

SPONSORSHIP, ADVERTISING AND EXHIBITION BOOKING FORM

Talent2 User Group 2012 Conference 18 – 20 March 2012 Surfers Paradise Marriott Resort & Spa, Gold Coast

Sponsorship & Exhibitions Account Manager
Talent2 User Group 2012 Conference
arinex pty limited
GPO Box 128
SYDNEY NSW 2001, Australia

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Web: www.t2ug.com

A. SPONSORSHIP PACKAGE(S) REQUESTED**COST A\$**

1.
2.

B. TRESTLE TABLE REQUESTED

Please reserve the following trestle table (please tick):

Trestle Table Package A\$2,200 (incl. GST) **COST A\$:**

Preferred Booth Position(s) / Preferred Trestle Table Position(s) (refer to floor plan)

Please 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: 16 December 2011) (incl. GST)	A\$

Organisation name (for marketing purposes): _____

Organisation name (for invoicing purposes): _____

Address: _____

City: _____

State: _____

Post Code: _____

Country: _____

Main Sponsor / Exhibitor Contact (Name): _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Website: _____

PAYMENT DETAILS (please tick)

We wish to pay via company cheque. Note all cheques must be made payable to: arinex on behalf of the Talent2 User Group 2012 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.

MasterCard VISA American Express

Credit Card Number _____ / _____ / _____ / _____ Expiry Date _____ / _____ CCV _____

Name on Card _____ Cardholder Signature _____

All credit card transactions will attract a 2.5% credit card processing fee. This fee will be applied to the total amount payable

SEE OVER FOR TERMS AND CONDITIONS ►

SPONSORSHIP BOOKING TERMS & CONDITIONS

1. 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 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 **16 December 2011**. Applications received after **16 December 2011** must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to arinex on behalf of the **Talent2 User Group 2012 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 meeting 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 **18 November 2011**. 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 meeting 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/full payment.
9. 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 limited**. NO, I do not consent.

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

Authorised by: _____ Date: _____

EXHIBITION BOOKING TERMS & CONDITIONS

1. 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 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 GST.
2. Display tables 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 **16 December 2011**. Applications received after **16 December 2011**, must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to arinex on behalf of the **Talent2 User Group 2012 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 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 **16 December 2012**.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies to display table booking cancellations on or before **18 November 2011**. 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 18:00hrs on Sunday, 18 March 2012 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. 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 limited**. NO, I do not consent.

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

Authorised by: _____ Date: _____