



AP SAD

The Australasian Professional Society
on Alcohol and other Drugs

Scientific Alcohol and Drug Conference

SPONSORSHIP PROSPECTUS

Hobart | 10-13 November 2019

www.apsadconference2019.com.au

HOBART



2019

10-13 NOVEMBER

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OVERVIEW OF BENEFITS

AN OPPORTUNITY FOR YOU TO:



Access and Engage healthcare professionals working in the Alcohol and other Drugs sector face-to-face.



Create Awareness and Understanding for your brand and organisation with the opportunity to showcase your latest product developments and technology 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 scholarship program.



Support and Contribute to the Educational Opportunities for the sector.



NEW OPPORTUNITIES

More opportunities have been added to enhance your sponsorship's educational legacy for the sector including:

- Family Room Supporter
- Early to Mid Career Workshop & Networking Supporter
- Poster Session Supporter
- Speaker Preparation Room Supporter

APSAD OVERVIEW

OUR PURPOSE

APSAD is Australia's leading multidisciplinary organisation for professionals involved in the drug and alcohol field. APSAD is dedicated to promoting improved standards in clinical practice for medical practitioners and other health professionals who deal with alcohol and other drug-related problems in the course of their work. It also provides a network of drug and alcohol professionals in Australia, New Zealand and the Asia Pacific.

Through its internationally recognised scientific journal, the *Drug and Alcohol Review*, and its annual Scientific Alcohol & Drug Conference, APSAD provides a forum for the latest research on the nature, prevention and treatment of physical, psychological and social problems related to the use of psychoactive substances.

The APSAD is dedicated to:

- promoting evidence-based improvements in the treatment and prevention of drug and alcohol-related problems
- raising awareness about the problems related to the use of alcohol and other drugs
- promoting best standards in research in the drug and alcohol field
- providing development and support to professionals working in the drug and alcohol fields.

WHO WE ARE

APSAD 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. APSAD's dedicated membership, high-calibre staff and commitment to partnership assure its effectiveness in achieving its mission.

ABOUT THE CONFERENCE

APSAD has a strong reputation for delivering unique, inclusive and stimulating conferences. The conference will demonstrate outstanding science, best practice in treatment, harm reduction, law enforcement, and prevention and include experiential knowledge at all levels. The high-quality content will be represented through the choice of keynotes, invited speakers, the symposia, the poster presentations, the workshops, and the peer reviewed abstract-driven sessions. We will have notable international and national scientists, practitioners, and experiential speakers. We are anticipating an exciting series of sessions from our home-grown presenters and our interstate, New Zealand, and international colleagues.

The conference will showcase Australasia's high quality and cutting-edge research into treatment, prevention, and policy. We will also welcome our international colleagues, with this conference serving as the perfect backdrop to build new collaborations and renew old ones. The 2019 conference will also continue to provide a rich environment for clinicians and health care providers to talk about their latest insights and share their best practices.

CONFERENCE OVERVIEW

PREVIOUS CONFERENCES AT A GLANCE



	DELEGATES	SESSIONS	POSTERS	SUBMITTED ABSTRACTS
Auckland 2018	386	40	86	219
Melbourne 2017	514	40	93	206
Sydney 2016	476	40	69	217
Hobart 2011	572	67	79	322

The Conference 2019 APSAD Hobart Scientific Alcohol & Drug Conference

Dates Sunday 10 - Wednesday 13 November 2019

Location Hobart, Tasmania

Venue Hotel Grand Chancellor Hobart

Delegate Categories

Addiction Staff Specialists	Justice Health	Student Researchers and Junior Graduates
General Practitioners	Psychologists	People with Lived Experience of Drug Dependence
Nurses	National/State & Territory Peaks Personnel	Social Workers
Psychiatrists	Researchers	Community Workers
Nurse Practitioners	Counsellors	Drug Law Enforcement
Healthcare Professionals	Mental Health Services	
Policy Workers	Youth Services	

Expected Delegates 500+

Booking Deadline Conference Handbook listing confirmation, exhibition bookings and general package bookings are required by end of **September 2019**

