



Sponsorship and Market Place Booking Form

Sponsorship & Exhibitions Account Manager
Early Childhood Learning & Development Conference
Arinex Pty Ltd
Level 10, 51 Druitt Street
SYDNEY NSW 2000, Australia

Tel: +61 2 9265 0700
Fax: +61 2 9267 5443
Email: sponsorship@arinex.com.au
Web: <http://ecl19.com/>

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: _____

Email: _____ Website: _____

A. SPONSORSHIP PACKAGE(S) REQUESTED	COST A\$
1.
2.

B. EXHIBITION BOOTH / TABLE TOP REQUESTED

Please reserve the following booth type /table top (please tick):

The Playground

3m x 2m (6sqm) Space Only A\$1,000 (incl. GST)

The Market Place

A\$3,300 (incl. GST)

Table Top Display

A\$1,000 (incl. GST)

We intend to install a custom stand therefore will not be requiring a shell scheme.

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.*

AMOUNT PAYABLE A & B	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 29 December 2018) (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

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 \$5,000 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 page are completed.

SEE OVER FOR TERMS AND CONDITIONS



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SPONSORSHIP 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 **29 December 2018**. Applications received after **29 December 2018** 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 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 **29 December 2018** 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 **29 October 2018**. 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. Delegate List may be used by the Sponsor for the purpose of contacting ECLD19 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 – YES, 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.
[] NO, I do not consent.

MARKET PLACE 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 space/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 **29 December 2018**. Applications received after **29 December 2018**, must include full payment. Payments for exhibition 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 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 **29 December 2018** 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 Conference Managers at the time of submitting their booking form or by no later than **29 December 2018**.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or shell scheme stand / display table booking to cancellations on or before **29 October 2018** 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 the specified time and date of move-in 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 **29 December 2018**. 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.
10. 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.
11. Delegate List may be used by the Exhibitor for the purpose of contacting ECLD19 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.
12. Privacy Statement – YES, 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
[] NO, I do not consent