



Australian Institute of
Project Management

2018 NATIONAL CONFERENCE

Partnership Prospectus

People
Precision
Performance



7 - 9 October 2018
HYATT REGENCY SYDNEY

www.aipm2018.com.au

INVITATION FROM THE CHAIR

As the Chair of the Australian Institute of Project Management (AIPM) I would like to extend an invitation to your organisation to join us as an Event Partner at the premier event in Australia for the project management industry in 2018.

We invite you to celebrate with us in Sydney as we bring together over 500 project management professionals from Australia and overseas at the Hyatt Regency Sydney.

The 2018 conference theme will be **"People Precision Performance"**.

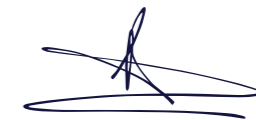
The National Conference will provide our Event Partners with exclusive access to portfolio, programme, and project management professionals from both the public and private sectors over the two days of the event.

We encourage you and your staff to attend the event and enhance your presence in the project management industry by becoming a conference event partner and/or trade exhibitor.

AIPM is inviting organisations to build on the success of the AIPM 2017 National Conference (Melbourne) by becoming an Event Partner at this year's event.

Package options are indicative only and our Conference team will work with you to tailor an Event Partnership package that meets your requirements.

Take this opportunity to put your company "front and centre" at the project management profession's showcase event for 2018, and we look forward to seeing you in Sydney in October.



Leh Simonelli
Chair AIPM Board of Directors

FAST FACTS

7-9 October 2018

Hyatt Regency Sydney

500+ Project Management professionals from Australia and the Asia Pacific region

ABOUT US



The Australian Institute of Project Management (AIPM) is the industry peak body for project management.

MEMBERS

We equip members with the resources to maximise their project management performance and actualise their professional ambitions.

ORGANISATIONS

We enable organisations to support the development of their project leaders to successfully execute projects, and deliver to strategic objectives.

INDUSTRY

We advocate for project management excellence across industries.

OUR VISION

Our vision is to be regarded as a world authority on project management practices and competency, and to provide high quality and relevant services to our members and partners.

CONFERENCE DELEGATE PROFILE

The event will have the attendance of over 500 project leaders and decision makers from a cross-section of industries.

The conference will offer delegates the opportunity to strengthen their relationship with key clients and potential business partners, as well as the chance to be seen as an active Industry champion at THE premier event for project management.

INDUSTRIES REPRESENTED BY THE NATIONAL CONFERENCE DELEGATES INCLUDE:



AEROSPACE



CONSTRUCTION



CONSULTING



DEFENCE



EDUCATION



ENERGY



ENGINEERING



FINANCE



GOVERNMENT



HEALTH

INFORMATION
TECHNOLOGY

INSURANCE



MINING



NOT-FOR-PROFIT

PROPERTY
DEVELOPMENT

TECHNOLOGY



TELECOMMUNICATIONS



TRANSPORT



UTILITIES

CONFERENCE LOCATION & VENUE

HOST CITY: SYDNEY

Well known as a place of breathtaking natural beauty, the city is energetic and engaging; a hive of innovation across a number of key industries, including financial and professional services, the digital economy, education and research, and medical sciences.

Sydney is home to more multinational regional headquarters than any other city in Australia and is the nerve centre of the country's commercial activity and banking and financial services sector.

HOST VENUE: HYATT REGENCY SYDNEY

With Darling Harbour as its backdrop, Hyatt Regency Sydney is Sydney's largest upscale hotel. Stay in any of its 892 well-appointed guestrooms nestled in the heart of Sydney's Central Business District near Sydney Harbour Bridge. Enjoying a great meal onsite is a given, with dining experiences including the rooftop bar, Zephyr and Sailmaker restaurant. Hyatt Regency Sydney offers 3,700 sq m of meeting and event space, with two ballrooms and 21 meeting rooms. Whether visiting for the stunning Sydney location or in town for business, Hyatt Regency Sydney is the place to see and be seen.

PRELIMINARY PROGRAM

Each day of the event will include keynote presentations, plenary and concurrent sessions and networking events all incorporating the theme of **“People Precision Performance”**

SUNDAY 7 OCTOBER 2018



CONFERENCE REGISTRATION



WORKSHOPS



WELCOME RECEPTION

MONDAY 8 OCTOBER 2018



NATIONAL CONFERENCE DAY 1



TRADE EXHIBITION



HAPPY HOUR

TUESDAY 9 OCTOBER 2018



NATIONAL CONFERENCE DAY 2



TRADE EXHIBITION



PROJECT MANAGEMENT ACHIEVEMENT AWARDS GALA DINNER

EVENT PARTNER & TRADE EXHIBITION OPPORTUNITIES

Being an Event Partner or Trade Exhibitor will allow your organisation to drive revenue opportunities and build awareness of your products and services to leading project professionals.

