

RANZCOG 2021 Regional Fellows Scientific Meeting

Outback and Beyond



DARWIN CONVENTION CENTRE, DARWIN, NT
WEDNESDAY 7 TO SATURDAY 10 APRIL 2021

Sponsorship & Exhibition Prospectus



**The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists**
Excellence in Women's Health

A RANZCOG event

ranzocg.eventsair.com/ranzocg-2021-rf-sm

Invitation to sponsor and exhibit at the RANZCOG 2021 Regional Fellows Scientific Meeting

The Organising Committee is delighted to invite industry partners of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) to sponsor, advertise and exhibit at the RANZCOG 2021 Regional Fellows Scientific Meeting.

This event gives women's health professionals the opportunity to meet, learn and gain vital skills. The theme of this year's meeting is 'Outback and Beyond' and includes talks from local and expert O&G Fellows and also takes a glimpse beyond our borders to our nearest neighbours and how those interested may become involved in activities in these regions.

Highlights of the four-day meeting include:

- pre-meeting workshops on Wednesday and Thursday, including a dedicated 'Diplomates Day' for GPs
- scientific presentations on Friday and Saturday, designed to appeal to both specialists and GPs
- presentations from early career doctors, trainees and medical students and a poster display area
- a trade exhibition showcasing the latest products and services
- a calendar of interesting social events

The meeting provides a unique platform for you to showcase your products and services to a highly targeted audience. A limited number of sponsorship and exhibition opportunities are available.

Dates: Wednesday 7 to Saturday 10 April 2021
Location: Darwin, Northern Territory
Venue: Darwin Convention Centre, 10 Stokes Hill Road, Darwin NT 0800

If you require further information, please contact:

Ms Angie Spry
Coordinator Regional Fellows, RANZCOG
T: (03) 9412 2971
E: aspry@ranzcog.edu.au
W: ranzcog.eventsair.com/ranzcog-2021-rf-sm

Benefits of sponsorship/ exhibition

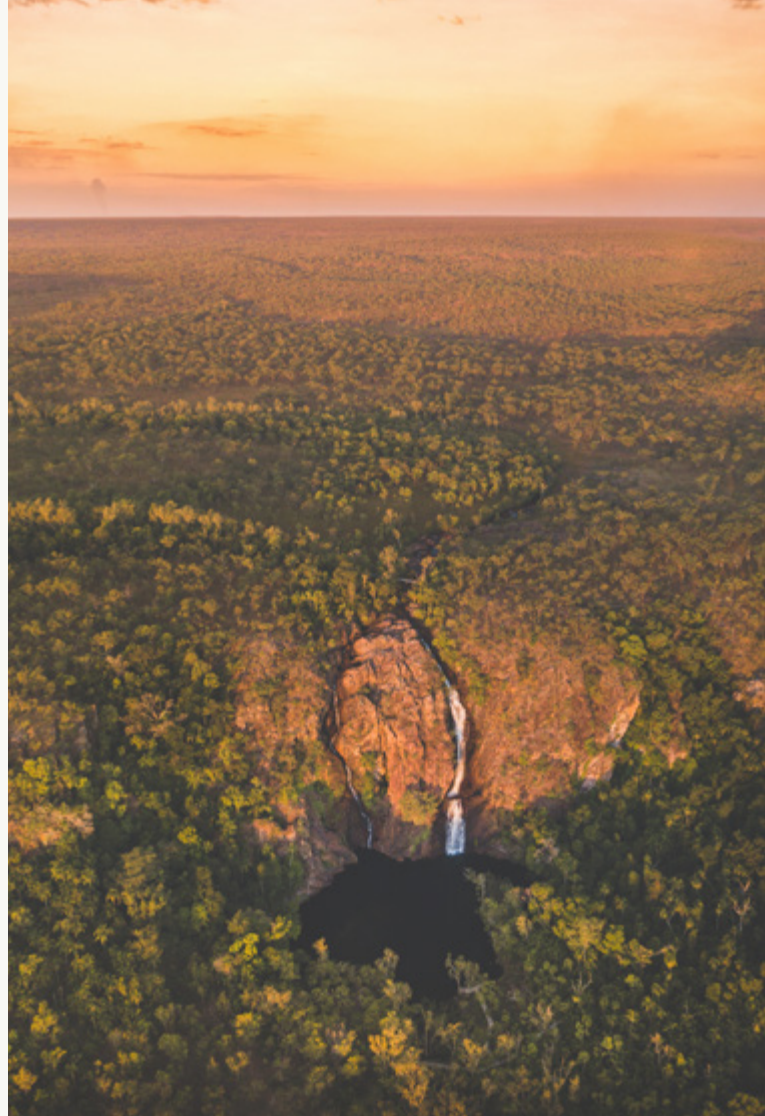
The RANZCOG 2021 Regional Fellows Scientific Meeting offers your organisation the opportunity to participate in this prominent event through taking up a sponsorship and/or exhibition package. These opportunities provide a unique platform for you to reach a highly targeted audience. As a sponsor and exhibitor, you will gain broad exposure to these important decision makers.

