



Continence  
Foundation  
of Australia

# 32<sup>nd</sup> National Conference on Incontinence

Brisbane Convention and Exhibition Centre  
22 - 25 May 2024

## Sponsorship Prospectus

[continence.org.au/NCOI](https://continence.org.au/NCOI)  
#NCOI24

**ENGAGE  
INNOVATE  
LEAD**

# Invitation from our Chief Executive Officer

## Welcome

The Continence Foundation of Australia is excited to present our flagship event, the National Conference on Incontinence (NCOI), to be held on 22-25 May 2024, at the Brisbane Convention and Exhibition Centre, located in the South Bank precinct. South Bank is an inner oasis surrounded by green spaces, eateries and hotels, creating a convenient and unique delegate experience.

NCOI 2024 provides a multidisciplinary conference program for all continence healthcare professionals and the unique opportunity to access leading experts, practitioners and decision-makers in the continence health sector. This is an excellent forum to finally meet and reunite face to face, with plenty of networking and engagement opportunities.

Sponsors and exhibitors are invited to read the prospectus and invest in branding opportunities that meet your strategic objectives and target markets.

NCOI 2024 provides a unique opportunity to maximise your brand awareness and prospect for suppliers of services and products to engage with their audiences from across the sector. These audiences include:

- Medical
- Nursing
- Physiotherapy
- Research
- Allied health and other specialist professionals.



We anticipate this conference will attract attendance from over 500 delegates from around Australia and overseas and we invite you to invest in one of the many sponsorship opportunities offered in this prospectus.

Alternatively, if there are other ways you would like to participate in NCOI 2024, please do not hesitate to get in touch with us.

I look forward to meeting you and your team at this flagship event.

Thank you in advance for supporting NCOI 2024 and contributing to the success of our leading national conference.

### **Rowan Cockerell**

Chief Executive Officer  
Continence Foundation of Australia

## Contact Details

Please contact Andrea Diaz to discuss other sponsorship opportunities or ideas for individual sponsorship package.

[continence.org.au/NCOI](http://continence.org.au/NCOI)

### **Professional Conference Organiser:**

The Association Specialists  
Andrea Diaz  
+61 2 9431 8626  
[eventscontinence@theassociationsspecialists.com.au](mailto:eventscontinence@theassociationsspecialists.com.au)

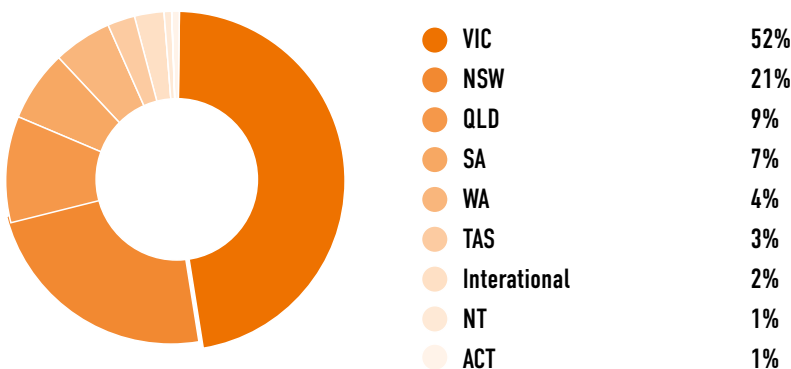
# You are invited to partner with us



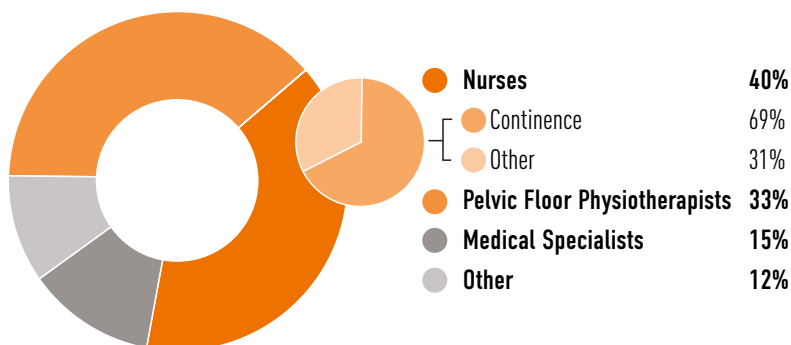
## NCOI 2024 will feature:

-  Leading international and Australian experts
-  Up-to-date management and research in the area of bowel, bladder and pelvic floor dysfunction
-  Practical workshops
-  Breakfast symposium opportunities
-  Travel scholarship for best paper
-  Best ePoster Award
-  Trade exhibition
-  Social networking events