TEN REASONS WHY YOUR ORGANISATION NEEDS TO BE A 2018 NATIONAL CONFERENCE EVENT PARTNER AND TRADE EXHIBITOR:



DECISION MAKERS
Liaise directly with high-level leaders and company executives.



COMMITMENT
Show your clients that you are a strong supporter of the profession.



CREDIBILITY
Be seen as a champion of the project management discipline.



PROFILE
Be a major player at THE flagship event for project management and build brand awareness.



LEAD GENERATION
Over 500 project professionals will be in attendance.



BUSINESS PARTNERSHIPS
Grow your network and build relationships.



MARKET POSITION
Strengthen your company's reputation within the project management community.



PLATFORM
Place your company "front and centre" on the biggest project management stage in Australasia.



DATABASE
Reach over 8,000 members through our event marketing and advertising



BE A THOUGHT LEADER
Set the agenda and lead the discussion.

AIPM's extensive pre-event marketing campaign will create maximum awareness for your brand through regular e-newsletters, website stories, and social media posts.

Event Partners and Trade Exhibitors at AIPM'S 2017 National Conference included:





EVENT PARTNER PACKAGES

PRINCIPAL PARTNER	P.O.A
WELCOME RECEPTION PARTNER	\$10K
DELEGATE COFFEE LOUNGE PARTNER	\$10K
CATERING PARTNER	\$15K
NAME BADGE AND LANYARD PARTNER	\$7.5K
SMART PHONE APP PARTNER	\$7.5K
PORTABLE DEVICE CHARGING STATION PARTNER	\$7.5K
SPEAKERS LOUNGE PARTNER	\$7.5K
NOTE PAD AND PEN PARTNER	\$5K
TRADE EXHIBITION BOOTH	\$4K
CONFERENCE SUPPORTER PARTNER	\$3.5K
CONFERENCE APP ADVERTISING	\$2.5K
SACHEL INSERT	\$2.5K



THOUGHT LEADERSHIP PACKAGES

THOUGHT LEADERSHIP SESSION PARTNER	P.O.A
KEYNOTE SPEAKER PARTNER	\$10K
CONCURRENT SESSION PARTNER	\$7.5K

EVENT PARTNER PACKAGES



PRINCIPAL PARTNER - POA

- Acknowledgement as the exclusive Principal Partner for AIPM's 2018 National Conference.
- Verbal recognition as exclusive Principal Partner during opening and closing addresses.
- Opportunity for a key representative from your organisation to make a short opening or closing address to conference attendees.
- Opportunity to supply one promotional welcome gift to be placed on delegate seats prior to the first plenary session (merchandise to be supplied by partner).
- Hosting of a roundtable breakfast or lunch for up to 25 senior leaders by company representative or guest speaker during the conference.
- Two pop-up notifications within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Opportunity to provide two free standing retractable banners for placement at the conference venue.
- Logo to appear on the delegate satchel.
- Logo recognition as the exclusive Principal Partner on the front cover of conference pocket program.
- Acknowledgement as the exclusive host of the National Project Management Achievement Awards Dinner.
- Opportunity to provide two pull up banners to be placed in the function room during the gala Project Management Achievement Awards Dinner.
- Logo recognition on Project Management Achievement Awards Dinner menus.
- Full delegate registrations x 4 to attend the conference inclusive of all social functions and catering.
- Additional tickets x 4 to attend the Project Management Achievement Awards Dinner.
- Complimentary 6m x 3m Trade Exhibition booth.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the exclusive Principal Partner in the conference app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



WELCOME RECEPTION PARTNER - \$10,000

- Acknowledgement as the Welcome Reception partner at AIPM's 2018 National Conference Welcome Reception event.
- Opportunity to provide two free standing retractable banners for placement at the Welcome Reception event.
- Full delegate registrations x 2 to attend the conference inclusive of all social functions and catering.
- Additional tickets x 2 to attend the Welcome Reception event.
- Trade Exhibition booth may be purchased at 50% discounted rate.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Welcome Reception partner in the conference pocket program/app.
- One pop-up notification within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



DELEGATE COFFEE CART PARTNER - \$10,000

- Acknowledgement as the Delegate Coffee Cart partner for AIPM's 2018 National Conference.
- Opportunity to brand Delegate Coffee Cart area with up to two free standing retractable banners, extra furniture and promotional attire for staff to wear to further promote your brand (all items to be supplied by partner).
- Full delegate registrations x 2 to attend the conference inclusive of all social functions and catering.
- Trade Exhibition booth may be purchased at 50% discounted rate.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Delegate Coffee Cart partner in the conference pocket program/app.
- One pop-up notification within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



