

INVITATION

On behalf of the Organising Committee for the Australian Society of Periodontology Biannual Conference 2016 (ASP 2016), I would like to invite you to attend the Conference as a sponsor and/or exhibitor, where you will have unique access to promote your company and market your brand to influential stakeholders in the periodontology field.

The theme of the Conference is '**Inflammation – The HOT Topic**'. Over 2 and a half days, Conference delegates will hear from acclaimed local and international speakers over a wide variety of topics in periodontology and implantology.

Sponsoring and exhibiting at ASP 2016 will provide your organisation with a unique opportunity to promote your brand and key message to delegates from a wide range of backgrounds, expertise and influence across Australia. You will have extensive marketing exposure in the lead up to the event as well as during the Conference.

The ASP is one of the oldest special interest dental groups in Australia founded by a group of visionaries in Sydney in 1961. The members comprise of periodontists, general dentists, academics, students and dental hygienists who have an interest in the science of periodontology and its clinical practice. The Society's scientific meeting is currently held as a biennial event featuring notable speakers from overseas as well as expert academics and clinicians from within Australia.

For more information on the Society please visit www.asp.asn.au

On behalf of the Organising Committee we welcome you to Brisbane and encourage you to explore the benefits of participating as a sponsor and/or exhibitor at ASP 2016.



Prof. Sašo Ivanovski
President, ASP 2016

Organising Committee

Prof. Sašo Ivanovski
Griffith University

Dr. Ryan Lee
Griffith University

Inflammation – The HOT Topic

Previous Conferences

Year	Location	Delegates
2014	Sydney	322
2012	Melbourne	192
2010	Adelaide	135

Delegate Profile

Consistent with the society's membership, over 35% of delegates are general dental practitioners. The majority of the nation's specialist periodontists attend, as do the majority of the nation's postgraduate students in periodontology. Approximately 30% of the delegates are hygienists with a number of practitioners representing all dental specialities.



International Speakers

Professor Mario Rocuzzo

Mario Rocuzzo lectures in periodontology at the University of Siena, as well as in the Division of Maxillofacial Surgery at the University of Turin, Italy. He is an active member of the Italian Society of Periodontology, an ITI Fellow, and sits on the ITI University Programs Committee. He serves on the editorial board of Clinical Oral Implants Research and the European Journal of Esthetic Dentistry. He has lectured extensively all over the world and has a private practice limited to periodontology and implantology in Turin. Among other awards, he is the winner of the 2013 Osteology Clinical Research Prize for his work on long-term stability of soft tissues around implants following ridge preservation.



Professor Soren Jepsen

Department of Periodontology, Operative and Preventive Dentistry
Center of Dento-Maxillo-Facial Medicine
Faculty of Medicine
University of Bonn
2002 to present Professor and Chairman, Department of Periodontology,
Operative and Preventive Dentistry, University of Bonn



Dr Jeanie Suvan

Jean Suvan received her diploma in Dental Hygiene from the University of Alberta (Edmonton, Canada) followed by further education at the University of Calgary (Canada) in Applied Science. In 1996 Jeanie completed the Summer Institute program in Clinical Dental Research Methods at the University of Washington (Seattle). Jeanie is currently enrolled in the Evidence Based Healthcare MSc. Program at Oxford, UK. More than 20 years experience as a dental hygienist have included general private practice, periodontal private practice, public health, teaching, practice consulting, and research. In the past she has held a number of positions including president of the Alberta Dental Hygienists Association, and the Oral Health Research Group of the IADR. Jeanie has lectured to various groups internationally.