Sponsoring and exhibiting offers you many benefits and opportunities such as:

- networking opportunities
- knowledge sharing
- product launch opportunities
- targeted marketing
- increased awareness
- relationship management
- influence key decision makers
- promote brand loyalty and increase sales

Your participation will:

- help you generate quality business leads
- help increase your brand profile
- help you create new business opportunities



**Excellent value
and exceptional
engagement
opportunities**

Who will attend?

We expect over 150 delegates to attend the meeting, including RANZCOG Fellows from rural and regional areas around Australia.

Delegates are primarily:

- specialist obstetricians and gynaecologists
- GP obstetricians
- RANZCOG trainees
- prevocational doctors
- midwives
- medical students

Delegates may practice in the following areas:

- general obstetrics and gynaecology
- fetal and maternal medicine
- gynaecological oncology
- reproductive medicine
- pelvic floor surgery and urogynaecology
- ultrasound
- endoscopic surgery
- specialist nursing
- medico-legal



**Increasing
awareness of your
products and
services**



Major Sponsorship Packages

Gold Sponsor

\$6,500 inc GST

One opportunity

- acknowledgement as Gold Sponsor in advertising material
- link to your company's website from meeting website

Meeting handbook

- acknowledgement as Gold Sponsor in meeting handbook provided to all delegates
- complimentary full page, full colour advertisement in meeting handbook
- three complimentary meeting handbooks

Delegate satchels

- two complimentary inserts in delegate satchels (single- or double-sided flyer)
- three complimentary delegate satchels

Trade exhibition

- complimentary 3 x 2 m exhibition booth space, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- three complimentary exhibitor registrations for your company representatives, including:
 - name badges
 - list of participants who have given permission for their names to be included

Scientific meeting

- acknowledgement as sponsor of keynote speaker
- acknowledgement as Gold Sponsor at the opening session
- company logo on title slides during the opening session
- opportunity to display one banner at main plenary session (Friday and Saturday)
- recognition on screen as Gold Sponsor between sessions
- access to scientific meeting area for representatives on Friday 9 and Saturday 10 April

Social functions

- three complimentary tickets to the Friday Cocktail Reception
- three complimentary tickets to the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation in Darwin at reduced rates

Silver Sponsor

\$4,500 inc GST

Two opportunities

- acknowledgement as Silver Sponsor in advertising material

Meeting handbook

- acknowledgement as Silver Sponsor in meeting handbook provided to all delegates
- complimentary half page, full colour advertisement in meeting handbook
- two complimentary meeting handbooks

Delegate satchels

- one complimentary insert in delegate satchels (single- or double-sided flyer)
- two complimentary delegate satchels

Trade exhibition

- complimentary 3 x 2 m exhibition booth space, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- two complimentary exhibitor registrations for your company representatives, including:
 - name badges
 - list of participants who have given permission for their names to be included