Conference Contact
 Elizabeth Baxter
 T: +61 2 9252 2287
 E: exec.officer@apsad.org.au

TARGET AUDIENCE

The APSAD Scientific Drug and Alcohol Conference provides you with the opportunity to access and engage your target audience **before, during and after the conference.**

MARKETING MATERIALS

materials carrying your recognition (logo) as a key sponsor distributed to thousands of Potential Delegates and Affiliated Organisations across Australasia

NUMBER OF EXPECTED DELEGATES DURING THE CONFERENCE

500+

NATIONALITY	JOB SECTOR	CAREER LEVEL	CONFERENCE DINNER
90% Australian & New Zealander 10% Overseas	Medical Research Community Organisations State/Territory Peaks	70% Senior Career 10% Mid Career 20% Early Career	45% of conference delegates register for the dinner

The details of the opportunities are outlined on the following pages, however we welcome suggestions to make this an effective and value for money promotional activity for your organisation.

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

PACKAGES AVAILABLE

We are pleased to offer the following sponsorship packages, upgrades and additional benefits, please note these prices are GST inclusive:

PLATINUM SPONSOR	x1 only	\$38,000
GOLD SPONSOR	x2 only	\$26,000
SILVER SPONSOR	x3 only	\$15,000
TEAL SUPPORTER	(multiple)	\$8,500
ORANGE SUPPORTER	(multiple)	\$5,000
GREEN SUPPORTER	(multiple)	\$2,500
SATCHEL INSERTS	(multiple)	\$1,200

As Platinum, Gold, and Silver sponsors you will be entitled to additional benefits, noted on the next page.

SPONSOR PACKAGES

Please note: All logos need to be company not product related.

	PLATINUM	GOLD	SILVER
Pre-Conference			
Acknowledgement of your support in conference e-newsletters (logo only)	✓	✓	✓
One e-blast to conference delegates sent on your behalf by the Conference Secretariat	✓		
Inclusion of company name and logo on the sponsors' page of the conference website with hyperlink to the website of your choice	✓	✓	✓
During Conference			
Opportunity to host an Educational Satellite (Breakfast or Evening) Symposium within the conference program	✓	✓	
Opportunity to launch a report, research project, etc. and/or provide a 10-minute address to delegates during one lunch, morning or afternoon tea	✓	✓	
Logo on banner located at registration area (logo size varies on level of support)	✓	✓	✓
3m x 3m shell scheme booth or floor space in a prime position in the Exhibition Hall	x2	x1	x1
Your logo in the Conference Handbook (size varies on level of support) and in the Conference App	✓	✓	✓
Advertisement A5 in the Conference Handbook (artwork to be supplied by sponsor)	Double Page	Full Page	
Acknowledgment on the Sponsor Slide to be shown at the beginning and end of all sessions	✓	✓	✓
Verbal recognition by the Conference Conveners at the official opening and during the Conference	✓	✓	✓
Opportunity to include a brochure insert in the delegate conference satchel (item at sponsor's own expense), max A4 in size	x2	x1	x1
Conference and Social Benefits			
Complimentary Registrations	x4	x2	x1
Opportunity to purchase registrations at discounted rate	✓	✓	✓
Complimentary tickets to the Conference Dinner	x4	x2	x1
Opportunity to add additional benefits to your package	Teal	Orange	Green
Post Conference Marketing			
Formal acknowledgement of sponsorship in post conference email sent to all delegates	✓	✓	✓
Thank you to sponsors on conference website (ongoing)	✓	✓	✓

Educational Opportunity

EDUCATIONAL SATELLITE SYMPOSIUM

Platinum Sponsors have the exclusive opportunity to host an Educational Satellite Symposium during the conference. The session will allow you to fully engage your target audience with content put together by your organisation.

