

## SPONSORSHIP APPLICATION FORM

Please complete this form and return to AISA National Events & Sponsorship Manager: [susanna.palermo@aisa.org.au](mailto:susanna.palermo@aisa.org.au)

### SPONSOR DETAILS

|                                                                                                                                                                                                                                                              |  |               |  |                  |  |                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--|------------------|--|-----------------|--|
| <b>Company:</b>                                                                                                                                                                                                                                              |  |               |  |                  |  |                 |  |
| <b>Contact Person:</b>                                                                                                                                                                                                                                       |  |               |  |                  |  |                 |  |
| <b>Role/Position:</b>                                                                                                                                                                                                                                        |  |               |  |                  |  |                 |  |
| <b>Billing/Invoice Address:</b>                                                                                                                                                                                                                              |  |               |  |                  |  |                 |  |
| <b>Suburb/City:</b>                                                                                                                                                                                                                                          |  | <b>State:</b> |  | <b>Postcode:</b> |  | <b>Country:</b> |  |
| <b>Email:</b>                                                                                                                                                                                                                                                |  |               |  |                  |  |                 |  |
| <b>Mobile:</b>                                                                                                                                                                                                                                               |  |               |  |                  |  |                 |  |
| <i><b>Exhibitor Co-ordinator:</b> This person will be the main contact pre, during and post event. They will receive regular communications relating to exhibitor entitlements, deadlines, exhibitor manual, floor plans and other critical information.</i> |  |               |  |                  |  |                 |  |
| <b>Coordinator's Email:</b>                                                                                                                                                                                                                                  |  |               |  |                  |  |                 |  |
| <b>Coordinator's Full Name:</b>                                                                                                                                                                                                                              |  |               |  | <b>Mobile:</b>   |  |                 |  |

### SPONSORSHIP OPPORTUNITY

| Sponsorship Item                            | Number Required | Price (excl GST) | Total Amount |
|---------------------------------------------|-----------------|------------------|--------------|
| Platinum                                    |                 | \$18,000         |              |
| Gold                                        |                 | \$12,000         |              |
| Silver                                      |                 | \$8,000          |              |
| Bronze                                      |                 | \$5,000          |              |
| Lanyards                                    |                 | \$6,000          |              |
| Networking Drinks                           |                 | \$6,000          |              |
| Coffee Cart                                 |                 | \$6,000          |              |
| Magazine Advertisement                      |                 | \$4,950          |              |
| eDM Article                                 |                 | \$3,500          |              |
| Notepads & Pens                             |                 | \$2,500          |              |
| Digital Advertisement                       |                 | \$1,500          |              |
| <b>Total Investment Fee (excluding GST)</b> |                 |                  |              |

### EXHIBITION SPACE

The Sponsor will be allocated a booth based on Sponsorship Level and date of Application Form received - first come first served basis. Please specify three exhibition booth locations in order of preference.

|                               |  |                               |  |                               |  |
|-------------------------------|--|-------------------------------|--|-------------------------------|--|
| <b>1<sup>st</sup> Choice:</b> |  | <b>2<sup>nd</sup> Choice:</b> |  | <b>3<sup>rd</sup> Choice:</b> |  |
|-------------------------------|--|-------------------------------|--|-------------------------------|--|

### PAYMENT

Upon receipt of the completed application form AISA will issue an invoice to the contact person. Payment is due and payable within 30 days of the invoice date. Unless the total fee is paid in full prior to the Conference, the Sponsor will not be permitted to move in, set up or participate in the Conference. If the recipient of the invoice differs from the contact person, please provide the appropriate email address for invoicing purposes.

|                        |  |
|------------------------|--|
| <b>Accounts Email:</b> |  |
|------------------------|--|

### AUTHORISATION

I am authorised to sign documents on behalf of the company and have read the terms and conditions governing the sponsorship and comply with them in full. I understand that this application is subject to the approval of AISA.

