

**48<sup>TH</sup> ANNUAL AUSTRALASIAN  
SOCIETY FOR INTELLECTUAL  
DISABILITY CONFERENCE**

**6<sup>TH</sup> TO 8<sup>TH</sup> NOVEMBER 2013  
SHERATON ON THE PARK • SYDNEY  
NEW SOUTH WALES**

**SPONSORSHIP AND  
EXHIBITION PROSPECTUS**



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**Exhibition early bird ends:**

**31 May 2013**

**Conference Managers:**

CC Conferences and Corporate Events

PO Box 801

Darlinghurst NSW 1300

P: 02 9331 1700

F: 02 9332 3807

E: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au)

W: [www.ccconferences.com.au](http://www.ccconferences.com.au)



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## Invitation

It is with great pleasure that I invite you to become a sponsor or exhibitor at the 48<sup>th</sup> Australasian Society for Intellectual Disability (ASID) Conference, to be held in Sydney from 6<sup>th</sup> to 8<sup>th</sup> November 2013. This year's theme is 'Our Time'.

The ASID Conference has established an excellent reputation over its long history. The benefits to those attending are widespread, from receiving information about cutting edge research, to obtaining excellent practical knowledge about implementing best practice, engaging in discussions about dilemmas and challenges and sharing information and friendly interaction with colleagues from all over Australasia.

By sponsoring or exhibiting at the conference you will be able to promote your organisation to the conference delegates, approximately 300 researchers, decision makers, practitioners and consumers.

The 2013 ASID Conference is an annual event providing a forum in which delegates can share ideas, learn, talk, and debate. Sponsorship and exhibition increases your organisation's exposure to this captive audience.

ASID is a not-for-profit organization. Your investment is instrumental in providing the opportunity to improve the lives of individuals with an intellectual disability and their families. You will be assisting to ensure that research is reflected in practice.

Sponsorship reinforces your corporate image, increases your public profile and enhances your organisation's standing within the wider community.

We thank past sponsors and exhibitors for the valuable support they have provided, and we endeavour to offer more value in years to come



**Tina Purdon**  
Conference Convenor



## About the Australasian Society for Intellectual Disability

The Australasian Society for Intellectual Disability is a coalition of regional associations. There are currently seven associations: six located in Australia (New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia) and a seventh regional association in New Zealand.

The Australasian Society for Intellectual Disability's aim is to enhance the skills, knowledge and commitment of its members and to facilitate a supportive network in order to enhance the quality of life for people with intellectual or developmental disability.

The goals of the Australasian Society for Intellectual Disability are to:

- Promote the research and understanding of intellectual disability
- Bring together people with an interest in the field of intellectual disability
- Promote high standards of practice in the field of intellectual disability

## Conference Fast Facts

- 6-8 November 2013
- Sheraton on the Park
- Up to 500 delegates
- Visit [www.asid.asn.au](http://www.asid.asn.au) for the latest information
- Email: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au) for more information on sponsorship and exhibition sales opportunities
- T: 02 9331 1700
- F: 02 9332 3807

## Benefits of Sponsoring and/or Exhibiting

- **Promotion** of your organisation to up to 500 national and international delegates to increase your brand awareness
- **Reinforcement** of your corporate image, raised public awareness, and
- **Enhancement** of your organisation's standing within the wider community
- Your investment assists ASID to facilitate improvement of the lives of individuals with an intellectual disability and their families

## Conference Attendees

2013 ASID Conference will enable sponsors and exhibitors to meet up to 500 participants from an exclusive market across Australia and New Zealand, comprising of:

- Academics
- Service providers
- Disability support workers
- Management staff
- Clinicians, therapists and case managers
- People with intellectual disability
- Intellectual disability organisations
- Families, carers and advocates
- Teachers and educators
- Policy makers
- Medical practitioners
- Government departments and staff
- Accommodation, support and community services
- Employment services

## Maximise your Exposure

An early confirmation of your sponsorship or exhibition will ensure maximum exposure in the 12 month lead up to the 2013 ASID Conference. Confirmation by 31 May 2013 will establish your business in the major part of the promotional campaign and is the last early bird date. An extensive promotional campaign including advertisements, direct mail campaigns, email broadcasts and web presence will be implemented.

