



# AELERT 2022

C O N F E R E N C E

November 2022  
Sydney, NSW



## Regulating Towards 2050

Working together to face  
emerging challenges

**Sponsorship and Exhibition Prospectus**

## About AELERT

The Australian Environmental Law Enforcement and Regulators Network (AELERT) is a network of regulatory agencies concerned with the implementation of environmental law. The network was initiated by the Commonwealth in 2003. Since then, AELERT has grown into a widely recognised professional network for sharing of knowledge and experience between regulatory practitioners within agencies in the field of environmental regulation.

AELERT's purpose is to foster world-class environmental regulation by facilitating collaboration between agencies. AELERT provides a unique opportunity for regulatory agencies and practitioners, with a focus on environmental regulation, to:

- Collaborate and exchange resources, information and knowledge
- Share experiences and practical approaches to common challenges
- Build organisation regulatory capability
- Participate in a professional forum of regulators through our focus on world class environmental regulation, we aim to provide public value by protecting and enhancing the environment and human health.

## Invitation to Participate

On behalf of the Australian Environmental Law Enforcement and Regulators Network (AELERT), it is our pleasure to invite your organisation to participate as a Sponsor or Exhibitor in the 2022 AELERT Conference.

The 2-day conference program will be held on Wednesday, 30 November and Thursday, 1 December with optional half-day pre-conference workshops on Tuesday, 29 November.

In 2022 the Conference theme is Regulating Towards 2050: Working together to face emerging challenges. The event will be delivered in a hybrid format:

- In-person at the Novotel Parramatta, Sydney; and
- Online through the OnAIR virtual event platform

The Hybrid Conference will enable delegates to experience the usual highlights of an AELERT Conference including keynote presentations, networking opportunities and trade exhibition. However, through our OnAIR Virtual Conferencing Platform, delegates will also be able to explore live and on-demand presentations, interact and engage virtually with fellow in-person and virtual delegates, along with sponsors and exhibitors through the Virtual Exhibition and Meeting Hub.

***“AELERT'S PURPOSE  
IS TO FOSTER  
WORLD-CLASS  
ENVIRONMENTAL  
REGULATION ”***



## Who are the Attendees?

The conference attendees hold a diverse range of roles and responsibilities across the environmental regulatory space.

This includes, but is not limited to:

- Agriculture
- Air, Noise and Water pollution
- Biodiversity
- Chemicals
- Contaminated Lands
- Cultural Heritage
- Dangerous goods
- Environmental impact assessment
- Environmental health
- Forestry
- Pesticides
- Waste & Resource Recovery
- Water Compliance
- Wildlife Trafficking
- Effective Governance
- Federal/National Government
- State Government
- Local Government
- Environmental Networks
- NGOs
- Academia
- Intergovernmental Organisations

## Sponsor and Trade Participation

The Sponsorship and Trade Exhibition packages for the 2022 AELERT Conference have been designed to provide your business with maximum exposure to Conference Delegates.

All Sponsors and Exhibitors will:

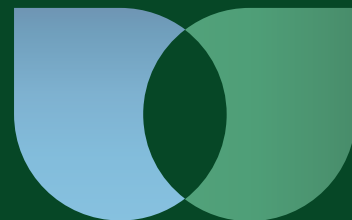
- Have the opportunity to participate in a highly successful Conference with a strong history of successful events.
- Be able to launch new products to key decision makers.
- Have unrivalled opportunity to meet commercial prospects face-to-face.
- Be able to show your product range in real-time rather than by catalogue or word of mouth.
- Raise your profile in the field and add value to your brand.
- Have the opportunity to network with an estimated 300+ industry professionals.
- Have your company promoted both statewide and nationally through relevant Conference publications and advertising, including editorials, promotional emails, LinkedIn, Facebook and Twitter.
- Add value to your marketing strategy and accelerate the buying process.
- Have the opportunity to increase your sales and benchmark products and services against your competitors.

## Sponsorship at a glance

Leaving behind the traditional sponsorship packages, our hybrid sponsorship packages will provide your brand with maximum exposure both in-person and virtually. Each package has been designed to ensure your organisation maximises the turnover and benefit of your investment in the Conference both to in-person and virtual attendees. Please note all prices are listed in AUD.



