage, economic loss or any indirect damages to do with the exhibition
- 7.2 You indemnify us from and against any claims, damages, losses and costs we may incur because of:
 - a) Any breach of the contract that you make
 - b) Any of your displays or product demonstrations
 - c) Any of your acts or omissions to do with the exhibition, including any negligence and wrong doings
- 7.3 You agree not to sell or intend to sell goods at the exhibition that misrepresent or infringe intellectual property rights. You indemnify us from and against any and all claims, damages, losses and costs we may incur if you breach this agreement.

8. GIVING US MATERIAL

- a) You must give us all material by the deadline that we set. If we do not receive it by the deadline, we will consider that you have cancelled the advertising.
- b) If you want to cancel your advertising, you must tell us in writing. No reduction in exhibition space fees will apply.
- c) If you have provided materials but wish to cancel the publication after the deadline we will endeavour to stop its publication but we are not liable if the material cannot be removed and we will not stop production if this risks the timely printing of it.

9. GENERAL ISSUES

- 9.1 We are not liable for any expenditure, liability or loss because of:
 - a) Acts of god or terrorism
 - b) Natural disasters
 - c) Strikes or shortages
 - d) Failure of electrical power or other venue issues
 - e) Lower than advised exhibition visitor numbers
- 9.2 You give us consent to use your contact information for internal purpose.

Signed:

Date:

APPLICATION FORM

Email completed form to:
amy.sargent@ashm.org.au

Business or Company Name:

Contact Name:

Position Held:

Company Address:

Phone No:

Mobile No:

Email:

We are interested in the following (please tick):

Supporter Packages		
Platinum	A \$69,300	
Gold	A \$51,900	
Silver	A \$40,400	
Educational Satellite Symposium – Commercial	A \$15,000	
Educational Satellite Symposium – Sector Organisation	A \$5,500	
On Demand Content Supporter	A \$9,900	
Poster Tours and Prize Supporter	A \$6,600	
Discussion Space Sponsor	A \$6,600	
Exhibitor Add On – Discussion Space Showcase	A \$3,300	
Conference Scholarship Supporter	A \$3,300	
App Supporter	A \$9,900	

Supporter Packages		
Business Lounge	A \$9,900	
Speaker Preparation room supporter	A \$6,600	
On booth delegate and keynote speaker access	A \$6,600	
Charging station	A \$2,200	
Exhibition Networking Area sponsor	A \$9,900	
Early Career networking event supporter	A \$6,600	
Handbook advertisement	A \$2,200	
App notification	A \$2,200	
Promotional table	A \$2,200	
Custom Package	\$	

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APPLICATION FORM

Exhibition

Exhibitor	3m x 3m Floor Space only	3m x 3m Shell Scheme Booth	Community Table Top
Commercial Rate	A \$5,700	A \$6,800	N/A
Sector Organisation Rate	A \$3,500	A \$5,600	A \$2,500

Sponsorship contract and tax invoice will be sent upon receipt of this form. Please provide a copy of your logo (as a high resolution >300dpi eps and jpeg file in colour and black and white) for use in recognising sponsorship.

I,
agree to the terms and conditions stated on pages 17 and 18.

Signed: _____ Date: _____

Investment Total (inc GST) \$ _____

