



FRSA National Conference 2019 Sponsorship & Exhibition Booking Form

Organisation Name:
(for marketing purposes)

Organisation Legal Entity Name:
(for invoicing purposes)

Address:

City:

State:

Postcode:

Country:

ABN:

Main Sponsor/Exhibitor Contact Name:

Position:

Phone:

Email:

Contact for Invoicing Purposes:

Email:

Sponsorship Packages (see prospectus for all package inclusions)

	Booth Size	Delegate Passes	Exhibitor Passes	Event Tickets	Number Available	Investment
<input type="checkbox"/> Diamond	3m x 6m	5	2	2	1	\$25,000
<input type="checkbox"/> Platinum	3m x 6m	4	1	2	1	\$20,000
<input type="checkbox"/> Ochre	N/A	2	-	2	1	\$18,000
<input type="checkbox"/> Gold	3m x 3m	3	1	-	Multiple	\$15,000
<input type="checkbox"/> Silver	3m x 3m	2	1	-	Multiple	\$10,000
<input type="checkbox"/> Mobile Office	3m x 6m	-	2	-	1	\$10,000
<input type="checkbox"/> Wi-Fi Sponsor	N/A	2	-	-	1	\$10,000
<input type="checkbox"/> Conference App	N/A	1	-	-	1	\$10,000
<input type="checkbox"/> Pre-Conference Workshop	N/A	1	-	2	2-4	\$10,000
<input type="checkbox"/> Exhibition Booth	3m x 3m	-	1	-	20	\$2,500

Please note: the greatest booth interaction occurs when booths are manned during ALL conference hours. FRSA recommends at least one exhibitor to be present at all times.

Promotional & Marketing Opportunities*

Item	Price	Advertisement	Price	Satchel	Price
<input type="checkbox"/> Coffee Cup	\$5,000	<input type="checkbox"/> Handbook Full Page	\$1,000	<input type="checkbox"/> Satchel Item	\$750
<input type="checkbox"/> Water Bottle	\$4,750	<input type="checkbox"/> Handbook ½ Page	\$500	<input type="checkbox"/> Virtual Satchel	\$250
<input type="checkbox"/> Lanyards	\$3,500	<input type="checkbox"/> Handbook ¼ Page	\$250		

*Please note, some of these marketing opportunities are included in the sponsorship packages, do not select for included items, only for additional items. Please check prospectus for details.

Exhibition Passes & Upgrades	Qty	Price	Total
<input type="checkbox"/> Extra Exhibitor Pass (no dinner included) x	\$550	\$
<input type="checkbox"/> Dinner Ticket x	\$175	\$
<input type="checkbox"/> Delegate Pass Upgrade (no dinner included) x	\$370	\$
<input type="checkbox"/> Complete Conference Delegate Pass Upgrade (including dinner) x	\$445	\$

****Note – all prices listed include GST****

I agree to the terms and conditions of the FRSA National Conference 2019 Sponsorship & Exhibition Booking Form.

I acknowledge these details will not be on sold to any third party, but will be shared with suppliers and contractors of the event to assist with our participation.

I confirm I am authorised to enter into this agreement.

Authorised by: _____ (NAME - PLEASE PRINT)

Signature: _____ Date: _____

An invoice will be forwarded to the contact persons provided once this form has been processed

Please forward your completed form to:

Rebecca Van Der Hor
 Events Officer, FRSA
 E: events@frsa.org.au
 P: 02 6162 1811

SPONSORSHIP & EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by FRSA and all prices in this document are inclusive of GST. GST is calculated at the date of publication of this document. FRSA reserves the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship and Exhibition space/booths will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Booths will be allocated on a first come, first served basis.
3. FRSA reserves the right to rearrange the floor plan and/or relocate any exhibit without notice. FRSA will not discount or refund for any facilities not used or required.
4. A letter of confirmation will be provided to confirm the booking, together with the tax invoice. The invoice is payable 21 days from the date of the tax invoice.
5. Sponsor logos and details will not be published on the FRSA website until payment is received in full for sponsorship.
6. Public and Product Liability insurance to a minimum of \$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 FRSA at the time of submitting their booking form, or no later than 20 September 2019.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to 12 September 2019. 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 FRSA will issue an invoice which will be payable within seven (7) days. After Sponsorship or Exhibition has been confirmed and accepted, a reduction in Sponsorship or space will be considered a cancellation and will be governed by the above cancellation policy.
8. No sponsor or exhibitor shall assign, sublet or apportion the whole or any part of their sponsorship package or booked space, except upon prior written consent of FRSA.
9. 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.
10. If an exhibitor intends to install a custom-built stand, FRSA must be advised and such advice must include full details and stand dimensions. This information must be received no later than 12 September 2019. All display construction requires the approval of FRSA and venue management. A pro-rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
11. Sponsorship and Exhibition entitlements including organisation logo on the conference website and other marketing material will only be delivered only after receipt of payment and the relevant files.
12. The Delegate List may be used by the sponsors and exhibitors for the purpose of contacting FRSA 2019 Conference delegates only, up to and not beyond December 2019. The list must not be used for the purpose related to future Conferences, must not be used in conjunction with any other non-related conference matters and nor shall it be transferred in whole or in part to any Third party.
13. FRSA uses Third Party providers for the provision and installation of exhibition set-up and associated equipment. They may be required to contact FRSA sponsors and exhibitors directly.
14. The FRSA sponsor and exhibitor contact list will not be on sold to any third parties.