## Tax Deductibility

Sponsorship is not used to provide food and beverage, making it a legitimate tax deductible expense. All prices include the Australian Goods and Services Tax (GST of 10%) which may be claimed back as an input tax credit by organisations registered to conduct business in Australia.

## 2013 ASID Conference Organising Committee

Tina Purdon Conference Convenor  
 Sharon Duffin  
 Laura Hogan  
 Linda Ward  
 Sam Arnold  
 Heather Dunn  
 Michelle Wiese  
 Gail Jeltis  
 Peter Di Rita

## Conference Managers

CC Conferences and Corporate Events  
 PO Box 801  
 Darlinghurst NSW 1300  
 P: 02 9331 1700  
 F: 02 9332 3807  
 E: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au).  
 W: [www.ccconferences.com.au](http://www.ccconferences.com.au)

CC Conferences and Corporate Events is a Sydney based boutique conference management agency that offers a complete conference solution service.

## The Destination

The 2013 ASID Conference will be held in the beautiful harbour side city of Sydney. Sydney offers a cosmopolitan ambience with a variety of cafes, shopping and entertainment, not far from the waterfront area of Darling Harbour, The Rocks and magnificent Sydney Harbour.

The conference venue, the Sheraton on the Park, is a luxury hotel in the heart of Sydney and rooms provide vistas of the city or majestic Hyde Park.

In addition to the onsite accommodation offered by the Sheraton on the Park, there are a number of alternate accommodation options nearby.

Sydney is well known as being the gateway to some of Australia's finest tourist destinations, making it an ideal location for an extended stay.

## Sales Enquiries

Heather Dunn

E: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au).

T: (02) 6391 2400



## Program overview

The 2013 ASID Conference program aims to develop an informative and interactive program, discussing the hot topics of the year. It will comprise of three days of sessions including plenary and concurrent presentations. The organising committee is presently approaching speakers to give broad and cutting edge international and local presentations.

The social program will showcase the attractions of Sydney and additional tour options can be sought allowing you to sample the temptations, beauty and exciting activities of your choice offered in Sydney and its surrounds.

## Program themes

- Self-advocacy
- Collaboration
- Interdependence
- Inclusive research
- Supports in the 21<sup>st</sup> century
- Personalisation
- Autonomy
- Ethical practices
- From the city to the country
- Human rights

Date	Overview of key activities
Wednesday 6 November 2013	Exhibition bump in Conference sessions Exhibition opening Welcome reception
Thursday 7 November 2013	Conference sessions Exhibition open Conference Dinner
Friday 8 November 2013	Conference Sessions Exhibition open Exhibition bump-out

\* Please note that the above program is subject to change

## Sponsorship opportunities and inclusions

Flexibility is the key and we are happy to discuss with you how best we can tailor a package of benefits to compliment your overall marketing objectives and budget. Feel free to call Heather Dunn on (02) 6391 2400

There are three sponsorship levels available. Please refer to page 5 for full terms and conditions of sponsorship.

Please note: All prices are in Australian dollars and are inclusive of 10% GST.

## Print and promotional material

- Logos and other printed material may, at our sole discretion, be reproduced in colour or otherwise depending on production
- The sponsor is responsible for supplying artwork for printed materials. Your artwork must meet our publication requirements and deadlines
- Artwork should be 300 DPI at 100% in both JPEG and EPS format, including where possible RGB/CMYK or Pantone colour equivalents

## Registration

Complimentary fulltime registration(s) are included in some sponsorship levels and exhibition packages. All additional exhibitor and sponsor staff are required to purchase a delegate registration. Once registration opens, forms will be provided to you to claim your complementary registration(s) and to purchase additional registrations.

