



ONEVOICE MANYPATHS

Sponsorship
and Exhibition
Prospectus

ACLE6

ACLE6
Prospectus

5-8
JULY
2022

Melbourne
Convention and
Exhibition Centre

Welcome

On behalf of Lutheran Education Australia, I invite you to participate with up to 1000 Lutheran leaders, educators and support staff in the sixth Australian Conference on Lutheran Education (ACLE6). ACLE is held every four years to celebrate, learn and grow together our sector of early childhood services, schools and colleges which have served the Australian community since 1839. Due to COVID-19, we have had to wait an extra year for ACLE6 which will make the reunion all the more special. Lutheran Education Australia comprises 80 schools and 65 early childhood services located in all states and territories (except ACT). Over 45,000 children and students attend Lutheran schools and early childhood services with over 6,000 staff.

ACLE6 will be held in the Melbourne Convention Centre from 6th to 8th July 2022 and will not only bring together the largest gathering of Australian Lutheran educators, but will also connect with the global Lutheran education community, especially Asia-Pacific, North America, Northern Europe and Asia.

The ACLE6 planning committee is pleased to offer you the opportunity to market your business Australia wide to our conference delegates. Lutheran Colleges, Schools and Early Childhood Services throughout Australia will be represented by the 'decision makers', specifically:

- Principals
- Directors of Early Childhood Services (ECSS)
- Business Managers
- Governing Body Members of colleges, schools and ECSS
- System authority secretariats (Brisbane, Melbourne, Adelaide)
- Teachers and Learning Coordinators
- Administrative Support Staff
- Leaders of the Lutheran Church of Australia and New Zealand
- Leaders of Australian Lutheran College

For those businesses who have participated in our previous conferences, we sincerely appreciate your support and welcome you to join with us again. Additionally, for new businesses seeking participation for the first time, we look forward to you taking up this opportunity and promoting your business amongst our Lutheran education community.

Assoc Prof Lisa Schmidt



Executive Director
Lutheran Education Australia

Contact Us

For all Sponsorship and exhibition queries, or for any other conference matters, please contact the conference organisers.

Rebecca Gabriel

Sponsorship & Exhibition Sales

All Occasions Group

12 Stirling Street, Thebarton SA 5031

P: (08) 8125 2200

E: rebecca.gabriel@aomevents.com

W: www.aacle.net.au



**ALL OCCASIONS
GROUP**

Conference Venue

ACLE6 will be held in Melbourne at the iconic Melbourne Convention and Exhibition Centre (MCEC).

Recognised as Australasia's leading meetings and conference centre from 2012 – 2017 by the prestigious World Travel Awards, MCEC connects you with everything you need for a successful event – incredible space, leading technology, award-winning food and the expertise to bring it all together.

The conference committee are excited to invite you to enjoy the venue and its surrounds, in the heart of beautiful Melbourne.



Why Sponsor and Exhibit

Participating as a sponsor or exhibitor provides you with the opportunity to take you straight to your target markets and demonstrate your level of support and commitment to the education industry.

There will be an opportunity to connect directly with Principals, Directors of Early Childhood Centres (ECCs) and Business Managers at a designated time at the start of the conference.

The ACLE6 conference can provide your organisation with:

- Maximum exposure at a premier industry conference
- An opportunity to build and reinforce strategic relationships
- Time to network with industry colleagues and key decision makers
- A cost effective way to reinforce your organisation's brand and build brand awareness amongst a relevant audience
- Access to a broad network of industry partners from the public and private sectors

- Opportunity to present latest innovations and new products or services to a pertinent audience
- Showcase your expertise and capabilities, and educate the industry
- Increased marketing opportunities including visibility on the conference website and associated marketing materials
- The chance to affiliate your brand with a unique, dynamic conference package

Commitment levels vary and can be tailored to suit your marketing strategies.

Major Conference Sponsorship Packages

'One Voice' Principal Sponsor (Exclusive Opportunity) \$40,000

As the One Voice Principal Sponsor you will receive the following entitlements:

Exhibition

- 2 x shell scheme exhibition booths (6x6m) in a prominent position. Should you have a custom stand the equivalent floor space will be provided
- Access to Delegate Lead capture technology via the conference app

Registration and Welcome Reception

- 4 x delegate registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)

