



Australian Childcare Alliance
Queensland

ACA Qld 2019 Conference

early education
it IS rocket science

31 May to 2 June - The Star Gold Coast

31 May - 2 June 2019 | The Star Gold Coast

Sponsorship and Exhibition Prospectus

Australian Childcare Alliance Queensland
ABN 65 768 804 095
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E qld.conference@childcarealliance.org.au

All information listed is current at time of printing but may be subject to change at the discretion of Australian Childcare Alliance Queensland Management Committee.

Publication date: 30 November 2018

ACA Qld President's Invitation



Australian Childcare Alliance Queensland (ACA Qld) is delighted to invite you to our 2019 National Conference being held at The Star Gold Coast from 31 May until 2 June 2019.

ACA Qld is pleased to present opportunities for your organisation to join decision makers in the early childhood education and care sector including approved providers, operators and nominated supervisors, as well as early childhood teachers and educators.

The 2019 conference theme is **Early Education... it IS rocket science**. I believe this theme acknowledges and elevates the hard work that early years professionals do to ensure that our youngest generation have the skills, resilience and confidence to take on the world and flourish whilst doing so.

The 2019 conference will include:

- approved providers panel discussion on Friday 31 May 2019
- welcome event held on the evening of Friday 31 May 2019
- two-day conference held on Saturday 1 and Sunday 2 June 2019
- gala dinner held on the evening of Saturday 1 June 2019
- trade exhibition hall open on Saturday 1 and Sunday 2 June 2019

Being a sponsor and/or exhibitor will provide your business with unique access to key decision makers to showcase your products and services in a face to face environment. You will directly network with early childhood professionals to demonstrate your commitment and dedication to supporting the sector as well as the people in it. Your company is acknowledged in conference promotional materials and of course during the conference.

The ACA Qld National Conference attracts delegates from across Australia and is an event that early years professionals look forward to year after year.

Please explore the benefits of being a part of the ACA Qld 2019 National Conference.

I look forward to welcoming you to our conference on the beautiful Gold Coast in 2019!

Majella Fitzsimmons
President

Get in touch with our conference team!

Phone: 07 3808 2366 or 1300 365 325 (outside Brisbane)

Email: qld.conference@childcarealliance.org.au

Website: www.childcareconference.com.au

**Note: Right of first refusal is given each year to Sponsors from previous year.
Package availability is subject to first Right of Refusal by 1 December 2018.**

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- All packages include Supporter Membership from time of booking until 30 June 2019.
- All prices include GST.

About ACA Qld

ACA Qld is a member-funded organisation representing the early learning sector in Queensland.

ACA Qld represents over 850 early learning services, employing approximately 13,500 educators, who educate and care for around 180,000 children of over 245,000 parents in Queensland. ACA Qld members are the key decision makers in early learning services. ACA Qld has a reputation as one of the most influential and respected early learning sector associations providing leadership and guidance on vital issues within our sector.

ACA Qld lobbies, advocates, promotes and liaises on behalf of our entire membership at a State and Federal Government level.

By joining with and supporting ACA Qld, you have the opportunity to share in a unique and highly influential organisation and cultivate a relationship with ACA Qld that serves as a bridge to enhanced relationships and greater opportunity with members.

What are our aims?

ACA Qld is committed to providing its members with a strong, positive and proactive voice. We believe in quality early childhood practices and are committed to the continuous improvement of the early childhood education and care sector. Our ambition is to be:

- A reputable source of advice to all levels of government
- A proactive industry advocate
- A strong public voice in the media
- A source for members to share ideas, discuss challenges and create solutions
- An access point to industry experts for advice on business and operations
- A provider of services to support ongoing quality improvement, professional development and consistently high service standards
- A leader in developing policies, plans and programs to meet the training and workforce development needs of long day care
- A pathway to the best industry suppliers at competitive offers and rates

Benefits to Sponsors and Exhibitors

We work hard to ensure that conference sponsors and exhibitors receive the best possible benefit for their support. Benefits include:

- ✓ Access to influential decision makers
- ✓ Formal and informal networking opportunities
- ✓ Increased brand and product awareness
- ✓ Enhanced company profile through affiliation with a trusted and respected sector peak body
- ✓ Opportunity to display and demonstrate products to your target market
- ✓ Opportunity to develop relationships and leads with your target market
- ✓ Direct access to your target market when they are open, available and keen to meet suppliers
- ✓ Exposure of your brand on the ACA Qld conference website with a link to your website
- ✓ Exposure at the conference through signage and the conference program
- ✓ Opportunity to demonstrate commitment and engagement with the early learning community

About the Conference

Venue

The Star Gold Coast is one of Australia's largest residential conferencing properties. It's located in the heart of the Gold Coast – one of Australia's sunniest destinations. While it feels like another world, The Star Gold Coast is only a stone's throw from all the Gold Coast's many attractions. Located in Broadbeach, The Star Gold Coast is just half an hour from Gold Coast Airport at Coolangatta, and a 90-minute drive from Brisbane.