Additional Features contained within the upgrade include:

- Notifications of the Symposium in the electronic marketing of the Conference Program through conference e-blasts, online marketing and on the Conference Website
- 1 x push notification from the Conference App
- Listing of the Symposium in the Conference Program and associated events section of the Conference Handbook
- Event listed in the Conference App
- Company signage and limited set up changes can be made
- Educational content to be driven by the Sponsor
- Conference room hire/basic audio-visual equipment and assistance with logistics (if the session is run at the conference venue)

Guidelines:

- Time slots for the symposium will be a Sunday or evening symposium for 2 hours including catering time.
- All logistical requirements are to be organised through APSAD. No external event companies are to be engaged.
- There is limited time for additional 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 both genders must be present and where possible balanced.
- The content of the symposium will be entirely the responsibility of the sponsor and can in no way be seen to be endorsed by the committee. 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.

EDUCATIONAL SATELLITE SYMPOSIUM (CONTINUED)

- 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 pre-registering for your educational session. Note: Early Bird deadline is 18 August 2019.
- 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 off-site) will be open to all delegates and managed via the online conference registration system.
- No sponsor side meetings, dinners or events are to be organised during the conference (11- 13 November 2019).

Deadline for the session content is 11 August 2019 and will be sent for approval by the Scientific Advisory Committee.



Educational Opportunity

BREAKFAST SYMPOSIUM

\$10,000 (Included for Gold Sponsors)

Gold Sponsors have an opportunity to host an Educational Breakfast Symposium. The session will allow you to fully engage your target audience with content put together by your organisation.

Features within this upgrade include:

- Notifications of the Breakfast Symposium in the electronic marketing of the Conference Program through e-blasts, online marketing and on the Conference Website
- 1 x push notification from the Conference App
- Listing of the Symposium in the conference program and associated events section of the Conference Handbook and in the Conference App
- Company signage and limited set up changes can be made
- Conference room hire/basic audio-visual equipment and assistance with logistics (if the session is run at the conference venue)

Guidelines:

- There is limited time for additional 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.
- The content of the symposium will be entirely the responsibility of the sponsor and can in no way be seen to be endorsed by the committee. 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.
- Breakfast Symposia must ensure there is appropriate gender representation. Representation of both genders must be present and where possible balanced.
- It is recommended content of your symposium be developed prior to communications regarding the early bird registration deadline to increase the number of delegates pre-registering for your educational session. **Note: Early Bird deadline is 18 August 2019.**
- Catering can be organised by the conference secretariat; however, all catering costs are at the Sponsor's expense.
- Registrations for all Breakfast Symposium Sessions (held at conference venue or off-site) will be open to delegates and managed via the online conference registration system.

Further guidelines will be provided upon booking.

Deadline for the session content is 11 August 2019 and will be sent for approval by the Scientific Advisory Committee.

Time allocated for the Breakfast Symposium will be 45 minutes only.

Costs incurred over and above the room hire and basic audio visual are at the Sponsor's expense.

★ Exclusive Opportunity

CONFERENCE APP SUPPORTER

The speakers, program and exhibitor details will all be accessible via the conference app. The Conference App will be available at no cost for every delegate to download on all internet ready mobile phones and tablets. Past conference data 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 the App
- Acknowledgement on official 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'

Expressions of interest in this opportunity need to be received prior to August 2019.

★ Exclusive Opportunity

INTERNET HUB & WI-FI SUPPORTER

Increase your interaction with delegates as they gather at your stand for the only free universal access to internet and printing facilities at the conference. Delegates will be able to search the conference website, print the certificate of attendance and deal with work emails in a well-appointed multi-stationed Internet Hub.

Inclusions:

- One booth or table (stand alone or as an extension to your booth)
- Minimum of 2 x computers or tablets, 1 x printer & internet connection will be provided
- Company logo on screensaver on the computers in Internet Hub area
- Website link from computers in the Internet Hub area to your company website
- Company logo on signage promoting Wi-Fi access
- Company Banner (sponsor to provide) to be displayed in the Internet Hub area
- Acknowledgement in the general information section of the Conference Handbook including company logo and where the Internet Hub area is mentioned

Note: To maximise your exposure we suggest combining this package with a coffee stand near your booth. Hiring furniture is very popular and a great way to stay top of mind with delegates.

Expressions of interest in this opportunity need to be received prior to August 2019.

★ Exclusive Opportunity

FAMILY ROOM SUPPORTER

As an equity and diversity initiative in support of delegates with parenting or caring responsibilities, a private room will be available at the conference venue for parents with young children.

