

Sponsorship / Exhibition Booking Form

Sponsorship & Exhibition Managers
Arinex Pty Ltd
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SYDNEY NSW 2000, Australia

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Attention: **Sponsor and Exhibition Manager**

In respect of: **DC 2022**

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:

A. SPONSORSHIP PACKAGE(S) REQUESTED

COST A\$

1.
2.
TOTAL A\$:

B. TRESTLE TABLE REQUESTED

Please reserve the following trestle table (please tick):

Trestle Table

Trestle table

A\$1,700 (incl. GST)

Preferred Booth 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.*

Preferred Fascia Name.....

AMOUNT PAYABLE (TOTAL A plus B)	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 9 July 2022) (incl. GST)	A\$

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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

**Please note a credit card surcharge may apply for payment processing.*

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 Exhibition Managers with your tax invoice.
- We wish to pay via the above credit card. A processing fee may apply.
- 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 \$2,500 must be paid with credit card and the full amount will be charged at time of booking.

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 pages are completed.

SEE OVER FOR TERMS AND CONDITIONS ►

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SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition 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 **9 July 2022**. Applications received after **9 July 2022** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official Symposium material until full payment and a booking form have been received by the Exhibition Managers.
5. If sponsorship payment is not received by **9 July 2022** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged for 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 **9 April 2022**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition 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 this cancellation policy. All communications regarding cancellation must be made in writing.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Symposium 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 Symposium.
9. Sponsorship entitlements including organisation logo on the Symposium website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Sponsors whose agreed entitlements include the right to host an endorsed private function, will do so at their own expense and at a time and date approved by the Exhibition Managers and DC 2022.
11. Hosting of private functions in conjunction with the Symposium is limited to those Sponsors who have obtained such a right within their Sponsorship entitlements. The purpose of this condition is to avoid conflict between official Symposium functions and private functions.
12. The Delegate List may be used by the Sponsor (if entitled) for the purpose of contacting DC 2022 Symposium delegates only. The list must not be used for the purpose related to future Symposium and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Symposium. The inclusion of email addresses is at the discretion of the Symposium Managers.
13. You will exercise due care in and around the Symposium venue and in all matters related to your sponsorship of the Symposium 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 Symposium, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Symposium venue.
16. Privacy Statement –
 YES, I consent to my details being shared with suppliers and contractors of the Symposium to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 NO, I do not consent.

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EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition display tables will be allocated only on receipt of the 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 **9 July 2022**. Applications received after **9 July 2022**, must include full payment. Payments for exhibition of \$2,500 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and a signed booking form have been received by the Exhibition Managers.
5. If exhibition payment is not received by **9 July 2022** 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 and Product Liability insurance to a minimum of A\$20 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 Exhibition Managers at the time of submitting the booking form or by no later than **9 July 2022**.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per display table booking to cancellations on or before **9 April 2022**. 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 Exhibition 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 may result in relocation of exhibit space at the sole discretion of the Exhibition Managers. Any space not claimed and occupied before the specified time and date of move-in may be reassigned without refund. All communications regarding cancellation must be made in writing.
8. The Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.
9. All display construction requires the approval of the Exhibition 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.
10. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Symposium premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Exhibition Managers reserve the right to terminate your use of the exhibition display table allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Exhibition Managers, if any of these things occur or are threatened by you.
11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Exhibition Managers.
12. The Delegate List may be used by the Exhibitor for the purpose of contacting DC 2022 Symposium 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 may be used for up to a twelve-month period from the start date of the Symposium.
13. In entering into this agreement, you acknowledge that no promise, warranty or representation has been made to you by the Exhibition Managers other than as contained in this document.
14. You will exercise due care in and around the Symposium venue and in all matters related to your sponsorship of the Symposium so that no harm is caused.
15. 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 display table package chosen by or allocated to you.

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16. 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 Symposium, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Symposium venue.

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YES, I consent to my details being shared with suppliers and contractors of the Symposium to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.

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