Conference Organisation

The ACA Qld Conference Subcommittee, supported by an experienced conference team, selects speakers and develops the conference program. The subcommittee consists of highly experienced early childhood education and care professionals and Approved Providers.



Conference Program

The Conference program will include:

- Approved Provider panel discussion (includes lunch)
- Keynote address – from respected leaders in the sector
- Plenary sessions
- Concurrent workshop sessions
- Welcome event
- Pre-dinner drinks
- Conference gala dinner
- Trade exhibition
- Catered morning/afternoon tea breaks and lunches

Marketing

We hold an outstanding conference year after year, therefore, our previous attendees have been our biggest ambassadors. The conference is marketed extensively, through traditional and digital marketing methods, across Australia through:

- eDM to ACA Qld Members, and early childhood education and care services in Australia
- Website (including a dedicated conference website as well as the ACA Qld website) with information about the program, guest speakers, networking events, sponsors and exhibitors
- ACA Qld Members' Meetings
- ACA Qld Early Edition magazine and ACA's Belonging Early Years Journal
- Social media (Facebook, Instagram, Twitter and LinkedIn)



Testimonials from 2018 Conference

"Once again a fabulous conference, such an upbeat vibe all weekend. Thank you we had a ball!"

"You all do such an amazing job getting the conference to run smoothly and in the two years we have been attending, it has been a pleasant experience. Thank you!"

"Always a professional but extremely fun Conference!"

"This is the first time I have been an exhibitor at a large conference so it was a great first go! The atmosphere of the conference is happy and fun which makes it a pleasure to be involved."

"A good social atmosphere. Seemed to be more delegates that were decision makers which benefited us more."

"The staff were very helpful and it was well organised. There was also a great atmosphere throughout the event."

"This was our first conference... It was very satisfying to see such a high level of interaction and support for our products."

"The whole conference was exceptional. Our booth was fantastic!"

"Multiple and varied opportunities for networking opportunities to make genuine connections with relevant industry professionals. Conference was organised exceptionally well and run very smoothly by both ACA [Qld] and venue."

"Overall, a great conference as usual!"

"The cocktail event was good fun and we obtained a number of leads!"



Sponsorship

Gold Sponsor Package - SOLD

The Gold Package is an exclusive sponsorship opportunity to gain maximum benefits from the ACA Qld 2019 Conference. As our Gold Sponsor, you will have great exposure leading up to and during the conference.

Supporter member: \$30,000
Other: \$30,350

Benefits include:

- Two trade exhibition booths
- Seven full conference registrations
- ACA Qld Committee and staff conference shirts to proudly display sponsor logo
- Sponsor supplied free standing banner to be displayed in the plenary room and at the conference registration desk
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel *
- Company logo on delegate name badges
- Company logo to be included on all promotional materials
- Company name and logo on the front cover of the conference program[^]
- Full page advertisement in the conference program (artwork to be supplied by the sponsor)[^]
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Recognition on all introductory session presentation slides throughout the conference
- Verbal recognition by the MC at the beginning of each day
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Framed certificate of appreciation from ACA Qld presented during the Saturday opening proceedings
- List of delegates attending the conference[#]
- Company listing and hyperlink to your website on the ACA Qld conference website
- Twelve Months Supporter Membership
- Article in Early Edition magazine post conference
- Full page advertisement in Early Edition post conference
- Twelve months advertising on ACA Qld website
- Unlimited attendance at ACA Qld Members' Meetings



Sponsorship

Silver Sponsor Package (two only) - SOLD

Supporter member: \$20,000
Other: \$20,350

Benefits include:

- Two trade exhibition booths
- Four full conference registrations
- Sponsor supplied banner to be displayed in the plenary room and at the conference registration desk
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Company logo to be included on all conference promotional material
- Company name and logo on the front cover of the conference program[^]
- Half page advertisement in the conference program (artwork to be supplied by the sponsor)[^]
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Recognition on all introductory session presentation slides throughout the conference
- Verbal recognition by the MC at the beginning of each day
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Framed certificate of appreciation from ACA Qld presented during the Sunday opening proceedings
- List of delegates attending the conference[#]
- Company listing and hyperlink to your website on the ACA Qld conference website
- Six months advertising on ACA Qld website
- Half page advertisement in Early Edition post conference
- Twelve months Supporter Membership



Bronze Sponsor Package (multiple opportunities)

Supporter member: \$8,000
Other: \$8,350

Benefits include:

- One trade exhibition booth
- Two full conference registrations
- Sponsor supplied free standing banner to be displayed in the plenary room and at the conference registration desk
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Sponsor logo to be included on all conference promotional material
- Company name and logo on the front cover of the conference program[^]
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Verbal recognition by the conference MC at the beginning of each day
- Framed certificate of appreciation from ACA Qld
- List of delegates attending the conference[#]
- Company listing and hyperlink to your website on the ACA Qld conference website
- Three months advertising on ACA Qld website
- Quarter page advertisement in Early Edition post conference
- Twelve months Supporter Membership

Sponsorship

Welcome Event Sponsor

Supporter member: \$6,500
Other: \$6,850

Benefits include:

- One trade exhibition booth
- Two full conference registrations
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Quarter page advertisement in Conference program[^]
- Sponsor logo to be included on all conference promotional material
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- 10 minute address by a representative from your organisation at Welcome Event
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Free standing banner in prominent location for duration of evening (supplied by sponsor)
- Gobo of company logo displayed throughout Welcome Event
- Balloons/decorations in company colours included
- Option to supply branded shirts for catering staff, supply giveaways, provide and draw the Lucky Door Prize
- Company listing and hyperlink to your website on the ACA Qld conference website
- Framed certificate of appreciation from ACA Qld presented during the Welcome Event
- List of delegates attending the conference[#]

Conference Dinner Sponsor - SOLD

Supporter member: \$12,000
Other: \$12,350

Benefits include:

- Two full conference registrations
- Two additional tickets to the conference dinner
- Two additional tickets to the conference Welcome Event
- Company logo to be included on all conference promotional materials
- Half page advertisement in conference program[^]
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Free standing banner in prominent location for duration of evening (supplied by sponsor)
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- 5 minute address by a representative from your organisation during dinner
- Framed certificate of appreciation from ACA Qld presented during dinner
- Option to supply branded shirts for the catering staff
- Logo on menu provided at each table (artwork supplied by sponsor)
- Option to provide and draw the Best Costume Prize during dinner plus two runners up
- Option to supply promotional giveaways on tables
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- List of delegates attending the conference[#]
- Company listing and hyperlink on the ACA Qld conference website



Sponsorship

Keynote Speaker Sponsor (two only)

Supporter member: \$6,000
Other: \$6,350

Benefits include:

- One trade exhibition booth
- Two full conference registrations
- Your company acknowledged as a conference sponsor in the Conference Pocket Program[^]
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Free standing banner prominently displayed during your sponsored session
- Audio visual acknowledgement at the commencement of session
- Company representative to present the thank you gift (which will be supplied by ACA Qld) to the speaker
- Framed certificate of appreciation from ACA Qld
- Opportunity to meet with keynote speaker
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- List of delegates attending the conference[#]
- Company listing and hyperlink to your website on the ACA Qld conference website

Approved Providers' Panel Discussion (Friday) - SOLD

Supporter member: \$6,000
Other: \$6,350

Benefits include:

- One trade exhibition booth
- Two full conference registrations
- Two attendees for full panel session and lunch
- 10-minute address by a representative from your organisation
- Free standing banners (two) in a prominent location for duration of session (supplied by sponsor)
- Company logo on all promotional materials including ACA Qld website and social media
- Option to provide seat drops (supplied by sponsor)
- Company logo and promotional paragraph in the Conference Pocket Program[^]
- Framed certificate of appreciation from ACA Qld
- One Facebook post: including acknowledgement of sponsorship and the location of booth
- List of delegates attending the conference[#]



Satchel Sponsor

Supporter member: \$4,000
Other: \$4,350

Benefits include:

- Two full conference registrations
- Your company logo displayed exclusively on conference satchels alongside ACA Qld logo
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Your company acknowledged as a conference sponsor in the Conference Pocket Program[^]
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference[#]
- Twelve months Supporter Membership

Note: No cancellation after order is placed.

Sponsorship

Pocket Program Sponsor

Supporter member: \$2,500
Other: \$2,850

Benefits include:

- One full conference registration
- Back cover advertisement in pocket program
- Acknowledged as a conference sponsor in the Conference Pocket Program[^]
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference[#]

Coffee Sponsor

Supporter member: \$1,000 (1 day) / \$1,500 (2 days)
Other: \$1,150 (1 day) / \$1,650 (2 days)

Benefits include:

In addition to all associated costs to be paid by the sponsor directly to the venue including baristas and coffee.

- Unlimited coffee service to ACA Qld delegates and exhibitors
- One x one-day or two-day (day only) conference registration/s
- Sponsor logo to be included on all conference promotional material
- Company logo featured in the Conference Pocket Program[^]
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Company pull up banner (to be supplied by sponsor), displayed next to the coffee machine during the nominated day/s
- Ability to have the coffee machine placed next to your booth (dependent on booth location) for additional exposure.
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship and the location of booth
- Verbal acknowledgement of sponsorship during the conference with encouragement to delegates to visit the stand
- Option to supply branded coffee cups and/or t-shirts for the barista/s
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference[#]

Branded Lunch Sponsor

Supporter member: \$1,000
Other: \$1,150

Benefits include:

- Your company pull up banner (to be supplied by sponsor) prominently displayed at entrance to exhibition hall during your sponsored lunch session.
- Your company acknowledged as a sponsor in the Conference Pocket Program[^]
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Posts on ACA Qld's social media pages: including acknowledgement of sponsorship
- Company listing and hyperlink to your website on the ACA Qld website conference website
- List of delegates attending the conference[#]

Sponsorship

Lanyard Sponsor

Supporter member: \$1,500
Other: \$1,650

Benefits include:

- Opportunity to provide branded lanyards for provision to delegates (style and design to be approved by ACA Qld)
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel *
- Your company acknowledged as a conference sponsor in the Conference Pocket Program ^
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference#