As the Family Room Supporter, you will receive the following benefits:

- Acknowledgment of your support in the Conference Handbook and in the Conference App
- Opportunity to display up to two of your Company banners (Sponsor to provide) which will be positioned outside the family room for the duration of the conference
- Acknowledgement as a sponsor on screen(s) in the Family Room
- Logo on banner located at registration area
- Acknowledgement of support on the Family Room page of the conference website

★ Exclusive Opportunity

POSTER PRESENTATION SESSIONS & PRIZE SUPPORTER

Poster presentations are an integral part of any conference and by supporting the poster activity, your company's branding will be prominent during and after the event. The poster display is up throughout the conference and is located in the Exhibition Hall.

Included in this package is the cost for Poster Prizes (2 x \$200) for the best poster presented at the conference in both Early and Senior Career categories.

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

- Acknowledgment of your support in the Conference Handbook and in the Conference App
- Opportunity to display your Company banners (up to four) in the Poster Presentation area (Sponsor to provide)
- Verbal recognition from the Conference Convener as the Poster Presentation and Prize supporter during the Poster Highlight Session/s and during the Poster Prize Presentation
- Inclusion of Company logo on the Poster Prize Certificates
- Acknowledgement of support on the conference website.

COFFEE STATION OR JUICE BAR PROVIDER

Watch the conference delegates flock to your stand for barista made coffee or fresh juices.

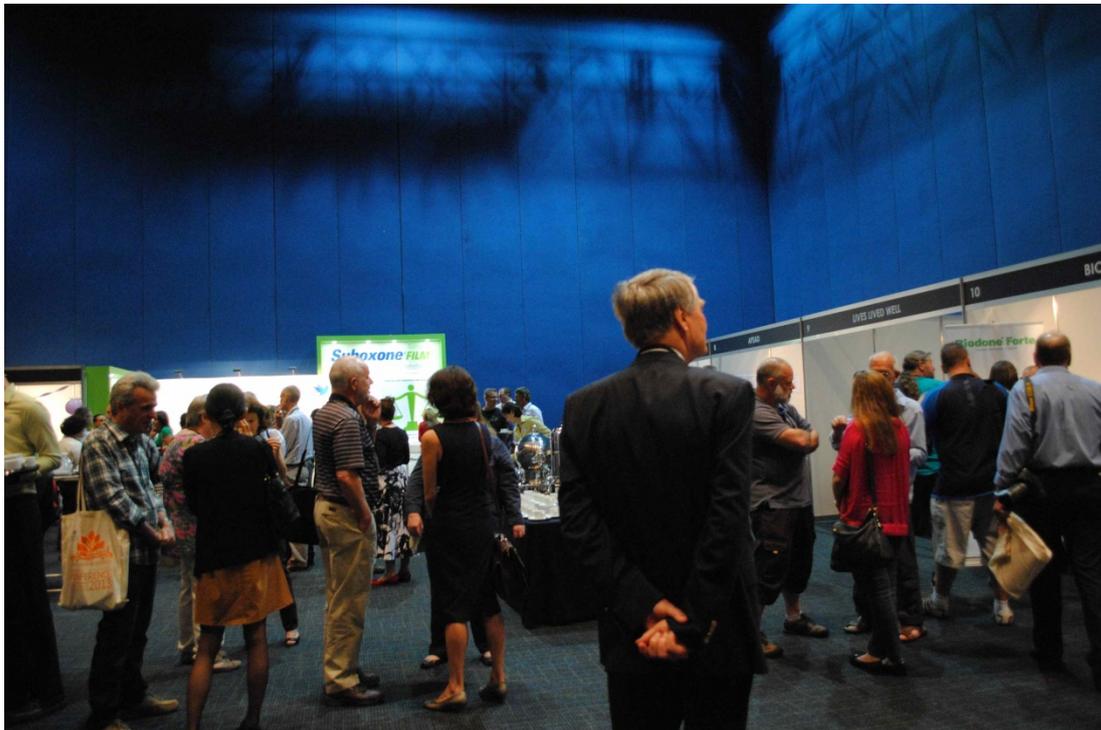
Benefits:

- Allocated floor space (2m x 2m), stand alone or as an extension to your booth
- Service staff, coffee or juice machine hire and equipment for the morning tea, lunch and afternoon tea breaks only
- Opportunity to place up to two of your company banners in the coffee/juice bar area (Sponsor to provide)
- Acknowledgement in the general information section of the Conference Handbook and App including company logo where the Coffee or Juice Bar is mentioned

Note: The Coffee or Juice Bar sponsor can hire furniture that suits their booth or a skirted trestle table will be provided. To maximise your exposure, we suggest supplying company branded juice cups.

Coffee service is limited to lunch, morning tea, and afternoon breaks. Up to 200 coffees per day, additional coffees are at the sponsor's expense if you elect to go over the quota each day.

Expressions of interest in this opportunity need to be received prior to August 2019.



Exclusive Opportunity

JAMES RANKIN ORATION SUPPORTER

The James Rankin Oration is presented by a highly distinguished Australasian speaker in the AOD field and is chosen each year by the APSAD Council.

Benefits:

- Acknowledgment by the Chair at the commencement of the James Rankin Oration session
- Opportunity to display your Company banners (up to two) during the James Rankin Oration session (Sponsor to provide)
- Company listed as the James Rankin Oration Supporter in all editions of the Program; Printed, Online, and in the Conference Handbook and App



Educational Opportunity

SPEAKER PREPARATION ROOM SUPPORTER

Supporting this educational opportunity, you will receive the following benefits:

- Acknowledgment on directional signage to the Speaker Preparation Room
- Acknowledgment on signage inside the Speaker Preparation Room
- Acknowledgement in the Conference Handbook where the Speaker Preparation room is mentioned
- Acknowledgement as a conference supporter on the conference website



Educational Opportunity

KEYNOTE SPEAKER SUPPORTER

High profile International and Australasian experts have been invited to present Keynote/Plenary addresses to cover key areas within AOD and related fields.

As a Keynote Supporter, you will receive the following benefits:

- Display of Company logo on a PowerPoint slide at the commencement of the Keynote session
- Acknowledgement with your Company logo in the Conference Handbook and App
- Opportunity to display your Company banners (up to two) during the Keynote session (Sponsor to provide)

Acknowledgement in all editions of the Program; printed, online, and in the conference app

★ Exclusive Opportunity

LATE BREAKING PRESENTATION SESSION SUPPORTER

Late Breaking presentations are held within the plenary room and no competing sessions are held.

Benefits:

- Display of Company logo on the PowerPoint slide at the commencement of each Late Breaking Session
- Acknowledgement as the Late Breaking Supporter in the Conference Handbook and App
- Opportunity to display your Company banners (up to two) during the Late Breaking Session/s in the Plenary room (Sponsor to provide)

CATERING SUPPORTER

Opportunity to support the morning tea, lunch and afternoon tea catering breaks in the Exhibition Hall for one day during the conference.

Benefits:

- Logo printed in Conference Handbook on the general information page
- Company Logo shown on menus at buffet stations
- Up to two banners (supplied by sponsor) displayed during the day in the Exhibition Hall

Note: Company logo on napkins can be provided at the supporter's own expense.





Educational Opportunity

SESSION SUPPORTER

By supporting this educational opportunity, you will receive the following benefits:

- Display of Company logo on a PowerPoint slide at the commencement of the Session
- Acknowledgment and listing as Session Sponsor in all editions of the Program; Printed, Online, and in the Conference App
- Opportunity to display your Company banners (up to two) during the sponsored session (Sponsor to provide)
- Introduction (up to 80 words) given by Chairperson at the start of the session



Educational Opportunity

CONFERENCE SCHOLARSHIP SUPPORTER

Scholarships are to be offered to First Peoples, Early Career Researchers and Consumers of drugs and drug services to ensure the widest possible representation at the conference.

- The opportunity for sponsors and recipients to meet and have photographs taken for future media and promotional purposes
- Acknowledgment of support on the conference website on the scholarship page
- Acknowledgement of support in the Conference Handbook
- Acknowledgement of support in the notification email sent to delegates

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

Expressions of interest in this opportunity need to be received prior to August 2019.