Marketing and Promotion

- Opportunity to give a 5 minute presentation at the opening of the conference
- Opportunity to host a brand activation in the foyer on morning of the conference (Day selected in order of sponsorship acceptance and detail of the activation to be approved by the organising committee)
- Opportunity to supply 1 content item to be included in the conference social media platforms pre conference
- Your corporate signage prominently displayed on the main stage in the plenary room. Free standing banner to be supplied by sponsor
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference
- Acknowledgement on all social media platforms as the 'One Voice' Principal sponsor
- Acknowledgement as the 'One Voice' Principal sponsor during the conference

'Many Paths' Conference Sponsor (5 Opportunities) \$22,000

As a Many Paths Conference Sponsor you will receive the following entitlements:

Exhibition

- 1 x shell scheme exhibition booths (3x3m) in a prominent position. Should you have a custom stand the equivalent floor space will be provided
- Access to Delegate Lead capture technology via the conference app

Registration and Welcome Reception

- 2 x delegate registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)

Marketing and Promotion

- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference
- Acknowledgement as a Conference sponsor during the conference including during both opening and closing ceremonies

Conference Function Sponsorship Packages

Conference Dinner Sponsor

\$15,000

As the Dinner Sponsor your organisation will receive the following entitlements:

Registration and Welcome Reception

- 2 x delegate registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)
- 4 x Dinner tickets

Marketing and Promotion

- Opportunity to give a 5 minute presentation during the conference dinner event
- Your corporate signage prominently displayed during the function (free standing banner to be supplied by sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo printed on the dinner menus
- Acknowledgement as the Dinner Sponsor during the conference including during both opening and closing ceremonies

Welcome Reception Sponsor

\$8,000

A Welcome Reception will be held for all delegates on the opening night of the conference. As the Welcome Reception Sponsor you will receive the following entitlements:

Registration and Welcome Reception

- 2 x delegate registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)

Marketing and Promotion

- Opportunity to give a 5 minute presentation at the opening of the event
- Your corporate signage prominently displayed at the event (free standing banner to be supplied by sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference
- Acknowledgement as the Welcome Reception Sponsor during the conference including during the event

Conference Support Sponsorship Packages

Business Managers Cocktail Event Sponsor \$15,000

A Cocktail event will be held for all Business Managers and Principals on the Tuesday night prior to the opening of the conference. As the Business Managers Cocktail Event Sponsor you will receive the following entitlements:

Registration and Welcome Reception

- 2 x delegate registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)

Marketing and Promotion

- Opportunity to give a 5 minute presentation at the opening of the event.
- An opportunity to conduct a brand activation during the event
- Your corporate signage prominently displayed at the event (free standing banner to be supplied by sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference
- Acknowledgement as the Business Managers Cocktail Event Sponsor during the conference

Conference App Sponsor \$10,000

The Conference App will be in the hands of all delegates. The App will be available on mobile devices. The conference app provides delegates with access to the program, exhibitor listings, contacts and much more.

The Conference App Sponsor will receive the following entitlements:

Marketing and Promotion

- Sole branding of the mobile event app
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo displayed on the conference registration site
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Acknowledgement as the Conference App Sponsor during the conference

Lanyard Sponsor \$8,000

This is an exclusive opportunity. The Lanyard Sponsor will have the opportunity to provide your own branded lanyards to the conference. Lanyards will be worn by all participants of the conference including delegates, sponsors and exhibitors.

You will also receive:

- Logo printed on all lanyards (to be supplied by the sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Acknowledgement as the Lanyard sponsor during the conference

Conference Support Sponsorship Packages

Keynote Speaker Presentation Sponsor **\$10,000**

As a Keynote Speaker Sponsor your company name will be associated with one of the main plenary speakers within the Summit Program.

Each Keynote Speaker brings something new to the Program to share with the audience. This can be motivational, educational or a life changing experience.

Registration and Welcome Reception

- 2 x Conference registrations (includes all sessions, all catering breaks, Welcome Reception and access to exhibition)

Marketing and Promotion

- Your corporate signage prominently displayed in the allocated room during the session. Free standing banner to be supplied by sponsor
- Your company name associated with all promotion of the session including in and electronic or printed program
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on holding slides of the speakers session
- Acknowledgement as the Keynote Speaker sponsor during the conference

Pocket Program Sponsor **\$8,000**

This is a unique opportunity to reinforce your brand to all delegates during the conference. The pocket program is a valuable reference tool which is used by all participants during and after the Conference

Marketing and Promotion

- Full page colour advertisement (outside back cover) in the conference Pocket Program booklet
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Acknowledgement as the Pocket Program sponsor during the conference

Water Bottle Sponsor **\$5,000**

You will have the option supply a drink bottle branded with you company logo to be distributed to each delegate upon registration