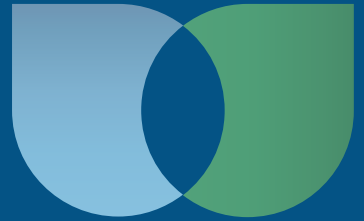
# Premium Sponsor Packages



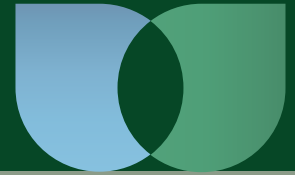
The below table provides an overview of the various sponsorship packages for quick reference and easy comparison. Please see the following two pages for further detail, and please contact us if you require further information.

	PLATINUM Conference Sponsor	GOLD Conference Virtual Platform Sponsor	GOLD Conference Dinner Sponsor	SILVER Welcome Function Sponsor
	<b>SOLD</b>	<b>SOLD</b>	\$12,000 + GST	\$9,000 + GST
Available Package	1	1	1	1
Full Conference Registration (including social functions)	4	2	2	2
Exhibition Stand	1	1	1	1
Virtual Exhibition Stand	1	1	1	1
Additional social function tickets			1 x Conference Dinner	1 x Welcome Function
Address to Delegates	5-minutes at Conference Opening	3-minutes at Virtual Welcome Video clip	3-minutes at Conference Dinner	2-minutes at Welcome Function
Display of signage (sponsor provided)	2 banners in Plenary room	1 banner in Plenary room	2 banners in Dinner venue	2 banners in Function venue
Logo displayed on-screen during event	✓	✓	✓	✓
Recognition as a Sponsor on the website	✓	✓	✓	✓
Sponsor Profile on Conference App	✓	✓	✓	✓
Scrolling banner on the OnAIR virtual platform	✓	✓		
Opt-in Delegate List provided post-conference	✓	✓	✓	✓

# Support Sponsor Packages



	BRONZE Barista Coffee Cart Sponsor	BRONZE Attendee App Sponsor	Delegate Lanyard Sponsor	Keynote Speaker Sponsor/ Concurrent Stream Sponsor
	\$7,000 + GST	\$7,000 + GST	<b>SOLD</b>	\$3,000 + GST
Available Package	1	1	1	Multiple
Full Conference Registration	1	1		
Exhibition Stand	50% Discount on standard Exhibitor fee	50% Discount on standard Exhibitor fee	20% Discount on standard Exhibitor fee	20% Discount on standard Exhibitor fee
Virtual Exhibition Stand	1	1		
Additional social function tickets				
Address to Delegates				
Display of signage (sponsor provided)				
Logo displayed on-screen during event	✓	✓	✓	✓
Recognition as a Sponsor on the website	✓	✓	✓	✓
Sponsor Profile on Conference App	✓	✓	✓	✓
Scrolling banner on the OnAIR virtual platform				
Opt-in Delegate List provided post-conference	✓	✓	✓	✓



# Premium Sponsor Packages

## PLATINUM CONFERENCE SPONSOR

\$14,000 + GST

Platinum sponsorship gives your organisation maximum exposure at the Conference both in-person and virtually. This exclusive opportunity provides your organisation with maximum branding and promotion, program involvement and business development opportunities.

### Entitlements include:

#### REGISTRATION

- Four (4) complimentary full Conference Registrations (including Welcome Function and Conference Dinner)
- Two (2) additional Exhibitor Staff Passes (exhibition access and catering only)

#### EXHIBITION

- One (1) Trestle Display Exhibition stand
- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### PROGRAM INVOLVEMENT

- Opportunity to provide a 5-minute address to delegate during the Opening Plenary session on day 1 of the Conference (can be done in-person or pre-recorded)

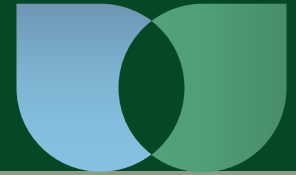
#### COMPANY BRANDING AND PROMOTION

- Two (2) pull up banners displayed in the main plenary room (sponsor to provide)
- Acknowledgement as a Platinum Sponsor at the Welcome Reception and Conference Dinner
- Company logo displayed on all conference formality PowerPoint slides at Conference
- Logo and hyperlink on Home page and Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App
- Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Scrolling banner on the OnAIR virtual platform with a hyperlink back to organisation website (sponsor to provide artwork)
- Inclusion in the Exhibitor Passport competition

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement





# Premium Sponsor Packages

## GOLD CONFERENCE VIRTUAL PLATFORM SPONSOR

\$12,000 + GST

As a hybrid conference, virtual attendees will be interacting over the two conference days with the OnAIR Virtual Conferencing Platform, which will be fully branded with your logo, giving your business greater exposure to delegates from all corners of Australia.