Room Drop Sponsor

Supporter member: \$1,500
Other: \$1,650

Benefits include:

- Opportunity to provide branded product to conference hotel accommodation guests for the purpose of a room drop.
- All product and associated hotel costs to be covered by sponsor. Arrangement to be made and paid directly with venue.
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Your company acknowledged as a conference sponsor in the Conference Pocket Program^
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference#

Pen Sponsor

Supporter member: \$1,500
Other: \$1,650

Benefits include:

- Opportunity to provide branded pens for provision to conference delegates to be placed on delegate tables
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Your company acknowledged as a conference sponsor in the Conference Pocket Program^
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference#

Notepad Sponsor

Supporter member: \$1,500
Other: \$1,650

Benefits include:

- Opportunity to provide notepads with your company logo to be placed on delegate tables
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel*
- Your company acknowledged as a conference sponsor in the Conference Pocket Program^
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference#

Sponsorship

Workshop Sponsor (multiple opportunities)

Supporter member: \$1,000
Other: \$1,150

Benefits include:

- One single (day only) conference registration
- Your company acknowledged as a conference sponsor in the Conference Pocket Program^Δ
- One A4 advertisement/insert (to be supplied by sponsor) in the conference satchel *
- Company banner (to be supplied by sponsor) prominently displayed during your sponsored session
- Audio visual acknowledgement at the commencement of session
- Company representative from the sponsor to present the gift (which will be supplied by ACA Qld) to the speaker
- Company listing and hyperlink to your website on the ACA Qld conference website
- List of delegates attending the conference[#]

Satchel Insert (multiple opportunities)

Supporter member: \$600 or FREE**
Other: \$750 or FREE**

Benefits include:

- Satchel inserts of sponsor information is a direct method of ensuring your organisational information reaches key decision makers within our industry. Go direct to the decision makers!
- One advertisement/insert (1000 copies, to be supplied by sponsor) in the conference satchel *
- List of delegates attending the conference [#]

** If you choose to provide an item for your satchel insert, rather than a brochure or flyer we will waive the cost for this sponsorship. Items can be promotional or branded, eg pens, hand cream, note pads, stress ball, etc. Item must be of value.

Provision of other in-kind products and services

ACA Qld is happy to consider the provision of other products and services such as:

- Delegate or presenter gifts
- Photobooths
- Corporate seated massage during conference breaks
- Supply of promotional goods, key rings, etc
- List of delegates attending the conference [#]

* Inserts must be approved by the ACA Qld Conference Subcommittee. Advertisers (Sponsors) are advised not to print their inserts until they receive confirmation that the artwork has been approved. The approved proof MUST be the version that is included in the satchel. Advertisements/inserts must not imply that ACA Qld endorses the product, service, company or role. All artwork must be sent to qld.conference@childcarealliance.org.au for approval. Hard copies of advertisements/inserts must be delivered to ACA Qld by Friday 26 April 2019. Deliveries after this date risk not being packed into the conference satchel.

[#] Due to privacy legislation, the organisers cannot guarantee the inclusion of all participants' names on the delegate list.

^Δ Acknowledgement in the conference registration brochure and the conference program/booklet is subject to sponsorship or exhibition confirmation prior to printing deadlines.

Exhibition

Exhibition Booth

Exhibition booths play an integral part in the ACA Qld Conference. The positioning of catering stations on the exhibition floor encourages strong delegate and exhibitor interaction.

Supporter member: \$2,500

Other: \$2,850

Benefits include:

- Two complimentary full conference registrations, including two delegate satchels, welcome reception, conference and dinner tickets.
- Delegates Listing - Subject to privacy legislation, relevant details of all delegates attending the Conference will be made available to sponsors and exhibitors.
- Listing of company name on the conference program/handbook.
- Hyperlink to your website on the ACA Qld website and conference website.
- Morning/afternoon tea and lunch for two (2) representatives each day.



Dimensions	3m wide x 2.4m deep
Walls	3m x 2.4m high back wall 2.4m x 2.4m high side walls on closed sides 290mm high fascia boards on open sides
Name and Fascia	1 x company signage on open sides (up to 30 characters on white core flute panel. Signage remains the property of the supplier)
Furniture	<i>Standard Inclusion:</i> 1 x folding trestle table 1.8m x 750mm x 720mm high, 1 x black fitted cloth, 2 x chair <i>Alternative Option:</i> 1 x dry bar table 600mm dia x 1120mm high, 2 x cafe stool This option must be selected, otherwise standard inclusion will be given.
Lights and Power	2 x energy efficient spotlights (equivalent to standard 150 watt spotlights) 1 x 4amp general-purpose outlet (GPO)