Scientific meeting

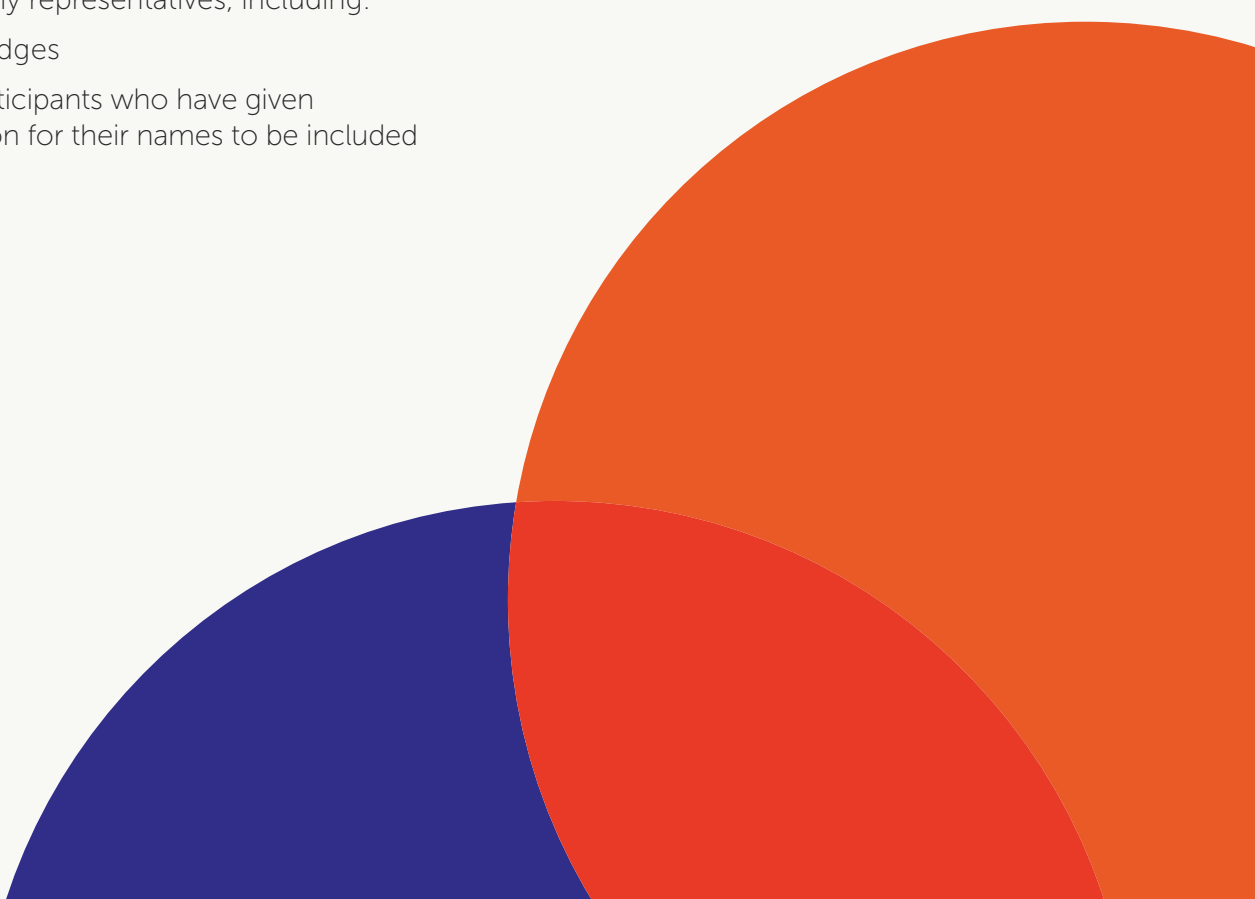
- acknowledgement as Silver Sponsor at the opening session
- company logo on title slides during the opening session
- access to scientific meeting area for representatives on Friday 9 and Saturday 10 April

Social functions

- two complimentary tickets to the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation in Darwin at reduced rates



Bronze Sponsor

\$3,500 inc GST

One opportunity

- acknowledgement as Bronze Sponsor in advertising material

Meeting handbook

- acknowledgement as Bronze Sponsor in meeting handbook provided to all delegates
- one complimentary meeting handbook

Delegate satchels

- one complimentary insert in delegate satchels (single- or double-sided flyer)
- one complimentary delegate satchel

Trade exhibition

- complimentary 3 x 2 m exhibition booth space, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- one complimentary exhibitor registration for your company representative, including:
 - name badge
 - list of participants who have given permission for their names to be included

Scientific meeting

- access to scientific meeting area for representative on Friday 9 and Saturday 10 April

Social functions

- one complimentary ticket to the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation in Darwin at reduced rates



Sponsorship Opportunities

To enable your organisation to be a part of this significant event, an extensive array of sponsorship, advertising and exhibition opportunities are available for you to select from and are listed below. You may elect to be a major (Gold, Silver or Bronze) sponsor and enjoy the acknowledgements, benefits and entitlements these offer. Alternatively, you may wish to contribute through a range of other targeted sponsorship, advertising or exhibition opportunities.

Saturday Meeting Dinner Sponsor

\$5,500 inc GST

One opportunity

The Meeting Dinner will be held on Saturday 10 April 2021 at Pee Wee's at the Point, Alec Fong Lim Drive, East Point.

- acknowledgement as Meeting Dinner Sponsor in advertising material

Meeting handbook

- acknowledgement as Meeting Dinner Sponsor in meeting handbook provided to all delegates
- complimentary full page, full colour advertisement in meeting handbook
- two complimentary meeting handbooks

Delegate satchels

- two complimentary inserts in delegate satchels (single- or double-sided flyer)
- two complimentary delegate satchels

Trade exhibition

- complimentary 3 x 2 m exhibition booth space, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- two complimentary exhibitor registrations for your company representatives, including:
 - name badges
 - list of participants who have given permission for their names to be included

Scientific meeting

- access to scientific meeting area for representatives on Friday 9 and Saturday 10 April