## Average Delegates by State (2018 - 2023)



## Average Delegates by Profession (2018 - 2023)



## Examples of Medical Specialists

Colorectal Surgeon  
Dermatologist  
Gastroenterologist  
General Practitioner

Geriatrician  
Gynaecologist  
Medical Advisor  
Neurologist

Obstetrician  
Paediatric Urology  
Psychologist

Rehabilitation  
Urogynaecologist  
Urologist

## Reasons to Partner with Us

- Maximum exposure at a national peak body conference
- Strategic opportunity for industry partners and colleagues to meet with the Foundation's members and interested health professionals in a friendly, focused environment
- Increase brand awareness and stand out from your competitors
- Contribute to a diverse conference with inspiring speakers, key researchers, thought leaders and emerging clinicians
- Targeted marketing options allow for interactive and long-term branding opportunities
- Inform and update the sector about your products and services
- The opportunity to promote partnership in the lead up to and post conference
- Generate leads from a very targeted audience.

# Sponsorship Overview

**NEW Packages now include 12 month branding with the Continenace Foundation of Australia**

All prices are quoted in AUD and exclusive of GST

**SOLD**

Entitlements	Platinum \$26,000 (Exclusive)	Gold \$19,800 (9 available)	Silver \$11,000	Bronze \$6,600	Exhibition Booth Member \$3,850	Exhibition Booth Non-Member \$4,850
<b>NATIONAL CONFERENCE ON INCONTINENCE</b>						
Address to all delegates	✓					
Exhibition booth (3mx3m)	2	2	1	1	1	1
Exhibitor passes	4	4	2	2	2	2
Conference passes	3	2	1			
Conference Dinner tickets	4	2	1			
Welcome Reception sponsor	✓					
Breakfast Symposium sponsor	1					
Sponsor holding slide	✓	✓	✓	✓		
Listing and logo in app	✓	✓	✓	✓	✓	✓
App banner advertisement	✓	✓	✓			
Pens and notepads sponsor	✓					
Recharge station / ePoster / toilet poster / carpet decals / pillar wraps / technology Wi-Fi / catering sponsor		✓				
Branding on pre-event and onsite materials	✓	✓	✓	✓		
Delegate list^	✓	✓	✓	✓	✓	✓
30 minute meeting with Board Chair and CEO of the Foundation of Australia	✓					
<b>STATE EDUCATION DAYS</b>						
10% discount offered on sponsoring two or more state events	✓	✓	✓	✓	✓	✓
<b>12 MONTH BRANDING OPPORTUNITIES</b>						
Recognition in Australian and New Zealand Continenace Journal	4	4	4	4		
Advert in Australian and New Zealand Continenace Journal	1					
Recognition in Bridge Magazine	4	4	4	4		
20% discount on adverts in Bridge Magazine	✓	✓	✓	✓	✓	
Digital advert on Continenace Foundation of Australia website	1 month	2 weeks				
Advert in IntheNews (ITN) newsletter	2	1				
Social media mentions	4	2				
SMS to delegates	✓					
Showcase products to Helpline and Clinical Services team	✓	✓	✓	✓	✓	
<b>MEMBERSHIP</b>						
Free yearly membership to the Continenace Foundation of Australia	✓					

## Continenace Foundation of Australia's Marketing Reach



**2,496,461**  
Total website users



**3,871,867**  
impressions across  
all social media



**51,328**  
digital copies of  
the Bridge Magazine  
distributed

# Sponsorship Opportunities

## Platinum Sponsor (Exclusive) \$26,000 + GST

### THOUGHT LEADERSHIP

- Opportunity to address delegates for up to five minutes prior to a catering break.

### EXHIBITION BOOTH

- 6mx3m exhibition booth includes walls, lighting, power and fascia (see page 10 for more details).

### REGISTRATIONS

- Four (4) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops
- Three (3) conference passes with access to the scientific program, catering and Welcome Reception, excluding workshops
- Four (4) complimentary tickets to attend the Conference Dinner.

### WELCOME RECEPTION SPONSORSHIP

- Exclusive Welcome Reception sponsor
- Two company free standing banners placed in the area
- Six (6) additional registrations to the function.

### BREAKFAST SPONSORSHIP

- Opportunity to host and deliver a Breakfast Symposium for up to 80 people in coordination with the conference managers. This includes
  - Private function room to host breakfast
  - Sit down breakfast for 80 people
  - Audio visual equipment up to \$500 (additional requirements will come at sponsor's cost)
  - Agreed company signage in the breakfast room (provided by sponsor)
- Breakfast delegate listing provided (name, organisation, email address and state only), subject to privacy laws.