Custom Build Booths

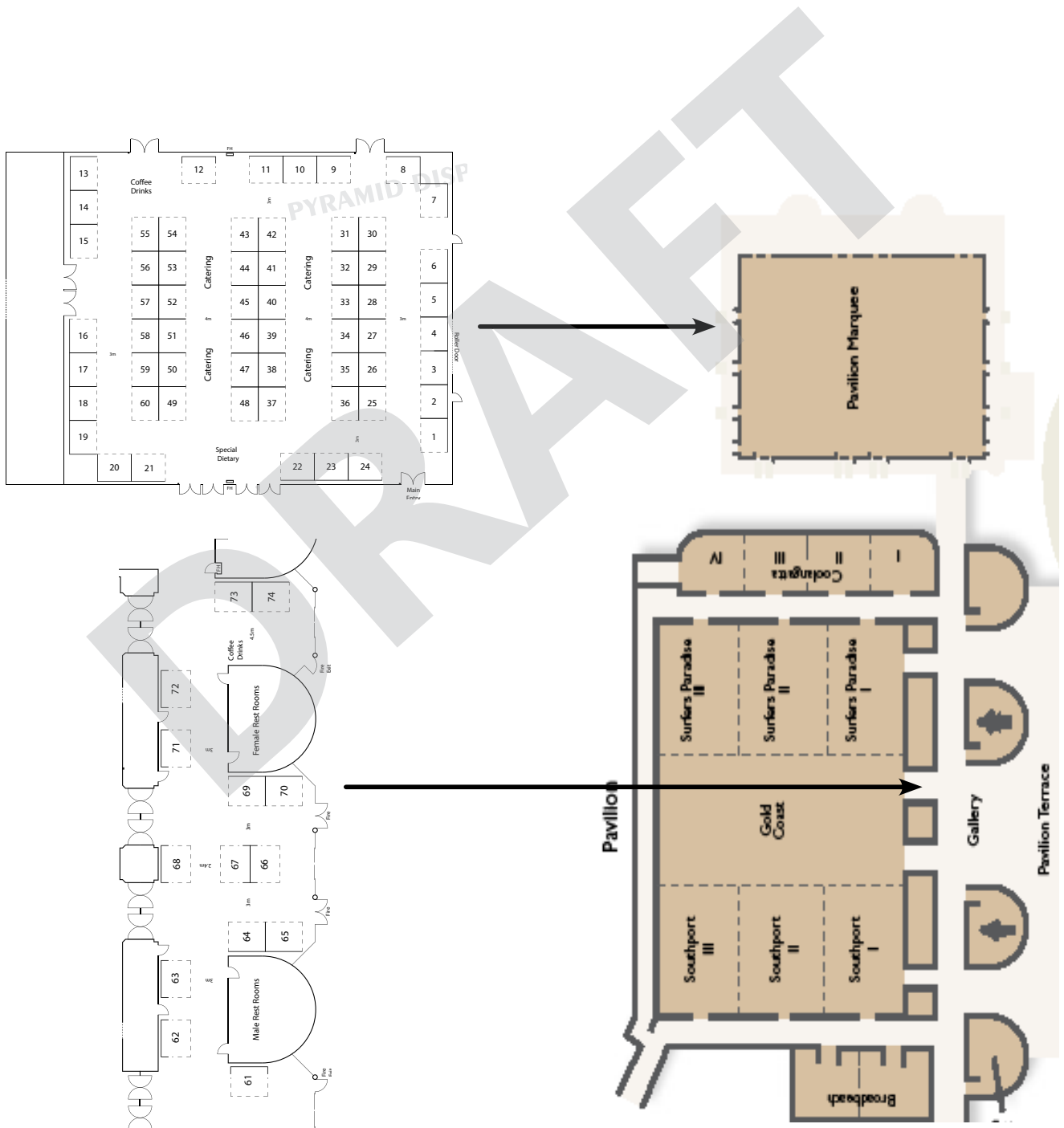
Companies intending to install custom designed booths must submit full specifications and drawings to the Conference Subcommittee before 2 April 2019 to facilitate the required approval process by the venue.

Exhibition

Exhibition Booth Layout Plan

Floorplans are an indicative guide only. Actual positions will be subject to delegate numbers, catering and OH&S requirements. Site positions are not final until written confirmation is received from ACA Qld, and remain subject to change up to conference date.

- The images are not to scale.
- Catering station positions have not yet been confirmed.
- Please check latest booth availability on our conference website: www.childcareconference.com.au