Social functions

- opportunity to display one banner at Saturday Meeting Dinner
- acknowledgement as Meeting Dinner Sponsor at the Saturday Meeting Dinner
- recognition on screen as Meeting Dinner Sponsor at Meeting Dinner
- company name and logo printed on the dinner menu (placement of logo will be at the discretion of the Organising Committee)
- opportunity to provide merchandise at dinner (at the discretion of the Organising Committee)
- opportunity to make a short presentation (maximum 2 minutes) to dinner guests
- two complimentary tickets to the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation in Darwin at reduced rates



Friday Cocktail Reception Sponsor

\$4,500 inc GST

One opportunity

The Cocktail Reception will be held on Friday 9 April 2021 at a prominent venue in Darwin

- acknowledgement as Cocktail Reception Sponsor in advertising material

Meeting handbook

- acknowledgement as Cocktail Reception Sponsor in meeting handbook provided to all delegates
- two complimentary meeting handbooks

Delegate satchels

- one complimentary insert in delegate satchels (single- or double-sided flyer)
- two complimentary delegate satchels

Trade exhibition

- complimentary 3 x 2 m exhibition booth space, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- two complimentary exhibitor registrations for your company representatives, including:
 - name badges
 - list of participants who have given permission for their names to be included

Scientific meeting

- access to scientific meeting area for representatives on Friday 9 and Saturday 10 April

Social functions

- opportunity to display one banner at Cocktail Reception
- acknowledgement as Cocktail Reception Sponsor at the Friday Cocktail Reception
- opportunity to make a short presentation (maximum 2 minutes) to Cocktail Reception guests
- two complimentary tickets to the Friday Cocktail Reception

Accommodation

- opportunity to book accommodation in Darwin at reduced rates



Coffee Cart Sponsor

\$3,500 inc GST

One opportunity

A commercially operated coffee cart will provide café style coffee to delegates during the scientific meeting on Friday 9 and Saturday 10 April 2021

Meeting handbook

- acknowledgement as Coffee Cart Sponsor in meeting handbook provided to all delegates
- one complimentary meeting handbook

Delegate satchels

- one complimentary insert in delegate satchels (single- or double-sided flyer)
- one complimentary delegate satchel

Trade exhibition

- complimentary 3 x 2 m exhibition booth space exclusively placed next to coffee cart, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- one complimentary exhibitor registration for your company representative, including:
 - name badges
 - list of participants who have given permission for their names to be included

Scientific meeting

- access to scientific meeting area for representative on Friday 9 and Saturday 10 April

Social functions

- one complimentary ticket to the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation at Darwin at reduced rates



Sponsorship Opportunities

The Organising Committee is committed to working with you to ensure your organisation receives maximum benefit and exposure from your involvement in this Meeting and are happy to discuss specific requirements with you. Please note all opportunities are subject to availability and will be offered on a first come, first serve basis (and subject to approval of the Organising Committee). All prices are in Australian dollars and inclusive of GST.

Satchel Insert

\$350 inc GST

(Booklet insert \$550 inc GST)

Your organisation will be entitled to insert promotional material in delegates' satchels (one A4 size or smaller single- or double-sided flyer; booklet maximum 10 pages). Inserting corporate literature is one of the few sure ways to guarantee that information on your organisation reaches every delegate.

Limited opportunities are available and will be issued on a first come, first serve basis.

Delegate Pen

\$450* inc GST

Two Opportunities

Your organisation will be entitled to supply your company-branded pen in each delegate satchel, which will be used by delegates for the duration of the Meeting.

Delegate Writing Pad

\$450* inc GST

One Opportunity

Your organisation will be entitled to supply your company-branded writing pad in each delegate satchel, which will be used by delegates for the duration of the Meeting.

Combined

*If your organisation would like to supply both your company-branded pen and writing pad in each delegate satchel, discounted price of \$800 inc GST. This will be issued on a first come, first served basis.

Advertisement in Meeting Handbook

Various types of advertising opportunities are offered in the Meeting Handbook (A5 page size) that is provided to each delegate.

Full Colour Inside Front Cover Advertisement

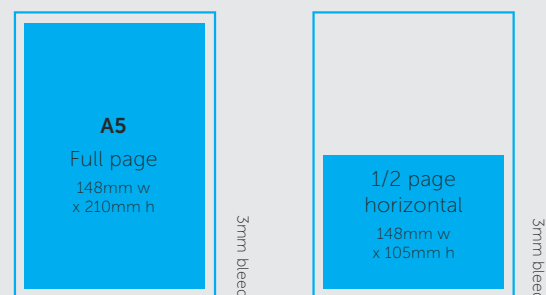
\$880 inc GST

Full Colour Full Page Advertisement

\$660 inc GST



Full Colour Half Page Advertisement

\$330 inc GST



PREFERRED 

ACCEPTED   

IMAGES  300dpi  72dpi

Artwork Specifications

Preferred/Accepted Images

Press-quality pdf preferred, with 3mm bleed and trim marks; eps, tiff and jpg files accepted. Images that are 300 dpi at 100% are press quality. Low-resolution 72 dpi images are not accepted.