CATERING PARTNER - \$15,000

- Acknowledgement as Catering partner for AIPM's 2018 National Conference.
- Opportunity to provide two free standing retractable banners for placement in the break areas at the Morning Tea, Lunch and Afternoon Tea breaks.
- Full delegate registration x 2 to attend the conference inclusive of all social functions and catering.
- Trade Exhibition booth may be purchased at 50% discounted rate.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Catering partner in the conference pocket program/app.
- One pop-up notification within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



NAME BADGE PARTNER - \$7,500

- Acknowledgement as Name Badge partner for AIPM's 2018 National Conference.
- Logo to be printed on each delegate name badge.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Name Badge partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



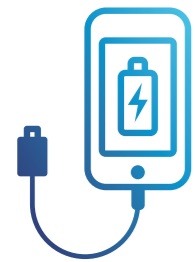
LANYARD PARTNER - \$7,500

- Acknowledgement as Lanyard partner for AIPM's 2018 National Conference.
- Logo to be printed on each delegate lanyard.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Lanyard partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



SMART PHONE APP PARTNER - \$7,500

- Acknowledgement as the Smart Phone App partner for AIPM's 2018 National Conference.
- Logo to be incorporated into App design.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Smart Phone App partner in the conference pocket program/app.
- Two pop-up notifications within the app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



PORTABLE DEVICE CHARGING STATION PARTNER - \$7,500

- Acknowledgement as Portable Device Charging Station partner for AIPM's 2018 National Conference.
- Logo displayed on the Charging Station.
- Opportunity to provide two free standing retractable banners for placement around Charge Bar.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Portable Device Charging Station partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



SPEAKERS LOUNGE PARTNER - \$7,500

- Acknowledgement as Speakers Lounge partner for AIPM's 2018 National Conference.
- Logo to be displayed around the Speakers Lounge area and on the Speakers Lounge refreshment station.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Speakers Lounge partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



NOTE PAD AND PEN PARTNER - \$5,000

- Acknowledgement as Note Pad and Pen partner for AIPM's 2018 National Conference.
- Branded note pads and pens to be placed on delegate seats prior to the first plenary session (merchandise to be supplied by partner).
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as the Note Pad and Pen partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



CONFERENCE SUPPORTER PARTNER (MULTIPLE) - \$3,500

- Acknowledgement as a Conference Supporter for AIPM's 2018 National Conference.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as a Conference Supporter in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).

THOUGHT LEADERSHIP PACKAGES



THOUGHT LEADERSHIP SESSION PARTNER (MULTIPLE) - P.O.A

- Opportunity to host a roundtable breakfast or lunch for up to 25 senior leaders during the conference (catering included in package).
- Acknowledgement as a Thought Leadership Session partner for AIPM's 2018 National Conference.
- Opportunity to supply one promotional welcome gift to be placed on delegate seats prior to roundtable session (merchandise to be supplied by partner).
- Opportunity to provide 2 free standing retractable banners for placement in the roundtable session.
- Full delegate registration x 2 to attend the conference inclusive of all social functions and catering.
- Trade Exhibition booth may be purchased at 50% discounted rate.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as Thought Leadership Session partner in the conference pocket program/app.
- One pop-up notification within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



KEYNOTE SPEAKER PARTNER (MULTIPLE) - \$10,000

SELECT ONE KEYNOTE OF YOUR CHOICE

- Acknowledgement as a Keynote Speaker partner for AIPM's 2018 National Conference (exclusive, per speaker).
- Verbal recognition as a Keynote Speaker partner by the Chair prior to and at the conclusion of the session.
- Logo to appear on the screen in the session room prior to and at the conclusion of the session.
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Trade Exhibition booth may be purchased at 50% discounted rate.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as a Keynote Speaker partner in the conference pocket program/app.
- One pop-up notification within the conference app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Satchel insert (artwork content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.



CONCURRENT SESSION PARTNER (MULTIPLE) - \$7,500

SELECT A CONCURRENT SESSION OF YOUR CHOICE

- Acknowledgement as a Concurrent Session partner for the AIPM 2018 National Conference (exclusive, per session).
- Logo to be placed on title slides of concurrent session.
- Opportunity to seat drop one item of promotional material prior to the concurrent session commencing (merchandise to be supplied by partner).
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Acknowledgement as a Concurrent Session partner in the conference pocket program/app.
- Event Partner logo on plenary holding slides.
- Logo recognition on all event signage.
- Logo recognition in conference pocket program/app.
- Logo recognition on conference website.
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.

