



Association of
Land
Development
Engineers

ALDE 2024 CONFERENCE

19 - 21 August 2024 / Mantra Lorne

Connecting the Pieces:
Crafting the Future
of Land Development

**SPONSORSHIP
& EXHIBITION
PROSPECTUS**



ALDE 2024 Conference

Connecting the Pieces: Crafting the Future of Land Development

We are excited to present the Sponsorship & Exhibition Prospectus for the ALDE 2024 Conference. This premier event will take place from Monday, 19 to Wednesday, 21 August 2024 at Mantra Lorne, Victoria, and it promises to bring together leading professionals, experts and innovators in the field of land development engineering.

The Association of Land Development Engineers (ALDE) is the peak body representing the interest of engineers in the Land Development industry operating in Victoria. Its purpose is to create a forum for land development engineers to connect with their peers, to share knowledge and to be inspired by new trends and innovation in the industry.

The Conference theme is 'Connecting the Pieces: Crafting the Future of Land Development.' This theme highlights the intricate nature of land development projects and the various components that need to come together seamlessly for successful outcomes.

Just like assembling a puzzle, land development engineers must skilfully connect different aspects such as infrastructure, environmental sustainability, urban planning, and regulatory compliance. The Conference will focus on exploring the challenges and innovative solutions that engineers employ to create a complete picture of successful land development.

We would like to invite your organisation to participate as a Sponsor or Exhibitor as an opportunity for you to increase brand awareness, generate sales leads, develop new and existing client relationships, as well as showcase your services directly to your target market.

For further information about any details contained within the prospectus, please contact Peta Webster, Senior Conference Manager at GEMS Event Management at +61 2 9744 5252 or email pwebster@gemsevents.com.au.



Who Are Our Delegates?

ALDE are expecting 160+ attendees from the land development industry, including but not limited to:

- ▶ Consulting engineers
- ▶ Industry suppliers
- ▶ Government authorities

The ALDE 2024 Conference is targeted to thought leaders and decision-makers. It is also an opportunity for junior to mid-level engineers to educate themselves in best practice & innovation, as well as the networking opportunity it provides.

Why Sponsor The ALDE 2024 Conference?

Our Conference offers a unique opportunity for your organisation to showcase its commitment to advancing the field of land development engineering while gaining visibility and recognition among industry leaders and decision-makers. As a sponsor or exhibitor, you will gain valuable exposure and a range of benefits, including branding opportunities and networking event access.

All Sponsors and Exhibitors will have:

- ▶ **Increased Visibility:** Showcase your commitment to innovation and expertise in land development engineering to a targeted and influential audience.
- ▶ **Networking Opportunities:** Connect with industry leaders, decision-makers, and professionals, fostering potential collaborations and partnerships.
- ▶ **Brand Exposure:** Promote your organisation's brand to a diverse and engaged audience through our marketing channels and materials.



Program Overview

The Conference will deliver a full two-day program, consisting of keynote presentations, concurrent streams and panel sessions from Tuesday, 20 to Wednesday, 21 August 2024.

Within the program there will be opportunities to meet and network with delegates. Early morning refreshments (tea & coffee on arrival) will be available to delegates as well as catering for morning tea, lunch and afternoon tea.

Catering stations will be spread out within the exhibition space for delegates and will create traffic and engagement opportunities for sponsors and exhibitors during these times.



Dates and Deadlines

- ▶ Sponsorship Bookings Open – **Thursday, 16 November 2023**
- ▶ Exhibitor Manual & Portal Available – **Monday, 24 June 2024**
- ▶ Exhibitor Portal Requirements Deadline – **Friday, 19 July 2024**

Partnership bookings are taken on a first come, first serve basis, so we recommend booking your chosen package early to avoid disappointment.

Sponsorship Packages At A Glance

Conference Branding Packages

All packages listed below are in AUD.