### Entitlements include:

#### REGISTRATION

- Two (2) complimentary full Conference Registrations (including Welcome Function and Conference Dinner)
- Two (2) additional Exhibitor Staff Passes (exhibition access and catering only)

#### EXHIBITION

- One (1) Trestle Display Exhibition stand
- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### PROGRAM INVOLVEMENT

- Opportunity to provide a 3-minute virtual welcome video to be posted on the program timeline in within the OnAIR virtual event platform.

#### COMPANY BRANDING AND PROMOTION

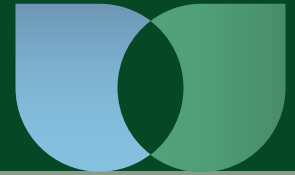
- Recognition as the exclusive sponsor of the Conference Virtual Platform.
- Logo prominently displayed on the graphically designed 'skin' (background) of the Conference Virtual Platform.
- Scrolling banner on the OnAIR virtual platform with a hyperlink back to organisation website (sponsor to provide artwork)
- One (1) pull up banner displayed in the main plenary room (sponsor to provide)
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App
- Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Inclusion in the Exhibitor Passport competition

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement



# Premium Sponsor Packages



## GOLD CONFERENCE DINNER SPONSOR

\$12,000 + GST

The 2022 Conference Dinner will be hosted at Commbank Stadium in Parramatta. As the exclusive Gold Conference Dinner Sponsor, your organisation logo will be up in light on the Stadium big screen with guests enjoying the premier social event of the Conference.

### Entitlements include:

#### REGISTRATION

- Two (2) complimentary full Conference Registrations (including Welcome Function and Conference Dinner)
- One (1) additional Conference Dinner ticket
- Two (2) additional Exhibitor Staff Passes (exhibition access and catering only)

#### EXHIBITION

- One (1) Trestle Display Exhibition stand in a prime position
- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### PROGRAM INVOLVEMENT

- Opportunity to provide a 3-minute address at the Conference Dinner

#### COMPANY BRANDING AND PROMOTION

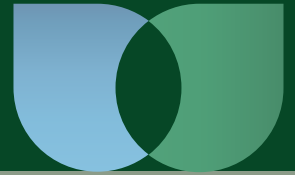
- Recognition as the exclusive sponsor of the Conference Dinner
- Event to be hosted at Commbank Stadium, the perfect opportunity to advertise your Company Logo and Branding on the big screen for all Conference attendees to see
- Two (2) pull up banners displayed at the Conference Dinner
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference.
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App
- Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Inclusion in the Exhibitor Passport competition

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement



# Premium Sponsor Packages



## SILVER WELCOME FUNCTION SPONSOR

\$9,000 + GST

Have exclusive naming rights to the opening networking opportunity of the Conference. Sponsoring the official social function is a fantastic opportunity to promote your organisation in a fun and relaxed environment.

### Entitlements include:

#### REGISTRATION

- Two (2) complimentary full Conference Registrations (including Welcome Function and Conference Dinner)
- One (1) additional Conference Welcome Function ticket
- Two (2) additional Exhibitor Staff Passes (exhibition access and catering only)

#### EXHIBITION

- One (1) Trestle Display Exhibition stand in a prime position
- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### PROGRAM INVOLVEMENT

- Opportunity to provide a 2-minute address at the Welcome Function

#### COMPANY BRANDING AND PROMOTION

- Recognition as the exclusive sponsor of the Conference Welcome Function
- Two (2) pull up banners displayed at the Conference Welcome Function
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference.
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App
- Inclusion in the Exhibitor Passport competition

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement

# Support Sponsor Packages



## BRONZE BARISTA COFFEE CART SPONSOR

\$7,000 + GST

Coffee is an integral part of every Conference delegate's experience. By becoming the Barista Coffee Sponsor, your brand will be at the forefront of delegates minds when the caffeine kicks in. A barista coffee cart will be available in the exhibition area during all catering breaks.