*Attendance numbers to the Breakfast Symposium are not guaranteed*

### ORGANISATIONAL BRANDING

- Exclusive recognition as platinum sponsor on pre-event materials including promotional materials, website and email campaigns
- Company logo on sponsor holding slide displayed throughout conference
- Dedicated prominent branding on notepads and pens (sponsor to provide at an additional cost).

### EVENT APP BRANDING

- Sponsor listing in the event app: 50 word company profile listed with click-through to your website
- Downloadable brochure in the event app
- Event app banner rolling advertisement on all pages with click-through to your website.

### DELEGATE LIST

- Delegate listing provided one week pre and post event (name, organisation, email address and state only), subject to privacy laws.

### SCHEDULED MEETING

- Opportunity for a 30 minute pre-scheduled meeting at the conference with the Board Chair and CEO of the Continence Foundation of Australia.

### STATE EDUCATION DAYS

- 10% discount offered on sponsoring two or more state events

### 12 MONTH BRAND PROMOTION (1 April 2023 – 1 April 2024)

- Sponsor recognition in four issues of the Australian and New Zealand Continence Journal
- Advert in one issue of the Australian New Zealand Continence Journal
- Sponsor recognition in four issues of the Bridge Magazine
- 20% discount on advertisements in issue of the Bridge Magazine
- Digital advert with click-through link on Continence Foundation of Australia's website for a period of one month
- Opportunity to include two (2) adverts in the InTheNews (ITN) newsletter
- Four (4) social media mentions across all Continence Foundation of Australia social media accounts
- Opportunity to include an SMS to delegates for a 20% discount
- Opportunity for company to showcase their products to the Continence Foundation of Australia's Helpline and Clinical Services team.
  - A link to the company's website will be included to showcase these products.

### CONTINENCE FOUNDATION OF AUSTRALIA MEMBERSHIP

- One (1) complimentary year membership.

# Sponsorship Opportunities

## Gold Sponsor (9 available) \$19,800 + GST

### EXHIBITION BOOTH

- 6mx3m exhibition booth includes walls, lighting, power and fascia (see page 10 for more details)

### REGISTRATIONS

- Four (4) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops
- Two (2) conference passes with access to the scientific program, catering and Welcome Reception, excluding workshops
- Two (2) complimentary tickets to attend the Conference Dinner

### ORGANISATIONAL BRANDING

- Recognition as gold sponsor on pre-event materials including promotional materials, website and email campaigns
- Company logo on sponsor holding slide displayed throughout conference

### EVENT APP BRANDING

- Sponsor listing in the event app: 50 word company profile listed with click-through to your website
- Downloadable brochure in the event app
- Event app banner rolling advertisement on all pages with click-through to your website

### DELEGATE LIST

- Delegate listing provided one week pre-event (name, organisation, email address and state only), subject to privacy laws

### STATE EDUCATION DAYS

- 10% discount offered on sponsoring two or more state events

### 12 MONTH BRAND PROMOTION

(1 April 2023 – 1 April 2024)

- Sponsor recognition in four issues of the Australian and New Zealand Continence Journal
- Sponsor recognition in four issues of the Bridge Magazine
- 20% discount on advertisements in issue of the Bridge Magazine
- Digital advert with click-through link on Continence Foundation of Australia's website for a period of two weeks
- Opportunity to include one (1) advert in the InTheNews (ITN) newsletter
- Two (2) social media mentions across all Continence Foundation social media accounts
- Opportunity for company to showcase their products to the Continence Foundation's Helpline and Clinical Services team.
  - A link to the company's website will be included to showcase these products.

*Choose ONE of the below sponsorship opportunities included in your package*

### Recharge Station

- Recharge station provided by conference managers with dedicated sponsor branding in the recharge station area
- Recharge station to be placed near sponsor's booth.

### ePoster Sponsor

ePosters are poster presentations displayed in a designated ePoster area during the conference. Authors will have the opportunity to present their work to delegates during scheduled time slots.

- Opportunity to have a freestanding pull up banner in the ePoster area (sponsor to provide)
- Acknowledgement of sponsorship by ePoster chairperson at the commencement and conclusion of the ePoster sessions
- The ePoster plaque will be awarded at the Conference Dinner with presentation of the award by your nominated company representative.

### Toilet

Bathrooms can be a great way to promote a message to a captive audience

- An A4 poster to be placed at the back of all toilet doors used in the conference area
- Mirror decal signage to be placed in all toilets used in the conference area.

