



SPONSORSHIP & EXHIBITION BOOKING FORM

Sponsorship & Exhibitions Account Manager
IADR APR 2019
Arinex Pty Ltd
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SYDNEY NSW 2000, Australia

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Web: IADRAPR2019.com.au/

A. SPONSORSHIP PACKAGE(S) REQUESTED

COST A\$

- 1.
2.

B. EXHIBITION SPACE REQUESTED

Please reserve:

- Exhibition booth A\$3,500 (incl. GST)
Trestle table display A\$1,200 (incl. GST)

Preferred position (s) (refer to floor plan) TOTAL A\$:

Please indicate companies you do not wish to be placed near:

*Subject to availability at the time of booking and may be subject to change.

Table with 2 columns: Description, Amount. Row 1: AMOUNT PAYABLE A & B, A\$. Row 2: 50% deposit payable 30 days from date of invoice (Full payment/balance due: Wednesday 28 August 2019 (incl. GST)), A\$.

Organisation name (for marketing purposes):
Organisation name (for invoicing purposes):
Address: City:
Postcode: State: Country:
Main Sponsor/ Exhibitor contact: Mr / Mrs / Ms / Other:
Name:
Position:
Tel: Fax:
Email: Website:

Yes I have read and agree to the Booking terms and conditions on the following page.

Authorised by: _____ (please print name)

Date: _____

Signature: _____

Please note that your booking will not be processed unless all sections above and on the following page are completed.





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CREDIT CARD AUTHORISATION

Required

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Please note all transactions by credit card will appear on your statement as payment to: **‘Conference by Arinex’**

Please charge the total amount above to the following credit card

- MasterCard
- Visa card
- AMEX

Credit card number: ____ / ____ / ____ / ____

Expiry date: ____ / ____ CCV: ____

Name on card: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT DETAILS (please tick)

- We wish to pay via EFT. Bank details will be provided by the sponsorship & exhibition managers with your tax invoice.
- We wish to pay via the above credit card.
- We wish to pay with a different credit card. (Please note – a separate booking form will be provided for you to include your credit card information)

Please note: all bookings under \$3,000 must be paid with credit card and the full amount will be charged at time of booking.

SEE OVER FOR TERMS AND CONDITIONS ►





SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed booking form and booking terms & conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **28 August 2019**. Applications received after **28 August 2019** must include full payment.
3. **All monies are payable in Australian dollars.**
4. All monies due and payable must be received by the Conference Managers prior to the event. No organisation will not be listed as a sponsor in any official conference material until full payment and a booking form have been received by the Conference Managers.
5. If sponsorship payment is not received by **28 May 2019** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **28 May 2019**. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable and the Conference Managers will issue an invoice which will be payable within seven (7) days. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the conference in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the conference.
9. Sponsorship entitlements including organisation logo on the conference website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. The delegate list may be used by the sponsor for the purpose of contacting IADR APR 2019 Conference delegates only. The list must not be used for the purpose related to future conferences, and shall not be transferred in whole or in part to any third party. The delegate list can be used up to a twelve month period from the start date of the conference.
11. Privacy statement – I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd.
 YES, I do consent.
 NO, I do not consent.



EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition booths/display tables will be allocated only on receipt of signed booking form and booking terms & conditions. Preferred booth allocation is subject to availability and change. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **28 August 2019**. Applications received after **28 August 2019** must include full payment.
3. **All monies are payable in Australian dollars.**
4. All monies due and payable must be received by the Conference Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Conference Managers.
5. If exhibition payment is not received by **28 August 2019** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.
6. Public liability insurance to a minimum of A\$10 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Conference Managers at the time of submitting their booking form or by no later than **28 August 2019**.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of **A\$1,000.00** applies per 9 square metre space or shell scheme stand / display table booking to cancellations on or before **28 May 2019**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable and the Conference Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibit space at the discretion of the Conference Managers. Any space not claimed and occupied before **28 November 2018** will be reassigned without refund.
8. The Conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Conference Managers will not discount or refund for any facilities not used or required.
9. If the exhibitor intends to install a custom built stand, the Conference Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than **28 August 2019**.
10. All display construction requires the approval of the Conference Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Conference Managers.
12. The delegate list may be used by the exhibitor for the purpose of contacting IADR APR 2019 conference delegates only. The list must not be used for the purpose related to future conferences, and shall not be transferred in whole or in part to any third party. The delegate list can be used up to a twelve month period from the start date of the conference.
13. You will exercise due care in and around the Conference venue and in all matters related to your sponsorship of the Conference so that no harm is caused.
14. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
15. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Conference, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Conference venue.
16. Privacy statement – I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd.
[] YES, I do consent.
[] NO, I do not consent.