### Entitlements include:

#### REGISTRATION

- One (1) complimentary full Conference Registration (including Welcome Function and Conference Dinner)

#### EXHIBITION

- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### COMPANY BRANDING AND PROMOTION

- Recognition as the exclusive sponsor of the Barista Coffee Cart
- Two (2) pop up banners displayed at the Barista Cart (sponsor to provide)
- Opportunity to provide branded disposable Coffee Cups, napkins etc (sponsor to provide)
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement

#### PACKAGE OPTIONAL ADD-ON

- **50% discount offer** on purchase of Conference Exhibition stand, which includes:
  - One (1) exhibition stand at the Conference
  - Two (2) Exhibitor Staff Passes (exhibition access and catering only)
  - From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# Support Sponsor Packages



## BRONZE ATTENDEE APP SPONSOR

\$7,000 + GST

Gone are the days of delegates walking around holding a 50-page delegate workbook. With no physical workbook or program provided to attendees, the Conference App has all important conference information in the palm of each delegate's hand. The Conference App will be used by both in-person and virtual delegates this year, providing excellent advertisement for your organisation.

### Entitlements include:

#### REGISTRATION

One (1) complimentary full Conference Registration (including Welcome Function and Conference Dinner)

#### EXHIBITION

- One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites

#### COMPANY BRANDING AND PROMOTION

- Recognition as the exclusive sponsor of the Conference Attendee App
- Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
- Access to delegate contact information via the Conference Attendee App
- Opt-in Delegate list provided post-conference for lead engagement

#### PACKAGE OPTIONAL ADD-ON

- **50% discount offer** on purchase of Conference Exhibition stand, which includes:
  - One (1) exhibition stand at the Conference
  - Two (2) Exhibitor Staff Passes (exhibition access and catering only)
  - From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# Support Sponsor Packages



## DELEGATE LANYARD SPONSOR

\$3,000 + GST

### Entitlements include:

#### COMPANY BRANDING AND PROMOTION

- Recognition as the exclusive sponsor of the Delegate Lanyard
- Logo printed on the delegate lanyard provided to all delegates upon arrival at the Conference.
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- Opt-in Delegate list provided post-conference for lead engagement

**SOLD**

#### PACKAGE OPTIONAL ADD-ON

- **20% discount offer** on purchase of Conference Exhibition stand, which includes:
  - One (1) exhibition stand at the Conference
  - Two (2) Exhibitor Staff Passes (exhibition access and catering only)
  - One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites
  - One (1) complimentary full Conference Registration (including Welcome Function and Conference Dinner)
  - From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
  - Access to delegate contact information via the Conference Attendee App
  - Inclusion in the Exhibitor Passport competition

# Support Sponsor Packages



## KEYNOTE SPEAKER/ CONCURRENT STREAM SPONSOR

\$3,000 + GST

Your organisation will be exposed to a large audience who will associate your organisation with industry leaders and best practice. Please visit our conference website for more information on our confirmed program. This opportunity is subject to the approval by the committee.

### Entitlements include:

#### COMPANY BRANDING AND PROMOTION

- Recognition as the exclusive sponsor of Keynote Speaker or Concurrent Stream
- Company logo displayed on formality PowerPoint slides of the sponsored speaker/stream at Conference
- Company logo displayed on sponsor promotion formality PowerPoint slides at Conference
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile on the Conference Attendee App

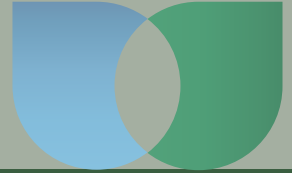
#### BUSINESS DEVELOPMENT OPPORTUNITIES

- Opt-in Delegate list provided post-conference for lead engagement

#### PACKAGE OPTIONAL ADD-ON

- **20% discount offer** on purchase of Conference Exhibition stand, which includes:
  - One (1) exhibition stand at the Conference
  - Two (2) Exhibitor Staff Passes (exhibition access and catering only)
  - One (1) virtual exhibition booth with the opportunity to upload video content, promotional documents, brochures and links to your website or social media sites
  - One (1) complimentary full Conference Registration (including Welcome Function and Conference Dinner)
  - From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)
  - Access to delegate contact information via the Conference Attendee App
  - Inclusion in the Exhibitor Passport competition

# Hybrid Exhibition Packages



## TRESTLE DISPLAY AND VIRTUAL EXHIBITION PACKAGE

\$2,500 + GST

The conference program has been designed in a way to maximise the opportunity for delegates to visit the exhibition during the tea and lunch breaks. The trade exhibition will run from Tuesday, 29 – Wednesday, 30 November 2022. All catering will be served within the trade exhibition area for those attending in-person. For those attending virtually, there will be scheduled times in the program for attendees to visit your virtual booth.