TRADE EXHIBITION

AIPM's 2018 National Conference Trade Exhibition will be run in conjunction with the conference program. It will showcase the best and latest products and services associated with the project management industry. As an exhibitor you have exceptional opportunity to promote your products and services in a face to face environment interacting directly with delegates on each day of the event.

Trade Exhibition booths are available as either a shell scheme or raw space with the floor plan specially designed to provide the best possible promotional opportunities for exhibitors.

Conference lunch and refreshment breaks will be held in this area to maximise the potential for direct interaction with delegates.



TRADE EXHIBITION BOOTH - \$4,000

- Acknowledgement as Trade Exhibition booth holder for AIPM's 2018 National Conference.
- One 3m x 3m x 2.4m high shell structure booth.
- White octanorm back and side walls.
- Organisation name on fascia board (30 characters).
- Two x 120w spotlights.
- One x 4mp/100w power outlet.
- Furniture is not included (additional cost).
- Full delegate registration x 1 to attend the conference inclusive of all social functions and catering.
- Acknowledgement in all conference marketing activities in the lead-up to and during the conference.
- Listed as a Trade Exhibitor with logo on Trade Exhibition area signage.
- Listed as a Trade Exhibitor with logo and text in conference pocket program/app.
- Listed as a Trade Exhibitor with logo and text on conference website.
- Satchel insert (up to 4 A4 pages, content or promotional item subject to AIPM approval).
- Delegate List – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference.
- Trade Exhibition booths must be staffed by organisation representatives who have registered for the conference.
- Additional organisation representatives required to staff the Trade Exhibition booth can purchase additional full delegate registrations at the exclusive rate of \$1400 each (includes daytime catering, Welcome Reception and Project Management Achievement Awards Dinner) or single day passes for \$300 per day (no access to Plenary Sessions, Concurrent Sessions or evening functions).

Public and Product Liability Insurance: Australian regulations require all trade exhibitors to have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of \$5,000,000 or above. This refers to damage or injury caused to a third party/visitor on or in the vicinity of a Trade exhibition stand. Exhibitors are required to submit their Public Liability Insurance Certificate along with their booking form prior to the event.

ADVERTISING

AIPM's 2018 National Conference offers all organisations the opportunity to advertise either on the conference app or by providing satchel inserts (satchels will be distributed to all delegates).



CONFERENCE APP ADVERTISING - \$2,500

- Advertisement to appear on Conference app.
 - Finished artwork to be supplied by partner.
 - Artwork submission deadlines to be advised upon receipt of the signed partner agreement.
- Two pop-up notifications to be sent within the app to prompt delegates to interact with your organisation (outgoing message content subject to AIPM approval).



SACHEL INSERT - \$2,500

- Finished insert or promotional item to be supplied by partner.
- Artwork or promotional item will be placed in each satchel and given to each delegate.
- Maximum size of brochures for inclusion in satchel is A4 4 individual pages (8 printed pages) or a suitable promotional item.
- Insert or promotional item subject to AIPM approval.
- Artwork/item submission deadlines to be advised upon receipt of the signed partner agreement.



PRELIMINARY EXHIBITION TIMETABLE

MONDAY
7 October 2018

08:00 – 17:00 Trade Exhibition Open

TUESDAY
8 October 2018

08:00 – 15:30 Trade Exhibition Open

*Please note that this is a preliminary timetable only and is subject to change closer to the event. Please visit the website for current schedule.

LOGISTICAL INFORMATION

AIPM 2018 NATIONAL
CONFERENCE WEBSITE

www.aipm2018.com.au

TRADE EXHIBITION FLOOR PLAN

The final layout of display booths will be developed in conjunction with the venue to facilitate the free flow of visitors to the Exhibition.

SERVICE TO EXHIBITORS

Information will be provided closer to the conference.

HOTEL ACCOMMODATION

Accommodation bookings can be made when registering online for the Conference. For further information about hotel accommodation visit the Conference website.