|                   |  |  |                       |              |  |
|-------------------|--|--|-----------------------|--------------|--|
| <b>Full Name:</b> |  |  | <b>Role/Position:</b> |              |  |
| <b>Signature:</b> |  |  |                       | <b>Date:</b> |  |

## SPONSORSHIP BOOKING TERMS AND CONDITIONS

1. By signing the application form, you confirm that you have read and agree to abide by these terms and conditions. These terms apply to all Sponsors and cannot be varied or replaced by any other terms of conditions.
2. AISA and their respective agents and representatives reserve the right to make changes to the conference format, program, exhibition, prospectus and floorplans including, without limitation, dates, times and location. AISA shall make commercially reasonable efforts to notify the Sponsor of any such changes within a reasonable timeframe; provided, however, that in no event shall AISA or any of their respective employees, directors, affiliates or parties be liable for any damages arising from such changes or notice.
3. **Code of Conduct:** The Sponsor hereby agrees to participate as a sponsor or exhibitor in the exhibition of the Conference and comply with the AISA's Event Code of Conduct [https://aisa.org.au/common/Uploaded%20files/AISA\\_Code%20of%20Conduct.pdf](https://aisa.org.au/common/Uploaded%20files/AISA_Code%20of%20Conduct.pdf)
4. **No Assignment:** The Sponsor may not assign, share, co-brand or sublet all or any portion of the Sponsor's allocated exhibition space or item(s) sponsored, nor represent, advertise or distribute literature or materials for the products or services of any other entity.
5. **Floorplan:** The exhibition floor plan is subject to change without notice. The floor plan is not to an exact scale, but accurately represents the relevant positions of booths.
6. **Allocation:** The Sponsor will be allocated a booth based on Sponsorship Level and date of Application Form received - first come, first served basis. The Sponsor will be notified of their booth allocation at least 30 days prior to the event date or when exhibitor manual issued. If the Sponsor has a preferred position, then AISA shall make reasonable efforts to assign space as requested, but AISA and their and representatives shall not be responsible for any liability if the Sponsor does not obtain its preference. AISA and their representatives will not be held liable should they be placed next to a competitor.
7. **Custom Build:** No custom builds are available at this Conference. Sponsors must utilise the booth provided by AISA in the exhibition space.
8. **Payment:** All prices listed are in Australian Dollars and exclusive of Goods and Services Tax (GST) and any other taxes or duties imposed. Total investment (fees) are due and payable in full within thirty (30) days from receipt of an invoice. Unless the total fee is paid in full prior to the Conference, the Sponsor will not be permitted to move in, set up or participate in the Conference. AISA reserves the right to cancel and/or re-assign sponsorship or exhibit locations if payments are not received when due.
9. **Cancellation:** Cancellation of a sponsorship or exhibition booking must be advised in writing to the AISA National Event & Sponsorship Manager. Cancellations received up to 90 days prior to the Conference will receive a refund of 50% of the total investment paid. Cancellations received on or after 90 days prior to the Conference will not receive a refund.
10. **Privacy Law:** If AISA or representatives or the Sponsor obtains or is provided with personal information in connection with this Conference it must handle the personal information in compliance with the provisions of applicable privacy law and it may only use the personal information for the purpose for which it was provided in relation to the Conference, must keep it confidential and secure and must destroy or de-identify it as required by applicable privacy laws. The Sponsor also agrees to act promptly and within the time frame allowed by applicable privacy laws on any requests from individuals to opt out or unsubscribe from further marketing communications from the Sponsor. Please refer to AISA's privacy policy: [https://www.aisa.org.au/common/Uploaded%20files/Policies/AISA\\_Privacy%20Policy\\_151220.pdf](https://www.aisa.org.au/common/Uploaded%20files/Policies/AISA_Privacy%20Policy_151220.pdf).
11. **Personal Data and Consent:** The Sponsor agrees to comply with all applicable data protection and privacy laws, including any relating to direct marketing by electronic means, in respect of personal data obtained from AISA, their representatives and/or from individuals attending the Conference. At the time of registration, AISA has the responsibility to obtain consent from attendees to share their details with Sponsors. During the conference, the attendee has the option to consent or refuse the have bar-coded identity tag scanned by a Sponsor. AISA cannot and will not be responsible for personal information that attendees consent to disclose to Sponsors. Details shared via scanning but not limited to include; First name, last name, job title, organisation, primary email address, best contact phone number, city, state and country.
12. **Third Party Services and applications:** Sponsor consents to their contact details being shared by and with AISA, the suppliers and contractors of the Conference and to assist with the Conference. AISA may engage third parties to provide services and applications to facilitate and enhance the Conference.
13. **Insurance:** The Sponsor will purchase on its own behalf insurance coverage of customary types and levels for companies in its industry of functions similar to the Conference. The Sponsor will maintain personal and property damage liability insurance and worker's compensation insurance of appropriate types and levels to cover the Sponsor's participation in the Conference. In no event will the Sponsor list AISA, their representatives as a named insured or an additional insured on any of the Sponsor's insurance policy nor will the Sponsor waive any right of with respect to claims made by any third party in connection with the Conference.
14. **Disturbance:** Immediately upon request from AISA or Conference parties, representatives or staff, the Sponsor shall remove any staff or exhibit (or element thereof) that, in AISA's sole discretion, is deemed objectionable, unsafe or detracts from the Conference or exhibition because of noise, method of operation, or any other reason. In no event shall any AISA Conference Supplier or staff be liable for any refund or other damages or expenses incurred by the Sponsor in connection with or arising out of any actions taken by AISA Conference staff. The Sponsor also agrees to follow the direction of AISA Conference staff and suppliers.
15. **Exhibition Rules:** The Sponsor must keep their exhibits within their allocated space and are not permitted to expand exhibits into the passageways. All staff, furniture, AV, equipment, demonstrations and promotional activities must be housed and/or conducted within the exhibition space. All Sponsors are expected to conduct their business in a professional, ethical manner and any breach of these exhibition rules will result in immediate removal of such item, activity and/or person from the Conference.
16. **Intellectual Property:** The Sponsor grants to AISA, and AISA grants to the Sponsor the right to use the other's logo in promoting, and referencing the Conference, including in electronic direct marketing materials, brochures, journals, catalogues, videos, DVDs, social media and websites.
17. **Limitation of Liability:** AISA and/or any third party provider shall not be liable to the Sponsor for any damage, loss, harm or injury to the Sponsor or its property or business resulting from any reason whatsoever in connection with the exhibition and Conference. In furtherance and not in limitation of the foregoing, AISA Conference parties shall in no event be liable for any indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data, or use incurred by Sponsor, whether in action, in contract or tort, even if AISA Conference parties have been advised of the possibility of such damages.
18. **Indemnification:** The Sponsor agrees to indemnify, defend and hold AISA, their representatives harmless against all claims, demands, costs, liabilities, losses or damages to persons or property, arising out of, related to or caused by the Sponsor's installation, removal, maintenance, occupancy or use of the Sponsor's exhibit at the Conference or participation in the exhibition or the gross negligence and wilful misconduct of the Sponsors and/or its employees, contractors or representatives.
19. **Unavoidable Occurrences:** If the Conference is cancelled indefinitely due to events outside the control of AISA, their respective representatives, including but not limited to fire, flood, labour disputes, public health and safety concerns, natural disasters, acts of God, civil disorders, riots, governmental authority, pandemic, insurrections, work stoppages, slowdowns or disputes, or other similar events, then the Sponsor shall be entitled to a full refund of the sponsorship payment/s made only, but no claim for any loss or damage. If the Conference is postponed then all sponsorship payment/s made to date will be honoured and carried over to the new Conference date.
20. **Video and Photography:** By participating in this Conference, the Sponsor acknowledges and agrees to grant AISA the right to record, film, live stream, photograph, or capture, in any media, now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from the Sponsor.