Exhibition Opportunities

Exhibition

\$2,500 inc GST

Meeting handbook

- acknowledgement as an Exhibitor in the meeting handbook provided to all delegates
- one complimentary meeting handbook

Trade exhibition

- complimentary 3 x 2 m exhibition booth space exclusively placed next to coffee cart, including:
 - trestle table with cloth, skirt and chairs
 - one power outlet
 - Wi-Fi internet access
- one complimentary exhibitor registration for your company representative, including:
 - name badges
 - list of participants who have given permission for their names to be included

Delegate satchel

- one complimentary delegate satchel

Catering

- **Friday:** morning tea, lunch & afternoon tea
- **Saturday:** morning tea, lunch & afternoon tea

Scientific meeting

- access to scientific meeting area for representative on Friday 9 and Saturday 10 April

Social functions

- one complimentary ticket to the Friday Cocktail Reception
- opportunity to purchase tickets for the Saturday Meeting Dinner

Accommodation

- opportunity to book accommodation at Darwin at reduced rates

Additional Representative

Please note that all organisation representatives are required to be registered for the Meeting as exhibition representatives.

Additional company representatives (in excess of one per booth) will be required to register and pay an additional exhibitor fee of **\$350 inc GST per person**, which includes:

- catering (detailed above)
- name badge
- one delegate satchel including meeting handbook
- one ticket to the Friday Cocktail Reception
- opportunity to purchase tickets for the Saturday Meeting Dinner

To acknowledge the importance of the exhibition, the Meeting program has been structured to provide maximum exposure to exhibitors. All morning and afternoon teas and lunches will be served in the trade area for the duration of the Meeting.



To confirm your participation please complete and return the Application to Sponsor and Exhibit Form. Once your application and payment has been received and approved by the Organising Committee, formal confirmation of your involvement will be forwarded.

All supporters are encouraged to confirm their sponsorship/exhibition preferences for this Meeting as soon as possible so as not to miss out on this opportunity.

Further information for exhibitors as well as the floor plan will be provided to you in due course.

Full Pre-Payment Required

Full pre-payment of all money is required before any entitlements become effective. Payment can be made by cheque, credit card or direct deposit. Please make cheques in Australian dollars payable to "RANZCOG". Payment by the following credit cards will be accepted: MasterCard and Visa.

Exhibition Hours & Bump In/ Bump Out

Thursday 8 April 2021

Exhibitors Bump In
2.00 – 5.00 pm

Friday 9 April 2021

Exhibition Opening Times
8.30 am – 5.00 pm

Saturday 10 April 2021

Exhibition Opening Times
8.30 am – 3.45 pm

Exhibitors Bump Out
3.45 – 4.45 pm

Exhibition bump-in, bump-out and exhibition hours may alter slightly and will be confirmed by the RANZCOG 2021 Regional Fellows Scientific Meeting Secretariat.



Application to Sponsor or Exhibit

In order to confirm your support of the RANZCOG 2021 Regional Fellows Scientific Meeting, please complete the 'Application to Sponsor / Exhibit Form', enclosed with this prospectus. On receipt of the completed application form, you will be sent an invoice for payment. Sponsorship requests will be allocated strictly in order of receipt of the application and fee.

Sponsorship and Exhibition application forms and queries should be addressed to:

RANZCOG 2021 Regional Fellows Scientific Meeting Secretariat

Attention: Ms Angie Spry

RANZCOG

254-260 Albert Street

East Melbourne VIC 3002

T: (03) 9412 2971 | **F:** (03) 9419 0672

E: aspry@ranzcog.edu.au

Cancellation Policy

After the official booking has been accepted by RANZCOG 2021 Regional Fellows Scientific Meeting Secretariat, if the sponsorship item or floor space can be resold to another company, the company will receive a full refund of deposits paid, less administrative fees of 10% of the total sponsorship or exhibition rate.

If not able to be resold, the company will be liable to pay the following fees:

- 50% of the total sponsorship/exhibition rate, if the cancellation request is received in writing on or before 14 February 2021.
- 100% of the total sponsorship/exhibition rate, if the cancellation request is received in writing on or after 15 February 2021, or if 'no show' at this event.

Any refunds of deposits paid will be made after the meeting, but not later than 30 July 2021. The company will not be entitled to any interest that the organiser may have derived from deposits made by the company.

