



# TEFMA

## 2019 CAMPUS SERVICES WORKSHOP

MARCH 2019    SUNSHINE COAST, QLD

*25-26 March 2019*

*Sunshine Coast, Queensland*

*Connect with key leaders in the tertiary education sector*

- Lead the agenda on key industry issues through session facilitation and speaking opportunities
- Drive awareness by exposing your business to an interested, relevant and influential audience
- Build relationships with leading industry professionals during the workshop sessions, refreshment breaks and workshop dinner
- Communicate your key message by demonstrating new equipment, technology or promote a new service
- Drive sales and networking opportunities by providing a display in the exhibition area
- Promote your organisation and maintain a high profile among industry specialists

***SPONSORSHIP OPPORTUNITIES***

## ABOUT TEFMA



The Tertiary Education Facilities Management Association 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. [www.tefma.com](http://www.tefma.com)

### ABOUT THE WORKSHOP & DELEGATES

The thought leading two-day program will look at provision of campus services through various delivery models, particularly outsources and hybrid contracts.

Using case studies, the workshop will cover:

- the life-cycle of service delivery, including initial decision-making and cost benefit analysis
- contract development and management
- transitioning into (and out of) contracts
- managing the workforce required to support service delivery

80\* directors, managers, leadership teams and business partners from or aligned with tertiary institutions across Australasia representing those working in the Facilities and Property Services sector. Specifically, delegates are likely to include directors of facilities and estates management; campus and facilities managers; project and program managers; contract managers and procurement managers and specialists.

Delegates will be given the opportunity to discuss ideas, hear about best practice and share their own knowledge and experience. There will be networking opportunities throughout the workshop, as well as the Networking Function on Monday night.

*\*Expected delegate numbers based on historical fact and are not guaranteed*

### PROGRAM AT A GLANCE

25 March: Workshop Sessions and Networking Function

26 March: Workshop Sessions and Workshop Close

### WORKSHOP CHAIR LOCAL ORGANISING COMMITTEE

Iona Beaully, University of the Sunshine Coast

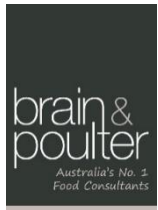
## WORKSHOP PACKAGE SUMMARY

*Sponsorship packages are linked to key events or opportunities within the workshop program*

	Packages available	Speaking Opportunity	Branding Opportunity Eg website, EDMs, venue signage etc	Networking Opportunity	Targeted Opportunity	Recognition at the TEFMA Annual Awards Dinner	Satchel Insert	Registration	Dinner Tickets	Exhibition Space	Delegate List
WORKSHOP SPONSOR \$10,000	1	✓ 5 min	✓	✓	✓	✓	✓	3	3	1	✓
SESSION SPONSOR \$7,000	4	✓ 2 min	✓	✓	✓	✓	✓	2	2	1	✓
DINNER \$7,000	1	✓ 2min	✓	✓	✓	✓	✓	2	4	1	✓
NAME BADGE \$3,500	1		✓	✓		✓	✓	1	1	1	✓
TRADE EXHIBITOR \$3,000	Multiple		✓	✓			✓	1	1	1	✓

*All prices shown are in \$AU and are inclusive of GST*

## PREVIOUS TEFMA WORKSHOP SUPPORTERS



## **WORKSHOP SPONSOR \$10,000 AUD**

### **Promotion**

- Overall promotion as the Workshop Sponsor
- Verbal recognition as the Workshop Sponsor throughout the workshop
- Opportunity to welcome delegates to the workshop on behalf of your company during the program (5 minutes)
- Opportunity to be involved in the program in a facilitation role (optional) and other speaking roles may be negotiated with the committee
- Promotion of your company logo and company profile on TEFMA's Workshop website, the electronic workshop program and any related marketing material
- Delegate list – name, position, company, state, country
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 3 x Full registrations to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **SESSION SPONSOR \$7,000 AUD**

### **Promotion**

- Recognised as a Session Sponsor of the workshop
- Verbal recognition as a Session Sponsor throughout the workshop
- Opportunity to welcome delegates to your sponsored session on behalf of your company (2 minutes)
- Opportunity to be involved in the program in a facilitation role (optional) and other speaking roles may be negotiated with the committee
- Promotion of your company logo and company profile on TEFMA's Workshop website, the electronic workshop program and any related marketing material
- Delegate list – name, position, company, state, country
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 2 x Full registrations to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **DINNER SPONSOR \$7,000 AUD**

### **Promotion**

- Exclusive sponsorship of the Dinner at the workshop (location TBC)
- Verbal recognition as the Dinner Sponsor throughout the workshop
- Opportunity to welcome delegates to the Dinner (2 minutes)
- Opportunity to provide merchandise or marketing material at the dinner
- Promotion of your company logo and profile on TEFMA's Workshop website, the electronic workshop program and any related marketing material
- Delegate list – name, position, company, state, country
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 2 x Full registrations to attend the workshop including day catering and workshop dinner
- 2 x Additional Dinner Tickets
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **NAME BADGE SPONSOR \$3,500 AUD**

### **Promotion**

- Exclusive sponsorship of the Name Badge for the workshop
- Verbal recognition as the name badge sponsor throughout the workshop
- Your company logo printed on the delegate name badges
- Promotion of your company logo on TEFMA's Workshop website, the electronic workshop program and any related marketing material
- Delegate list – name, position, company, state, country
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 1 x Full registration to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## WORKSHOP EXHIBITOR \$3,000 AUD

### Promotion

- Promotion of your company logo and company profile on TEFMA's Workshop website, the electronic workshop program and any related marketing material
- Verbal recognition as an exhibitor at the welcome and closing plenary
- Delegate list – name, position, company, state, country
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### Registration & Exhibition

- 1 x Full registration to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## KEY WORKSHOP CONTACTS



**Bree Blackwell**  
Conference Manager  
Ph: +613 6234 7844  
[bree@laevents.com.au](mailto:bree@laevents.com.au)



**Sandra Leathem**  
Sponsorship & Exhibition  
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[sandra@laevents.com.au](mailto:sandra@laevents.com.au)



# 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.