Fulltime registration(s) includes:

- One ticket to the welcome reception
- Attendance at conference sessions
- Exhibition admittance
- Lunch
- Morning and afternoon teas
- Satchel
- Handbook and other conference materials



	<b>Gold \$20,000 One opportunity</b>	<b>Silver \$10,000 Five opportunities</b>	<b>Bronze \$7,000 Unlimited opportunities</b>
<b>Registration</b>			
Number of registrations	Three (3) fulltime delegate registrations	Two (2) fulltime delegate registrations	One (1) fulltime delegate registration
Additional tickets	Three (3) additional complimentary tickets to the conference welcome reception	One (1) additional complimentary ticket to the conference welcome reception	
<b>Exhibition</b> (please refer to the exhibition section of the prospectus for further details) Sponsors will be given first right of position in order of level of sponsorship followed by exhibitors			
Booth display	One (1) booth display		
<b>Print &amp; promotional</b>			
Conference website	Sponsor's logo hyperlinked to your website <b>Note:</b> Sponsors must have a reciprocal links on their site or information on key dates section of their website		
	100 word promotional paragraph on conference website	50 word promotional paragraph on conference website	
	Sponsor may supply a PDF brochure to be linked to the conference website		
Email alerts & ezines	Logo displayed on all electronic marketing		
Registration brochure (subject to print deadlines)	Recognition as a sponsor in your category		
	Logo and 100 word promotional paragraph inside	Logo and 80 word promotional paragraph inside	Logo and 50 word promotional paragraph inside
Handbook (artwork to be supplied by sponsor)	Recognition as a sponsor in your category		
	Logo and 100 word promotional paragraph inside	Logo and 80 word promotional paragraph inside	Logo and 50 word promotional paragraph inside
	Full page full colour advertisement	Half page full colour advertisement	Half page mono advertisement
Delegate list (subject to privacy legislation provisions)	Delegate name/organisation/state/country of origin only. Electronic copy of delegate list 30 days prior to event. Hard copy list available at the event. Electronic copy of delegate list after the event		
Satchel inserts	Sponsor may supply a brochure of up to 8 pages, no larger than A4	Sponsor to supply a brochure of up to 5 pages, no larger than A4	Sponsor to supply a brochure of up to 3 pages, no larger than A4
	Sponsor may supply a delegate gift (at sponsor's own cost)		
Signage at venue (location at discretion of organisers; retractable/ freestanding banner; supplied by sponsor)	Sponsor may supply up to 4 pull up banners	Sponsor may supply up to 2 pull up banners	
Satchel sponsor	Logo to appear on delegate satchels (a standard tote satchel will be provided, option for sponsor to upgrade at additional expense)		

## Sponsorship opportunities and inclusions continued

	<b>Gold</b> <b>\$20,000</b> <b>One opportunity</b>	<b>Silver</b> <b>\$10,000</b> <b>Two opportunities</b>	<b>Bronze</b> <b>\$7,000</b> <b>Unlimited opportunities</b>
<b>Print &amp; promotional continued</b>			
Endorsement	Gold sponsor: 2013 Australasian Society for Intellectual Disability Conference	Silver sponsor: 2013 Australasian Society for Intellectual Disability Conference	Bronze sponsor: 2013 Australasian Society for Intellectual Disability Conference
	Sponsor may use the 2013 Australasian Society of Intellectual Disability Conference logo for promotional purposes until 30 June 2014 (subject to approval by organisers) – contact <a href="mailto:sally@ccconferences.com.au">sally@ccconferences.com.au</a> for details.		
Opening and closing sessions	Logo on sponsor thank you slides screened in each session Verbal recognition by chairperson		
<b>Gold Sponsor</b>			
<b>Welcome Reception</b>	<p>The welcome reception will be the opening networking event for the conference and a chance to make a lasting first impression. As a gold sponsor you will receive:</p> <ul style="list-style-type: none"> <li>• Presenting rights to the welcome reception e.g. The 48<sup>th</sup> Australasian Society for Intellectual Disability welcome reception proudly presented by (Sponsors Name)</li> <li>• The opportunity for your staff to personally meet and greet guests as they enter the venue</li> <li>• Company branding displayed at the welcome reception venue (to be supplied by the sponsor and approved by the conference manager and venue)</li> <li>• The opportunity to provide merchandising material at the welcome reception (to be supplied by the sponsor and approved by the conference manager and venue)</li> <li>• Opportunity to provide apparel for catering staff to wear during the welcome reception, such as t-shirts, aprons (supplied by the sponsor and approved by the conference manager and venue)</li> <li>• Permission to use the endorsement phrase 'Welcome reception sponsor of the 48<sup>th</sup> Australasian Society for Intellectual Disability Conference' and the 2013 ASID conference logo until 30 June 2014.</li> </ul>		