Program

The Program Committee is currently working on an exciting program, details of which can be accessed on the Conference website www.asp2016.com

Conference Fast Facts

Dates:	10 - 12 March 2016
Venue:	Brisbane Convention & Exhibition Centre
Expected participant numbers:	200
Congress theme:	Inflammation – The HOT Topic
Conference Managers:	Arinex Pty Ltd
Website:	http://asp2016.com/
Email:	asp2016@arinex.com.au
Tel:	+61 2 9265 0700
Fax:	+61 2 2267 5443

Key Dates

Registration opens	August 2015
eMobilise advertising booking & material deadline	Monday 18 January 2016
Exhibition Manual available	November 2015
Exhibitor Public & Product Liability certificate due [^]	January 2016
Exhibitor Signed Indemnity Form due ^{^^}	January 2016
Exhibition contractor bump-in	Thursday 10 March 2016 0700-12 noon
Exhibition staff bump-in	Thursday 10 March 2016 12 noon-1500
Welcome Reception	Thursday 10 March 2016 1830-2000
Conference Dinner	Friday 11 March 2016 1900-2230
Exhibition open to delegates	Friday 11 to Saturday 12 March 2016 0930-1600
Exhibition closed	Saturday 12 March 1600
Exhibition staff bump-out	Saturday 12 March 1600-1800

[^] It is a requirement of the Conference Managers that all exhibitors have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of A\$10 million or above. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. Exhibitors are required to submit their public liability insurance certificate along with their booking form.

^{^^} Exhibitors are also required to sign a form Indemnifying the Conference Managers for any loss or damage that may occur during the event.

Sponsorship at a Glance - Entitlements

	Platinum 2 available A\$40,000	Gold 3 available A\$25,000	Silver 6 available A\$10,000
Delegate registrations	4	2	1
Freestanding banner in Plenary Room	√		
Delegate list	2 weeks prior	1 week prior	at Conference
Acknowledgement during opening and closing sessions	√	√	
Advertisement on Conference eMobilise® app	1 page colour	1 page mono	Half page mono
3m x 2m exhibition booth/s	3	2	1
Exhibition staff registrations	6	4	2
Satchel insert	√	√	√
Organisation profile on Conference eMobilise® app	200 words	150 words	100 words
Logo in Conference Pocket Program	√	√	√
Industry sponsored session	3 hours during conference	3 hours pre-conference	
Company logo displayed on message board	√ – 1 day each		
Branding during daily arrival tea & coffee		√	
Additional entitlements	Conference Dinner or Welcome Reception	Sponsorship of: eMobilise app, or Conference satchel, or name badge and lanyard	Sponsorship of: morning tea, or lunch or afternoon tea

Advertising Packages

Package	Price A\$ incl. GST
Satchel Insert	
Print Material	\$600
Advertisement eMobilise® app	
Full colour	\$1,600
Exhibition Package	
Shell Scheme or Raw Space 3m x 2m (6m ²)	\$3,300

Standard Sponsorship Entitlements

Sponsors will receive the following standard entitlements in addition to those outlined in the individual packages:

- Recognition as a sponsor (with organisation logo) in the Conference Pocket Program*.
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page*.
- Acknowledgement as a sponsor on the official sponsor acknowledgement board situated onsite at the Conference*.
- Use of the Conference logo until end of March 2016.

Sponsor and Exhibitor Guidelines

- * Exposure in Conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure please confirm your participation by the earliest date possible.
- ** The delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
- *** Specifications for provision of advertisements for inclusion in the Conference eMobilise® app will be provided to sponsors at the time of receipt of booking forms.

Venue

The Conference will be held at the state-of-the-art Brisbane Convention & Exhibition Centre.

Conference sessions will be held in the auditorium and meeting rooms located on the Boulevard Level.



Platinum Sponsor

Maximum Two

A\$40,000 (incl. GST)

Entitlements:

- Standard sponsorship entitlements outlined on page 6.
- Delegate list supplied two weeks prior to the Conference**.
- Full page colour advertisement on the Conference eMobilise® app (sponsor to supply artwork)***.
- Four (4) delegate registrations inclusive of Welcome Reception and Conference Dinner.
- Three (3) 3m x 2m exhibition booths located in a prominent position.
- Six (6) exhibition staff registrations inclusive of Welcome Reception.
- Promotional material (maximum A4 size, 4 page brochure) inserted in Conference satchels (sponsor to supply material).
- Verbal acknowledgement as a Platinum Sponsor during the opening and closing sessions.
- Sponsor may provide a freestanding banner which will be positioned in the plenary room for the duration of the Conference.
- 200 word company or product profile will appear on the Conference eMobilise® app***.