Promotion and Marketing

- Opportunity to supply a branded drink bottle
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Acknowledgement as the Water Bottle sponsor during the conference

Virtual Satchel Insert Partner **\$600**

Satchel insert sponsors of the Conference will receive the following. An insert will be not loarger than two (2) A4 pages. Costs of production are the responsibility of the partner:

- 1 x satchel insert (pdf) format, item may need to be approved by the organising committee
- 1 x video link in Vimeo or YouTube format no longer than 2 minutes

Exhibition Sponsorship Packages

Exhibition Lounge Sponsor \$10,000

The Exhibition Lounge will be one of the focal points of the Exhibition. The Lounge will be a great place for delegates to network, relax and provide a unique space to do business. The package will include furniture and the sponsor will have the opportunity to brand and add signage to complete the area at their own expense.

Exhibition

- Exclusive sponsorship and naming rights to the lounge with the opportunity to brand the area and place collateral in the space (Branding and collateral at the Partners expense)

Promotion and Marketing

- Your corporate signage prominently displayed in the Exhibition Lounge (free standing banner to be supplied by sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference
- Acknowledgement as the Exhibition Lounge sponsor during the conference

Barista Sponsor (2 packages available) \$10,000

As a sponsor of the Barista Coffee Cart you will receive the following entitlements:

Marketing and Promotion

- Your corporate signage prominently displayed at the Barista Coffee Cart (free standing banner to be supplied by sponsor)
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials
- Opportunity to supply branded cups at sponsors own expense
- Opportunity to supply branded merchandise eg: t-shirts, hats, aprons for the Barista to wear
- Acknowledgement as the Barista sponsor during the conference

Revitalise Bar \$5,000

This opportunity exists for a sponsor to brand the Revitalise Bar - a haven where delegates will find a healthy snack options and beverages. This is the perfect sponsorship opportunity for smaller businesses who cannot spare having someone on a booth for three days, as this opportunity is for an unmanned space.

Marketing and Promotion

- Your corporate signage prominently displayed at the Revitalise Bar (free standing banner to be supplied by sponsor)
- Opportunity to provide branded snack and beverage options (subject to venue regulations)
- Opportunity to leave marketing collateral in the space for delegates to help themselves
- Logo displayed on the conference website with company profile and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo on any conference marketing materials
- Logo and company profile featured in the conference app
- Logo and company profile featured in any conference printed or electronic program materials

Health & Wellbeing Partner Sponsor \$2,000

Marketing and Promotion

- Opportunity to supply organisations own instructor to conduct demonstration session for delegates
- Your corporate signage prominently displayed in the allocated room during the session. Free standing banner to be supplied by sponsor
- Logo displayed on the conference website and hyperlinked to your company website
- Logo on any conference signage displayed at the venue
- Logo and company profile featured in the conference app
- Logo featured in any conference printed or electronic program materials
- Logo displayed on conference holding slides at the conference

Please contact us to discuss this option and alternatives to this offering.

Conference Exhibitor Packages


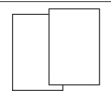

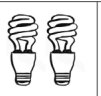

Exhibitor

\$3,300

As an exhibitor of the Conference you will receive the following.

Exhibition Booth

- 1 x shell scheme exhibition booth (3x3m²). Should you have a custom stand the equivalent floor space will be provided.

				
3m x 3m booth	Octaboard white wall paneling 2.5 m	Fascia sign	Two 150 watt spotlights	One standard power feed (Max 5 amps loading)

Registration and Welcome Reception

- 2 x Exhibition registration (includes all sessions, all catering breaks, social functions excluding the conference dinner and access to exhibition)

Promotion and Marketing

- Listed on the conference website
- Listed in any conference printed or electronic program materials

Large Display Space Exhibitor

\$10,000

Take advantage of the additional space and showcase or demonstrate your classroom or school yard range of products. As a large display space exhibitor of the conference you will receive the following.

Exhibition Space Only

- 1 x 6m x 6m exhibition space only *Cost of power and any structure will be at the exhibitors cost

Registration and Welcome Reception

- 2 x Exhibition registration (includes all sessions, all catering breaks, social functions excluding the conference dinner and access to exhibition)

Promotion and Marketing

- Listed on the conference website
- Listed in any conference printed or electronic program materials

Small Display Pod

\$2,200

As a small display exhibitor of the conference you will receive the following.