### Entitlements include:

#### ONSITE EXHIBITION STAND

- 1 x Trestle table (1.8 x 0.7m)
- 2 x chairs per table
- 1 x backboard with Fascia bearing your company name (up to 30 letters)
- Access to power

#### VIRTUAL EXHIBITION BOOTH

- One (1) virtual exhibition booth
- Company name, logo and hyperlink to website and social media on virtual booth
- Company information
- Promotional videos, brochures and other marketing collateral uploaded to virtual booth

#### REGISTRATION

- Two (2) additional Exhibitor Staff Passes (exhibition access and catering only)

#### COMPANY BRANDING AND PROMOTION

- Logo and hyperlink on the Sponsors Page of the Conference Website
- Exhibitor profile on the Conference App

#### BUSINESS DEVELOPMENT OPPORTUNITIES

- Access to delegate contact information via the Online Meeting Hub and Conference App
- Access to the Online Meeting Hub to connect with all delegates and access to request meetings (includes live video and text chat)

## Additional Exhibition Staff

Catering is included in your exhibition package for two (2) staff members. Please note that these exhibition staff passes do not include access to any sessions. Additional staff to man the exhibition booth can be purchased at \$90.00 per day, to cover the catering fees charged by the venue.

### Do you need a custom package to meet your needs?

We can work with you to create packages and commitment levels tailored to suit your marketing strategies that will help your company achieve the best results at the 2022 AELERT Conference.

If you would like to discuss custom packages, please contact:

**Kate Frost**  
**Conference Manager**

GEMS Event Management Australia  
on +61 2 9744 5252  
or email [kfrost@gemsevents.com.au](mailto:kfrost@gemsevents.com.au)  
to discuss your ideas.

## Trade Exhibition Insurance

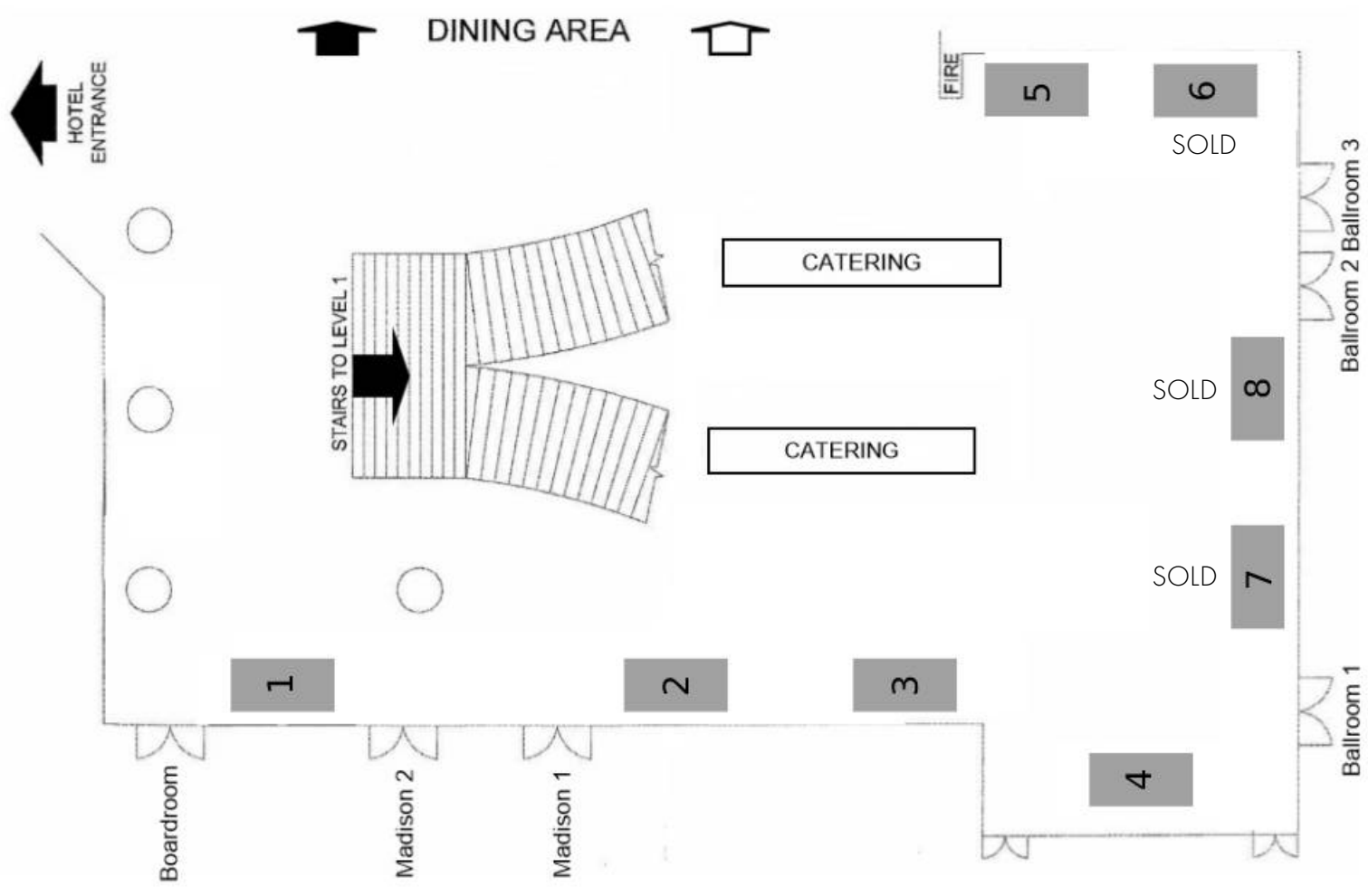
In-person exhibitors should consult their own insurance company and/or broker for proper coverage of their exhibits and displays. In most cases, you will be able to extend your existing policy. Public Liability Insurance cover for your exhibition area must be taken out for a minimum of \$10,000,000 from the first day of bump in on Wednesday, 30 November 2022 until the completion of bump out on Thursday, 1 December 2022. A copy of your Public Liability Certificate of Current must be sent to GEMS Event Management Australia prior to attending the event.