All bank charges, including senders and receivers' charges, resulting from a refund related to cancellation of a sponsorship/exhibition items will be passed on to the sponsor/exhibitor.



Venue

The venue for this event is the Darwin Convention Centre located within the lush tropical setting of the waterfront precinct. With light-filled foyers and harbour views, this stunning location is set to deliver an outstanding event experience for visiting delegates.

The Centre is minutes' walk from the nearby Adina Apartment and Vibe Hotels Darwin Waterfront and accessible from city hotels via the elevated 'Sky Bridge'.

Daily direct flights to Darwin are available from all major capital cities. Once you've landed, the Darwin Convention Centre is a 20-minute drive from the Darwin airport.

Darwin Convention Centre, 10 Stokes Hill Road, Darwin NT 0800
www.darwinconvention.com.au

Application to Sponsor or Exhibit

Contact information

Organisation	
Contact person	
Position	
Address	
Suburb	State
Country	Postcode
Telephone (business)	
Fax (business)	
Telephone (mobile)	
Email	
Company representative	
Name	
Position	

Please provide dietary requirements

Representative/s name/s	Dietary requirements

IMPORTANT

Your organisation's involvement is considered to be confirmed once RANZCOG has received this completed form. Your entitlements will become effective once agreed payment has been received. This form is considered a contract between RANZCOG and the exhibiting organisation.

CORRESPONDENCE

Please send your Application to sponsor or exhibit to:

RANZCOG 2021 Regional Fellows Scientific Meeting Secretariat

Attention: Ms Angie Spry

RANZCOG

254-260 Albert Street

East Melbourne VIC 3002

T: (03) 9412 2971

F: (03) 9419 0672

E: aspry@ranzcoг.edu.au

SPONSORSHIP DECLARATION

Yes, my organisation accepts the entitlements outlined in the pages of the prospectus and we confirm sponsorship and exhibition at the above event. I have read and understood the entitlements and conditions outlined in the information supplied and agree to sponsor / exhibit at the RANZCOG 2021 Regional Fellows Scientific Meeting.

Name

Signature

Date

Please select your preferred option/s

Sponsorship type	Fee (inc GST)	Complimentary social function (Attendance Included)	Representatives included
Gold Sponsor	\$6,500	Friday Cocktail Reception & Saturday Meeting Dinner	3
Silver Sponsor	\$4,500	Saturday Meeting Dinner	2
Bronze Sponsor	\$3,500	Saturday Meeting Dinner	1
Meeting Dinner Sponsor (Saturday 10 April)	\$5,500	Saturday Meeting Dinner	2
Cocktail Reception Sponsor (Friday 9 April)	\$4,500	Friday Cocktail Reception	2
Coffee Cart Sponsor (Friday 9 and Saturday 10 April)	\$3,500	Saturday Meeting Dinner	1
Exhibition Display (Friday 9 and Saturday 10 April)	\$2,500	Friday Cocktail Reception	1
Satchel Insert (1 page)	\$350	N/A	N/A
Satchel Insert (booklet)	\$550	N/A	N/A
Delegate Pen	\$450	N/A	N/A
Delegate Writing Pad	\$450	N/A	N/A
Combined Pen & Writing Pad	\$800	N/A	N/A
Colour Advertisement - Inside Front Cover	\$880	N/A	N/A
Colour Advertisement - Full Page	\$660	N/A	N/A
Colour Advertisement - Half Page	\$330	N/A	N/A
Additional Representative (Trade Exhibition Only)	\$350	Friday Cocktail Reception	1
Welcome Dinner Ticket (Thursday 8 April)	\$95	Thursday Welcome Dinner	N/A
Additional Cocktail Reception Ticket (Friday 9 April)	\$95	Friday Cocktail Reception	N/A
Additional Meeting Dinner Ticket (Saturday 10 April)	\$150	Saturday Meeting Dinner	N/A
TOTAL (inc GST)			

Booth details

Trade Display includes one trestle table, name board, power outlet and Wi-Fi Access. Space allocated is approximately 3 x 2 metres.

Please indicate the name to be printed on your name board (this will be the name used in the booklet handed out to delegates):

Please print the following on my company sign (25 characters only)

Payment

On receipt of this application, you will be invoiced directly by the RANZCOG Finance Department.

Cancellation Policy

After the official booking has been accepted by RANZCOG 2021 Regional Fellows Scientific Meeting Secretariat, if the sponsorship item or floor space can be resold to another company, the company will receive a full refund of deposits paid, less administrative fees of 10% of the total sponsorship or exhibition rate. If not able to be resold, the company will be liable to pay the following fees:

- 50% of the total sponsorship/exhibition rate, if the cancellation request is received in writing on or before 14 February 2021.
- 100% of the total sponsorship/exhibition rate, if the cancellation request is received in writing on or after 15 February 2021, or if 'no show' at this event.