Industry Sponsored Session

In addition to the entitlements outlined above, the Platinum Sponsors are entitled to provide a speaker/s of their choice to present during a three hour session from 0800 – 1100 on Friday 11 March 2016.

Entitlements:

- Sponsor may nominate a relevant topic and invite speaker/s. A brief outline of the topic and speaker details must be submitted to the Conference Managers for approval by the Organising Committee. Costs associated with the speakers attendance is at the expense of the Sponsor.
- Sponsor's logo will feature on the audio visual screen in the session room prior to and at the conclusion of the sponsored session.
- Sponsor may provide a freestanding banner which will be positioned in the session room.
- Four (4) passes for nominated guests to attend the session (these passes are for the sponsored session only, attendance to other sessions or Conference social events is not included).

In addition to the above entitlements, each Platinum Sponsor will receive the opportunity to sponsor the Welcome Reception **OR** Conference Dinner. The Welcome Reception will be held in the exhibition on Thursday 10 March and the Conference Dinner will be held on Friday 11 March 2016. The preferred option must be selected by the Sponsor at the time of submitting their sponsorship booking form.

Welcome Reception

Entitlements:

- Sponsor may provide a freestanding banner which will be positioned in a prominent location at the Welcome Reception (maximum size 2m high x 1m wide)
- Opportunity for organisation representative to present a three (3) minute speech at the function (microphone will be provided – additional audio visual is at the expense of the sponsor)
Sponsor may provide Welcome Reception guests with a branded gift (sponsor to supply gift)***
- Four (4) invitations for guests to attend the Welcome Reception. These tickets are in addition to tickets included in the sponsor's complimentary delegate registrations.

Conference Dinner

Entitlements:

- The Sponsor may provide a freestanding banner which will be positioned at the entrance to the Conference Dinner venue.
- Opportunity a representative from each sponsoring organisation to present a five (5) minute speech at the dinner (a microphone will be provided – additional audio visual is at the expense of the Sponsor).
- Sponsor's logo will be printed on all dinner menus and tickets.
- Sponsor may provide dinner guests with a branded gift (sponsor to supply gifts, subject to the approval of the Organising Committee).
- Two (2) tickets for Sponsors' nominated guests to attend the dinner.



Gold Sponsor

Maximum Three

A\$25,000 (incl. GST)

Entitlements:

- Standard sponsorship entitlements outlined on page 6.
- Delegate list supplied one week prior to the Conference**.
- Full page mono advertisement on the Conference eMobilise® app (sponsor to supply artwork)***.
- Two (2) delegate registrations inclusive of Welcome Reception and Conference Dinner.
- Two (2) 3m x 2m exhibition booths located in a prominent position.
- Four (4) exhibition staff registrations inclusive of Welcome Reception.
- Promotional material (maximum A4 size, 4 page brochure) inserted in conference satchels (sponsor to supply material).
- Verbal acknowledgement as a Gold Sponsor during the opening and closing sessions.
- 150 word company or product profile will appear on the Conference eMobilise® app***.

Industry Sponsored Session

In addition to the entitlements outlined above, each Gold Sponsor will be entitled to provide a speaker/s of their choice to present during a 1.5 hour session from 1330 – 1500 or 1530 – 1700 on Thursday 10 March 2016.

Entitlements:

- Sponsor may nominate a relevant topic and invite speaker/s. A brief outline of the topic and speaker details must be submitted to the Conference Managers for approval by the Organising Committee. Costs associated with the speakers attendance is at the expense of the Sponsor.
- Sponsor's logo will feature on the audio visual screen in the session room prior to and at the conclusion of the sponsored session.
- Sponsor may provide a freestanding banner which will be positioned in the session room.
- Four (4) passes for nominated guests to attend the session (these passes are for the sponsored session only, attendance to other sessions or Conference social events is not included).