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## Additional sponsorship opportunities

### Conference Dinner \$10,000 One opportunity

Description	The 2013 ASID conference dinner will be held on Thursday 7 November 2013 and it will be the premier social event of the conference. The conference dinner sponsor will receive the following entitlements:
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#### Registration

Number of registrations	One (1) fulltime delegate registration
Additional tickets	Five (5) complimentary tickets to the conference dinner

#### Industry exhibition

Booth display	One (1) booth display
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#### Print & promotional material

Conference website	Sponsor's logo hyperlinked to your website <b>Note:</b> Sponsors must have a reciprocal links on their site or information on key dates section of their website 50 word promotional paragraph on conference website Sponsor may supply a PDF brochure to be linked to the conference website
Email alerts & ezines	Logo displayed on all electronic marketing
Registration brochure (subject to print deadlines)	Acknowledgement as a conference dinner sponsor Logo and 50 word promotional paragraph inside
Handbook	Acknowledgement as the conference dinner sponsor Logo and 50 word promotional paragraph inside
Delegate list (subject to privacy legislation provisions)	Delegate name/organisation/state/country of origin only. Electronic copy of delegate list 30 days prior to event Hard copy list onsite at the event Electronic copy of delegate list after the event
Signage at venue (location at discretion of conference managers)	Sponsor may supply up to 2 freestanding banners

#### Presenting & networking rights

- Presenting rights to the conference dinner e.g. The Australasian Society for Intellectual Disability conference dinner proudly presented by (Sponsors Name)
- Formal acknowledgement as the conference dinner sponsor during the opening session by the conference chair
- Company logo on conference dinner tickets
- Company logo on conference dinner menu
- Opportunity for your staff to personally greet delegates as they enter
- Opportunity to make a brief three minute speech during the conference dinner formalities
- Opportunity to provide merchandising material at the conference dinner (to be supplied by the sponsor and approved by the conference manager)
- Opportunity to provide apparel for catering staff to wear during the conference dinner, for example branded aprons) (to be supplied by the sponsor and approved by the conference manager)

### Additional sponsorship opportunities continued

<b>Keynote Speaker Sponsorship</b> <b>\$7,000</b> <b>Five opportunities</b>	
Description	Sponsorship will support ASID to attract and provide high calibre key note speakers who provide invaluable training and resources for participants.
<b>Registration</b>	
Number of registrations	One (1) fulltime registration
<b>Print &amp; promotional material</b>	
Conference website	Sponsor's logo hyperlinked to your website <b>Note:</b> Sponsors must have a reciprocal link on their site or information on key dates section of their website Sponsor may supply a PDF brochure to be linked to the conference website
Email alerts & ezines	Logo displayed on all electronic marketing
Registration brochure (subject to print deadlines)	Acknowledgement as relevant keynote speaker session sponsor Logo inside
Handbook	Acknowledgement as the relevant keynote speaker session sponsor Logo inside
Signage at venue (location at discretion of conference managers)	Sponsor may supply one (1) freestanding banner to be displayed during your sponsored session
Sponsored session	Logo displayed on screen during your sponsored session Verbal recognition by session chair
Satchel inserts	Sponsor to supply a brochure of up to 3 pages, no larger than A4
<b>Presenting rights</b>	
Sponsored keynote session	Opportunity to provide a 3 minute presentation at the beginning of your sponsored session

<b>Accessibility for Participation for People with Disabilities Sponsorship</b> <b>\$5,000</b> <b>Limited opportunities</b>	
Description	Sponsors will contribute towards a range of supports that people might require, from IT, communication and personal support required specifically to assist people with disabilities to participate in the conference.
<b>Registration</b>	
Number of registrations	One (1) fulltime registration
<b>Print &amp; promotional material</b>	
Conference website	Sponsor's logo hyperlinked to your website <b>Note:</b> Sponsors must have a reciprocal links on their site or information on key dates section of their website. Sponsor may supply a PDF brochure to be linked to the conference website
Registration brochure (subject to print deadlines)	Acknowledgement as sponsor Logo inside
Handbook	Acknowledgement as sponsor. Logo inside
Signage (location at discretion of conference managers)	Sponsor may supply one (1) freestanding banner to be displayed at an agreed location
Satchel inserts	Sponsor to supply a brochure of up to 3 pages, no larger than A4