Educational Opportunity

EARLY TO MID CAREER RESEARCHER WORKSHOP & NETWORKING SUPPORTER

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
- Acknowledgement of your support on the conference webpage promoting the event
- Opportunity to have flyers available at the event
- Opportunity to display your Company banner (one) during the event (Sponsor to provide)
- 1 x app push notification of event

GREEN PACKAGES

\$2,200 EACH

CHARGING STATION

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

- Acknowledgement as sponsor on station signage

ADVERTISEMENT IN HANDBOOK

The Conference Handbook will be a valuable reference tool used by delegates throughout the Conference. It will contain full details covering the program, together with exhibition and session details as well as information covering the Conference social events and meetings.

The advertisement will appear in full colour and will be placed within the Handbook at the discretion of the Conference Organiser.

FULL COLOUR A5 FULL PAGE PORTRAIT: 210mm x 148mm with a 3mm bleed

The deadline for booking artwork is August 2019.

The deadline for supplying artwork is 1 September 2019.

SATCHEL INSERTS

\$1,200 EACH

Companies will reach all delegates directly by providing inserts in the Conference satchels, which will be provided to all registered delegates. All inserts must be approved by the APSAD Hobart 2019 Organising Committee.

Inserts may take the form of a brochure/flyer or sample, promoting your product or service.

This insert is a single page A4 in size and can be double sided (sponsor to supply).

A limit may be placed on the number of satchel inserts available.

EXHIBITION OVERVIEW

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

The Venue: Hotel Grand Chancellor Hobart

Exhibition Details: Timings will be confirmed closer to the date for all confirmed exhibitors in an Exhibitors Manual

Exhibition Opening Days: Monday 11 November, Tuesday 12 November, Wednesday 13 November

Exhibition Set Up: Please note that Exhibition Build is overnight from 12.00am (midnight) to 8.00am Monday 11 November.

Stand Access Set Up: 8.00am - 10.45am, Monday 11 November (morning tea begins at 11am)

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	3m x 2m Shell Scheme Booth
Commercial Rate	\$3,500	\$5,500	\$4,500
Not-For-Profit Rate	\$1,750	\$2,750	\$2,250
Shell Scheme Booth cost includes:			
Stand	3m x 3m or 3m x 2m with walling (number of walls dependant on position)		
Fascia	1 x company name sign in black and white (maximum number of letters to be determined)		
Lighting	2 x 150 watt track lights per booth		
Power	1 x single 4amp power point per booth		
Flooring	The venue has carpet flooring		
Furniture	1 x trestle table with cloth and 2 x chairs. Extra furniture at exhibitor's own expense		

Please note: Any additional requirements are at the exhibitor's expense.

ALL EXHIBITION PACKAGES WILL INCLUDE THE FOLLOWING BENEFITS:

- Two full complimentary conference registrations per 3m x 3m, or 3m x 2m manned stand and access to discounted conference registration rates. **Additional staff will be required to register under the discounted exhibitor rates.**
- A 50 word company profile and logo included in the exhibition section of the Conference Handbook distributed at the Conference and App
- Three days of exhibition and privacy compliant delegate list
- Lunch, morning and afternoon tea on each of the three days of exhibition

COMMUNITY TABLES

Come with:

- One full complimentary conference registration per table
- One trestle table with cloth and chair

BOOKINGS

To book space, please complete the Sponsorship/Exhibitor Application Form by **August 2019**. Sponsors, particularly the Platinum and Gold Sponsors will have first option on space.

Payment must be received prior to booth number allocation.

SPONSORSHIP TERMS & CONDITIONS

In order to confirm your participation, we will require the completed Application Form (page 22) and full payment. A Tax Invoice will be issued upon receipt of the Application Form. The sponsorship cannot be confirmed, and therefore no benefits will be given, until full payment is received. Payment must be received 28 days from issue of invoice. If the full payment is not received, the Conference Organiser has the right to review the commitment and withdraw the application.