Arrival Tea & Coffee

Each Gold Sponsor will receive the following branding opportunities during the daily Arrival Tea & Coffee.

- Corporate literature may be displayed at tea & coffee stations (sponsor to supply).
- Sponsor may provide a freestanding banner which will be positioned in the tea & coffee area.
- Small table signs featuring the Sponsor's logo displayed at the tea & coffee stations (Conference Managers to supply).

In addition to the entitlements outlined above, each Gold Sponsor may choose **one** of the following options to complement their package. The preferred option must be selected by the sponsor at the time of submitting their sponsorship booking form.

Option 1: Conference Satchel

- Sponsor's logo will appear on the satchel alongside the ASP 2016 logo. The Organising Committee reserves the right to source and select the satchel.

Option 2: Name Badge and Lanyard

- Sponsor's logo will appear on all name badges alongside the ASP 2016 logo.
- Sponsor may provide branded lanyards (at sponsor's own expense) to be used by all Conference attendees.

Option 3: eMobilise App®

- Sponsor logo displayed when eMobilise® loads up for the first time for the individual user.
- Sponsor logo displayed on eMobilise® homepage.
- Sponsor will be acknowledged at the top of the Sponsors' page in the eMobilise® app.
- Opportunity for sponsor to provide promotional PDF material to be linked to eMobilise®.
- Opportunity for sponsor to feature eMobilise® hyperlink or QR code on their organisation website.
- Sponsor advertisement banner to be displayed at bottom of eMobilise® app.
- Sponsor's logo will feature on eMobilise® instructional sheet. The sheet will be provided to delegates onsite at the Conference. A copy of the instructional sheet will also be located at the Registration Desk.



Silver Sponsor
Maximum Six

A\$10,000 (incl. GST)

Entitlements:

- Standard sponsorship entitlements outlined on page 6.
- Delegate list supplied at the Conference**.
- Half page mono advertisement on the Conference eMobilise® app (sponsor to supply artwork)***.
- One (1) delegate registration inclusive of Welcome Reception and Conference Dinner.
- One (1) 3m x 2m exhibition booth.
- Two (2) exhibition staff registrations inclusive of Welcome Reception.
- Promotional material (maximum A4 size, 4 page brochure) inserted in Conference satchels (sponsor to supply material).
- 100 word company or product profile will appear on the Conference eMobilise® app***.

In addition to the package outlined above, each Silver Sponsor may choose **one** of the following refreshment options to complement their package. The preferred refreshment option must be selected by the sponsor at the time of submitting their sponsorship booking form.

Available Refreshment Breaks (one break on one Conference day)

Option 1: Lunch (Friday 11 or Saturday 12 March).

Option 2: Morning Tea (Friday 11 or Saturday 12 March).

Option 3: Afternoon Tea (Thursday 10, Friday 11 or Saturday 12 March).

Entitlements:

- Corporate literature may be displayed at the refreshment break station (sponsor to supply).
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the refreshment break area.
- Small table signs featuring the organisation logo displayed around refreshment break stations (Conference Managers to supply).
- Two (2) passes for nominated guests to attend the refreshment break (these passes are for the sponsored refreshment break only, attendance to sessions or other catering breaks is not included).



Advertising Packages

The following cost-effective advertising opportunities are the perfect mediums to communicate your corporate message, products and services.

Satchel Insert – Brochure or Flyer
Maximum Six

\$600 (incl. GST)

Promotional material (maximum A4 size, 4 page brochure) inserted in conference satchels (sponsor to supply material)

Advertisement | Conference eMobilise® app***
Maximum two

\$1,900 (incl. GST)

Deadline for booking and submission of advertisement: 18 January 2016
Full colour will be accepted

Specifications:

Image and text equal to an A4 size page: A PDF file is required.

Image/logo with limited text for example; a website address and a brief mission statement: A JPG or PNG file is required.



Exhibition

An exhibition will be held in conjunction with ASP 2016 and has been designed to provide the best possible promotional opportunities to participating organisations.

