

Please return completed form to ACA Qld: Fax: 07 3808 2466; Email: qld.conference@childcarealliance.org.au
All packages include Associate E Membership (Supporter Membership) from time of booking until 30 June 2019.

SPONSOR EXHIBITOR DETAILS

Company Name			
Contact Name		Position	
Postal Address			
Suburb:		State:	Postcode:
Telephone		Mobile	
Email		Website	
<input type="checkbox"/> Please send your logo and company bio to qld.conference@childcarealliance.org.au			
Attendee 1:		<input type="checkbox"/> Attending Welcome Event	<input type="checkbox"/> Attending Gala Dinner
Attendee 2:		<input type="checkbox"/> Attending Welcome Event	<input type="checkbox"/> Attending Gala Dinner

ORDER DETAILS

Please tick all relevant options. Bookings are not confirmed until written notice is received from ACA Qld. Right of first refusal is given each year to Sponsors from previous year. Site positions will be allocated after taking into account each organisation's sponsorship level, the date of booking, proximity to competitors and other relevant matters. Site positions are not final until written confirmation is received from ACA Qld, and remain subject to change up to conference date.

	Supporter Member	Other		Supporter Member	Other
Gold Sponsor	<input type="checkbox"/> \$30,000	<input type="checkbox"/> \$30,350	Coffee Sponsor	<input type="checkbox"/> \$1,000 (1) / \$1,500 (2)	<input type="checkbox"/> \$1,150 (1) / \$1,650 (2)
Silver Sponsor	<input type="checkbox"/> \$20,000	<input type="checkbox"/> \$20,350	Notepad Sponsor	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$1,650
Bronze Sponsor	<input type="checkbox"/> \$8,000	<input type="checkbox"/> \$8,350	Pen Sponsor	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$1,650
Gala Dinner Sponsor	<input type="checkbox"/> \$12,000	<input type="checkbox"/> \$12,350	Lanyard Sponsor	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$1,650
Welcome Event Sponsor	<input type="checkbox"/> \$6,500	<input type="checkbox"/> \$6,850	Branded Lunch Sponsor	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,150
Keynote Speaker Sponsor	<input type="checkbox"/> \$6,000	<input type="checkbox"/> \$6,350	Workshop Sponsor	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,150
AP Panel Sponsor	<input type="checkbox"/> \$6,000	<input type="checkbox"/> \$6,350	Satchel Insert - Flyer	<input type="checkbox"/> \$600	<input type="checkbox"/> \$750
Satchel Sponsor	<input type="checkbox"/> \$4,000	<input type="checkbox"/> \$4,350	Satchel Insert - Product	<input type="checkbox"/> Free	<input type="checkbox"/> Free
Pocket Program Sponsor	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$2,850			
Trade booth	<input type="checkbox"/> \$2,500 per booth	<input type="checkbox"/> \$2,850 per booth	Required number of booths _____ Preferred booth number(s) 1st _____ 2nd _____ 3rd _____		

ADVERTISING PACKAGE ADD ON DETAILS - PRE-BOOK ADVERTISING WITH YOUR CONFERENCE BOOTH AND SAVE!

	Supporter Members	Others
Package 1 - Save 30% • Early Edition magazine - Full page • 6-month website advertising • Diary - Full page (colour) • 4 Diary banners	<input type="checkbox"/> \$1,999.20	<input type="checkbox"/> \$2,856.00
Package 2 - Save 25% • Early Edition magazine - Half page • 6-month website advertising • 4 Diary banners	<input type="checkbox"/> \$1,112.40	<input type="checkbox"/> \$1,589.25
Package 3 - Save 20% • Early Edition magazine - Quarter page • 6-month website advertising • 4 Diary banners	<input type="checkbox"/> \$719.04	<input type="checkbox"/> \$992.00

PAYMENT SUMMARY (a 50% deposit is required to book your booth/sponsorship)

TOTAL AMOUNT PAYABLE	\$ _____	incl GST
<input type="checkbox"/> CHEQUE (Made payable to Australian Childcare Alliance Queensland)		
<input type="checkbox"/> DIRECT DEPOSIT		
CBA BSB: 064170 Account Number: 10731441 Please reference "Your Business Name" followed by "Conf2019"		
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
Card Number: _____		
Expiry Date: _____ / _____	CCV: _____	
Name on Card: _____	Signature: _____	

AUTHORISATION

I acknowledge and confirm complete understanding and compliance with the terms and conditions listed on this form (2 pages). Signed for and on behalf of the Sponsor/Exhibitor by:

Name: _____
Signature: _____ Date: _____

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.

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.

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 labelled 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.

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.