TERMS OF PARTICIPATION INCLUDE:

- The payment is offered as an unconditional grant. The sponsor 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 sponsor to control the curriculum of educational initiatives of the Conference
- The sponsor will have access to use the conference logo for promotional purposes only
- The organisers do not endorse or promote any health-care related products
- Sponsors cannot claim any relationship, endorsement or support from the conference partners
- All attending delegates from the sponsoring organisation will be registered by **12 October 2019**
- If payment is not made prior to the conference dates, an additional 20% surcharge will be added to the overall sponsorship total
- APSAD Council would request that companies refrain from hosting any additional meetings at the venue during the conference

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 sponsoring company or any other person, by theft or fire or any other cause.

CANCELLATION POLICY:

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

- 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 **23 August 2019** a cancellation fee of 50% of the original package price (incl. GST) will apply
 - Cancellation notices received after **23 August 2019** receive no refund

PAYMENT DETAILS:

Cheques

Please make all cheques/drafts payable to 'APSAD Conference' and send to the Conference Secretariat:
APSAD Hobart 2019
PO Box R1014
Royal Exchange NSW 1225

Credit Card & EFT payments

Details will be provided on the invoice or please contact the [Conference Secretariat](#)

EXHIBITION TERMS & CONDITIONS

1. THE CONTRACT

- 1.1 In this contract, the Conference Secretariat is the APSAD Conference ABN 92 001 983 026 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

2.1 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
 - c) for the cost of our actions
 - d) 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.
- 6.1 You must give us proof of current public liability insurance by the date stated in the exhibition manual
- 6.2 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.
- c) No reduction in exhibition space fees will apply.
- d) 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
 - a) Strikes or shortages
 - a) Failure of electrical power or other venue issues
 - b) Lower than advised exhibition visitor numbers
- 9.2 You give us consent to use your contact information for internal purposes

APPLICATION FORM

Email completed form to: conference@apsad.org.au

Organisation or Company Name:	
Company Address:	
Contact Name:	
Position Held:	
Phone No:	Mobile No:
E-mail:	

We are interested in the following (please tick):

KEY SPONSOR POSITIONS		✓
Platinum	\$38,000	
Gold	\$26,000	
Silver	\$15,000	
TEAL SUPPORTER - \$8,500 or PLATINUM SUPPORTER BENEFIT		✓
Conference App	\$8,500	
Internet Hub & Wi-Fi	\$8,500	
Family Room	\$8,500	
Poster Session & Prize	\$8,500	
Coffee Station / Juice Bar (circle one)	\$8,500	
ORANGE SUPPORTER - \$5,000 or GOLD SUPPORTER BENEFIT		✓
James Rankin Oration	\$5,000	
Keynote Speaker	\$5,000	
Late Breaking Presentations Session	\$5,000	
Speaker Prep Room	\$5,000	
Catering	\$5,000	
GREEN SUPPORTER - \$2,500 or SILVER SUPPORTER BENEFIT		✓
Conference Session	\$2,500	
Conference Travel Scholarship	\$2,500	
Early to Mid Career Workshop & Networking	\$2,500	
Charging Station	\$2,500	
Advertisement in Handbook	\$2,500	
SACHEL INSERTS		\$1,200

EXHIBITION SPACE:

Shell Scheme Stand 3m x 3m		✓
Exhibitor - Commercial	\$5,500	
Exhibitor - Not for Profit	\$2,750	
Shell Scheme Stand 3m x 2m		✓
Exhibitor - Commercial	\$4,500	
Exhibitor - Not for Profit	\$2,250	
Table Top Display and Floor Space Only		✓
Exhibitor - 3m x 3m Floor Space Only	C:\$3,500 / NFP: \$1,750	
Exhibitor - Community Table	\$970	
Investment Total (includes GST):		\$

I understand the Exhibition will be built overnight on Monday 11 Nov. and any custom build stands must be completed during the time listed and the build finished by 8am 11 Nov. Any extra costs occurred in the build will be at my expense.

I,	agree to the terms and conditions stated on pgs. 20 & 21
Signed	Date

A Sponsorship contract and tax invoice will be provided 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.