### Carpet Decal / Pillar Wrap

- A series of graphics on the floor or make a statement in the foyer with large graphics on the floor or pillars.

### Wi-Fi Sponsor

Wi-Fi is a critical must-have productivity tool. Your company will be promoted to the full conference delegation through the Wi-Fi login portal. Help delegates stay connected by sponsoring the Wi-Fi connection.

- Customisable username and password.

### Catering Sponsor

- Exclusive naming rights at catering breaks on one chosen day
- Opportunity to have company name and logo on the catering tables
- Up to three (3) pull up banners around the catering areas
- Any of the following at the company's expense:
  - Provide napkins with company logo
  - Table signs with company logo

## Sponsorship Opportunities

### Silver Sponsor \$11,000 + GST

#### EXHIBITION BOOTH

- 3mx3m exhibition booth includes walls, lighting, power and fascia (see page 10 for more details).

#### REGISTRATIONS

- Two (2) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops
- One (1) conference pass with access to the scientific program, catering and Welcome Reception, excluding workshops
- One (1) complimentary ticket to attend the Conference Dinner.

#### ORGANISATIONAL BRANDING

- Recognition as silver sponsor on pre-event materials including website
- Company logo on sponsor holding slide displayed throughout conference.

#### EVENT APP BRANDING

- Sponsor listing in the event app: 50 word company profile listed with click-through to your website
- Downloadable brochure in the event app
- Event app banner rolling advertisement on all pages with click-through to your website.

#### DELEGATE LIST

- Delegate Listing provided one week post-event (name, organisation, email address and state only), subject to privacy laws.

#### STAC EDUCATION DAYS

- 10% discount offered on sponsoring two or more state events.

#### 12 MONTH BRAND PROMOTION (1 April 2023 – 1 April 2024)

- Sponsor recognition in four issues of the Australian and New Zealand Continence Journal
- Sponsor recognition in four issues of the Bridge Magazine
- 20% discount on advertisements in issue of the Bridge Magazine
- Opportunity for company to showcase their products to the Continence Foundation of Australia's Helpline and Clinical Services team.
  - A link to the company's website will be included to showcase these products.

### Bronze Sponsor \$6,600 + GST

#### EXHIBITION BOOTH

- 3mx3m exhibition booth includes walls, lighting, power and fascia (see page 10 for more details).

#### REGISTRATIONS

- Two (2) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops.

#### ORGANISATIONAL BRANDING

- Recognition as bronze sponsor on pre-event materials including website
- Company logo on sponsor holding slide displayed throughout conference.

#### EVENT APP BRANDING

- Sponsor listing in the event app: 50 word company profile listed with click-through to your website
- Downloadable brochure in the event app.

#### DELEGATE LIST

- Delegate listing provided one week post-event (name, organisation, email address and state only), subject to privacy laws

#### STAC EDUCATION DAYS

- 10% discount offered on sponsoring two or more state events.

#### 12 MONTH BRAND PROMOTION (1 April 2023 – 1 April 2024)

- Sponsor recognition in four issues of the Australian and New Zealand Continence Journal
- Sponsor recognition in four issues of the Bridge Magazine
- 20% discount on advertisements in issue of the Bridge Magazine
- Opportunity for company to showcase their products to the Continence Foundation of Australia's Helpline and Clinical Services team.
  - A link to the company's website will be included to showcase these products.



# Additional Opportunities

## Conference Dinner Sponsor inclusive of Carer of the Year Award (Exclusive) \$15,000 + GST

Conference Dinner sponsorship is exclusive and will benefit from brand inclusions in all promotions across the conference. The sponsorship includes the Carer of the Year Award which acknowledges the important but often under recognised role of at home unpaid carers, who have the complex role of caring for someone with incontinence.

### EXHIBITION BOOTH

- 3mx3m exhibition booth includes walls, lighting, power and fascia (see page 10 for more details).

### REGISTRATIONS

- Two (2) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops
- One (1) conference pass with access to the scientific program, catering and Welcome Reception, excluding workshops
- Six (6) complimentary tickets to attend the Conference Dinner.

### CARER OF THE YEAR AWARD SPONSORSHIP

- Opportunity for company representative to present the Carer of the Year Award
- Framed Carer of the Year Award Certificate
- Cash prize presented to carer
- Support for the carer to attend the Conference Dinner (if held in carers home state)
- Article in the Bridge Magazine acknowledging sponsorship support.

### ORGANISATIONAL BRANDING

- Recognition as conference dinner sponsor on pre-event materials including website
- Printed logo on the dinner menu
- Digital logo on the holding slides at the dinner.