	Platinum 'Pioneer' Sponsor (1 available)	Gold 'Groundbreaker' Sponsor (2 available)	Silver 'Sustainer' Sponsor (3 available)	Bronze 'Builder' Sponsor (4 available)
Investment (Member)	\$10,000 + GST	\$8,000 + GST	\$6,000 + GST	\$3,000 + GST
Investment (Non-Member)	\$11,000 + GST	\$9,000 + GST	\$7,000 + GST	\$4,000 + GST
Single pod exhibition booth	1	1	1	-
Display of pull up banners at Conference venue	4	3	2	1
Logo placement	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website
Address to delegates	5 Minutes during the opening plenary of day one	5 Minutes prior to either day one's closing plenary or day two's opening panel session	-	-
Conference Attendee App advertisement	1 x Banner ad & 1 x Push notification	1 x Banner ad & 1 x Push notification	1 x Push notification	1 x Push notification
Full Conference registration (including social functions)	3	2	2	1
Additional tickets	1 x Exhibitor staff pass	1 x Exhibitor staff pass	1 x Exhibitor staff pass	-
Promotional email recognition	✓	✓	✓	✓
Sponsor profile on Conference Attendee App	✓	✓	✓	✓
Recognition on select formality PPT holding slides	Logo displayed on sponsor acknowledgement slide & morning tea, lunch and afternoon tea break holding slides	Logo displayed on sponsor acknowledgement slides & morning tea, lunch and afternoon tea break holding slides	Logo displayed on sponsor acknowledgement slides & morning tea, lunch and afternoon tea break holding slides	Logo displayed on sponsor acknowledgement slides & morning tea, lunch and afternoon tea break holding slides
Opt-in delegate list provided post Conference	✓	✓	✓	✓

Sponsorship Packages At A Glance

Function & Activation Packages

All packages listed below are in AUD.

	Gala Dinner Sponsor (1 available)	Coffee Cart Sponsor (1 available) SOLD	Welcome Reception Sponsor (1 available)	Wellness Sponsor (1 available)
Investment (Member)	\$7,500 + GST	\$5,500 + GST	\$4,500 + GST	\$2,500 + GST
Investment (Non-Member)	\$8,500 + GST	\$6,500 + GST	\$5,500 + GST	\$3,500 + GST
Single pod exhibition booth	50% discount	50% discount	25% discount	25% discount
Display of pull up banners at function/activation location	3	2	2	1
Logo placement	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website	Sponsor profile and logo on the supporter's page of the Conference website
Address to delegates	5 Minutes at the Gala Dinner	-	5 Minutes at the Welcome Reception	-
Conference Attendee App advertisement	1 x Push notification	1 x Push notification	1 x Push notification	1 x Push notification
Full Conference registration (including social functions)	1	1	1	1
Additional tickets	2 x Gala Dinner	-	2 x Welcome Function	-
Promotional email recognition	✓	✓	✓	✓
Sponsor profile on Conference Attendee App	✓	✓	✓	✓
Recognition on select formality PPT holding slides	Logo displayed on sponsor acknowledgement slide	Logo displayed on sponsor acknowledgement slide	Logo displayed on sponsor acknowledgement slide	Logo displayed on sponsor acknowledgement slide
Opt-in delegate list provided post conference	✓	✓	✓	✓

Platinum 'Pioneer' Sponsor

Member: \$10,000 + GST

Non-Member: \$11,000 + GST

One opportunity available

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

Platinum Pioneer will receive the following benefits:

Registration

- ▶ Three complimentary full conference registrations including Welcome Reception & Gala Dinner functions.
- ▶ One additional Exhibitor Staff Pass (exhibition access and catering only).

Exhibition

- ▶ One Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Opportunity to provide a five-minute address to delegates during the opening plenary session on day one of the Conference.
- ▶ Company logo displayed on the sponsor acknowledgement slide & morning tea, lunch and afternoon tea break PowerPoint holding slides.

Company Branding and Promotion

- ▶ Recognition as the exclusive Platinum Conference Sponsor.
- ▶ Four pull-up banners displayed throughout the Conference venue (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One logo advertisement banner on the Conference Attendee App with a hyperlink back to the organisation website (upload of sponsor logo).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Gold 'Groundbreaker' Sponsor

Member: \$8,000 + GST

Non-Member: \$9,000 + GST

Two opportunities available

Your support as a Gold Sponsor will not only elevate the profile of our event but also showcase your commitment to our shared objectives. This sponsorship offers your organisation an exclusive opportunity to gain visibility and recognition within our community.

Gold Groundbreakers will receive the following benefits:

Registration

- ▶ Two complimentary full conference registrations including Welcome Reception & Gala Dinner functions.
- ▶ One additional Exhibitor Staff Pass (exhibition access and catering only).

Exhibition

- ▶ One Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Opportunity to provide a five-minute address to delegates at the Conference. Choice of either the closing plenary on day one or opening plenary of day two.
- ▶ Company logo displayed on the sponsor acknowledgement slide & morning tea, lunch and afternoon tea break PowerPoint holding slides.