<b>Concurrent session</b> <b>\$2,500</b> <b>Limited opportunities</b>	
Description	As a concurrent session sponsor you will receive the following entitlements.
<b>Registration</b>	
Number of registrations	One (1) fulltime registration
<b>Print &amp; promotional material</b>	
Conference website	Sponsor's logo hyperlinked to your website <b>Note:</b> Sponsors must have a reciprocal links on their site or information on key dates section of their website
Registration brochure (subject to print deadlines)	Acknowledgement as concurrent session sponsor Logo inside
Handbook	Acknowledgement as concurrent session sponsor Logo inside
Signage (location at discretion of conference managers)	Sponsor may supply one (1) freestanding banner to be displayed during your sponsored session
Sponsored session	Logo displayed on screen during your sponsored session Verbal recognition by session chair
Satchel inserts	Sponsor to supply a brochure of up to 3 pages, no larger than A4
<b>Presenting rights</b>	
Sponsored concurrent session	Opportunity to provide a 3 minute presentation at the beginning of your sponsored session

<b>Delegate lanyards</b> <b>\$1,500 licence fee</b> <b>One opportunity</b>	
Description	This is a premium opportunity to have your company logo worn by all delegates throughout the conference. You will be able to supply your own branded lanyards, or arrange for the conference managers to assist you to purchase and print lanyards especially for this conference. The design must be approved by the conference managers.

<b>Satchel inserts</b> <b>\$800 per insert</b>	
Description	Your organisation may provide promotional material which will be included in delegate satchels. The flyer or catalogue should be no more that A4 size and up to 8 pages in length. Inserts are to be emailed to the conference manager for approval by the conference committee.

<b>Advertising</b>			
	<b>Full page colour</b> <b>\$800</b>	<b>Half page colour</b> <b>\$600</b>	<b>Half page mono</b> <b>\$500</b>
Description	The rates above entitle the sponsor to either one full or half page advertisement in the conference handbook for distribution to all conference delegates. Please note that gold, silver and bronze sponsors are entitled to complimentary advertising space in the conference handbook as detailed in their entitlements. Artwork is to be provided by the sponsor. Specifications will be supplied upon confirmation of the sponsorship.		

## BOOK AND PAY BY 31 MAY 2013 FOR THE EARLY BIRD EXHIBITION RATE!

The industry exhibition, during the morning, lunch and afternoon tea catering breaks, will provide a prime networking arena for both delegates and exhibitors.

### Exhibition Rates

(All prices include 10% GST)	Earlybird Payment received up to and including 31 May 2013	Standard Payment received after 31 May 2013
Booth display	\$3,000	\$3,500

(all rates are inclusive of 10% GST)

### Exhibition inclusions

Item	Description
One fulltime registration	<ul style="list-style-type: none"> <li>Session admission</li> <li>Welcome reception ticket</li> <li>Morning and afternoon teas</li> <li>Conference handbook and other conference materials</li> </ul> <p>* tickets for the conference dinner can be purchased at an additional cost</p>
Furniture	One booth and two chairs
Fascia panel	Exhibitor name on fascia panel
Display board	Black display board at back of booth display
Storage	No additional storage is available
Power	One single power point of 5amp loading, additional power can be purchased on request
Additional equipment	Available for hire from exhibition supplier at exhibitor's own expense
Listing in conference handbook	<ul style="list-style-type: none"> <li>Exhibitor company name</li> <li>Booth display location</li> <li>50 word promotional paragraph</li> <li>Full contact details</li> </ul>
Website hyperlink	Hyperlink to exhibitor's website from the conference website
Delegate list (subject to privacy legislation)	<ul style="list-style-type: none"> <li>Hard copy provided on site</li> <li>Electronic copy provided two weeks after the conference</li> </ul>

Set up times are subject to change and will be reconfirmed with all exhibitors in the exhibitor manual.