Exhibition Booth

- 1 x small display board
- 1 x trestle table
- 1 x chair

Registration and Welcome Reception

- 1 x Exhibition registration (includes all sessions, all catering breaks, social functions excluding the conference dinner and access to exhibition)

Promotion and Marketing

- Listed on the conference website
- Listed in any conference printed or electronic program materials

Additional Exhibition Registration

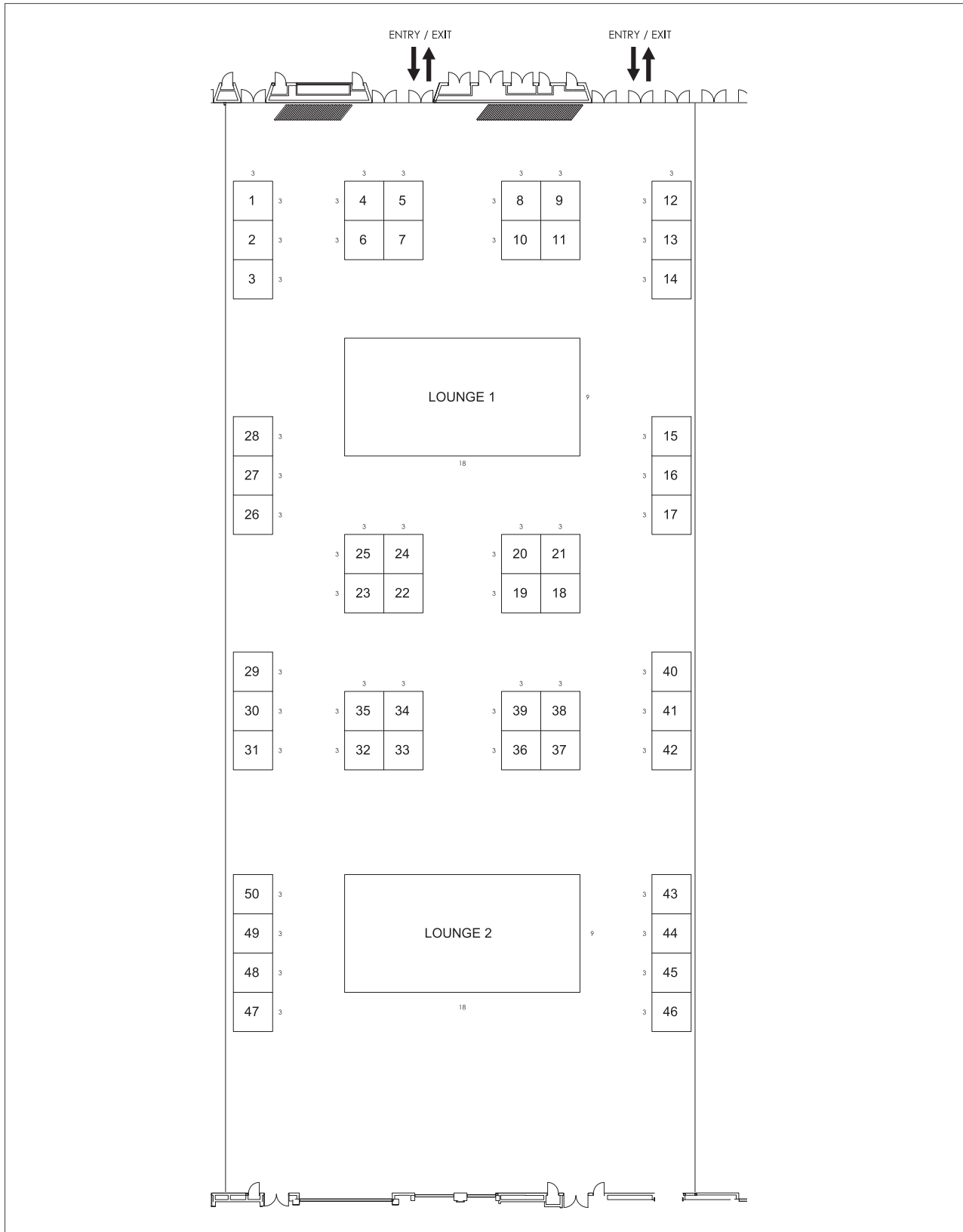
\$620

Virtual Exhibition

Coming Soon

Conference Floorplan

See the draft floorplan layout – please note this may be subject to change by Venue or Organisers.
Please note priority placing will be given to Sponsors and choices of location will be on first reply basis.