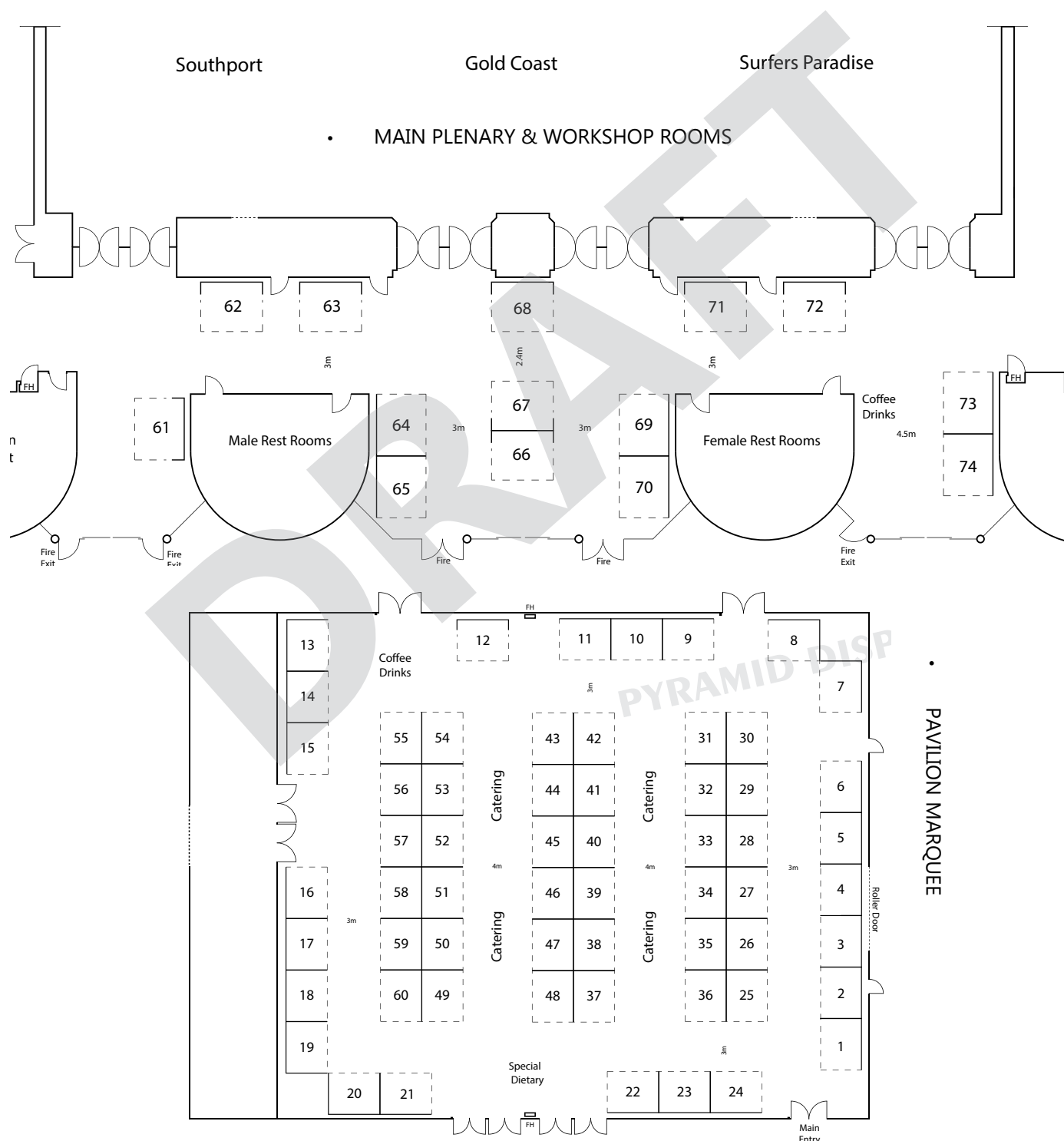


Exhibition

Exhibition Booth Layout Plan

Floorplans are an indicative guide only. Actual positions will be subject to delegate numbers, catering and OH&S requirements. Site positions are not final until written confirmation is received from ACA Qld, and remain subject to change up to conference date.

- The images are not to scale.
- Catering station positions have not yet been confirmed.
- Please check latest booth availability on our conference website: www.childcareconference.com.au



Advertising Packages

Want to advertise with us? You have the option to purchase a discounted advertising package if you book sponsorship or an exhibition booth.

Package 1 - 30% discount

Includes:

- Early Edition - Full page
- 6-month website advertising
- Diary - Full page (colour)
- 4 Diary banners

Supporter Members - Normally \$2,856.00, Now \$1,999.20

Others - Normally \$4,080.00, Now \$2,856.00

Package 2 - 25% discount

Includes:

- Early Edition - Half page
- 6-month website advertising
- 4 Diary banners

Supporter Members - Normally \$1483.30, Now \$1,112.40

Others - Normally \$2,119.00, Now \$1,589.25

Package 3 - 20% discount

Includes:

- Early Edition - Quarter page
- 3-month website advertising
- 1 Diary banner

Supporter Members - Normally \$898.80, Now \$719.04

Others - Normally \$1,240.00, Now \$992.00

All prices include GST.

General Information and Terms

Terms and Conditions

The following Terms & Conditions form part of any contract to sponsor or exhibit at the Australian Childcare Alliance Queensland 2019 Conference.

Details in the Sponsorship and Exhibition prospectus are correct at the time of printing and are subject to change without notice. Please refer to the conference website for the latest information.

ACA Qld, the Organising Committee, venue and associated staff do not accept responsibility for any errors, omissions or changes.

Entitlements will be allocated in order of sponsor level, receipt of booking and/or payment.