Setup displays	Wednesday 6 November 2013	0700–1000 hrs
Exhibition open & welcome reception	Wednesday 6 November 2013	1030–2000 hrs
Exhibition open	Thursday 7 November 2013	0800–1700 hrs
Exhibition open	Friday 8 November 2013	0800–1600 hours
Pack down displays	Friday 8 November 2013	1600–1700 hours

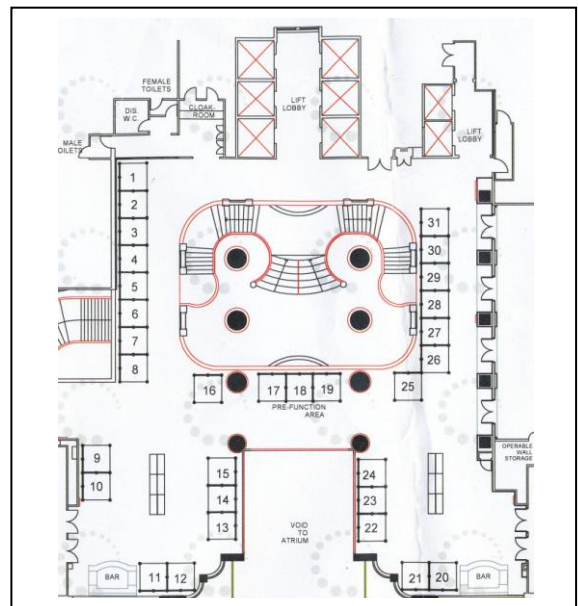
### Exhibitor manual

An exhibitor manual will be sent to registered exhibitors eight weeks before the conference, only if full payment has been received by the conference managers. This manual will contain all information regarding general conditions, safety regulations, setting up of your booth display and arrangement conditions, along with all necessary services.

### Floor Plan showing Booth locations

- Please note that changes to the floorplan and booth numbers may occur without notice

When available, the exhibition floorplan will be published on the 2013 ASID Conference website at [www.asid.asn.au](http://www.asid.asn.au)



### Additional staff attendees

Each Sponsor booth exhibition includes one complimentary fulltime registration, including a ticket to the welcome reception. All additional staff will require a delegate registration.

- All exhibition staff must be registered to gain access to the exhibition area
- Registered attendees must wear their name badge at all times
- Exhibitors and sponsors must register their complimentary delegates, in addition to other registrations, once registration opens. Specific forms will be sent to you to claim complimentary registrations

## 2013 ASID CONFERENCE APPLICATION TO SPONSOR



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### To apply, simply complete and return this form to:

Mail: 2013 ASID Conference  
c/- CC Conferences and Corporate Events  
Address: PO Box 801 Darlinghurst 1300  
Fax: (02) 9332 3807  
Email: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au)  
ABN: 25 087 709 199

### IMPORTANT:

Your organisation's inclusions will be confirmed in writing and will become effective once agreed payment has been received.

### SPONSOR DETAILS

Onsite contact person		Onsite mobile number	
Mr / Mrs / Ms / Miss / Dr / Prof	Given name	Surname	
Organisation name (for invoicing purposes)			
Organisation name (for marketing purposes)			
Position		Industry sector	
Address			
State	Country	Postcode	
Email			
Telephone ( )		Fax ( )	
Website			
Please tick if you are an ASID member:    Yes    No			

### SPONSORSHIP TYPES

#### Please indicate your chosen sponsorship level:

Gold	\$20,000
Silver	\$10,000
Bronze	\$7,000
Welcome Reception	\$10,000
Keynote Speaker Session Sponsorship	\$7,000
Accessibility for participation of people with a disability	\$5,000
Concurrent session	\$2,500
Delegate lanyard	\$1,500
Delegate gift	\$1,000
Exhibitor booth sponsor	\$3,500
Opportunities for special sponsorship	Negotiable
Exhibitor booth	\$800
Satchel insert	\$800
Advertising – full page colour	\$800
Advertising – half page colour	\$600
Advertising – half page mono	\$500

**Organisation:****COMPLIMENTARY SPONSOR EXHIBITION BOOTH (PLEASE TICK ONE OF THE CHOICES APPLICABLE TO YOU)**I will require the complimentary booth applicable to our sponsorship level Yes  No 

Location:

I do not wish to be located adjacent to these companies:

**PAYMENT METHOD DETAILS (PLEASE TICK YOUR CHOSEN METHOD)** Australian cheque (payable to CC Conferences and Corporate Events). International cheques will not be accepted Electronic funds transfer (EFT) into the following bank account:Bank: Westpac Banking Corporation Account name: ASID2013 trading as CC Conferences)  
BSB number: 032053 Account number: 358088 Swift No. WPACAU25Please ensure that the amount transferred is equal to the total due INCLUDING any bank charges. This means the total transfer amount must cover your sponsorship payment as well as any fees charged by your bank. To assist in the allocation of your payment, please fax (02) 9332 3807 or email [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au) remittance advice immediately after payment to ensure prompt allocation of your payment. Please ensure that your company name and complete invoice number are included on the transfer notice. Credit card: charges as per this form (plus a 4% merchant fee) are to be debited to: MasterCard  Visa

Card holder's name:

Expiry: /

Credit card number:

Signature:

**DECLARATION**

Please complete the following information regarding your broadform liability insurance policy

If you are unable to organise insurance cover as required, please contact the organisers to discuss options

Name of insurer:

Policy number:

Date insurance falls due: / /

Insured amount: \$

 Please tick if you do NOT wish to receive ASID conference updates via email

My signature below denotes that I accept the points listed in the declaration, agree to be invoiced for the total amount payable, and am authorised to make the commitment on behalf of my organisation. I have read the sponsorship and exhibition prospectus. I understand and accept the inclusions, and agree to abide by the terms and conditions of participating in this event.

**Insert TOTAL \$ amount payable**  
(excluding credit card merchant fees)

Name (please print clearly):

\$

Signature:

Date:


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## 2013 ASID CONFERENCE APPLICATION TO EXHIBIT



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### To apply, simply complete and return this form to:

Mail: 2013 ASID Conference  
c/- CC Conferences and Corporate Events  
Address PO Box 801 Darlinghurst 1300  
Fax: (02) 9331 1700  
Email: [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au)  
ABN: 25 087 709 199

### IMPORTANT:

Your organisation's inclusions will be confirmed in writing and will become effective once agreed payment has been received.

SPONSOR DETAILS		
Onsite contact person		Onsite mobile number
Mr / Mrs / Ms / Miss / Dr / Prof	Given name	Surname
Organisation name (for invoicing purposes)		
Organisation name (for marketing purposes)		
Position		Industry sector
Address		
State	Country	Postcode
Email		
Telephone ( )		Fax ( )
Website		
Please tick if you are an ASID member:    Yes    No		

BOOTH EXHIBITION RATES	
<input type="checkbox"/> Early bird booth Payment received up to and including 31 May 2013	\$3,000
<input type="checkbox"/> Standard booth Payment received after 31 May 2013	\$3,500
Location: (the conference managers will endeavour to allocate space in line with your request, however this cannot be guaranteed)	
I do not wish to be located adjacent to these companies:	

**Organisation:****COMPLIMENTARY SPONSOR EXHIBITION BOOTH (PLEASE TICK ONE OF THE CHOICES APPLICABLE TO YOU)**

Australian cheque (payable to CC Conferences and Corporate Events). International cheques will not be accepted

Electronic funds transfer (EFT) into the following bank account:

Bank: Westpac Banking Corporation    Account name: ASID2013 trading as CC Conferences)  
BSB number: 032053                      Account number: 358088                      Swift No. WPACAU25

Please ensure that the amount transferred is equal to the total due INCLUDING any bank charges. This means the total transfer amount must cover your sponsorship payment as well as any fees charged by your bank. To assist in the allocation of your payment, please fax (02) 9332 3807 or email [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au) remittance advice immediately after payment to ensure prompt allocation of your payment. Please ensure that your company name and complete invoice number are included on the transfer notice.

Credit card: charges as per this form (plus a 4% merchant fee) are to be debited to:

MasterCard

Visa

Card holder's name:

Expiry:                      /

Credit card number:

Signature:

**DECLARATION**

Please complete the following information regarding your broad form liability insurance policy

If you are unable to organise insurance cover as required, please contact the organisers to discuss options

Name of insurer:

Policy number:

Date insurance falls due:                      /                      /

Insured amount: \$

Please tick if you do NOT wish to receive ASID conference updates via email

My signature below denotes that I accept the points listed in the declaration, agree to be invoiced for the total amount payable, and am authorised to make the commitment on behalf of my organisation. I have read the sponsorship and exhibition prospectus. I understand and accept the inclusions, and agree to abide by the terms and conditions of participating in this event.

