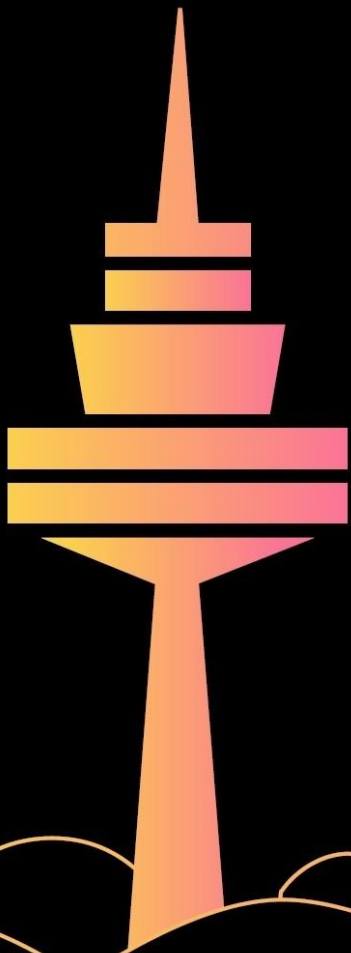


SPONSORSHIP AND EXHIBITION PROSPECTUS



READY
TO **ACT**
CRITICAL CARE IN
TIMES OF CHANGE

ANNUAL EDUCATION MEETING

13 - 14 MAY 2021
QT HOTEL, CANBERRA



Invitation to Sponsor

On behalf of ACCCN and the National Events Committee we have great pleasure inviting you to participate as a sponsor or exhibitor of the ACCCN's Annual Education Meeting (AEM), formerly known as the ICE Conference, being held on 13 and 14 May 2021 at the QT, Canberra.

The theme of the AEM 2021 focuses on responsiveness to local issues impacting critical care in this time of great change. The program will include adult and paediatric topics of interest to regional and metropolitan ICUs and combined ICU/CCUs. The demands placed on us as critical care nurses in 2020 have been extraordinary, so health and wellbeing considerations will complement our clinically-focused education program. Sustainability of the critical care workforce has garnered increasing attention this past year and the 2021 program will incorporate workshops with strategies to enhance mindfulness, wellbeing and resilience.

There is great interest from leading Australian nurses, allied health clinicians and researchers all looking forward to joining us in Canberra. We will work closely with your organisation to ensure you reach your target audience through our many channels of Meeting opportunities.

The program and social events will provide your organisation with unparalleled access to key decision makers, including leading clinical nurses, educators and managers. This will enable your organisation to showcase current and future products and services that will improve the care of the critically ill patient.

The Meeting is designed to connect people from across the industry, providing opportunities to strengthen existing relationships and create new ones. This prospectus outlines the opportunities available for you to align your brand with this educational and informative event and be part of this exchange of ideas to enhance and improve industry standards. However, we also recognise that no one size fits all and will be happy to discuss a bespoke package to suit your needs and marketing objectives.

We thank you for considering partnering with ACCCN at AEM 2021 and look forward to your team joining us in Canberra on 13 and 14 May 2021.

If you require further information, please do not hesitate to contact the appointed professional Meeting organisers, Encanta as detailed below.

Kate Yendall & Rachel Longhurst

Co-Conveners

ACCCN AEM 2021

Event Managers:



Renee Bennett

E: renee.bennett@encanta.com.au

M: 0411 105 569



As a supporter, your organisation will benefit from:

- Presence at AEM 2021 is your organisation's opportunity to leverage 2 days of unparalleled access to a wide potential client base, to inform them about your products and services and build long-term relationships.
- Our Meeting participants are keen to improve their clinical and scientific knowledge. Aligning your organisation with this powerful educational experience demonstrates your commitment to assisting their development at a personal level.
- The Meeting will give your organisation exposure to key decision makers including leading clinical nurses, educators and managers
- You will benefit significantly from exposure to an interested, relevant, and influential audience in an informal yet informative environment away from the competition of everyday distractions.
- Reinforce your brand messaging such as leadership, innovation, and excellence
- Generate leads from a high-level, targeted, and captive audience
- Build relationships with potential & existing clients and stakeholders
- Demonstrate your product or services in person

Tailor your partnership with AEM 2021

A variety of sponsorship and exhibition opportunities have been designed for the event, each containing benefits that will ensure your organisation receives maximum exposure. However, we recognise that not all one size fits all and we are happy to design a package to suit your budget, and business objectives. We are happy to talk to your marketing department to ensure we are also aligning the sponsorship opportunities to marketing objectives and goals.

Email, renee.bennett@encanta.com.au to talk about tailoring your event partnership.

Venue

AEM 2021 will be held at QT Hotel in Canberra where you will meet in style. Located near the New Acton cultural precinct and next to the iconic Lake Burley Griffin, this designer hotel brings a keen eye for the finer things and a dash of wit to the more vibrant part of the capital.

Just 8km from the airport, QT Canberra is connected to a diversity of transport and sights to see.



Summary of Opportunities

| Package | Availability | Price + GST |
|---------------------------------|-----------------------|-------------|
| AEM 2021 Official Event Partner | Exclusive Opportunity | \$10,000 |
| Major Partner | Two opportunities | \$8,000 |
| Supporting Partner | Four Opportunities | \$6,000 |
| Networking Breakfast | Exclusive Opportunity | \$6,000 |
| Wellness Zone Partner | Exclusive Opportunity | \$6,000 |
| Espresso Bar Partner | Exclusive Opportunity | \$6,000 |
| Official Cocktail Party Night | Exclusive Opportunity | \$5,000 |
| Official Workshop Partner | Eight opportunities | \$5,000 |
| Virtual Networking Partner | Exclusive Opportunity | \$5,000 |
| Gamification Prize Partner | Exclusive Opportunity | \$3,000 |
| Virtual Lunch Break Partner | Two Opportunities | \$3,100 |
| Virtual Platform Notification | Limited | \$500 |
| Face to Face Exhibitor | Limited | \$3,100 |
| Virtual Exhibitor | Limited | \$1,000 |



AEM 2021 Official Event Partner

Exclusive Opportunity

\$10,000 plus GST

Lead the way as the exclusive Meeting Partner of ACCCN's AEM 2021 that includes the elements most important to your organisation.

It will include extensive branding opportunities and high-level exposure in the lead up to, during and post the event. In addition, the Event Partner receives an exhibition area prominently located and a number of high-profile networking opportunities.

Speaking Opportunity

- Two minute speaking opportunity in the opening plenary session

Attendance

- Six complimentary full registrations including social functions
- Six complimentary virtual registrations including virtual networking functions
- Access to the Central Cocktail Party Night
- Two complimentary exhibitor registrations
- Two complimentary virtual exhibitor

Display

- One 3m x 6m complimentary face to face stand in prime location
- One complimentary virtual exhibition stand

Marketing Opportunities

- Logo Displayed on sponsors' page of the AEM 2021 website
- Logo to be included on venue signage
- Logo to be included on the cover of the Pocket Program

- Full page advert in Meeting Pocket Program
- Complimentary logo, 150 word profile and company advertisement to be included in Meeting App.
- Company logo in email marketing campaigns
- Electronic flyer available for delegates to download via the Virtual Exhibition Company video available for delegates to view in the Virtual Exhibition
- One company video to network with delegates via the Virtual Exhibition and Virtual Meeting Hub
- 60 second company video to be played during one session break.

Additional Benefits

- Acknowledgment as Meeting Partner at Opening & Closing Plenary
- One (1) banner (supplied by sponsor) on stage in Opening & Closing Plenary
- Two (2) banners (supplied by sponsor) in exhibition space
- Two collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



iSimulate



Major Partner

2 Opportunities

\$8,000 plus GST

As a Major Sponsor of AEM Meeting your company will benefit from prominent branding across the two-day Meeting and exhibition as well as in the lead up to, during and post the event.

Attendance

- Four complimentary full registrations including social functions
- Four complimentary virtual registrations including virtual networking functions
- Four tickets to the Official Cocktail Party Night
- Two complimentary exhibitor registrations
- Two complimentary virtual exhibitor registrations
- Company logo in email marketing campaigns
- Company listing, logo and 100-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company video available for delegates to view in the Virtual Exhibition
- Opportunity to network with delegates via the Virtual Exhibition and Virtual Meeting Hub
- One virtual platform push notification sent during the Meeting at a time mutually acceptable
- 30 second company video to be played during one session break.

Display

- One 3m x 3m complimentary face to face stand in prime location
- One complimentary virtual exhibition stand

Marketing Opportunities

- Logo displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Half page advert in Meeting Pocket Program
- Company listing, logo, 100-word profile and colour advertisement to be included in Meeting App.

Additional Benefits

- One (1) banner (supplied by sponsor) on stage in Opening & Closing Plenary
- One (1) banner (supplied by sponsor) in exhibition space
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



Supporting Partner

2 Sold / 2 Opportunities

\$6,000 plus GST

As a Supporting Partner, your company will receive a high level of exposure and recognition across the full two days of the Meeting and exhibition.

Attendance

- Two complimentary full registrations including social functions
- Two complimentary virtual registrations including virtual networking functions
- Two tickets to the Official Cocktail Party Night
- Two complimentary exhibitor registrations
- Two complimentary virtual exhibitor registrations

Display

- One 3m x 3m complimentary face to face stand in prime location
- One complimentary virtual exhibition stand

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program

- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- Company listing, logo and 50-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company video available for delegates to view in the Virtual Exhibition
- Opportunity to network with delegates via the Virtual Exhibition and Virtual Meeting Hub
- One virtual platform push notification sent during the Meeting at a time mutually acceptable to both the sponsor and Organising Committee

Additional Benefits

- One (1) banner (supplied by sponsor) in exhibition space
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at the conclusion of the AEM (subject to Privacy Act conditions).



**FRESENIUS
MEDICAL CARE**



Only 2 opportunities remain



Networking Breakfast Partner

Exclusive Opportunity

\$6,000 plus GST

A new opportunity for AEM2021, a sponsored networking breakfast offers your company an opportunity to host your own bespoke event from 7am on either the Thursday or Friday of the event.

Attendance

- One complimentary full registration including social functions
- One ticket to the Official Cocktail Party Night
- Two complimentary virtual registrations including virtual networking functions
- One complimentary exhibitor registration
- One complimentary virtual exhibitor registration

Networking Breakfast

- Customised email invitation to thirty selected guests
- Buffet Breakfast for 30 guests at your expense
- Room hire included

Marketing Opportunities

- Company logo and 50-word profile displayed on sponsors' page on AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program

- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- Company listing, logo and 50-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company logo available for delegates to view on the Virtual Exhibition
- Opportunity to network with delegates via the Virtual Exhibition and Virtual Meeting App
- One virtual platform push notification sent during the Meeting at a time mutually accessible to both sponsor and Organising Committee

Additional Benefits

- One (1) banner (supplied by sponsor) in exhibition space
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the event (*subject to Privacy Act conditions*).



Wellness Zone Partner

Exclusive Opportunity

\$6,000 plus GST

ACCCN acknowledges the importance of mental health in the workplace and is offering an opportunity for one partner to have exclusive naming rights to the Wellness Area. The Wellness Area will provide a unique and high-level branding opportunity for an organisation to exhibit and host the space, allowing you to interact with delegates as they relax and connect.

We will provide:

- An area for delegates to sit and relax with comfortable furniture.
- Branded area which incorporates a juice station, which will be sure to attract delegates to the area.
- Massage area for delegates to take a time and receive a quick 5-minute chair massage.

Attendance

- One complimentary full registration including social functions
- One ticket to the Official Cocktail Party Night
- Two complimentary virtual registrations including virtual networking functions
- One complimentary exhibitor registration
- One complimentary virtual exhibitor registration

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Digital Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.



Espresso Bar

Exclusive Opportunity

\$6,000 plus GST

As the Espresso Bar Partner, your organisation will be associated with quality espresso coffee served within the exhibition area. The package includes your espresso bar located within the exhibition hall with supply of barista and all consumables, to be operational during catering breaks only.

Attendance

- One complimentary full registrations including social functions
- One ticket to the Official Cocktail Party Night
- One complimentary exhibitor registration
- One complimentary virtual exhibitor registration

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App
- Company listing, logo and 50-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company video available for delegates to view in the Virtual Exhibition

- Opportunity to network with delegates via the Virtual Exhibition and Virtual Meeting Hub
- Opportunity to play a 30-second company video at the commencement of the virtual coffee break.

Additional Benefits

- One (1) banner (supplied by sponsor) to be displayed at the rear of the coffee cart in addition to the opportunity to provide coffee cups, napkins, stirrers and sugar sachets and/or apparel for the barista staff: t-shirts, caps, visors, aprons (additional cost to the sponsor)
- One (1) banner (supplied by sponsor) in exhibition space
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).
- Opportunity to provide virtual delegates with a branded coffee box (at sponsor's expense).

Espresso Bar will be operated at morning, afternoon tea and lunch for both days. All consumables are included in the price of this sponsorship. Location of Espresso Bar may be located close to your exhibition booth if applicable. Final placement will be decided by the committee to ensure optimal visibility and traffic flow.



Official Cocktail Party Night

\$5,000 plus GST

Connect with delegates and exhibitors in a relaxed and fun environment! As a partner of the Official Cocktail Party night you will have the opportunity to join delegates and exhibitors at the official reception to enjoy a refreshment, discuss the highlights of the event.

Attendance

- Two complimentary full registrations including social functions
- Four tickets to the Official Party Night

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App
- Company logo on Cocktail Party tickets

Additional Benefits

- Optional three-minute speaking opportunity at the commencement of the Cocktail Party
- Opportunity to provide corporate merchandise for all cocktail party attendees
- One (1) banner (supplied by sponsor) in Cocktail Party
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



Official Workshop Partner

8 Opportunities

\$5,000 plus GST

Align your company's brand with one of AEM's workshops and promote your commitment to the current topics at the forefront of the industry. The below is a suggested snapshot of proposed topics, however we welcome the opportunity for your organisation to present a proposal for a topic for the committee's consideration.

Proposed Workshop Topics include:

- Tracheostomy
- Renal Replacement Therapy
- wellbeing and resilience workshop
- Simulation
- Writing for publication
- Cardiac Advanced Life Support

Attendance

- Two complimentary full registrations including social functions (maybe separate social functions, looks like more benefits)
- Two complimentary virtual registrations including virtual networking functions

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program

- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- 30 second company video to be played at the commencement of the workshop

Additional Benefits

- Optional two-minute speaking opportunity at the commencement of the workshop
- One (1) banner (supplied by sponsor) in sponsored workshop
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



Virtual Networking Partner

Exclusive Opportunity

\$5,000 plus GST

Attendance

- Two complimentary virtual registrations including virtual networking functions
- Two complimentary virtual exhibitor registrations

Display

- One complimentary virtual exhibition stand

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.

- Company listing, logo and 50-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company video available for delegates to view in the Virtual Exhibition
- Opportunity to network with delegates via the Virtual Exhibition and Virtual Meeting Hub
- Opportunity to play a 30-second company video at the commencement of the virtual networking function.

Additional Benefits

- Optional two-minute speaking opportunity at the commencement of the virtual Networking Activity
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the event (*subject to Privacy Act conditions*).

Virtual Lunch Break Partner

Two Opportunities

\$3,000 plus GST

Provide virtual delegates a sponsored lunch voucher to ensure they are refuelled for remainder of the day.

Attendance

- One virtual registration (registration includes access to all program and virtual networking sessions).

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Opportunity to network with delegates via the Virtual Meeting Hub.

- Company logo on screen prior to session commencing.

Additional Benefits

- Opportunity to play a 2-minute company video at the commencement of the sponsored lunch break.
- Opportunity to provide a branded lunch voucher (at sponsor's expense).



Gamification Prize Sponsor

Exclusive Opportunity

\$3,000 plus GST

Delegates are encouraged to interact with the virtual platform through a points system. Delegates with the highest number of points go in the draw to win the sponsored prize.

Attendance

- One virtual registration (registration includes access to all program and virtual networking sessions).

- Opportunity to network with delegates via Virtual Meeting Hub.
- Opportunity for company representative announce prize winners.

Marketing Opportunities

- Company logo displayed alongside gamification prize.
- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website

Additional Benefits

- Opportunity to include one optional multiple-choice trivia question as to encourage delegates to win points. Data from the question to be provided at the conclusion of the Conference.

Virtual Platform Notification

Limited

\$500 plus GST

Your organisation will have the opportunity to send one push notification through the Virtual Event Platform. Content and timing of the push notification is to be approved by ACCCN.



Face to Face Exhibitor

\$3,100 plus GST

The AEM 2021 will include a physical exhibition in line with practising ACT health guidelines in the current health environment. A floorplan will be available closer to the event date as government guidelines dictate the plan for the event and traffic flow. We have a number of creative ways to ensure that delegates are engaged with exhibitors before, during and after the event. The ability to connect face to face is exciting times for the ACCCN in a COVID safe environment ensuring delegates and exhibitors are kept safe and healthy at all times.

Attendance

- Two complimentary full registrations including social functions
- Two complimentary exhibitor registrations

Display

- One 3m x 3m complimentary face to face stand in prime location

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website

- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting app.

Additional Benefits

- List of all registered delegates (name and institution/organisation) at conclusion of the ASM? (subject to Privacy Act conditions).

Virtual Exhibitor

\$1,000 plus GST

For organisations that wish to engage virtually with physical and virtual attendees, a virtual exhibitor is an option. Call us to discuss how this interactivity will work through the *OnAir* Platform offered by event management software provider EventsAir. There will be opportunities to engage with virtual delegates via the online exhibitor networking hub also.

Attendance

- Two complimentary virtual registrations including virtual networking functions
- Two complimentary virtual exhibitor registrations

Display

- One complimentary virtual exhibition stand

Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2021 website
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- Company listing, logo and 50-word profile included in the Virtual Exhibition platform
- Electronic flyer available for delegates to download via the Virtual Exhibition
- Company video available for delegates to view in the Virtual Exhibition



Booking Form

| | | |
|---|---------------|----------------|
| Name: | Organisation: | Address: |
| Position: | Phone: | Email address: |
| Mobile Number: | Comments: | |
| Card number | Exp: date | |
| Name on Card | | |
| Signature | CCV: | |
| Invoice: <input type="checkbox"/> Please tick if required | PO number: | |

Select Package

| Package | Availability | Price + GST | Please tick |
|---------------------------------|-----------------------|-------------|-------------|
| AEM 2021 Official Event Partner | Exclusive Opportunity | \$10,000 | SOLD |
| Major Partner | Two opportunities | \$8,000 | |
| Supporting Partner | Four Opportunities | \$6,000 | |
| Networking Breakfast | Exclusive Opportunity | \$6,000 | |
| Wellness Zone Partner | Exclusive Opportunity | \$6,000 | SOLD |
| Expresso Bar Partner | Exclusive Opportunity | \$6,000 | |
| Official Cocktail Party Night | Exclusive Opportunity | \$5,000 | |
| Official Workshop Partner | Eight opportunities | \$5,000 | |
| Virtual Networking Partner | Exclusive Opportunity | \$5,000 | |
| Gamification Prize Partner | Exclusive Opportunity | \$3,000 | |
| Virtual Lunch Break Partner | Two Opportunities | \$3,100 | |
| Virtual Platform Notification | Limited | \$500 | |
| Face to Face Exhibitor | Limited | \$3,100 | |
| Virtual Exhibitor | Limited | \$1,000 | |

Terms and Conditions

- By returning a booking form via online or printed copy confirms your acceptance of these terms and conditions.
- All bookings are subject to the Event Organiser's approval and we reserve the right to refuse an application.
- We (Encanta and ACCCN) as the Event Organisers reserve the right to alter any aspect of the Event program and floorplan without notice. Please refer to the Event website for the latest information on the event.
- We will take all diligent care to fulfil the above exhibition commitments. Exhibitors are responsible for providing all their requirements i.e. banners, promotional material and any other material by the due dates requested by the Organisers.
- We reserve the right to introduce new packages and additional exhibition space should the opportunity arise.
- Exhibitors are required to make the necessary payments as per the payment schedule below (unless otherwise negotiated):
 - 50% due within one month of invoice date.
 - Remaining 50% is due by no later than 31 January 2021.
 - Booking forms received after 31 January 2021 require full payment.
- Sponsors and exhibitors are responsible for the security of their own equipment and materials during the Event and in transit to the Event venue.
- The exhibitor understands that all attendees must register officially and entry to the exhibition will not occur unless the attendee is wearing the appropriate identification. Visitor badges are provided as a gesture of goodwill and not for use by the organisation's representatives.
- The exhibitor shall take all reasonable care when installing/dismantling their equipment and stand as not to cause damage to the venue carpet, walls, ceilings, fixtures and floors and the shell scheme booths supplied by the appointed stand contractor including panels, fascia, spotlights and furniture. The exhibitor is deemed liable for repairs if the structures are damaged.
- The Organisers reserve the right to request removal of any items that may be deemed unacceptable and impacts fellow exhibitors.
- Exhibitors must provide Public Liability insurance to a minimum of A\$20 million to the Event Organisers no later than 3 months prior to the event date and ensure cover includes the event dates.
- All promotion must be conducted from your booth.

Postponement and Cancellation Policy

Postponement

We (Encanta and ACCCN) may, in its absolute discretion, nominate to either postpone or cancel the event by providing the sponsor/ exhibitor with notice in writing. Cancellation or postponement may be necessary due to acts, events or causes beyond our reasonable control, including, but not limited to, acts of God, industrial disputes, failure in electricity supply or gas supply, war, civil strife, flood, storm, fire, accident, unavailability of raw materials or supplies, explosion, global or

national health emergency (including without limitation coronavirus COVID-19), epidemic, breakdown of plant, machinery or equipment or shortages of labour, transportation, fuel, power, plant, machinery, equipment or material.

If the event is postponed to a later date (as nominated by ACCCN and notified to the sponsor), the terms and conditions of this agreement will continue to apply. Any sponsorship contribution paid up to the postponement will be applied to the new event date with any outstanding sponsorship contribution balance due thirty (30) days prior to the new event date.

Cancellation Policy

The submission of an application by a representative from your organisation is regarded as a firm booking.

All cancellations must be made in writing to the organisers and notice acknowledged in writing by the organisers.

Any reduction exhibition allocation (once accepted by the organisers) will be considered a cancellation and the cancellation policy will apply. Should the balance of payment be outstanding at time of cancellation, the sponsor and/or exhibitor is liable for the balance as per the cancellation policy.

There is no opportunity to transfer your exhibition booking to another ACCCN event.

If the event is cancelled, it is ACCCN's hope that the sponsor/ exhibitor will continue to support the event and have the sponsorship rolled over to the Event to be held on a date to be fixed. If the sponsor/exhibitor agrees to have the sponsorship/exhibition booth rolled over, the terms and conditions of this agreement will continue to apply and all sponsorship/exhibition contributions already paid will be applied to the next ACCCN event date and any outstanding balance will be due thirty (30) days' prior to the event date.

If the sponsor/exhibitor does not agree to have the sponsorship/ exhibition roll over to the next ACCCN event and the current ACCCN Event is cancelled, then the below cancellation dates will apply.

Cancellation Dates

Between 16 November 2020 and 10 February 2021, 10 per cent of the Sponsorship/Exhibition Contribution will apply;

Between 11 February 2021 and 28 March 2021, 50 per cent of the Sponsorship/Exhibition Contribution will apply; and

After 29 March 2021, 100 per cent of the Sponsorship/Exhibition Contribution will apply.