The exhibition which will be located on the Boulevard Foyer of the Convention Centre will provide a unique forum for decision makers from the industry to view products and services in a 1:1 environment. The exhibition will provide an excellent opportunity for organisations to highlight research and the latest advances in periodontology.

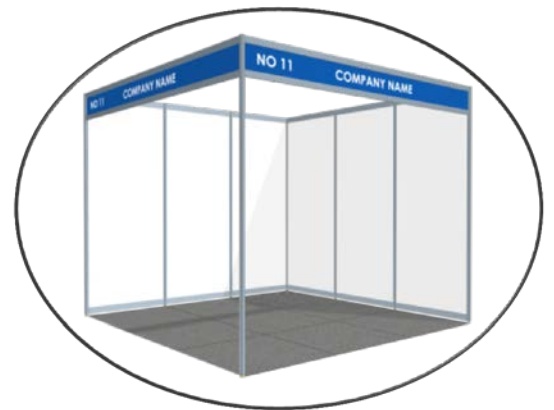
Why participate

- Build new and strengthen existing relationships.
- Demonstrate your commitment to periodontology research.
- Acquire highly qualified leads.
- Increase brand awareness.
- Meet the decision makers.
- Showcase your state of the art technology, products and services to targeted potential customers.
- Gain instant market feedback.

Shell Scheme Stand Cost per 3m x 2m block **A\$3,300.00** (incl GST)

The shell scheme package includes:

- Space 3m wide x 2m deep (6m²).
- Walls built in white octanorm panels. Wall height is 2.4m high.
- Organisation name in vinyl lettering on fascia board.
- Two (2) x 150 watt spotlights.
- One (1) x 4 amp power connection.
- The venue is carpeted.
- One (1) exhibitor pass.
- A comprehensive exhibition manual.
- Organisation name listed on exhibition page of Conference website.
- 50 word company/product profile will appear on the Conference eMobilise® app***.



Furniture is not included. Exhibitors must make their own arrangements for required items.