### Exhibitor Information Kit

The Exhibitor Information Kit, to be sent out approximately two months prior to the Conference, will provide you with all the information that you need in order to plan your attendance to exhibit both in-person and virtually.

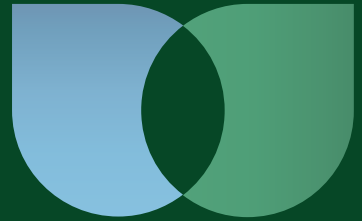


**Floor Plan**





# Sponsorship/Exhibition Booking Form



Please complete the three (3) part Booking Form and return to [registration@gemsevents.com.au](mailto:registration@gemsevents.com.au)

Contact Person	
Position	
Company	
Postal Address	
Mobile	
Email	
Website	

Premium Sponsor Packages	Fee + GST	Quantity	Total
Platinum Conference Sponsor	<b>SOLD</b>		
Gold Conference Virtual Platform Sponsor	<b>SOLD</b>		
Gold Conference Dinner Sponsor	\$ 12,000	1	
Silver Welcome Function Sponsor	\$ 9,000	1	
Support Sponsor Packages	Fee + GST	Quantity	Total
Bronze Barista Coffee Cart Sponsor	\$ 7,000	1	
Bronze Attendee App Sponsor	\$ 7,000	1	
Delegate Lanyard Sponsor	<b>SOLD</b>		
Keynote Speaker/Concurrent Stream Sponsor	\$ 3,000	1	
Hybrid Exhibition Packages	Fee + GST	Quantity	Total
Trestle Display and Virtual Exhibition Package	\$ 2,500	1	
TOTAL			

## Trade Display Location

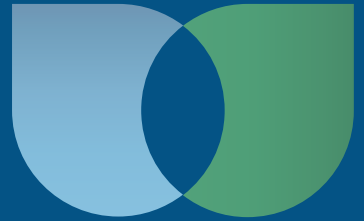
If a Trade Display is included in your Sponsorship Package, or you are purchasing a standalone Trade Display Package, please provide your preferences for exhibition space:

Preference 1 \_\_\_\_\_

Preference 2 \_\_\_\_\_

Preference 3 \_\_\_\_\_

# Terms and Conditions

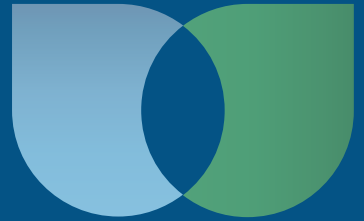


A completed booking form is required to confirm your sponsorship or trade exhibition space booking.