### EVENT APP BRANDING

- Sponsor listing in the event app: 50 word company profile listed with click-through to your website
- Downloadable brochure in the event app.

### DELEGATE LIST

- Delegate Listing provided one week post-event (name, organisation, email address and state only), subject to privacy laws.

### STAC EDUCATION DAYS

- 10% discount offered on two or more state events.

### 12 MONTH BRAND PROMOTION (1 April 2023 – 1 April 2024)

- 20% discount on advertisements in issue of the Bridge Magazine
- Opportunity for company to showcase their products to the Continence Foundation of Australia's Helpline and Clinical Services team.
  - A link to the company's website will be included to showcase these products.



## Additional Opportunitites

**Add this onto your existing package to increase your brand awareness**

### **Event App Sponsor** **\$4,500 +GST** (Exclusive)

The event app is highly used and interactive providing the app sponsor with high brand visibility. It is often used by delegates both pre and post event to recall and share information with others, all with your brand associated.

#### **ORGANISATIONAL BRANDING**

- Recognition as event app sponsor on pre-event materials including website

#### **EVENT APP BRANDING**

- Co-branded event app with your logo featured prominently throughout
- Sponsor listing in the event app: 100 word company profile listed with click-through to your website
- Event app banner rolling advertisement on all pages with click-through to your website
- Two (2) event app push notifications
- Downloadable brochure in the event app.

### **Lanyard Sponsor** **\$3,000 +GST** (Exclusive)

#### **ORGANISATIONAL BRANDING**

- Recognition as lanyard sponsor on pre-event materials including website
- Branded lanyards (sponsor to supply lanyard with approval from conference managers OR logo to be placed on lanyard organised by conference managers)
- Delegates to wear sponsor's lanyard for the duration of the conference
- Every delegate advertising your company.

### **Hosted Workshop Sponsor** **\$3,500 +GST** (Exclusive)

Workshops will take place on Wednesday 15 May 2024. Sponsorship of workshops offers exclusive advertising and access to workshop participants.

*Sponsorship to be approved by the conference managers and workshop facilitator*

#### **WORKSHOP SPONSORSHIP**

- Exclusive access to workshop participants
- Agreed company signage in the workshop room (provided by sponsor)
- Event app banner rolling advertisement on all pages with click-through to your website
- Acknowledgement of sponsorship by workshop chair at the commencement and conclusion of workshop
- Workshop delegate listing provided (name, organisation and state only), subject to privacy laws.

### **Breakfast Symposium Sponsor** **\$10,660 +GST** (3 available)

An opportunity to host your own breakfast with conference delegates at the conference venue.

*Sponsorship to be approved by the conference managers*

#### **BREAKFAST SPONSORSHIP**

- Opportunity to host and deliver a Breakfast Symposium for up to 80 people in coordination with the conference managers. This includes
  - Private function room to host breakfast
  - Sit down breakfast for 80 people
  - Audio visual resources up to \$500 (additional requirements will come at sponsor's cost)
  - Agreed company signage in the breakfast room (provided by sponsor)
- Exclusive rights to breakfast participants
- Event app banner rolling advertisement on all pages with click-through to your website
- Breakfast delegate listing provided (name, organisation, email address and state only), subject to privacy laws.

Attendance numbers to the Breakfast Symposium are not guaranteed

# Exhibition Opportunities

## Exhibition Booths

Member **\$3,850 + GST**

Non-Member **\$4,850 + GST**

Secure a position in the exhibition with an exhibition booth. The exhibition is a vibrant and integral part of the conference and is the location of all catering during conference breaks.

- 3m x 3m booth (9sqm) including walls, fascia signage, spotlights and power
- Two (2) exhibitor passes to staff the booth onsite with full access to the scientific program, catering and Welcome Reception, excluding workshops
- Event app branding including
  - Exhibitor listing in the event app: 50 word company profile listed with click-through to your website.

### MEMBER ENTITLEMENTS ONLY

- 10% discount offered on sponsoring two or more state events
- 20% discount on advertisements in issue of the Bridge Magazine
- Opportunity for company to showcase their products to the Continence Foundation of Australia's Helpline and Clinical Services team
  - A link to the company's website will be included to showcase these products.



### CUSTOM STANDS

You may opt for 'space only': the cost is the same and power will be provided

Please indicate on the booking form if your requirements are 'space only'.

Booth will ONLY be allocated upon receipt of full payment.

Booths will be allocated in order of sponsorship involvement and order of booking date. The conference managers will provide an exhibition floorplan by 9 February 2024 to select your booth location.