Any refunds of deposits paid will be made after the meeting, but not later than 30 July 2021. The company will not be entitled to any interest that the organiser may have derived from deposits made by the company. All bank charges, including senders and receivers' charges, resulting from a refund related to cancellation of a sponsorship/exhibition will be passed on to the sponsor/exhibitor.

Terms and Conditions

Your organisation's involvement is considered to be confirmed once RANZCOG has received this completed form. Your entitlements will become effective once agreed payment has been received. This form is considered a contract Between RANZCOG and the exhibiting organisation.

The organiser of the forthcoming RANZCOG 2021 Regional Fellows Scientific Meeting and the accompanying exhibition is the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) ABN 34 100 268 969. RANZCOG and/or a meeting manager may invite pharmaceutical, scientific and other organisations to participate in an industry exhibition, which will complement the scientific component of the event. Sponsorship and exhibitions for the event are subject to these terms and conditions and any other requirements notified by RANZCOG or the meeting manager in connection with sponsorship and/or exhibition arrangements.

1 Definitions

In these terms and conditions:

"meeting manager" means the professional conference organisers, and/or other party, that RANZCOG may appoint to assist in the conduct of the RANZCOG event and any associated meeting and/or exhibition;

"you", "your", "sponsor" or "exhibitor" means the organisation named on the application to sponsor or exhibit form contained within the sponsorship and exhibition prospectus or on the RANZCOG event website and confirmed by RANZCOG; and **"venue"** means the building or space in which the RANZCOG event and any associated meeting and/or exhibition is conducted.

2 Acceptance of Terms

On completing and returning a signed application for sponsorship and/or exhibition in connection with the event you accept that these terms and conditions apply to the entire exclusion of any other terms or conditions which may be proffered by you and which RANZCOG may have been deemed to have accepted if not for this condition, including any conflicting conditions in your application.

3 Sponsorship and Exhibition Arrangements

Applications and Benefits

- a. Once submitted, an application can only be withdrawn or modified with the written approval of RANZCOG. RANZCOG reserves the right to decline any application to participate in the conference and/or exhibition of the meeting, without being obliged to give reasons why.
- b. Acceptance of sponsorship or exhibition from any organisation does not imply RANZCOG endorsement of their products, which must be made clear at all times (in a manner acceptable to RANZCOG). Nor does acceptance confer any right of exclusivity in respect of the RANZCOG event or any other activities of RANZCOG.
- c. RANZCOG will only accept sponsorship from organisations that abide by their relevant industry code of conduct, in particular the Medicines Australia Code of Conduct, and all applicable laws. On submitting an application you warrant that you comply with applicable laws and all provisions of the relevant code(s) of conduct or similar and it is your responsibility to ensure that they continue to be complied with for the duration of the sponsorship/exhibition period. Compliance must be demonstrated on request. In the event of non-compliance or insufficient evidence of your ability to ensure ongoing compliance, RANZCOG or its meeting manager may suspend or terminate your sponsorship and/or exhibition arrangements, without being liable to pay any compensation to you.
- d. Applications to sponsor or exhibit must be made on the relevant form contained within the sponsorship and exhibition prospectus. Phone or unpaid bookings will not be accepted.
- e. If your application is approved, you will be entitled to the notified benefits, subject to the prescribed payments.

Payments and Taxes

- f. You will not receive any sponsorship or exhibition entitlements (including confirmation of booth space) until all monies have been paid. Payments are non-refundable.
- g. If you pay by electronic funds or an international cheque/bank draft you agree to pay any bank charges and must include these in the amount you transfer. If you pay via credit card, a merchant fee may be charged if detailed within the sponsorship and exhibition prospectus or the application form.
- h. Taxes and charges, including goods and services taxes, value-added taxes and multi-stage turnover taxes, are in addition to the stated amounts and are payable by you at the time a taxable event arises or the charge is imposed. You are liable for all expenses incurred by RANZCOG in collecting amounts payable, including, but not limited to, all legal expenses on a full indemnity basis. Interest on all outstanding moneys will accrue at a rate equivalent to the then current rate fixed under section 2 of the *Penalty Interest Rates Act 1983* (Vic) plus 5%, compounding monthly.

Allocated Space

- i. Space/booths are allocated at the discretion of RANZCOG and may only be changed by you with the prior written approval of RANZCOG or the meeting manager.
- j. RANZCOG reserves the right to redesign the floor plan for sponsors and exhibitors as it sees fit. RANZCOG or the meeting manager will give you as much notice as practicable if an allocated space/booth needs to be altered.