Exhibition Staff Registrations

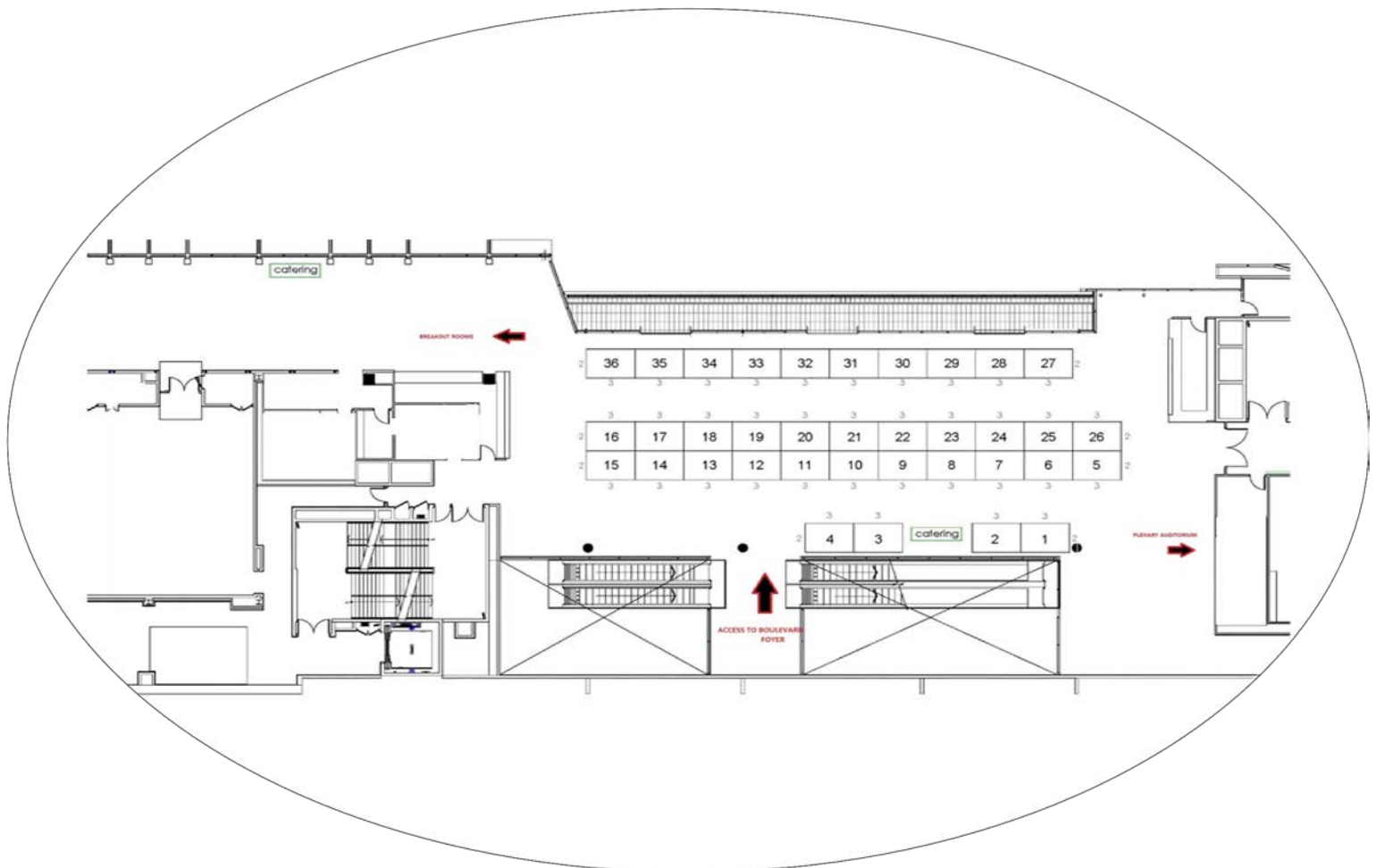
One (1) exhibitor pass will be issued for each 3m x 2m booking. Entitlements:

- ✓ Attendance to Conference sessions.
- ✓ Attendance to the Welcome Reception.
- ✓ Morning/afternoon catering breaks & lunch.
- ✓ Conference satchel.
- ✓ Conference Pocket Program.

Additional exhibition passes may be purchased from the Conference Managers at a cost of \$475 (incl. GST) per person and include the above entitlements.

Exhibitors will receive a link to access the online registration form.

Exhibition Floor Plan (may be subject to change)



Official Stand Contractor

ExpoNet are the appointed stand and furniture hire contractor for ASP 2016.

If you would like a trouble free installation of your custom stand or if you need assistance with design suggestions, contact ExpoNet: info@exponet.com.au

To review the furniture hire catalogue and other services go to www.exponet.com.au



Exhibition Bookings

Platinum, Gold and Silver sponsors will receive first preference of allocations. For non sponsors the Conference Managers will allocate stands on an interim basis according to date of receipt of booking forms. All exhibitors will receive written confirmation of their booking together with an invoice for the amount payable and will be advised of their stand allocations in due course.

Preliminary Exhibition Timetable

Thursday 10 March 2016	Contractor bump-in	0700-1200
Thursday 10 March 2016	Exhibitor move-in and set-up	1200-1500
Thursday 10 March 2016	Welcome Reception in Exhibition	1830-2000
Friday 11 March 2016	Exhibition open	0930-1600
Saturday 12 March 2016	Exhibition open	0930-1600
Saturday 12 March 2016	Exhibition close	1600

Note: this is a preliminary schedule and is subject to change.

Conference Managers

Arinex Pty Ltd has been appointed as the official Professional Conference Organiser (PCO) and looks forward to delivering an inspiring experience for ASP 2016.