\*Membership rates will apply to those exhibitors who are financial members at the time of application and at the time of the conference.

# Sponsorship

## Customised sponsorship packages

We offer a range of sponsorship packages tailored to meet your specific marketing objectives and budget. If you have specific ideas on how we can support your brand, please contact the Continence Foundation of Australia's Conference and Sponsorship Manager, The Association Specialists, Andrea Diaz.

## For other sponsorship opportunities

The Continence Foundation of Australia notes collaborative partnerships with the corporate sector as an important part of its mission. Beyond the Education Days, there is an opportunity for an ongoing relationship with the Foundation through tailored projects promoting community and health practitioner awareness on incontinence as a major health issue. Opportunities include advertising support of the Australian and New Zealand Continence Journal and the Bridge Magazine, sponsorship of printed resources, the Foundation's awareness campaigns, education webinars and seminars, or a health promotion/education initiative.

Please contact the Continence Foundation of Australia's Conference and Sponsorship Manager, The Association Specialists, Andrea Diaz.

## Sponsorship and Exhibition Booking Form

All sponsorship amounts are in Australian dollars and are exclusive of GST

**Please complete the online application form and payment details via  
<https://www.continence.org.au/NCOI>**

You will also need to agree to the Terms and Conditions before booking your package. These are detailed on the next page of this prospectus.

## For Further Information

Please contact Andrea Diaz to discuss other sponsorship opportunities or ideas for individual sponsorship package.

### Professional Conference Organiser:

The Association Specialists  
Andrea Diaz  
+61 2 9431 8626  
[eventscontinence@theassociationspecialists.com.au](mailto:eventscontinence@theassociationspecialists.com.au)

# General Terms and Conditions for Event Sponsorship and Exhibition

## DEFINITIONS

**Agreement** means these terms and conditions together with the Sponsorship and Exhibition Prospectus and any Sponsorship and Exhibition Booking Form.

**Event** means National Conference on Incontinence 2024.

**Fees** means the fee payable by you to the Event Organisers as set out in the published prospectus or in subsequent correspondence.

**Conference Managers** means The Association Specialists Pty Ltd (ABN 35 002 729 606) of Suite 5.02, Level 5/655 Pacific Highway, St Leonards NSW 2065.

**Event Organiser** means Continence Foundation of Australia (ABN 84 007 325 313), of Suite 1, 407 Canterbury Road, Surrey Hills 3127, Victoria, Australia.

**Venue** means the premises of the Venue Owners at which the Events are being held.

**Venue Manager and Operators** means the Brisbane Convention and Exhibition Centre, South Brisbane, Queensland.

**You** include your agents, and contractors.

The following terms and conditions apply to your application to sponsor and/or exhibit at NCOI 2024.

By making a booking, it confirms your acceptance of these terms and conditions. We do not accept responsibility for any errors, omissions, or changes. Details may change without notice. Please refer to the conference website [continence.org.au/ncoi](http://continence.org.au/ncoi) for the latest information.

## ELIGIBILITY

Eligibility to exhibit is at the discretion of the Event Organiser and is generally restricted to companies directly related to the continence sector. The Event Organiser reserves the right to determine the eligibility of any company that submits a Sponsorship and Exhibition Booking Form.

Delegate registrations will only be accepted from commercial companies if that company has secured a sponsorship or exhibition package to support the event.

## FINANCIAL FACTS

Full payment of your sponsor/exhibition fee must accompany your booking. Stand allocation will not be made until full payment is received. Payments are to be made in Australian dollars by credit card or direct deposit. All prices quoted in the prospectus are exclusive of GST.

Sponsorship/exhibitor entitlements will only be delivered upon receipt of a booking form and full payment.

If an invoice has been requested, payment must be made within 30 days of receiving invoice or prior to the event (whichever comes first).

No Sponsor or Exhibitor shall occupy allocation space until all monies owing to the Event Organiser by the Sponsor or Exhibitor are paid in full.

The Event Organiser reserves the right to cancel the contract at their discretion if full payment is not received within 30 days of the invoice issue date or prior to the event (whichever comes first).

## CANCELLATION POLICY - IF YOU NEED TO CANCEL

Your cancellation must be advised in writing. Cancellation fees are as follows:

Cancel before 14 February 2024	25% of fees will be retained
Cancel before 20 March 2024	50% of fees will be retained
Cancel before 17 April 2024	75% of fees will be retained
Cancel before 1 May 2024	100% of fees will be retained

The Conference Manager will deduct the applicable cancellation fee from the booking payment and refund the balance. All refunds will be actioned after the conference.