Registration of Staff

- k. All exhibition staff must be registered as organisation staff. Any staff, in addition to the entitlement as detailed in the sponsorship and exhibition prospectus, must be registered by the payment of the additional exhibitor fee. The amount of this fee can be obtained from the RANZCOG or the meeting manager. You are responsible for the safety of your employees, including the provision of a safe workplace.

Standard and Types of Displays

- m. RANZCOG and the meeting manager reserve the right to ask you to remove any display items and materials they deem as unacceptable. Offending items must be promptly removed.
- n. Food, beverage or prohibited items are not permitted in an exhibition unless prior arrangements have been made with RANZCOG or the meeting manager.
- o. The supply of samples by a sponsor/exhibitor is entirely at the sponsor/exhibitor's risk and the sponsor must indemnify and keep indemnified RANZCOG from and against any actions, suits, proceedings, claims, demands, damages, penalties costs and expenses, which may arise from the supply by sponsor/exhibitor of samples.

Logos and Identification

- p. You must not use a RANZCOG event logo or any identification of RANZCOG in connection with your activities, unless expressly approved by RANZCOG in writing on a case-by-case basis (approval may be withdrawn or modified on notice to you).

No Interference

- q. You must not use or conduct business from any area outside your assigned booth area, specifically but not limited to, in the aisle ways, public thoroughfares and public areas. This includes, without limitation, the erecting of any sign, display or obstruction which intrudes into another organisation's space or the placing of promotional materials in any area outside of your allocated booth/space.

Site Requirements and Behaviour

- r. You and the suppliers you are permitted to use on site must conform to the venue's environmental requirements, workplace health and safety requirements, insurance requirements and other regulations required by the venue.
- s. You must ensure that your employees and contractors will, at all times, act in accordance with the reasonable directives of RANZCOG, the meeting manager and/or the venue and must conduct themselves in an orderly manner and in full compliance with the reasonable directives and requirements of the venue management and with all applicable laws ordinances and directives.
- t. You must promptly notify RANZCOG in writing if a complaint is made in connection with your products or services or the conduct of your employees in connection with the RANZCOG event. You must also promptly notify RANZCOG in writing of any material concerns or disputes with the meeting manager or if you believe a direction or requirement of the meeting manager conflicts with these terms and conditions or any other requirements of RANZCOG.

Risk and Loss

- u. RANZCOG accepts no responsibility for the protection and security of your personnel and property and without limitation, RANZCOG is not responsible for the loss and damage of any exhibit or other property of the sponsor/exhibitor under any circumstances whatsoever.
- v. You are responsible for insuring your items against loss and damage (at full replacement value).
- w. You must hold workers' compensation insurance and a broadform public liability insurance policy for a minimum of \$10 million or other amount as RANZCOG reasonably nominates, as well as any other customary insurance directed by RANZCOG, the meeting manager or a venue. Upon request, evidence of your insurance cover must be provided to RANZCOG or the meeting manager, identifying insurer, policy number, renewal date and other relevant particulars.

Venue Damage

- x. Without limiting the requirements of a venue, sponsors/exhibitors must not damage in any way the walls, floors, ceilings or other surface of a venue, including the exhibition area, and on request must promptly pay or reimburse RANZCOG or the venue (as directed) for the cost of reinstating any damage any damage caused by the sponsor/exhibitor and any associated penalties and losses for which RANZCOG is liable.

Pack Up

- y. Exhibits must not be dismantled or removed before the published exhibition closing time.

Cancellation and Termination

- z. In the event that the meeting and/or exhibition is cancelled or delayed through no fault of RANZCOG or the meeting manager, including but not limited to the actions of a venue or fire, flood, labour disputes, natural disasters, civil disorders, riots, insurrections, work stoppages, slow downs or disputes, or other similar events then the sponsor and/or exhibitor will not be entitled to any refund or to a claim for any loss of damage.
- aa. If you become insolvent or are in breach of these terms and unable or unwilling to remedy the breach within a period notified by RANZCOG or the meeting manager, RANZCOG may terminate your sponsor/exhibitor entitlements under these terms and conditions by written notice. Despite termination, you remain liable for all moneys payable under or in connection with these terms and conditions and the requirements of clauses 3(h),(k), (o), (u), (x) and (bb) are ongoing.

Confidentiality

- bb. Information exchanged concerning the RANZCOG event and your arrangements as a sponsor/exhibitor are confidential, and must not be disclosed to any other person, without the written consent of RANZCOG (otherwise than as intended for the purposes of giving effect to sponsor/exhibitor arrangements).

Program Conflict

- cc. You shall not host any external meetings, symposia, social function or activity, at any time during the meeting that would provide a program or social activity conflict.



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