Company Branding and Promotion

- ▶ Recognition as a Gold Conference Sponsor.
- ▶ Three pull-up banners displayed throughout the Conference venue (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One logo advertisement banner on the Conference Attendee App with a hyperlink back to the organisation website (upload of sponsor logo).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Silver 'Sustainer' Sponsor

Member: \$6,000 + GST

Non-Member: \$7,000 + GST

Three opportunities available

As a Silver Sponsor, you will play a vital role in supporting our event's success while gaining valuable exposure and recognition within our community. This sponsorship opportunity provides an excellent platform for showcasing your brand and commitment.

Silver Sustainers will receive the following benefits:

Registration

- ▶ Two complimentary full conference registrations including Welcome Reception & Gala Dinner functions.
- ▶ One additional Exhibitor Staff Pass (exhibition access and catering only).

Exhibition

- ▶ One Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Company logo displayed on the sponsor acknowledgement slide & morning tea, lunch and afternoon tea break PowerPoint holding slides.

Company Branding and Promotion

- ▶ Recognition as a Silver Conference Sponsor.
- ▶ Two pull-up banners displayed throughout the Conference venue (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Bronze 'Builder' Sponsor

Member: \$3,000 + GST

Non-Member: \$4,000 + GST

Four opportunities available

Only 2 remaining

As a Bronze Sponsor, your support is instrumental in making our event a success, and it also offers you a platform to gain visibility and recognition within our community. This sponsorship opportunity provides a cost-effective way to showcase your brand and contribute to the event's overall impact.

Bronze Builders will receive the following benefits:

Registration

- ▶ One complimentary full conference registration including Welcome Reception & Gala Dinner functions.

Program Involvement

- ▶ Company logo displayed on the sponsor acknowledgement slide & morning tea, lunch and afternoon tea break PowerPoint holding slides.

Company Branding and Promotion

- ▶ Recognition as a Bronze Conference Sponsor.
- ▶ One pull-up banner displayed throughout the Conference venue (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Gala Dinner Sponsor

Member: \$7,500 + GST

Non-Member: \$8,500 + GST

One opportunity available

The Gala Dinner will be hosted onsite at the Mantra Lorne. This sponsorship opportunity offers you the chance to align your brand with an elegant and memorable evening while showcasing your commitment to our shared goals. By sponsoring the Gala Dinner, your organisation will gain unparalleled exposure and recognition within our community.

The Gala Dinner Sponsor will receive the following benefits:

Registration

- ▶ One complimentary full conference registration including Welcome Reception & Gala Dinner functions.
- ▶ Two additional tickets to the Gala Dinner.

Exhibition

- ▶ Discount Offer: 50% discount on Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Opportunity to provide a five-minute address to delegates at the Gala Dinner.
- ▶ Logo displayed on the sponsor acknowledgement PowerPoint slide.

Company Branding and Promotion

- ▶ Recognition as the exclusive Gala Dinner Sponsor.
- ▶ Three pull-up banners displayed throughout at the Gala Dinner location (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Coffee Cart Sponsor

Member: \$5,500 + GST

Non-Member: \$6,500 + GST

One opportunity available

Coffee is a universally beloved beverage that brings people together, and sponsoring our coffee cart will not only keep our attendees refreshed and energised but also provide your brand with a unique and memorable way to stand out. This sponsorship opportunity offers exceptional exposure and a chance to create a lasting impact.

The Coffee Cart Sponsor will receive the following benefits:

Registration

- ▶ One complimentary full conference registration including Welcome Reception & Gala Dinner functions.

Exhibition

- ▶ Discount Offer: 50% discount on Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Logo displayed on the sponsor acknowledgement PowerPoint slide.

Company Branding and Promotion

- ▶ Recognition as the exclusive Coffee Cart Sponsor.
- ▶ Two pull-up banners displayed at the coffee cart location (sponsor to provide).
- ▶ Opportunity to provide branded disposable coffee cups, napkins etc (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Welcome Reception Sponsor

Member: \$4,500 + GST

Non-Member: \$5,500 + GST

One opportunity available

The Welcome Reception is the official kick-off for our event, providing a unique opportunity to connect with a diverse audience of professionals, thought leaders, and industry influencers. Your support as a sponsor will not only enhance the attendee experience but also elevate your brand's visibility and recognition.

