



**ISCB
ASC18**
26-30 AUGUST 2018
MELBOURNE, AUSTRALIA

Sponsorship & Exhibitions Account Manager
ISCB ASC 2018
Arinex Pty Ltd
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SYDNEY NSW 2000, Australia

Tel: +61 2 9265 0700
Fax: +61 2 9267 5443
Email: sponsorship@arinex.com.au
Web: <http://iscbasc2018.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:

Fax:

Email:

Website:

A. SPONSORSHIP PACKAGE(S) REQUESTED

COST A\$ (incl. GST)

1.....

.....

2.....

.....

B. TRESTLE TABLE REQUESTED

Please reserve the following trestle table (please tick):

Trestle Table

A\$2,500 (incl. GST)

Preferred Table Position (s) (refer to floor plan) **TOTAL A\$ (incl. GST):**

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 (incl. GST)	A\$
50% deposit payable 30 days from date of invoice Full Payment/Balance due: 26 May 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 the credit card provided above.
- We wish to pay via EFT. Bank details will be provided by the Conference Managers with your tax invoice.
- We wish to pay via credit card different to the one above. (Please note – a separate booking form will be provided for you to include our credit card information)

Please note, for all bookings up to \$5,000 and paid via credit card, the full amount will be charged.

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

Authorised by: _____

Date: _____

Signature: _____

Please note that your booking will not be processed unless all sections above are completed.

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 **26 May 2018**. Applications received after **26 May 2018** must include full payment.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received (and cheques cleared) 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. If sponsorship payment is not received by **26 May 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.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **26 April 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.
6. 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.
7. 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.
8. 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.
9. The Delegate List may be used by the sponsors up to and not beyond September 2018 for the purposes of contacting 2018 Conference delegates. The list must not be used in conjunction with any other non-related Conference matters nor is the list to be used for future Conference marketing, or transferred in whole or in part to any third party.
10. 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.

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 display tables will be allocated only on receipt of 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 26 May 2018. Applications received after 26 May 2018, must include full payment.
3. All monies are payable in Australian dollars. All monies due and payable must be received (and cheques cleared) 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.
4. Public and Product 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 26 May 2018.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or display table booking to cancellations on or before 26 February 2018. 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 26 May 2018 will be reassigned without refund.
6. 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.
7. If the exhibitor intends to install a custom built stand, the Congress Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than 26 April 2018. All display construction requires the approval of the Congress 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.
8. 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.
9. Delegate List may be used by the Exhibitor for the purpose of contacting ISCB ASC 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.
10. 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.