**Insert TOTAL \$ amount payable**  
(excluding credit card merchant fees)

Name (please print clearly):

\$

Signature:

Date:



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# General terms and conditions for event sponsorship and exhibition

## Things you need to know

The following terms and conditions apply to your application to sponsor and/or exhibit.

- You/Your (the sponsor/exhibitor) by returning a completed, signed and dated form explicitly accept these terms and conditions.
- Details may change without notice. Please refer to the event website for the latest information.
- We/Us/Our/CC (Conference Call (Australia) P/L T/A CC Conferences & Corporate Events ABN 25 087 709 199) representing the local organising committee and the host body do not accept responsibility for any errors, omissions or changes.

All logos must be at least 300 DPI at 100% in EPS (preferred) or JPEG Format.

- No print or web recognition will be given unless payment terms have been met.

## Financial facts

- Phone or unpaid bookings will not be accepted.
- We will issue a pro-forma tax invoice to facilitate payment. You have 14 days to pay. If you miss the payment date, any time dependent discounts will be forfeited (i.e. you will be billed at the next highest level early bird rate to standard, etc).
- You will not receive any sponsorship or exhibition entitlements, including allocation of booth location (allocated to sponsors first and then to exhibitors), until all monies have been paid. Our decision is final.
- All prices are quoted in Australian dollars and include 10% GST.
- You must pay for any bank charges – which must be included with any transfer of funds to us.
- If you choose to pay via credit card there is a merchant fee. Debits to your credit card, except for accommodation, will appear as CONFERENCE CALL AUSP on your statement.

## Sponsor notes

- Sponsorship monies are not used for the direct supply of food, beverage or entertainment and may be tax deductible (check with your accountant).
- If you are entitled to host an endorsed private function, you do so at your own expense and at a time/date we approve.
- Sponsorship of speakers and sessions are subject to separate terms and conditions.

## Exhibitor notes

- You have a limited license to exhibit. You may not assign, share, sub-let, or grant licenses' for the whole or part of the booth without our prior approval.
- We are the sole judge of acceptable display items and you will remove them promptly if asked.
- You must conduct business only from within the confines of your booth display. You may not tout, or place any material, outside your booth display causing obstruction of the aisles.
- You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.
- You must familiarise yourself with the venue's terms and conditions.
- Food, beverage or prohibited items are not permitted at the conference unless prior arrangements are made with us.
- Any supplier you use on site must conform to the venue's WH&S, insurance and other regulations.
- You must hold a current broad form liability insurance policy for a minimum of AUD10,000,000. Please forward the name of your insurer, your policy number and its renewal date to us by 30 September 2013. Entry to the venue will be denied if you have not provided this information. If you are unable to organise insurance cover as required, please contact CC Conferences & Corporate Events to discuss options
- You are solely responsible for any physical loss or damage to your own property.

## If you need to cancel

- Notice to cancel must be made in writing to CC Conferences & Corporate Events to [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au).
- Cancellations made before the early bird cutoff date will generally be refunded at 50% of the total purchase price.
- Cancellations made after this date will not be refunded.

## In the unlikely case that the event cancels

- The extent of refunds will be a matter for the host organisation (the underwriter) to decide. We have no responsibility for making refunds and attempts to cancel cheques or credit card payments will be rejected by our bank.

## You and your staff – onsite

- Your application to sponsor or exhibit does not constitute an attendee registration. You will need to do that separately.
- Your staff (even if entitled to a complimentary registration) will be denied access to the event or exhibition unless they have completed the relevant registration form.

## Print entitlements

- Logos, company names will be reproduced in the event colour/s, full colour, or mono, at our discretion.

## Privacy statement

- Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please contact [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au).
- In addition, your name, organisation and country/state of origin may be published on the delegate list which is provided to delegates, exhibitors and sponsors at the event. If you do not wish your details to be included in this list, please contact [asid13@ccconferences.com.au](mailto:asid13@ccconferences.com.au).



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