The Welcome Reception Sponsor will receive the following benefits:

Registration

- ▶ One complimentary full conference registration including Welcome Reception & Gala Dinner functions.
- ▶ Two additional tickets to the Welcome Reception.

Exhibition

- ▶ Discount Offer: 25% discount on Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Opportunity to provide a five-minute address to delegates at the Welcome Reception.
- ▶ Logo displayed on the sponsor acknowledgement PowerPoint slide.

Company Branding and Promotion

- ▶ Recognition as the exclusive Welcome Reception Sponsor.
- ▶ Two pull-up banners displayed at Welcome Reception location (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Wellness Sponsor

Member: \$2,500 + GST

Non-Member: \$3,500 + GST

One opportunity available

Promoting well-being and a healthy lifestyle is an integral part of our gathering, and your support as a Wellness Sponsor will not only enhance the overall experience but also align your brand with our commitment to health and wellness. This sponsorship opportunity offers a unique platform for showcasing your organisation's dedication to the well-being of our community.

The Wellness Sponsor will receive the following benefits:

Registration

- ▶ One complimentary full conference registration including Welcome Reception & Gala Dinner functions.

Exhibition

- ▶ Discount Offer: 25% discount on Pod Exhibition Booth. Please see page 15 for further details.

Program Involvement

- ▶ Logo displayed on the sponsor acknowledgement PowerPoint slide.

Company Branding and Promotion

- ▶ Recognition as the exclusive Wellness Sponsor.
- ▶ One pull-up banner displayed at the Wellness location (sponsor to provide).
- ▶ Logo, profile, and hyperlink on the supporter's page of the Conference website.
- ▶ Sponsor profile on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ One push notification through the Conference Attendee App.
- ▶ Sponsorship acknowledged in all Conference promotional emails (company logo with hyperlink).

Business Development Opportunities

- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post-conference.

Pod Exhibition Booth Package

Member: \$3,500 + GST

Non-Member: \$4,500 + GST

Introducing the Pod Booth – a cutting edge, turnkey solution to maximise your impact at ALDE 2024. This innovative opportunity offers a complete package designed to make your brand stand out, engage your target audience, and leave a lasting impression. The trade exhibition will run from Tuesday, 20 August 2024 until Wednesday, 21 August 2024. The exhibition will be in the lobby and pre-conference areas of Mantra Lorne. All delegate catering will be served amongst the Trade Exhibition Area.

- ▶ Fully Customisable Space: The Pod Booth is yours to personalise. Upgrade your package to showcase your brand with captivating visuals, interactive displays, and branded materials.
- ▶ Prime Location: Enjoy a high-traffic location within the catering area of event venue, ensuring that your booth receives maximum exposure.
- ▶ Professional Staff: A dedicated team will be on hand during bump in to assist with setup, logistics, and ensuring your exhibit is able to run smoothly for the duration of the event.
- ▶ Networking Opportunities: Connect with industry leaders and decision-makers as this booth design puts your organisation directly in front of delegates.

Exhibition Booth:

- ▶ 2m x 2m White backwall
- ▶ 1 x Built in cupboard
- ▶ 1 x Arm light
- ▶ 1 x General Purpose Outlet (GPO) to booth
- ▶ 1 x High-top table
- ▶ 2 x Bar stools