Notwithstanding anything here to the contrary, the Event Organiser or Conference Manager shall not be liable to Sponsors and/or Exhibitors nor shall the Event Organiser or Conference Manager be

deemed to be in default of its obligations hereunder if such default or damage is the result of war, hostilities, revolution, civil commotion, strike, epidemic, pandemic, accident, fire, natural disasters, terrorist activity, governmental or other obstacles for the freedom of travel (including any such restrictions arising from an epidemic or pandemic outbreak), union actions, riots, wind, flood or because of travel (including any such restrictions arising from an epidemic or pandemic outbreak), union actions, riots, wind, flood or because of any act of God or other cause beyond the reasonable control of The Event Organiser (a "Force Majeure Event").

For avoidance of doubt, a Force Majeure Event includes any measures in connection with COVID-19 or the SARS-CoV-2 virus (or any mutation or variation thereof) that whether individually or when aggregated with all other measures impacts the ability of the Event Organiser to perform its obligations fully and effectively, including but not limited to under any directions or public health orders issued by any governmental authority.

If there is a Force Majeure Event, the Event Organiser may in its sole and absolute discretion decide whether to cancel or postpone the event or convert the event to a virtual event.

If the event is postponed, converted to a virtual event, or cancelled, because of a Force Majeure Event, then one of the following options will apply and will be based on business decisions at the time of the event:

### 1. POSTPONEMENT OF EVENT:

If the Event is postponed because of the Force Majeure Event then Sponsor/Exhibitor may choose, by written notice to the Event Organisers within 5 business days of its receipt of notification of the Force Majeure Event to either:

- 1.1 Apply the booking contribution to the postponed Event conducted by the Event Organiser, and the Sponsor/Exhibitor shall have the same agreement in respect of such postponed Event as detailed in the Sponsorship and Exhibition Prospectus Agreement; or
- 1.2 Not apply the booking contribution to the postponed Event but rather terminate the Sponsorship and Exhibition Agreement, in which case the Event Organiser shall refund an amount equal to 75% of the contribution already paid to the Event Organiser by the Sponsor/Exhibitor, within 30 days of the completion of the postponed Event, and the balance will be retained by the Event Organiser as a handling fee. Should the Sponsor/Exhibitor fail to notify the Event Organiser of its choice within said 5 business days, then 1.2 shall apply by default.

### 2. CONVERSION OF EVENT TO VIRTUAL EVENT:

If the Event is converted to a virtual event because of the Force Majeure Event, then the Sponsor/Exhibitor may choose, by written notice to the Event Organiser within 5 business days of its receipt of notification of the Force Majeure Event and/or the changed format:

- 2.1 Apply the booking contribution to the virtual event conducted by the Event Organiser; or
- 2.2 Not apply the booking contribution to the virtual event but rather terminate the Sponsorship and Exhibition Agreement, in which case the Event Organiser shall refund an amount equal to 75% of the contribution already paid to the Event Organiser by the Sponsor/Exhibition, within 30 days of the completion of the virtual Event, and the balance will be retained by the Event Organiser as a handling fee. Should Sponsor/Exhibitor fail to notify the Event Organiser of its choice within said 5 business days, then 2.2 shall apply by default.

### 3. CANCELLATION OF EVENT

If the Event is cancelled because of the Force Majeure Event then the Sponsor/Exhibitor may choose, by written notice to the Event Organiser within 5 business days of its receipt of notification of the Force Majeure Event to either:

- 3.1 Apply the booking contribution to the next event scheduled by the Event Organiser, and the Sponsor/Exhibitor shall have the same rights in respect of such subsequent Event as detailed in the Sponsorship and Exhibition Prospectus Agreement; or

3.2 Not apply the contribution to the next event but rather terminate the Sponsorship and Exhibition Agreement, in which case the Event Organiser shall refund an amount equal to 50% of the contribution already paid to the Event Organiser by the Sponsor/ Exhibitor, within 30 days of the originally scheduled date for the Event, and the balance will be retained by the Event Organiser as a handling fee. Should the Sponsor/Exhibitor fail to notify the Event Organiser of its choice within said 5 business days, then 3.2 shall apply by default.

### YOU AND YOUR STAFF-ONSITE

Your application to sponsor or exhibit does not constitute an attendee registration. You will need to register separately with a unique online registration form provided to you in the Exhibitor manual. All exhibition staff must be registered using the unique link i.e., complimentary exhibitor registration and/or purchased additional exhibitor staff registrations.

Print and Digital Entitlements

- All logos must be supplied at least 300 DPI at 100% in EPS (preferred for print)
- All logos must be supplied in JPEG at least 270 pixels wide with no extra whitespace (preferred for digital) format.
- Social media handles to be supplied by the sponsor at the time of booking.