- Exhibition space will be allocated on a 'first in, first served' basis. Spaces will be allocated in order of your preferences on your booking form. Where only one preference is provided, and that space has already been sold, a space will be allocated as close as possible to the desired location.
- Payment does not have to accompany the booking form, however payment terms and conditions must be adhered to else the space may be released for sale to another exhibitor.
- Upon receipt of the signed booking form, the Conference Organiser will confirm entitlements in writing and forward a booking confirmation along with a tax invoice.
- The full amount of the booking must be paid within 30 days from the date of invoice and by no later than 1 month prior to the Conference.
- For bookings within a month of the conference, the full amount of the booking must be finalised prior to the Conference commencement date. No exhibitor will be allowed to occupy the allocated exhibition space until all monies owing to the Conference Organiser are paid in full.
- All amounts are payable in Australian Dollars. Cheques must be made payable to GEMS Event Management Australia. Direct Debits are to be made to the account number listed on the bottom of the Tax invoice.
- All credit card payments will incur a credit card processing fee. Fees (as at 1st January 2022) are: American Express 1.73% + \$0.20 transaction fee, Mastercard: 0.87% and Visa 0.90%.
- All payments must include 10% Goods and Services Tax.
- Acceptance of sponsorship and exhibition bookings is at the discretion of the Conference Organising Committee. All bookings are subject to approval by the Conference Committee.
- Sponsors/Exhibitors are not permitted to assign, sublet or apportion the whole or any part of their package/booked space unless prior consent in writing from the Conference Organisers is provided.
- All exhibitors must produce a valid Public Liability insurance Certificate of Currency for the period of the exhibition and this must be submitted prior to the Conference.
- The Conference Organiser reserves the right in unforeseen circumstances to amend or alter the exact site or location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Conference Organiser.
- The Conference Organiser reserves the right to change the exhibition floor layout if necessary.
- The Conference Organiser agrees to provide the exhibitor with an Exhibition Manual. The Conference Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents' entry to the exhibition if they do not hold a conference name badge.



# Terms and Conditions



- The Conference Organiser will arrange security onsite, if required by the venue, during the period of the exhibition but will accept no liability for loss or damage.
- The Conference Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally, the Conference Organiser will not be accountable for the level of commercial activity generated.
- The exhibitor must comply with all the directions/requests issued by the Conference Organiser including those outlined in the Exhibition Manual.
- The exhibitor will not display or exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
- The exhibitor agrees to adhere to all conference venue rules and regulations.
- Official contractors will be appointed by the Conference Organiser to undertake stand construction, freight forwarding (if applicable) supply of furniture, electrics and IT Equipment. This is for insurance and security reasons.
- Discounts for any entitlements not used or required will not be provided.

## Sponsorship and Exhibition Cancellation Policy

Cancellations received in writing by the Event Organisers, will only be accepted if the sponsoring company has not yet received coverage in any promotional emails or marketing documents. In this instance, all fees will be refunded less an AUD\$550 administration fee.

Cancellations received after the sponsoring company has received the above-mentioned acknowledgements, cannot be accepted, and will not be refunded. Cancellations received in writing by the Conference Organisers by Thursday, 1st September 2022 will be accepted, and all fees refunded less an AUD\$550 administration fee. Cancellations received after this date will not be eligible for a refund.

## Sponsorship and Exhibition Booking Agreement

I/We wish to sponsor/exhibit at the 2022 AELERT Conference and apply for the sponsorship package/exhibition space as indicated. We agree to pay the total cost as shown on the dates indicated, including applicable GST and any other charges incurred on our behalf.

I/We authorise the organisers to use the intellectual property supplied by us such as logos, to advertise and promote the Conference.

I/We indemnify the organisers against any claims arising out of the use of the intellectual property in accordance with this Sponsorship and Exhibition Prospectus.

I/We agree to adhere to the Terms and Conditions laid out in the Sponsorship and Exhibition Prospectus.

Signed

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