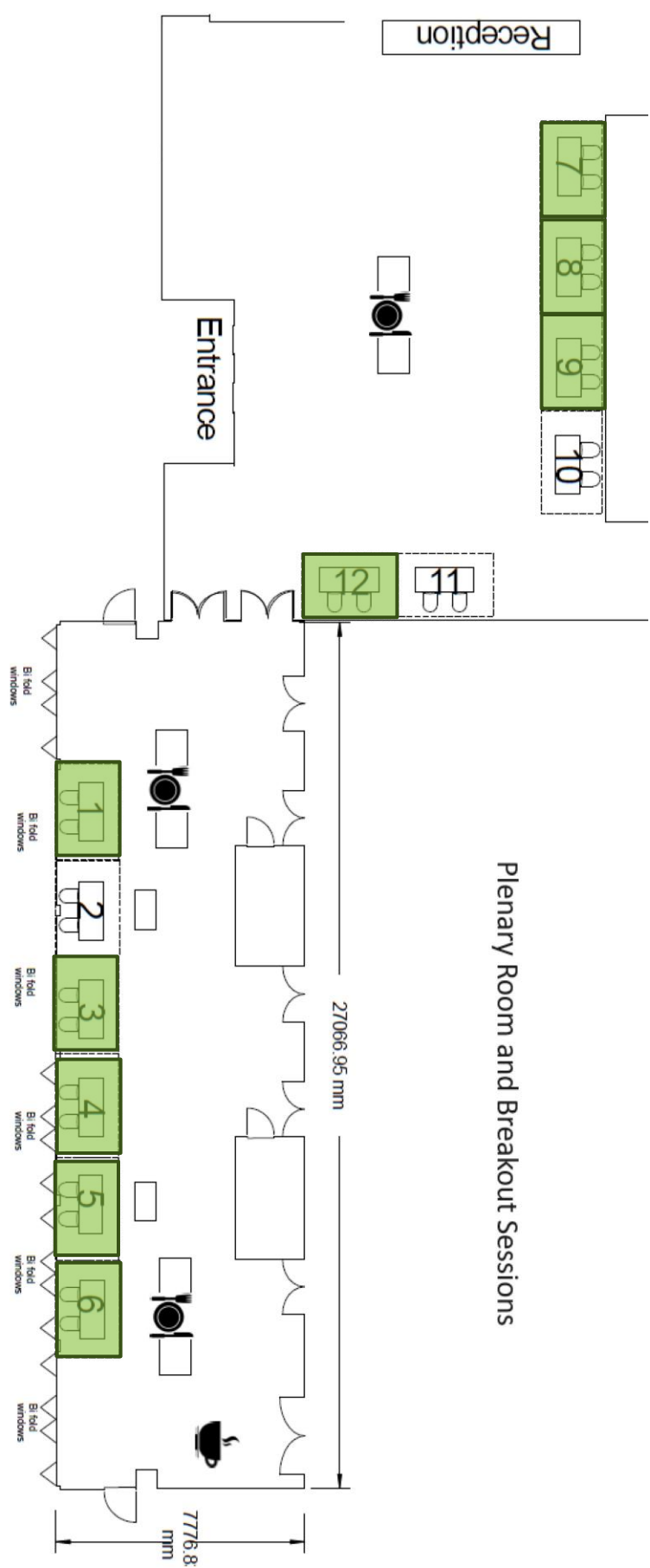


Exhibition Booth Inclusions:

- ▶ One Exhibitor Staff Pass (exhibition access and catering only). Please note, additional Exhibitor Staff Passes are available at a rate of \$85 per day per pass, to cover catering fees charged by the venue.
- ▶ Exhibitor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites).
- ▶ Logo and hyperlink on supporter's page of the Conference website.
- ▶ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/sales notes).
- ▶ Opt-in delegate list provided post conference.

Floor Plan

*Subject to change



SOLD
BOOTHS

Custom Packages

At ALDE, we understand that one size doesn't fit all when it comes to sponsorship. That's why we offer the flexibility of custom sponsorship packages. We believe in creating opportunities that align seamlessly with your brand's goals and aspirations.

Whether you want to highlight a specific aspect of your business, reach a niche audience, or craft a unique partnership, our custom packages empower you to choose the level of involvement that suits your organisation best. We're here to collaborate and design a sponsorship package that's just right for you, ensuring your brand receives maximum visibility and impact at our event.

Let's work together to create a tailor-made sponsorship experience that not only resonates with our attendees but also helps your brand shine. Contact us to explore the endless possibilities of our custom sponsorship packages and unlock the potential of your partnership with us.



Exhibition Booth Upgrades

Your pod booth is a fully customisable space. For an additional fee, you can upgrade your package with captivating visuals, interactive displays or branded materials. If you would like to upgrade, please select that you are interested on the booking form.

If selected, we will advise Customline Displays, our Exhibition supplier, and they will be in contact with you for further information, including submission deadlines.

Trade Exhibitor Insurance

At ALDE 2024, the safety and security of all exhibitors, attendees, and assets are paramount. In line with this commitment, it is a compulsory condition of your involvement that all exhibitors maintain Public Liability Insurance coverage of at least \$10,000,000. Coverage is required from the first day of bump in (Monday, 19 August 2024) until the completion of bump out (Wednesday, 21 August 2024).

This insurance mandate is not only a protective measure but also a demonstration of our dedication to your peace of mind. With this substantial coverage, you can confidently participate in the event, knowing that you are safeguarded against unexpected occurrences.