ACA Qld - *Australian Childcare Alliance Queensland*

Committee – *The Management Committee, or members of, of ACA Qld*

Sponsor &/or Exhibitor - *Organisations &/or persons whom have applied to book or have booked Sponsorship &/or Exhibition space*

Venue – *The Star Gold Coast*

Booking Procedure

Please complete and sign the booking form and return to the ACA Qld office via email or fax. A tax invoice will be issued upon acceptance of your booking. Sponsor &/or Exhibitor acceptance is subject to the review and approval of the ACA Qld Management Committee. The Committee reserves the exclusive right to exclude any person or organisation from participation in the conference. In case of refusal, the Committee will not have to justify the decision notified to the Sponsor &/or Exhibitor. In no case whatsoever will the Sponsor &/or Exhibitor have the right to request compensation for refusal on grounds that they were invited to apply by the Committee.

Cancellation Policy

All cancellation requests must be made in writing to the ACA Qld office. For Sponsorship and Exhibition, other than major sponsorship* levels (value >\$5,000), cancellation requests received on or before 8 March 2019 will be accepted and refund granted less a 20% administration fee.

Refunds for cancellation of sponsorship or exhibitor booths will not be granted after 8 March 2019. All bookings made on or after 8 March 2019 are non-refundable.

*All major sponsorship levels booked will have a 7 day cooling off period, after which time no refunds will be granted.

For all sponsorship levels that include production of printed &/or manufactured materials, refunds will not be granted before above cut off dates if production has already commenced.

Conditions of Payment

Applications (booking forms) received and invoiced prior to 8 March 2019: 50% deposit is payable within 7 days of invoice date. Final payment is due by 31 March 2019.

Applications (booking forms) received after 8 March 2019: Full payment must be received within 14 days of invoice.

All payments must be made in Australian Dollars.

Unless full payment has been received by the specified dates, all entitlements may be withdrawn and monies paid to date may be considered to be forfeited, including print and website recognition.

Animals

No animals, birds, insects or pets are permitted on site with the exception of seeing eye or companion dogs. Any requests relating to the display of animals for an exhibition will have to be presented in writing for approval by the Venue.

Balloons

Where helium filled balloons are being used as part of a display in the exhibition area, approval must be given by the venue. There will be a charge incurred for the retrieval of loose balloons from the ceiling.

General Information and Terms

Car Parking

All attendees, staff and participants are responsible for the cost of parking of vehicles for the duration of the conference.

Collection of Goods

Goods must be collected from the loading dock within 24 hours (TBC) after the conclusion of our event. Storage charges will apply to the Sponsor &/or Exhibitor for goods remaining after this time. The venue reserves the right to dispose of any remaining goods one (1) week after the conclusion of our event. Disposal of any remaining goods may incur a removal charge which will be charged to the Sponsor &/or Exhibitor.

Conduct of Sponsor &/or Exhibitor

Sponsors &/or Exhibitors shall conduct all Event participation in a professional manner so as not to be objectionable to ACA Qld and/or the Committee, other Sponsors or participants, or the public. ACA Qld and/or the Committee reserves the right to restrict or prohibit exhibits or content which, because of noise, method of operation, content, or any other reason, are objectionable or otherwise detract from or are out of keeping with the character of the Event as a whole. ACA Qld and/or the Committee may prohibit installation or request removal or discontinuance of any exhibit or promotion that, if continued, deviates substantially from the design and description approved in advance by ACA Qld and/or the Committee. ACA Qld and/or the Committee and the Venue reserve the right to close, remove or require changes in any exhibit or to remove any of Sponsor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to ACA Qld and/or the Committee, the Event, other sponsors, the venue, or the public. Sponsors &/or Exhibitors shall not distribute any giveaways, prizes or collateral that would be considered potentially dangerous or destructive.

If Sponsors &/or Exhibitors or their representatives fail to observe the terms and conditions of this Agreement, or, in the opinion of ACA Qld and/or the Committee &/or the Venue, conduct themselves unethically or detrimentally to ACA Qld and/or the Committee, Sponsors &/or Exhibitors may be dismissed from the Event without refund or other appeal.

Electrical Appliances (Equipment)

All electrical appliances must be tested and tagged in accordance with AS/NZS 3760 prior to arriving on-site.

Exhibition

The Committee reserve the right to change the layout and allocation of booths should the need arise. Sponsors &/or Exhibitors will be notified if this becomes necessary. There will be no compensation applicable (monetary or otherwise) in the event of reallocation of booth space. Usual cancellation terms will apply if Sponsors &/or Exhibitors choose not to attend due to reallocation of space.

Promotional activity must not impinge on or directly interfere with any other Sponsors &/or Exhibitors.

Sponsors &/or Exhibitors must ensure the cleanliness and tidiness of their allocated space.

Fire Proof Materials

Any materials used in stand construction or for display purposes must conform to the following standards: non-combustible and inherently non-flammable material, durable flame-proof fabric, self-extinguishing plastic and flame proof fabric.

The use of the following materials is prohibited unless treated for fire retardation: plywood, hardwood, pulp board or fibreboard; crepe paper; hessian; styrene; leaves; plastic; and loose straw or hay.

Fire Regulations

The storage of any flammable liquids or fuel within the exhibition is not permitted.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct locations.

Food and Beverage Sampling

The Venue has exclusive rights to the sale of food and beverage. No organiser, sponsor, exhibitor or person is permitted to bring into a licensed area, distribute or give away any item of food or beverage within the Venue without prior written approval from Venue management.