ENQUIRIES AND INFORMATION

EVENT PARTNER PACKAGES

David Fien

Head of Partnerships

Australian Institute of Project Management

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E: dfien@aipm.com.au

Lawrence Li

Sponsorship and Exhibition Manager

Think Business Events

T: 03 8658 4045

E: lawrencel@thinkbusinessevents.com.au

TRADE EXHIBITION BOOTHS

Lawrence Li

Sponsorship and Exhibition Manager

Think Business Events

T: 03 8658 4045

E: lawrencel@thinkbusinessevents.com.au

ACCOMMODATION

Angelika Rosen

Registration & Administration Manager

Think Business Events

T: 02 8251 0045

E: angelikar@thinkbusinessevents.com.au



BOOKING FORM

To book your selected Event Partner and/or Trade Exhibition packages please complete the Booking Form and Event Partner/Trade Exhibitor Registration Form:

PERSONAL DETAILS

Company Name
Contact Person
Postal Address
State Postcode
Telephone
Fax
Mobile
Email

EVENT PARTNER / TRADE EXHIBITION / ADVERTISING PACKAGE

I would like to invest in the following sponsorship / exhibition package
Package
Value \$
Trade Booth Preference: 1st 2nd 3rd

Prices quoted in the package are in Australian dollars and inclusive of GST

Please email remittance with company and conference name as reference to aipm@thinkbusinessevents.com.au

PAYMENT

Payment can be made by direct deposit, credit card or cheque to Australian Institute of Project Management

I have directly deposited funds to your account

Name of bank: NAB
Account name: Think Business Events ATF AIPM 2018
BSB: 082 401
Account no: 89-827-6109

I have enclosed a cheque/money order to the value of:

Amount \$

Please charge my VISA MasterCard

Card Name

Card Number

Signature

Expiry Date / CVV

Amount \$

CHECKLIST

These items will be used on the conference website and in the conference handbook.

- I have provided an electronic copy of the company logo
I have provided the company website address
I have provided 75 words of promotional text
I have provided a copy of my company's Public and Liability Insurance certificate
I have registered all of my company's representatives who will be on-site

Please send them to Lawrence Li: lawrencel@thinkbusinessevents.com.au



EVENT PARTNER/TRADE EXHIBITION BOOKING & PAYMENT CONDITIONS

1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the Conference and all prices in this document are inclusive of the GST. GST is calculated at date of publication. The Conference reserves the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship and Exhibition space will be allocated upon receipt of a Booking Form. Notification will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 7 days from the date of the tax invoice. The balance is due and payable 30 days prior to the commencement of the conference. All sponsorship and exhibition applications received within 30 days of the commencement of the conference, must include full payment.
3. All monies are payable in Australian dollars. Accepted forms of payment include Visa, Mastercard, or EFTPOS. Cheques should be made payable to Australian Institute of Project Management, and must be drawn on an Australian bank. All monies due and payable must be received (and cheques cleared) by the organisers prior to the event. No sponsor or exhibitor will be allowed to begin move-in operations nor be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Conference Managers.
4. All international payments must include provision for bank fees and exchange rates in the payment amount. Any outstanding balance will be required to be paid by the sponsor or exhibitor prior to the commencement of the conference.
5. Public and Liability insurance to a minimum of AUD\$5 million must be taken out by each sponsor & exhibitor at their own expense. A copy of the certificate of insurance currency must be provided to the Conference Managers a minimum of four weeks prior to the commencement of the Conference.
6. CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of total fees applies to cancellations made 90 days prior to the commencement of the conference. No refunds will be made for cancellations after this date. Once space has been confirmed and accepted, a reduction in sponsorship or exhibition 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 one hour before the Exhibition commences will be reassigned without refund.
7. The Conference reserves the right to rearrange the floor plan and/or relocate any exhibit without notice. The Conference will not discount or refund for any facilities not used or required.
8. The Conference reserves the right to amend existing unsold sponsorship packages or add additional sponsorship packages as required without notice to confirmed sponsors and exhibitors.
9. If an exhibitor intends to utilise a custom built stand, the Conference Manager must be advised and such advice must include full details and dimensions a minimum of six weeks prior to the commencement of the conference. All display construction requires the approval of the Conference Manager. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
10. No sponsor or exhibitor shall assign, sublet or apportion the whole or any part of their sponsorship package or booked space except upon prior written consent of the Conference Manager. Shared sponsorship and exhibition packages will result in one set of benefits only being available to be shared by all parties involved. This includes but is not limited to logo recognition, profile inclusion, signage, and registration benefits.
11. The Australian Institute of Project Management complies with the principles of permission-based marketing. Australian Institute of Project Management will use your information to send you updates and other news about related services or events. We will only pass on your information to reputable third party official contractors of the Conference for the purpose of assisting you with your participation.

Yes I have read and agree to the conditions of sale above.

Authorised by _____

Date _____

TERMS AND CONDITIONS:

Please ensure you read all Terms and Conditions before submitting your registration.

Please visit www.aipm2018.com.au/ for full details.

Privacy Statement: Your personal details, obtained through submission of your registration and associated collateral, will be collected and held by the Australian Institute of Project Management.

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