Our aim is to create a secure environment for all involved, and this insurance requirement is an integral part of achieving that goal. It not only ensures the protection of your assets and interests but also reinforces the integrity and responsibility of our event.

Exhibitor Information Portal

Two months prior to the event, exhibitors will be provided with login details to a dedicated Exhibitor Portal, where you will be required to complete the following:

- ▶ Upload of company logo (transparent png format) (if not provided upon booking)
- ▶ Upload a 250-word company profile (if not provided upon booking)
- ▶ Upload promotional brochures/videos
- ▶ Upload Public Liability Insurance
- ▶ Registration form for exhibitor passes and any complimentary registrations

Within the portal you will have access to the detailed information for Exhibitors document, providing you with all the information needed to plan your attendance as a Trade Exhibitor at ALDE 2024. You will also have access to the final exhibition floor plan.

Sponsorship Application Form

Please complete the following three page booking form and return it to registration@gemsevents.com.au

Contact Person (Prefix, Given Name, Family Name)	
Position	
Organisation Name (for invoicing purposes)	
Organisation Name (for marketing purposes)	
Mailing Address	
Email	
Work Phone	
Mobile	
Company Website Link	
Onsite Contact Name & Number	
Is your organisation a member of ALDE?	

I would like to book the following sponsorship opportunity (please note, if your package does not include a pod booth and you would like one, please also complete the trade exhibition booth row in addition to your preferred level of sponsorship):

Level of Sponsorship	Cost including GST	Quantity	Sub-Total	I am interested in upgrading my booth in some capacity	My top three booth number preferences are:
Bronze Builder Sponsor	Member - \$3,300 Non-Member - \$4,400			N/A	N/A
Gala Dinner Sponsor	Member - \$8,250 Non-Member - \$9,350			N/A	N/A
Welcome Reception Sponsor	Member - \$4,950 Non-Member - \$3,850			N/A	N/A
Wellness Sponsor	Member - \$2,750 Non-Member - \$3,850			N/A	N/A
Trade Exhibition Booth (2m x 2m)	Member - \$3,850 Non-Member - \$4,950				

Signed: _____ Date: _____

Terms and Conditions

- ▶ Exhibition space will be allocated on a 'first come, first served' basis. Booths will be allocated in order of receipt forms.
- ▶ Payment does not have to accompany the booking form; however, payment terms and conditions must be adhered to, or else the booth 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 21 days from the date of invoice and no later than two weeks prior to the Conference.
- ▶ For late bookings, the full amount of the booking must be finalised prior to the conference commencement date. No exhibitor will be allowed to occupy the exhibition space until all monies owing to the Conference Organiser are paid in full.
- ▶ All amounts are payable in Australian Dollars. Direct debits are to be made out to the account number on the bottom of the tax invoice.
- ▶ All credit card payments will incur a credit card processing fee. Fees (as of 1 January 2023) are: American Express 1.73% + \$0.20 Transaction Fee, Mastercard: 0.87% and Visa 0.9%. All payments must include 10% Goods and Services Tax.
- ▶ Acceptance of sponsorship and exhibition bookings is at the discretion of the Conference Organising 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.
- ▶ Placement of all sponsor and other purchased advertisements on the Conference App is at the discretion of the Committee.
- ▶ Choice of lanyard is at the discretion of the Committee.
- ▶ All Exhibitors must produce a valid Public Liability Insurance Certificate of Currency for the period of the exhibition and must be submitted to the Conference Organiser by the allocated date.
- ▶ 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.
- ▶ A completed booking form is required to confirm your sponsorship of trade exhibition booth booking.
- ▶ The Conference Organiser agrees to provide the exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on part of the exhibitor.
- ▶ 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 Continued

- ▶ 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, electronics and IT equipment. This is for insurance and security reasons.
- ▶ Discounts for any entitlements not used or required will not be provided.
- ▶ The Exhibitor must submit plans and visuals of custom-designed exhibits, if applicable, to the Conference Organiser by no later than Monday, 29 July 2024. Exhibitors failing to do so may be denied access to the exhibition build or may be required to cease building.
- ▶ All bookings are subject to approval by the Conference Committee.

Cancellation Policy

- ▶ Sponsorship cancellations received in writing to 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.
- ▶ Exhibitor cancellations received in writing to the Conference Organisers by Monday, 20 May 2024 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.

Signed

Name (Print):

Position:

Date:
