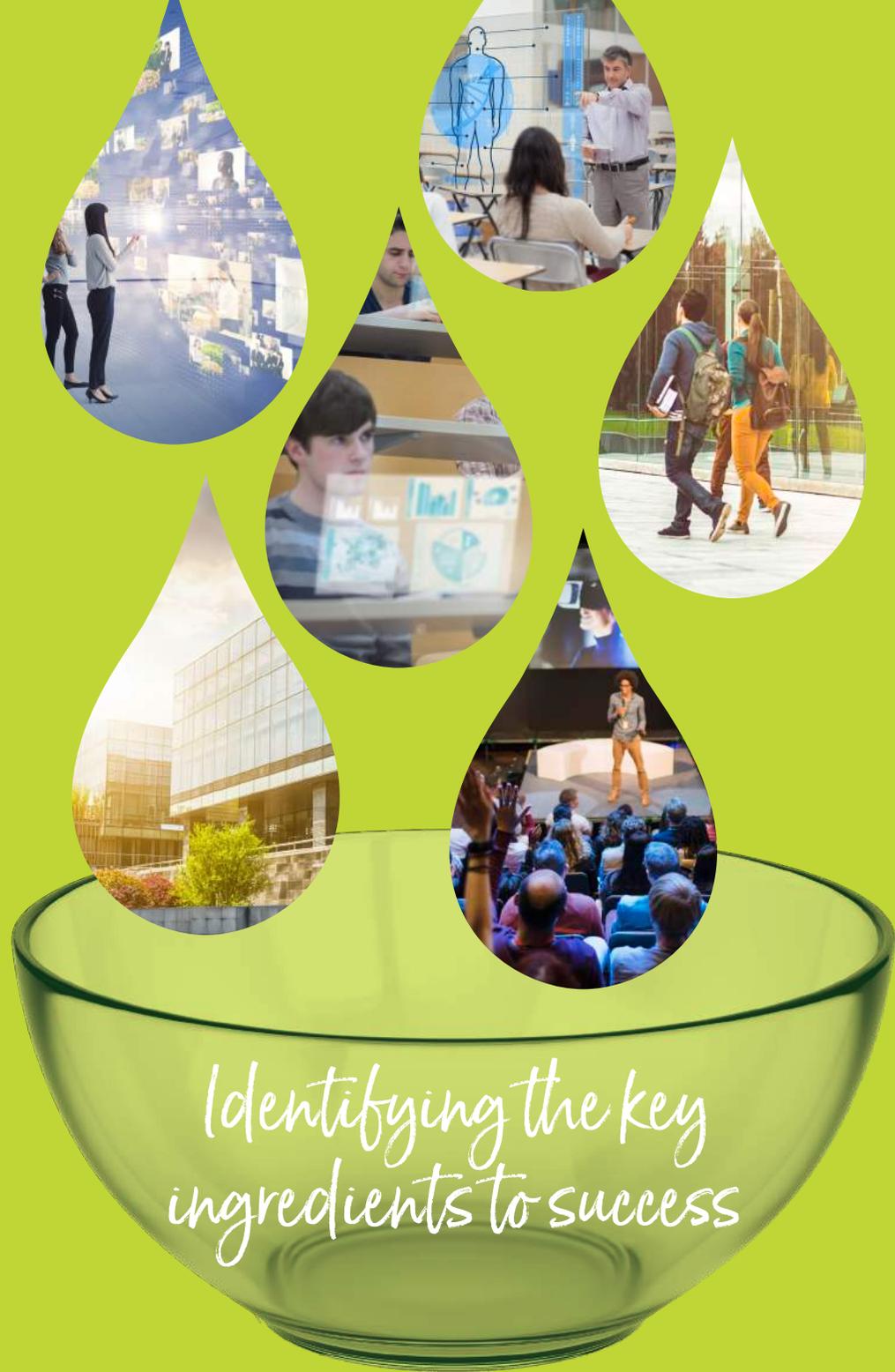


# ATEMC 2019

Adelaide Convention Centre  
29 September - 2 October 2019

HOSTED BY



*Identifying the key  
ingredients to success*

DISTILLING IDEAS



TRANSFORMING FUTURES

# Invitation to Achieve Key Business Outcomes

The Tertiary Education Management Conference is organised in partnership by the Association for Tertiary Education Management (ATEM) and the Tertiary Education Facilities Management Association (TEFMA). It is the only conference in the tertiary sector which covers the full range of functions in institutions and is designed to allow participants to build strong networks across Australia and New Zealand.



## REASONS TO PARTNER WITH TEMC IN 2019

Promote your business to a targeted market audience by

- Leading the agenda on key industry issues by submitting an abstract for presentation
- Exclusive branding opportunities including the conference dinner, welcome reception, delegate satchels, wi-fi, smart app, name badge, charge bar station, networking lounge, plenary overflow, keynote speaker, concurrent sessions, program & handbook, seated massage and refreshment break, Haigh's chocolate, afternoon ice creams, branded fruit, registration desk
- Engaging and connecting with over 700 professionals representing most of Australia and New Zealand's tertiary institutions, including Directors, Prof Vice-Chancellors and senior management leaders and administrators
- Networking with delegates at key social functions
- Generating extensive new leads and grow relationships with potential and existing customers
- Accessing the key decision-makers with respect to services, facilities, technology and equipment
- Participate in the largest annual gathering of tertiary education managers

# Local Organising Committee

Satya Webster, Chair, Flinders University

Dominic Marafioti, University of South Australia

Ian Thomson, University of Adelaide

Julie Emmerson, University of South Australia

Kay Govin, Flinders University

Ann Braybon, University of South Australia

Kendra Backstrom, University of Adelaide

Robert Lustri, University of South Australia

Juan Smith, Flinders University



The Association for Tertiary Education Management Inc (ATEM) is the pre-eminent professional body in Australasia for tertiary education administrators and managers and has about 1,400 individual members and 62 corporate members. Members are found across the breadth of the academic environment, including universities, TAFEs, polytechnics and Wanagas, private providers, government departments and other related organisations.

ATEM connects individuals across institutions and disciplines, supports individuals to develop their management skills and knowledge, and challenges the sector to recognise the professional nature of tertiary education management.

**Paul Abela - Executive Director**

E: [paul.abela@atem.org.au](mailto:paul.abela@atem.org.au)

P: +61 2 9351 9719

[www.atem.org.au](http://www.atem.org.au)



The Tertiary Education Facilities Management Association (TEFMA) is an independent association of facilities managers operating in the tertiary education sector of Australia, New Zealand, Hong Kong and Singapore. TEFMA covers the full range of functions in tertiary facility management including planning, construction, maintenance, operations and administration of educational facilities.

TEFMA has some 1250 members representing 78 tertiary education institutions and 5 affiliated associations in Australasia. TEFMA promotes engagement with industry through its 65 Business Partner members. TEFMA members provide vital infrastructure and service in support of the effective operation of tertiary and vocational education in the Australasian region.

**Bree Blackwell - TEFMA Secretariat**

E: [info@tefma.com](mailto:info@tefma.com)

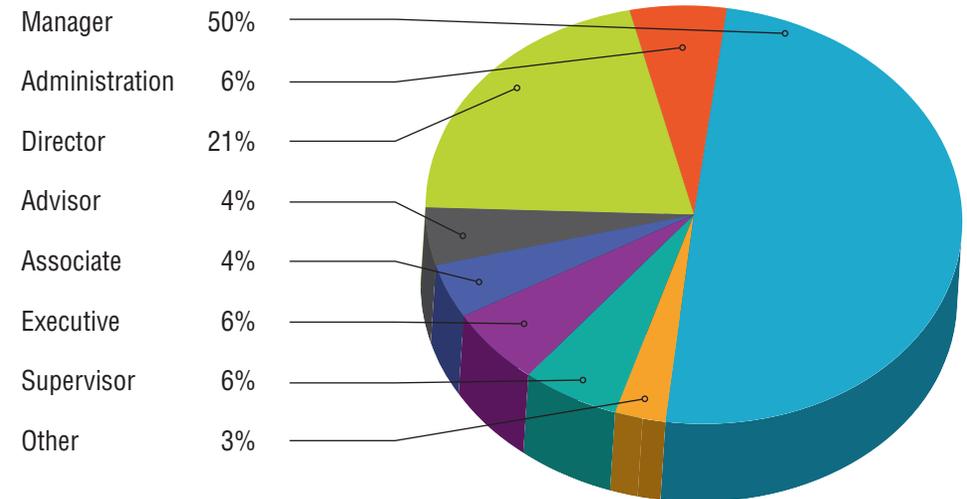
P: +61 3 6234 7844

[www.tefma.com](http://www.tefma.com)



# Meet your audience

## DELEGATES REGISTRATION BY POSITION



Tertiary Education Management Conference brings together over 700+ professionals\* from the higher-education sector across Australia and New Zealand in one place for three days.

Network with Deputy VC's, Heads of School, Directors, Associate Directors, Managers, Administrators, Policy Analysts, Registrars, Business Managers, Centre Managers, College Managers, College Accountants, Advisers, Technical Managers and Project Managers who work across finance, business services, policy & planning, performance & standards, information services, library, administration, HR, marketing, legal & compliance, reporting, institutional research, data management and warehousing, construction, maintenance and operations in educational facilities.

\*Delegate estimation based on historical fact - TEMC 2017 (920), TEMC 2018 (827)

# Program at a Glance

## SUNDAY 29 SEPTEMBER

Exhibitors Bump-In  
Pre Conference Tours  
Pre Conference Workshop  
Newcomers Function  
Welcome Reception

## MONDAY 30 SEPTEMBER - DAY ONE

Exhibition Opens  
Conference Sessions & Exhibition  
ATEM Awards Night (Invitation Only)  
TEFMA Awards Night (Invitation Only)

## TUESDAY 1 OCTOBER - DAY TWO

Conference Sessions & Exhibition  
Sponsor & Exhibitor Thank You Function (Invitation Only)

## WEDNESDAY 2 OCTOBER - DAY THREE

Conference Sessions & Exhibition  
Exhibition Closes  
Conference Dinner

## THURSDAY 3 OCTOBER

Post Conference Tours



# Previous TEMC Supporters



## CONFERENCE MANAGERS



**Paula Leishman**  
 Conference Manager  
 Leishman Associates  
 P: +61 3 6234 7844  
 E: paula@laevents.com.au



**Sandra Leatham**  
 Sponsorship & Exhibition  
 Leishman Associates  
 P: +61 3 6234 7844  
 E: sandra@laevents.com.au





# Sponsorship Packages

Sponsorship packages are linked to key events or opportunities within the conference program. All prices shown are in Australian Dollars and are inclusive of GST

# Sponsorship Package Summary

	Packages available	Speaking Opportunity	60 second commercial	Select Function	Branding Opportunity Eg website, app, handbook, EDMs, venue signage etc	Networking Opportunity	Targeted Opportunity	Advertisement in the electronic handbook	Electronic Brochure	Registration	Dinner Tickets	Exhibition Space	Delegate List
<b>TEMCO MAJOR SPONSOR \$36,000</b>	1	10 min Plenary	✓	✓	✓	✓	✓	Full page	✓	6	6	2	✓
<b>CONFERENCE DINNER \$30,000</b>	1	5 min Plenary 5 min Dinner		✓	✓	✓	✓	Full page	✓	4	4	2	✓
<b>WELCOME RECEPTION \$25,000</b>	1	5 min Plenary 5 min Welcome		✓	✓	✓	✓	Full page	✓	4	4	2	✓
<b>BAROSSA \$15,000</b>													
Please select one of the following:													
Delegate Satchel	1				✓	✓	✓	Full page	✓	3	3	1	✓
Delegate Name Badge	1	5 min Plenary			✓	✓	✓	Full page	✓	3	3	1	✓
Charge Bar Station	1	Additional cost \$5,000			✓	✓	✓	Full page	✓	3	3	1	✓
Self Check-in Kiosk	1				✓	✓		Full page	✓	3	3	1	✓
<b>HAHNDORF \$10,000</b>													
Please select one of the following:													
WiFi	1				✓	✓	✓	Full page	✓	2	2	1	✓
Smart App	1				✓	✓	✓	Full page	✓	2	2	1	✓
Barista Cart	2				✓	✓	✓	Full page	✓	2	2	1	✓
<b>PORT LINCOLN \$6,000</b>													
Please select one of the following:													
Pre Conference Workshop	1				✓	✓	✓	Half page	✓	1			✓
Networking Lounge	2				✓	✓	✓	Half page	✓	1			✓
Registration Desk	1				✓	✓	✓	Half page	✓	1			✓
Plenary Overflow	1				✓	✓	✓	Half page	✓	1			✓
Post Conference Tour	Multiple				✓	✓	✓	Half page	✓	1			✓
Keynote Speaker Session	Multiple				✓	✓	✓	Half page	✓	1			✓
(Add an exhibition booth for \$2,000)													

# Sponsorship Package Summary (continued)

	Packages available	Speaking Opportunity	60 second commercial	Select Function	Branding Opportunity Eg website, app, handbook, EDMs, venue signage etc	Networking Opportunity	Targeted Opportunity	Advertisement in the electronic handbook	Electronic Brochure	Registration	Dinner Tickets	Exhibition Space	Delegate List
<b>FLINDERS RANGES \$4,000</b>													
Please select one of the following:													
Electronic Program & Handbook	1				✓	✓	✓		✓				✓
Concurrent Session	Multiple				✓	✓	✓		✓				✓
Speakers Prep Room	1				✓	✓	✓		✓				✓
Seated Massage (per day)	3				✓	✓	✓		✓				✓
Grab n Go Breakfast Bar (per day)	3				✓	✓	✓		✓				✓
(Add an exhibition booth for \$2,000)													
<b>VICTOR HARBOUR \$3,000</b>													
Please select one of the following:													
Refreshment Break (per day)	3				✓	✓	✓		✓				✓
Ice Cream Freezer (per day)	3				✓	✓	✓		✓				✓
Branded Fruit (per day)	3				✓	✓	✓		✓				✓
Haigh's Chocolate Block (per day)	3				✓	✓	✓		✓				✓
(Add an exhibition booth for \$2,000)													
<b>KANGAROO ISLAND \$3,000</b>	Multiple				✓	✓			✓	1			✓
Conference Supporter													
<b>EXHIBITION</b>													
Exhibition Booth \$4,800 (Early Bird till 30/3/19 \$4,500)	Multiple				✓	✓			✓	2		1	✓
Exhibition Bar Style \$3,000	Multiple				✓	✓			✓	1		1	✓
<b>ADVERTISEMENT</b>													
Electronic Brochure Conference App \$300	Multiple												
Electronic Advertisement Conference Handbook \$500	Multiple												

Sponsorship packages are linked to key events or opportunities within the conference program. All prices shown are in \$AU and are inclusive of GST.

## TEMC MAJOR SPONSOR \$36,000

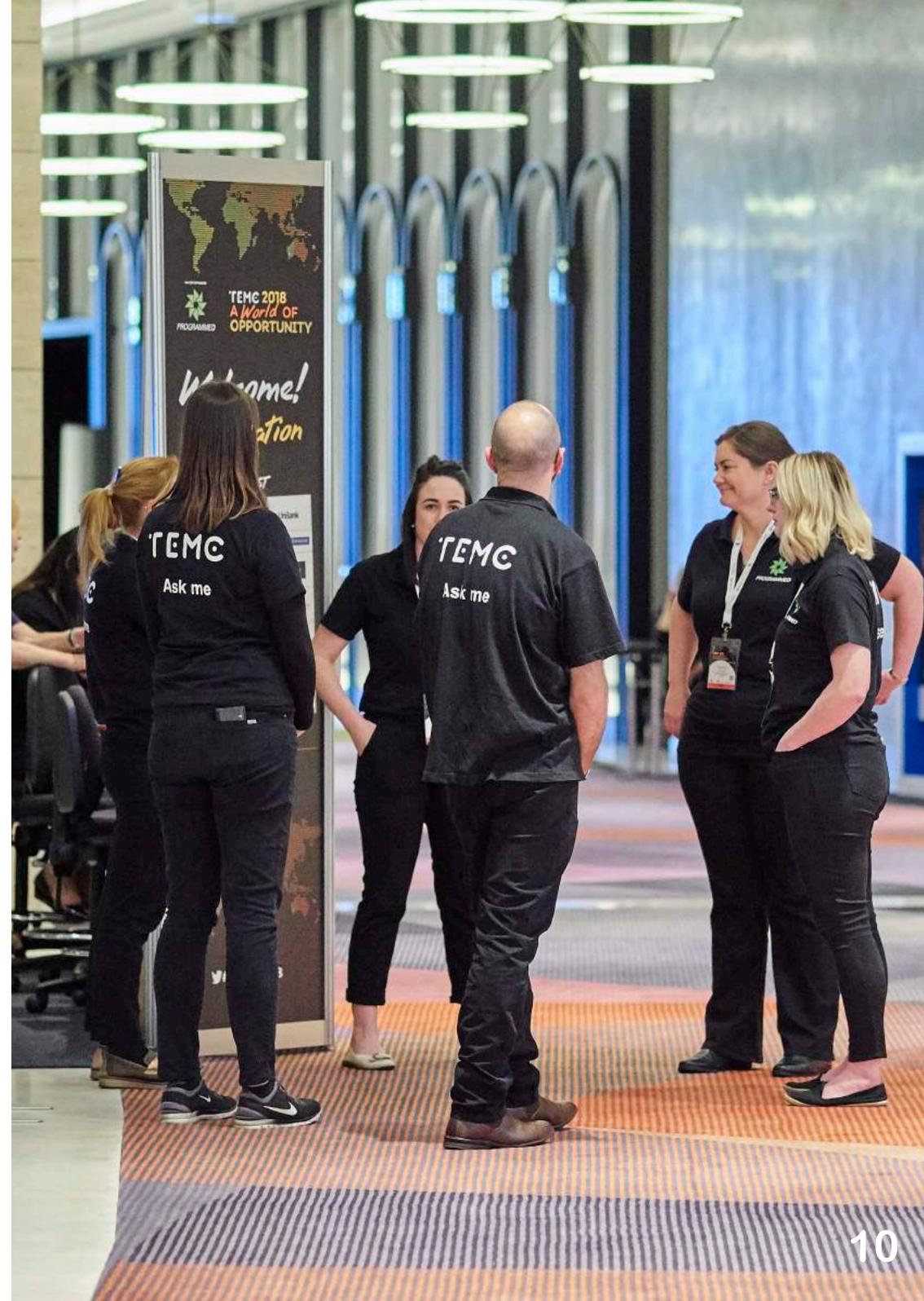
The benefits of this sponsorship package can be tailored to your organisation's specific needs. With a substantial investment like this, we understand the need to deliver the highest return on investment possible. As such, we would like to encourage you to speak with us further to ensure that the benefits included in this sponsorship package are in line with your corporate marketing strategy. Please contact the Sponsorship and Exhibition Manager, Sandra Leathem, if you are interested in playing a major role in the conference.

### PROMOTION

- Exclusive sponsorship of TEMC 2019
- A targeted, selective function with 8 delegates of your choice and 2 of your company representatives (or as negotiated)
- 10 minute speaking opportunity in a plenary session
- Regular verbal recognition as the Major Sponsor
- 60 second commercial shown at the commencement of each day
- Sponsor's own signage prominently displayed in the main conference venue (maximum two pull up banners to be displayed)
- Full page advertisement in the conference electronic handbook, inside front cover (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 6 x registrations including daily catering, Welcome Reception and Conference Dinner
- One 6m x 2m exhibition booth in a prime location





## CONFERENCE DINNER \$30,000

### PROMOTION

- Exclusive sponsorship and naming rights to the TEMC 2019 Conference Dinner
- A targeted, selective function with 6 delegates of your choice and 2 of your company representatives
- 5 minute speaking opportunity in a plenary session
- An opportunity to welcome delegates to the Conference Dinner (5 minutes)
- Sponsor's own signage prominently displayed at the dinner venue (maximum of two pull up banners to be displayed)
- Logo featured on menus, dinner tickets and any other related dinner collateral
- Opportunity to provide a small branded gift for each delegate at the dinner (to be provided by sponsor)
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 4 x registrations including daily catering, Welcome Reception and Conference Dinner
- One 6m x 2m exhibition booth

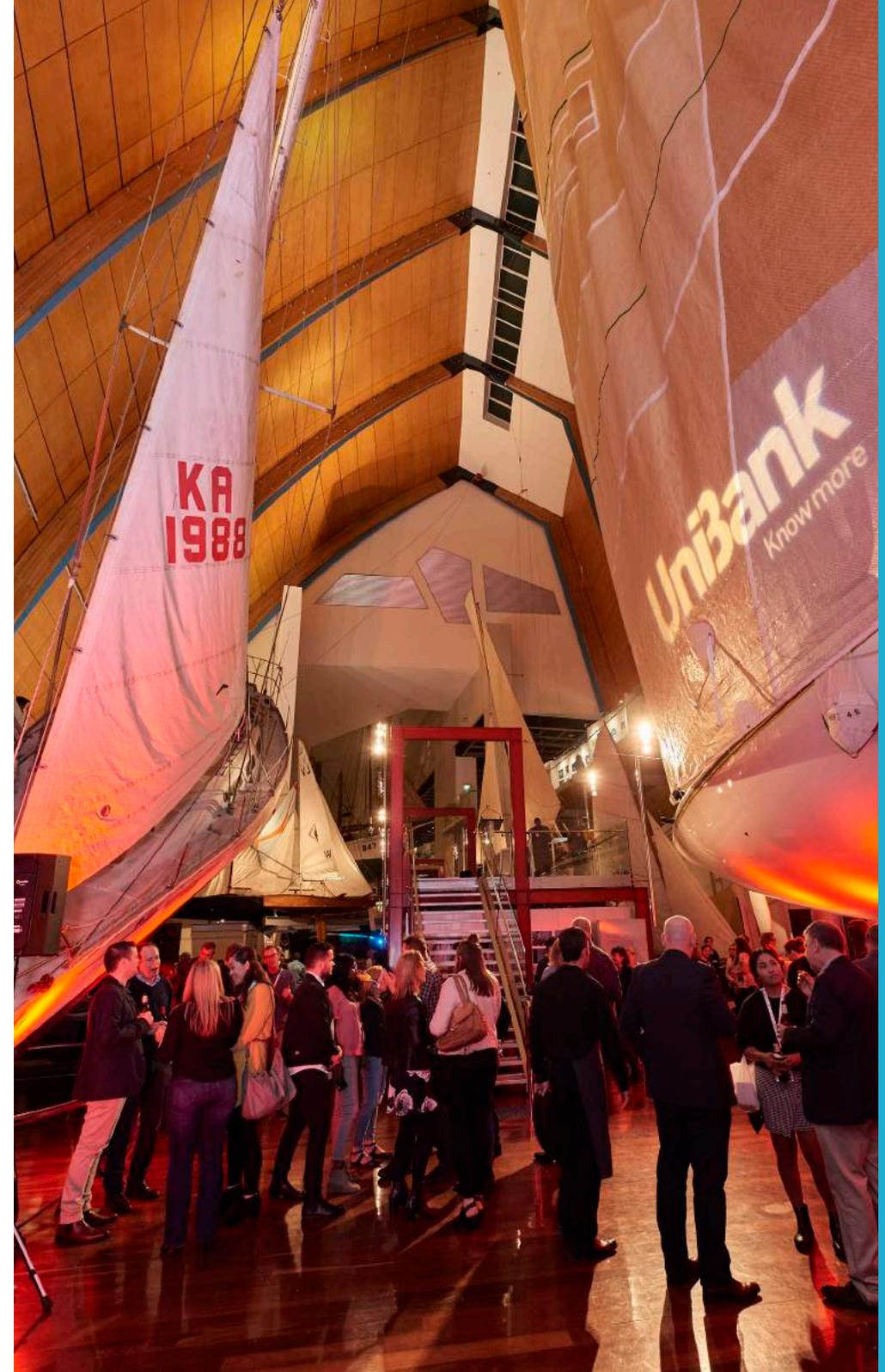
## WELCOME RECEPTION \$25,000

### PROMOTION

- Exclusive sponsorship of the TEMC 2019 Conference Welcome Reception
- A targeted, selective function with 4 delegates of your choice and 2 of your company representatives
- 5 minute speaking opportunity in a plenary session
- An opportunity to welcome delegates to the Welcome Reception (5 minutes)
- Sponsor's own signage prominently displayed at the Welcome Reception venue (maximum of two pull up banners to be displayed)
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 4 x registrations including daily catering, Welcome Reception and Conference Dinner
- One 6m x 2m exhibition booth



## BAROSSA \$15,000 (3 available)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Opportunity to display one pull-up banner at the venue
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 3 x registrations including daily catering, Welcome Reception and Conference Dinner
- One 3m x 2m exhibition booth

*“Diadem, as a full-service signage and wayfinding firm, has attended the annual TEMC event as an exhibitor for the past 6 years now, testament to the ongoing value the event has brought to Diadem. With our clients and projects spread across both Australia and NZ, being able to convene yearly with the excellent mix of Education delegates at this key sector event is invaluable. The quality, mix and positional importance of the attendees has always been excellent and our conversations and relationship building opportunities have fostered an abundance of ongoing dialogues.”*

**Richard Duerden, Diadem**

*Please select one of the following:*

### DELEGATE SATCHEL

- Exclusive sponsorship of the conference satchel
- The conference satchel is one of the most effective packages for ongoing brand recognition with our delegates
- Your company logo placed on the delegate satchels alongside the conference logo

### DELEGATE NAME BADGE

- Exclusive sponsorship of the Delegate Name Badge
- Logo recognition on each Delegate Name Badge along with the conference logo

### CHARGE BAR STATION

- Exclusive sponsorship of the Charge Bar Station at TEMC
- Charge Bar station will be adjacent to your exhibition booth and can be incorporated into your space
- Furniture provided for the area

### SELF CHECK-IN KIOSK

- Exclusive sponsorship of the Self Check-In Kiosk
- Branding of the Kiosk machines for the duration of the conference

**ADD a 5 minute plenary speaking opportunity to any of the Barossa packages for an additional \$5,000 inc gst**

## HAHNDORF \$10,000 (4 available)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Opportunity to display one pull-up banner at the venue
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 2 x registrations including daily catering, Welcome Reception and Conference Dinner
- One 3m x 2m exhibition booth



Please select one of the following:

### WI-FI

- Exclusive sponsorship of the Wi-Fi (Internet) service throughout the conference
- The conference Wi-Fi provides excellent exposure for your business as delegates log on using your name as a password
- The landing page will also be your company website
- Logo recognition as the Wi-Fi Sponsor on instruction posters located throughout the conference venue

### SMART APP

- Exclusive sponsorship of the Conference Smart App
- Logo recognition on the landing page and banner
- Sponsor icon on the first screen, with links to website, brochure and profile
- Logo recognition as the Smart App Sponsor on instruction posters located throughout the conference venue

### BARISTA CART – 2 AVAILABLE

This popular package allows you to brand the Barista Cart area including:

- branded aprons
- pull up banner
- branded cups (glass keep cups only, no plastic or non-recyclable cups)
- literature on coffee tables

(all the above options are at the sponsors expense)

## PORT LINCOLN \$6,000 (multiple)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)
- ADD a trade exhibition booth (3m x 2m) for an additional \$2,000 (Booth only, no registrations)

*“The 2018 TEMC in Perth was a thoroughly rewarding professional industry event typically well managed by the team at Leishman & Associates and in a very well presented and set up venue at Crown Conference Centre. The mix and breadth of keynote speakers, guest slots, delegates and exhibitions was a step up from previous years and we are already planning on our involvement in the 2019 event in Adelaide.”*

**Steve Coumbis, Spotless**

*Please select one of the following:*

### PRE CONFERENCE WORKSHOP

- Exclusive sponsorship of a Pre Conference Workshop
- Sponsors logo displayed at the commencement and conclusion of the Pre Conference Workshop Session

### NETWORKING LOUNGE (FURNITURE SUPPLIER)

- Exclusive sponsorship of one Networking Lounge
- Opportunity to set up the space using your organisation's products, showing flexibility and adaptability in supporting different modes of learning and teaching
- 1 x pull up banner

### REGISTRATION DESK

- Exclusive sponsorship of the TEMC Registration Desk
- Your company logo featured predominantly on the registration desk structure

### PLENARY OVERFLOW

- Exclusive sponsorship of the Plenary Overflow at the conference
- TVs screening the Plenary live to the exhibition hall
- 1 x pull up banner

### POST CONFERENCE TOURS (TBC)

- Exclusive sponsorship of a Post Conference Tour

### KEYNOTE SPEAKER SESSION - MULTIPLE

- Exclusive sponsorship of one Keynote Speaker Session at the conference
- Sponsors logo displayed at the commencement and conclusion of the Keynote Speaker address

## FLINDERS RANGES \$4,000 (multiple)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- ADD a discount sponsor/exhibitor registration \$770 (max 2 per company & excludes conference dinner)
- ADD a trade exhibition booth (3m x 2m) for an additional \$2,000 (Booth only, no registrations)



Please select one of the following:

### ELECTRONIC PROGRAM & HANDBOOK

- Exclusive sponsorship of the Electronic Program & Handbook
- Branding of the conference electronic program & handbook

### CONCURRENT SESSION - MULTIPLE

- Exclusive sponsorship of one of the Concurrent Sessions
- Sponsors logo displayed at the commencement and conclusion of the Concurrent Session

### SPEAKER'S PREP ROOM

- Exclusive sponsorship of Speaker's Prep Room for the conference
- Signage acknowledging your sponsorship outside the Speaker's Prep Room
- Opportunity to provide branded merchandise inside the room

### SEATED MASSAGE – THREE AVAILABLE

- Exclusive sponsorship of the Seated Massage for one day
- Professional massage practitioners will provide delegates with the opportunity to enjoy a 3-5 minute massage
- Practitioners can wear your branded corporate merchandise
- Opportunity to display one pull-up banner at the venue

### GRAB N GO BREAKFAST BAR – THREE AVAILABLE

- Exclusive sponsorship of the Breakfast Bar for one day
- Supply of breakfast provision options ie Danish pastries, mini muffins and fresh fruit
- Signage acknowledging your sponsorship at the breakfast bar

## VICTOR HARBOUR \$3,000 (multiple)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- ADD a discount sponsor/exhibitor registration \$770 (max 2 per company & excludes conference dinner)
- ADD a trade exhibition booth (3m x 2m) for an additional \$2,000 (Booth only, no registrations)

*“Turner & Townsend consider TEMC the pre-eminent industry event within our Australian/NZ tertiary education portfolio. The content is always wide-ranging, informative and thought-provoking. Keynote speakers provide thought-leading perspectives that, whilst being clearly relevant to the tertiary sector, also reflect a broader relevance to society and the role tertiary education plays within it. The delegate mix consists of an engaging combination of personnel from all walks of the tertiary sector – which makes networking opportunities both significant and highly enjoyable. Social activities integrate seamlessly with formal activities within a well organised conference program – which was made very easy to coordinate by the conference app this year (particularly helpful both during and after the conference). As satchel sponsors of TEMC, Turner & Townsend value enormously the opportunity TEMC gives us to demonstrate our commitment to making a positive difference to society through our involvement with the Tertiary sector and we are looking forward to TEMC 2019.”*

**Robin Sweasey, Turner & Townsend**

*Please select one of the following:*

### REFRESHMENT BREAK – THREE AVAILABLE

- Exclusive sponsorship of the refreshment break for one day of the conference
- Company literature may be displayed on the catering stations on the day of sponsorship
- Signage acknowledging you as the Refreshment Break Sponsor on the catering stations

### ICE CREAM FREEZER - THREE AVAILABLE

- Exclusive sponsorship of the ice cream treats for one of the afternoon refreshment breaks
- Ice Cream freezer will be branded with your company logo

### BRANDED FRUIT – THREE AVAILABLE

- Exclusive sponsorship of the branded fruit (100 pieces) for one day of the conference
- Branding on each piece of fruit (sponsor supply the graphics)

### HAIGH'S CHOCOLATE BLOCK – THREE AVAILABLE

- Exclusive sponsorship of the Haigh's block of chocolate for one of the afternoon refreshment breaks
- Choose either a 6kg block of milk or dark chocolate
- Delegates can chisel off a piece of premium chocolate from South Australia's own premier chocolatier
- Branding on 3 sides of the chocolate plinth



## KANGAROO ISLAND CONFERENCE SUPPORTER \$3,000 (multiple)

### PROMOTION

- Logo recognition in all conference promotional material, including conference program and venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure

### REGISTRATION & EXHIBITION

- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)
- ADD a trade exhibition booth (3m x 2m) for an additional \$2,000 (Booth only, no registrations)

# Exhibition Opportunities

Taking an exhibition booth is a great way to position your organisation connect with conference delegates and promote your products and services. All conference lunch and refreshment breaks will be held in the exhibition area to ensure a high traffic flow of delegates. Barista coffee, seated massage and a networking lounge will be spaced throughout the space to encourage delegates to linger longer and engage with exhibitors.

	Exhibition Bar Style	Exhibition Booth
Early Bird until 31/3/19		\$4,500
Standard after 1/4/19	\$3,000	\$4,800
Registrations included	ONE	TWO

## PROMOTION

- Logo recognition in all conference promotional material, including venue signage
- Company logo and profile in the conference electronic handbook, Smart App and website
- Delegate list (name, position, company, state, country only)
- 1 x electronic brochure
- Contact Exchange & Lead Scan functions on the conference app

## EXHIBITION BOOTH & REGISTRATION

- One 3m x 2m (2.4m high) shell structure booth
- White melamine back and side walls
- Organisation name on fascia board
- 2 x 120w spot lights
- 1 x 4amp/100w power outlet
- 2 x registrations including daily catering and Welcome Reception (excludes Conference Dinner)

Please note that no furniture is included as part of the trade exhibition package

## EXHIBITION BAR STYLE & REGISTRATION

- Raw space, 3 x 2 m for those exhibitors whose priority is networking with delegates, rather than displaying items.
- High Bar, 2 chairs & brochure stand
- 1 x 4amp/100w power outlet
- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)

## CUSTOM BUILT DISPLAYS

If you'd like to stand out from the crowd and customise your booth with additional furniture and features, please contact Adelaide Expo Hire, our Exhibition Build partner or check out their catalogue at <http://aeh.com.au/> Conference specific contact details will be given out with the Exhibitor Guidelines.

A custom build will need to be approved by the venue 6 weeks prior to the conference. The Exhibition Build company will be in contact to coordinate a suitable time for the build.

## ADDITIONAL TICKETS & REGISTRATIONS

All staff on site must be registered to attend either by utilizing your complimentary registration or by purchasing an additional exhibitor registration for \$770 each, which includes:

- Daily catering
- Attendance at conference sessions
- Attendance at the Conference Welcome Reception

Conference dinner tickets may be purchased separately

This Exhibitor/ Sponsor Pass is significantly reduced from the standard delegate fee as recognition of your company's support of the event. Please note there is a maximum of two additional exhibitor registrations per sponsor or exhibitor.

## EXHIBITION FLOOR PLAN

The floor plan for the exhibition will be forwarded as soon as it is finalised. Please note the floor plan is subject to change at the discretion of the venue or the conference organisers at any time.

# ADVERTISING PACKAGES

Electronic Advertisement in the Conference Handbook

**\$500 full page**

Electronic Brochure in the Conference App

**\$300 full page**

## PUBLIC LIABILITY INSURANCE

Australian regulations require all exhibitors to have adequate Public Liability Insurance cover based on a limit of indemnity to the value of \$10,000,000 or above. This refers to damage or injury caused to a third party/visitor on or in the vicinity of, an exhibition stand. Exhibitors are required to submit their Public Liability Insurance Certificate when they confirm their booking.

## APPLIANCE TESTING

All electrical appliances and leads used on site must comply with the Australian Standard AS/NZ 3760:2010, which requires the appliance to be inspected, tested and tagged. Items that do not comply will not be permitted to be used onsite. Electrical items such as switchboards, cables and outlet fittings must comply with the Australian electrical wiring standard AS/NZS 3000:2007 and be installed by a qualified A grade electrician. Note: Double adaptors will not be permitted onsite, instead power boards with overload cut off are permitted. The venue is at liberty to check that the electrical appliances that you bring onsite are appropriately tagged.



# Event Sponsorship & Exhibition Application Terms & Conditions

The following terms and conditions apply to your application to sponsor and/or exhibit:-

## 1. DEFINITIONS

Event means the event referred to in the online Booking Application Form. Exhibition/Sponsorship means the exhibition and/or sponsorship as detailed in the online Booking Application Form.

GST means GST within the meaning of the GST Act. GST Act means A New Tax System (Goods and Services Tax) Act 1999 (Cth) (as amended).

Us/We means Leishman Associates Pty Ltd (ACN 103 078 897) as Conference Managers representing the Conference Committee and the Host Organisation. You means the entity submitting the Booking Application Form to sponsor and/or exhibit.

## 2. APPLICATION

You will submit the online Booking Application Form for the Exhibition/Sponsorship.

## 3. APPROVAL

The Exhibition/Sponsorship will be confirmed upon return to You of the approved Booking Application Form, together with a tax invoice for the full amount of the Exhibition/Sponsorship fee, 50% of this total is payable within 7 days. The deposit is non-refundable and will be deducted from the booking fee. Your company logo and profile will only feature on the conference website once this deposit has been paid.

## 4. PAYMENT

Upon payment of the deposit, You will receive a tax invoice for the balance of the Exhibition/Sponsorship fee. Payment of the balance of the fee is due and payable 30 days prior to the commencement of the Event. All online Booking Application Forms received within 30 days of the commencement of the Event must include full payment of the booking fee. Only once payment has been made in full will your logos and profiles be placed on Event collateral. Due to printing deadlines, You will not be guaranteed inclusion on Event collateral if payment of the booking fee is not received 30 days prior to the Event.

All international payments must include provision for bank fees and exchange rates in the payment amount. Any outstanding balance will be required to be paid by You prior to the commencement of the Event.

## 5. CANCELLATION

In the event that You cancel your Exhibition/Sponsorship, your deposit will not be refunded. In the event that You cancel your Exhibition/Sponsorship more than 90 days before the Event, You will receive a 25% refund of the Exhibition/Sponsorship fee. In the event that You cancel within 90 days of the Event, You will not receive any refund. Any monies outstanding at cancellation will need to be paid in full.

## 6. CHANGES

Once your Exhibition/Sponsorship has been confirmed and accepted, a reduction in Sponsorship/Exhibition space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of your Exhibition/Sponsorship at Our discretion. Any space not claimed one hour before the Event commences and will be reassigned and no refund will be payable to You.

We reserve the right to rearrange the floor plan and/or relocate any Exhibition/Sponsorship without notice to You. We reserve the right to amend existing unsold sponsorship packages or add additional sponsorship packages as required without notice to confirmed sponsors and exhibitors.

## 7. STANDS

If You intend to utilise a custom built exhibit stand, We must be advised of the full details and dimensions a minimum of six weeks prior to the commencement of the Event. All display construction requires our approval.

## 8. ASSIGNMENT/SHARED PACKAGES

You are not permitted to assign, sublet or apportion the whole or any part of Your sponsorship package or booked space except upon our prior written consent. Shared sponsorship and exhibition packages will result in one set of benefits only being available to be shared by all parties involved. This includes but is not limited to logo recognition, profile inclusion, signage and registration benefits.

## 9. INSURANCE

Public Liability insurance to a minimum amount nominated in the event sponsorship prospectus must be taken out by You. A copy of the certificate of Insurance currency must be provided to Us a minimum of four weeks prior to the commencement of the Event.

## 10. EXCLUSION

All information supplied to You in relation to the Event is accurate to the best of our knowledge and belief and does not constitute a warranty and any inaccuracy or mistake will not entitle You to cancel your booking without penalty. All estimates of attendee/delegate numbers attending the Event are estimates only, and You agree that We are not responsible for any discrepancy in these estimated attendee/delegate numbers.

## 11. MARKETING

We will use your information to send you updates and other news about this Event. We will only pass on your information to reputable third party official contractors of the Event for the purpose of assisting you with your participation.

## 12. GST

All amounts paid or payable under these terms and conditions are inclusive of any GST which may be applicable to any supplies made by either party under this Agreement. To the extent GST is applicable to any amount paid or payable in respect of a taxable supply made under or in connection with this Agreement, subject to that party receiving a valid tax invoice for GST purposes from the other party in respect of the supply before the time of payment.