Sponsor and Exhibition Application Form

All prices are listed in AUD and include GST

Contact Person*

First Name	Surname
Organisation	Position
Address	
Phone number	Mobile number
E-mail address	
Suburb	State
Country	Postcode

*All correspondence will be directed to this person.

Conference Sponsorship Packages

Please tick to indicate your choice

<input type="checkbox"/> 'One Voice' Principal Sponsor	SOLD \$40,000
<input type="checkbox"/> 'Many Paths' Conference Sponsor	\$22,000
<input type="checkbox"/> Conference Dinner Sponsor	SOLD \$15,000
<input type="checkbox"/> Welcome Reception Sponsor	SOLD \$8,000
<input type="checkbox"/> Business Managers (Cocktail Event Sponsor)	\$15,000

<input type="checkbox"/> Conference App Sponsor	\$10,000
<input type="checkbox"/> Lanyard Sponsor	\$8,000
<input type="checkbox"/> Pocket Program Sponsor	\$8,000
<input type="checkbox"/> Water Bottle Sponsor	\$5,000
<input type="checkbox"/> Virtual Satchel Insert Partner	\$600
<input type="checkbox"/> Keynote Speaker Presentation Sponsor	\$10,000
<input type="checkbox"/> Health & Wellbeing Partner Sponsor	\$2,000

Conference Exhibition Packages

<input type="checkbox"/> Virtual Exhibition	<i>Coming Soon</i>
<input type="checkbox"/> Additional Exhibition Registration	\$620
<input type="checkbox"/> Small Display Pod	\$2,200
<input type="checkbox"/> 3 x 3 Exhibition Booth	\$3,300
<input type="checkbox"/> Large Display Space	\$10,000

<input type="checkbox"/> Barista Sponsor	\$10,000
<input type="checkbox"/> Exhibition Lounge Sponsor	\$10,000
<input type="checkbox"/> Revitalise Bar Sponsor	\$5,000

Floorplan Placings

Option 1	Option 2	Option 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

On the floorplan (page 10) please indicate your top 3 requested places for your exhibition booth display location.

***Note that floorplan may be subject to change

** All Prices include GST

I/we agree to the terms and conditions set out in this conference sponsorship and exhibition prospectus.

Signature

Date

The insured declares that they:

1. have never been prosecuted under the Health and Safety at Work Act or other statute or regulation.
2. have not been convicted of any criminal offence (other than minor driving offences not resulting in disqualification) in the last 5 (five) years.
3. have not been declared bankrupt nor been involved in a company or business which has gone into liquidation, receivership or come to an arrangement with creditors in the last 5 years.
4. have not waived any legal rights of recovery against contractors and exhibitors.
5. have checked contracts when booking venues to ensure we are not accepting responsibility for the negligence of the venue owners.
6. require all contractors, performers and exhibitors to provide evidence of insurance against third party liability risks before they are permitted on site.
7. require all exhibitors to provide evidence of insurance against third party risks before we permit them on site.

Please return this form to:

All Occasions Group
 A: 12 Stirling Street, Thebarton, SA 5031
 E: rebecca.gabriel@aomevents.com
 P: 08 8125 2200
 F: 08 8125 2233

Sponsorship and Exhibition Contract Terms and Conditions

These terms and conditions constitute a contract between you ('the Exhibitor/Sponsor'), **Lutheran Education Australia Limited** (ABN: 44 143 905 373) and **All Occasions Group Pty Ltd** (ABN 44 109 863 514) ('the Conference Organisers') in relation to the sponsorship and/or use of exhibition space for the **2022 Australian Conference on Lutheran Education (ACLE 6)** at the Melbourne Convention and Exhibition Centre ('the Venue') in Melbourne, Australia from 5 – 8 July 2022 ('the Conference'). By signing the application form you are indicating your acceptance of these terms and conditions.

Acceptance and Allocation

The Organising Committee reserves the right to decline offers of sponsorship or support from any organisation that is deemed not to be in line with their ethos. The Conference Organisers, reserves the right to accept or reject any application at its absolute and unfettered discretion with the return of any deposit paid in the event of a rejection. Sponsorship and exhibition packages, which may be limited in number, will be generally allocated in the order of the receipt of application forms. Allocation of sponsorship packages and booths regardless of the preference indicated, and alteration of the floor plan is at the discretion of the Conference Organiser, whose decision will be final.