General Information and Terms

The Venue does not object to the distribution by exhibitors of food or beverage samples used as a means of demonstrating their manufactured product, however the sale of such products is not permitted.

Force Majeure

ACA Qld and/or the Committee shall not be responsible for any loss or damage resulting from failure to perform under this Agreement or to conduct the Event as currently scheduled in whole or part as a result of riot, strike, civil disorder, act of war, failure of facilities, earthquake, storm, fire, flood, or other acts of God, or any reason of any kind what so ever beyond the reasonable control of ACA Qld and/or the Committee. In such event, ACA Qld and/or the Committee will make reasonable efforts to reschedule the Event. Notwithstanding any other terms or conditions of this Agreement, should it ultimately be impossible to hold the Event due to a force majeure event, ACA Qld and/or the Committee may retain or will be due such portion of the Sponsorship Fee as necessary to compensate ACA Qld and/or the Committee for expenses reasonably incurred up to the time the force majeure event occurred.

Goods & Services Tax (GST)

All sponsorship and exhibition items include a 10% goods and services tax.

Insurance

Sponsors &/or Exhibitors must be adequately covered for Public and Product Liability Insurance. It is the responsibility of the Sponsor &/or Exhibitor to arrange appropriate insurance for items within their exhibition. Organisers are not liable for damages or loss to Sponsor &/or Exhibitors' property.

All attendees, staff and participants shall be regarded in every aspect as carrying their own risk for loss or injury to person or property including baggage, during the conference.

We strongly recommend that at the time of booking your travel you take out a travel insurance policy of your choice. ACA Qld is in no way responsible for any claims concerning insurance.

Internet

The Venue offers free Wi-Fi services. Coverage extends throughout the venue. The complimentary service is suitable for email, social media and basic internet browsing. This is not suitable for streaming video such as Skype.

Maximum bandwidth of 256Kb/s per user. The actual bandwidth will be affected by the number and location of users.

Please note: The Venue does not manage, monitor or support the use of routers, proxy servers, DHCP servers or wireless access points on the high speed internet connection. If these devices pose a security risk to the Venue's network or create network issues, they will be disconnected, removed or disabled.

If any special service needs to be connected to the Venue's network, this must be approved by the Venue's Information Technology department.

Labels

A delivery label must be affixed to each item sent to the Venue and can be downloaded from our conference website. All boxes must be clearly marked and delivered to the venue no more than 24 hours prior to our event.

For collection of goods, please ensure all items are clearly labeled with the name of the company, event name and collection date. Goods must be collected within 24 hours (TBC) after the conclusion of our event. Please refer to "Collection of Goods".

Liability Waiver

In the event of industrial disruptions, the Conference, Venue, Committee and organisers accept no responsibility for losses incurred by conference attendees, staff and participants.

Loading Dock Access

To be determined

Logos and Advertisements

All logos must be provided in hi-res .jpg and .eps format by the Sponsor &/or Exhibitor.

All adverts for inclusion in the conference handbook must be provided in hi-res pdf format by the Sponsor &/or Exhibitor.

Logos will be displayed on printed and online material subject to specific sponsorship arrangements.

General Information and Terms

Hard copies (1500) of all artwork for inclusion in the conference satchel, subject to specific sponsorship arrangements, must be received by the ACA Qld office by COB Friday 3 May 2019.

No compensation will be given for artwork that is not included due to delays in receipt by ACA Qld for whatever reason.

No Endorsement

Sponsors &/or Exhibitors will not state or imply that their products or services are endorsed by ACA Qld or the Committee. Participation in the conference does not imply any endorsement or approval by ACA Qld. ACA Qld takes no responsibility in relation to the displays, products, representations or promotional material of the participants.

Payment Methods

Cheque. Please include a remittance advice and make payable to: Australian Childcare Alliance Queensland, PO Box 137, Springwood Qld 4127

Credit Card. Please complete the credit card section on your invoice (No Diners or AMEX)

EFT/Bank Transfer. Bank transfers must list company name and invoice number

A/c Name: Australian Childcare Alliance Queensland

Bank: CBA

BSB: 064170

Account Number: 10731441

Smoking Policy

The Venue is a non-smoking venue. Smoking is permitted at clearly signed designated areas outside the Venue.

Sponsor and Exhibitor Attendees

Due to security and occupational health & safety requirements, all Sponsor &/or Exhibitor staff attending the conference will need to be registered and wear a name badge to gain access into the conference or exhibition areas.

Unless stated otherwise, full Conference Registrations included in your sponsorship or exhibition package will allow access to the exhibition, day catering on Saturday and Sunday, conference program attendance and social functions on Friday and Saturday evenings.

Separately booked Additional Exhibitor packages only allow access to the exhibition and day catering on booked days. This registration option does not include access to the conference program or social functions.

Storage

As the Venue has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval.

Additional storage and labour charges may be incurred by the Sponsor &/or Exhibitor for goods stored or relocated by the Venue outside our contracted booking period. Crate or pallet storage is not guaranteed and must be arranged prior to arrival.