Sponsorship and Exhibitions contact:

Mrs Kirsty Winning
Senior Sponsorship & Exhibitions Account Manager
ASP 2016 Conference

ARINEX PTY LTD

Address: Level 10, 51 Druitt Street
SYDNEY NSW 2000 AUSTRALIA
Tel: + 61 2 9265 0700 / Fax: + 61 2 9267 5443
Email: sponsorship@arinex.com.au
Website: www.asp2016.com



This document is subject to copyright. Exploitation or use of any of the materials or ideas contained in this document, without the prior consent of Arinex Pty Ltd, may result in legal action being taken against those parties in breach of the copyright. Copyright in all materials contained in this document is vested in and owned by ARINEX PTY LTD.

BOOKING FORM

ASP 2016 10-12 March, 2016 | Brisbane Convention & Exhibition Centre

Kirsty Winning
Sponsorship & Exhibitions Account Manager
ASP 2016 Conference

Arinex Pty Ltd
Level 10, 51 Druitt St
SYDNEY NSW 2001
AUSTRALIA

Tel: +61 2 9265 0700 / Fax: +61 2 9267 5443
Email: sponsorship@arinex.com.au
Web: www.asp2016.com

A. SPONSORSHIP PACKAGE(S)

COST A\$

1.
2.



B. EXHIBITION | Please reserve (tick relevant box):

Shell Scheme Stand Package

3m x 2m (6m²) single booth A\$3,300 (incl. GST)

We have a custom stand therefore do not require shell scheme

Preferred Booth Position (s) (refer to floor plan) **TOTAL A\$:**

Indicate companies you do not wish to be placed near:

AMOUNT PAYABLE A & B	A\$
50% deposit payable 30 days from date of invoice (Balance due: 10 December 2015) (incl. GST)	A\$

Organisation name (for marketing purposes): _____

Organisation name (for invoicing purposes): _____

Address: _____ City: _____

Postcode: _____ State: _____ Country: _____

Booking authorised by:

Signature: _____ Date: _____

Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name: _____

Position: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

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

Authorised by (name): _____ Signature: _____

Date: _____

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

PAYMENT DETAILS (please tick)

- We wish to pay via company cheque. Note all cheques must be made payable to: arinex on behalf of ASP2016 Conference, and should be forwarded to the Conference Managers at the above address.
- We wish to pay via EFT. Bank details will be provided by the Conference Managers with your tax invoice.
- We wish to pay via credit card. If paying via credit card the Conference Managers will provide a payment form.

SEE OVER FOR TERMS AND CONDITIONS ►

SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 December 2015**. Applications received after **10 December 2015** must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd for and on behalf of the ASP 2016 Conference and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the event. No organisation will be listed as a sponsor in any official conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **10 September 2015**. No refunds will be made for cancellations after this date. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by the above cancellation policy.
6. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
7. Sponsorship monies will facilitate towards the successful planning and promotion of the conference in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the conference.
8. Sponsorship entitlements including organisation logo on the conference website and other marketing material will be delivered upon receipt of the required deposit or full payment.
9. The list may be used by the sponsors up to and not beyond 30 April 2014 for the purposes of contacting <year> conference delegates. The list must not be used in conjunction with any other non-related conference matters nor is the list to be used for future conference marketing.
10. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd.
[] NO, I do not consent.

EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, the Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition space/booths will be allocated only on receipt of signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 December 2015**. Applications received after **10 December 2015**, must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to **Arinex Pty Ltd on behalf of ASP 2016** and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the conference Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the conference Managers.
5. Public Liability insurance to a minimum of A\$10 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the conference Managers at the time of submitting their booking form or by no later than **10 February 2016**.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or shell scheme stand booking to cancellations on or before **10 September 2015**. No refunds will be made for cancellations after this date. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibit space at the discretion of the conference Managers. Any space not claimed and occupied before 1800 on Thursday 10th March 2016 will be reassigned without refund.
7. The conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The conference Managers will not discount or refund for any facilities not used or required.
8. If the exhibitor intends to install a custom built stand, the Conference Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than **1 February 2015**. All display construction requires the approval of the Conference Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the conference Managers.
10. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd.
[] NO, I do not consent.