Application and Payment

To confirm your acceptance of a Sponsorship or Exhibition Package please complete the acceptance form at the back of this brochure and return to rebecca.gabriel@aomevents.com and specify the package required. A confirmation letter will be sent to you outlining the exhibitor or sponsorship details, along with a tax invoice due within 21 days. If payment is not received by the due date, the package will be released for re-sale. As spaces are strictly limited, returning an acceptance form does not guarantee a place as a Sponsor/Exhibitor. You will be contacted with a confirmation letter to confirm your acceptance as a Sponsor/Exhibitor.

Cancellation Policy

Cancellations will be accepted in writing only. A cancellation notice received at least 3 months prior to the conference start date will be subject to a 50% cancellation fee. A cancellation notice received within 3 months of the conference start date will be subject to a 100% cancellation fee. Should a cancellation occur due to a pandemic (COVID-19 or otherwise) which results in restrictions, immediate lockdowns or closed borders that are put in place by the Government, your Sponsorship or Exhibition arrangements will be transferred to virtual only, and the difference reimbursed. The requests for refunds will need to be received in writing and approved by the Committee on a case by case basis.

Legal Responsibility

The Conference Organisers and the Venue accept no responsibility for any act, omission or other default on the part of the Exhibitor/Sponsor during or in connection with the Conference that results directly or indirectly in any loss, damage, personal injury or death. The Exhibitor/Sponsor agrees to indemnify the Conference Organisers in respect of any claim and demands in respect thereof. The Exhibitor/Sponsor acknowledges that the Conference Organisers are not responsible for any loss or damage to the Exhibitor/Sponsors' property and that all Exhibitor/Sponsor material and equipment is the sole responsibility of the Exhibitor/Sponsor. The Organisers will not be liable for any indirect or consequential damages arising out of a breach of this Exhibition/Sponsorship contract. In the event that the Conference or Exhibition is cancelled or delayed through no fault of the Conference Organisers, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slowdowns or disputes, or other similar events then the Sponsor/Exhibitor shall not be entitled to any refund or any claim for any loss of damage.

Exhibitor Manual

An Exhibitor Manual outlining all technical aspects of exhibiting will be circulated no later than 3 months before the Conference. It will include the following:

- Technical details about the venue, final exhibition details and information
- Contractor details services available to exhibitors and order forms

Exhibitor Display Rules

- The Conference Organisers shall determine the hours during which the Exhibition shall be conducted and the hours of access for Exhibitors, including any variations of access times as may be necessary.
- The allocated exhibition booth must always be staffed during the exhibition and removal of any exhibition display must not commence until after the exhibition closes.
- All advertising material, such as banners, must be displayed within the designated booth area.
- Excessive noise that inconveniences other exhibitors or the conference must be avoided.
- Exhibitors must not obstruct aisles and walkways.
- While Exhibitors are encouraged to pursue methods of attracting people with their stand, practices disadvantaging other exhibitors or detracting from the Exhibition are not permitted.

Custom Stand

All custom stand designs must be approved by the Conference Organisers and the Venue to allow for unrestricted views. Custom booths which aren't open plan (for example a structure with one or more walls) may need to be located against the perimeter of the Exhibition.

Detailed Requirements and Due Dates:

- The Conference Organisers requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of satchel inserts or other arrangements will be sent to you at a later date with relevant due dates.
- Logos will be requested in both .jpg and .eps format, high resolution 300dpi. If logos in other formats are received, the Organisers are not responsible for the quality of the logos displayed in any of the promotional material.
- If materials, information or artwork required by the Conference Organisers are not received by the designated due date, their use for their intended purpose cannot be guaranteed and the Organisers are not responsible for any losses sustained as a result.

Sponsorships

Nothing contained in the agreement will be deemed to constitute a joint venture or agency relationship between you and Conference Organisers. You must not do anything where you will, in any way, be represented that you are a partner of the Conference Organisers.

Registrations

Sponsors/Exhibitors are not permitted to attend Conference Sessions or Networking Functions unless the relevant tickets are offered as part of the particular Sponsorship or Exhibition package. Should Sponsors/Exhibitors wish to attend the Conference as a delegate or attend Networking Functions, the appropriate registration must be purchased. Specific Sponsor/Exhibitor registration online link will be sent out at a later date.

Sponsorship and Exhibition Packages

Please refer to the Sponsorship packages in this Sponsorship & Exhibition Proposal document. Any variations to the description of each package must be as agreed in writing with the Conference Organisers. Sponsorship and Exhibition entitlements will not commence until the Booking Form and payment is received by the Conference Organisers.

Venue

The Sponsor/Exhibitor and the servants, agents, contractors and invitees of the Sponsor/Exhibitor are also to observe the rules, regulations and procedures as prescribed by the Venue.