*The Sponsor's prior review and written approval is not required for any use of the Sponsor name or logo in Foundation marketing materials, as per the sponsorship prospectus agreement.*

### EXHIBITION FLOOR PLAN

A floorplan will be provided in due course. Stands are allocated at the discretion of the Conference Managers. Allocation order will be in relation to the level of sponsorship and when full payment is received. The Conference Managers reserve the right to change the exhibition floor plan layout if necessary.

The Event Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand.

### PRIVACY STATEMENT

Your name and contact information, including email address, may be used by parties directly related to the event such as the Conference Manager for relevant purposes such as promotion, networking, and the administration of this event. If you do not consent, please advise us.

Contact information (Name, Organisation, State) is included on the delegate list. If you do not wish your details to be included, please contact us.

### CONDITIONS OF ADVERTISING

For acknowledgement of sponsorship in any Conference Promotional material, sponsors need to have paid in full for their sponsorship and sent their logo with their booking to the Conference Manager.

### INSURANCE AND LIABILITY

Sponsors and exhibitors are strongly advised to arrange general, health and travel insurance for their staff and goods. You are solely responsible for any physical, financial loss or damage to your own property including travel, accommodation, and associated costs to attend the event. You must hold a current broadform liability insurance policy (insurance policy which covers both public liability as well as product liability) for a minimum of \$AUD10,000,000.

Please forward a certificate of currency for your insurance to the Conference Manager at least two weeks prior. Entry to the venue will be denied if you have not provided this information.

Exhibition and Sponsorship packages do not include insurance of any kind.

As a result of the event being postponed, converted to a virtual event or cancelled, the Event Organiser will not accept liability for, but not limited to:

- A. Loss of conference deposits and payment
- B. Costs incurred for freight delivery and/or return to/from the event.
- C. Costs involved with sponsors and exhibitors design and build custom stands (if applicable), standard booths, marketing, graphics and giveaways.
- D. Loss of international /domestic air fares and/or accommodation

Exhibitors must insure, indemnify and hold the Event Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Event Organiser may become liable.

The Event Organiser, the venue and the Conference Manager cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.

### EXHIBITOR NOTES

You may not assign, share, sublet or grant licenses for the whole or part of the stand without prior approval. The Event Organiser and Conference Manager reserve the right to ask you to remove any display items we deem as unacceptable.

You must conduct business only from within the confines of your stand. You may not tout, or place any material, outside your stand without prior consent from Event Organiser.

You will be responsible for any reasonable costs of repairing the stand or premises should you paint, mark, or damage any fixtures or fabric.

Food, beverage or prohibited items are not permitted at the event unless prior arrangements are made with us.

Any supplier you use on site must conform to the venue's OHandS policies, insurance, and other regulations.

The Exhibitor acknowledges that the Conference Manager will not be able to provide assistance in tracking lost deliveries. The Exhibitor agrees that the Event Organiser will not be liable for any goods rejected by the venue or lost or damaged prior to the delivery date specified or on return.

The Event Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of activities at their discretion.

It is the responsibility of the Exhibitor to ensure that the space hired for their exhibition complies with their company policy or codes of conduct.

Instructions regarding storage will be outlined in the Exhibitor Manual distributed prior to the exhibition.

### EXHIBITION HOURS AND BUMP-IN/BUMP OUT

The Conference Manager may determine the hours during which the Exhibitor will have access to exhibition venue for setting up and dismantling.

The Conference Manager will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition. Sponsors/Exhibitors will be notified of bump-in/bump-out details in the Exhibition Manual by the Conference Manager closer to the events.

The Exhibitor must comply with all directions/requests issued by the Conference Manager and the venue, including those outlined in the Exhibitor Manual.

### SPONSORS HOSTED EVENTS

The Event Organiser permit sponsors to host events prior to or after event period, however, this is subject to approval by the Event Organiser.

Sponsors who are entitled to host an endorsed private function, do so at their own expense and at a time/date approved by the Event Organiser. No sponsor should arrange an event which includes a member of the faculty, without prior consent of the Event Organiser.

### DISCLAIMER

The information contained in this Prospectus is correct at the time of print. The Scientific Committee and Conference Manager reserve the right to change without notice any part of the program, the set-up, or speakers. Updates prior to the conference will be published on [continence.org.au/ncoi](http://continence.org.au/ncoi), but it is the responsibility of exhibitors to check [continence.org.au/ncoi](http://continence.org.au/ncoi) for changes.



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