

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



Sponsorship & Exhibition Prospectus

[www.t2ug.com](http://www.t2ug.com)

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## Invitation from the Talent2 User Group 2012 Conference Chair

Our theme for the 16<sup>th</sup> Talent2 User Group Conference is *"The Future – We're Important"*. With this theme, the conference is encouraging delegates, sponsors and exhibitors to challenge how to optimise systems and new solutions to assist in taking an organisation to the next level.

This annual event is now firmly established as 'gold standard', providing delegates with long-lasting solutions, insight and understanding of enhancing the delivery of HRIS within their organisation. Delegates also gain real added value from the many group discussions and exchanging views with other delegates, sponsors and exhibitors.

We would like to invite you to attend the Conference as a Sponsor and/or Exhibitor, where you will have unique access to a large number of organisations who use the Alesco Human Resource Information System. The Conference brings together a mix of Australian and International delegates from a wide range of occupations such as Payroll Administrators to IT Directors.

We recognise that the support of our Sponsors is a key contributor towards the success of the Conference and are keen to tailor a package to optimally promote your organisation to our delegates. The Exhibition will provide organisations with a fantastic opportunity to personally showcase their products and/or services to conference delegates.

The Conference is held under one roof with all conference refreshment breaks being held in the same location as the exhibitors.

On behalf of the Conference Organising Committee we look forward to welcoming you to the Gold Coast and having you share in the success of the Talent2 User Group 2012 Conference.

Kind regards

A handwritten signature in black ink, appearing to read 'CH7'.

**Cherie Hunt**

*Chair, Organising Committee*

Talent2 User Group 2012 Conference

## The Talent2 User Group Conference

The Talent2 User Group Inc was formed at the inaugural conference held in Brisbane in March 1997. There were over 125 delegates present who agreed to the formation of the Talent2 User Group to represent users in the Asia Pacific Region.

The process began to form Local User Groups in the states and territories of Australia and New Zealand. So began a dialogue with Talent2 representatives about product use, development, support and quality.

Local User Group activities vary from state to state but all have regular meetings with good attendances.

## Organising Committee

### President

Andrew Smee, Charles Sturt University

### Vice President

Cherie Hunt, Ministry of Education

### Treasurer

Joe Dascoli, Queensland University of Technology

### Regional Representatives

New South Wales – Mark Kneen, University of New England

New Zealand – Cherie Hunt, Ministry of Education

Papua New Guinea – Jenny Tom, Department of Finance

Queensland – Felicity Nicholas, James Cook University

South Australia – Paul Moran, Flinders University

Victoria/Tasmania – Tim Place, Swinburne University of Technology

Western Australia/Northern Territory – Tracey Dixon, Catholic Education Office of WA

## Previous Conferences

Year	Location	Delegate Numbers
2011	Manly, NSW	204
2010	Perth, WA	217
2009	Glenelg, SA	177
2008	Brisbane, QLD	176
2007	Melbourne, VIC	176

## Delegate Profile

**200 delegates are expected to attend**, they include HR Directors and their direct reports; all are senior members of the HRMS team. They come from all over Australia, PNG and NZ. They are interested in extending their service to clients, improving their reporting, increasing their service levels and using technology to work smarter.

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## The Venue & City

### **Surfers Paradise Marriott Resort and Spa**

The Surfers Paradise Marriott Resort is a five-star resort, with rooms offering views of the Pacific Ocean, Hinterland and Nerang River.

Float your cares away in the saltwater lagoon, man-made coral reef with tropical fish, sandy beaches, freshwater pools and spas, waterslide, waterfalls and tropical gardens.

Featuring the only Benihana Teppanyaki Restaurant in Australia, as well as a sumptuous seafood buffet at Citrique, Lattouf Day Spa, fully equipped Health Club and two tennis courts, the Marriott is your home away from home.

### **Gold Coast**

Australia's Gold Coast is a fun and diverse city, offering an explosion of action packed days and fun filled nights enjoyed by more than 10.5 million visitors every year.

A location of genuine character, the Gold Coast has it all - beautiful beaches, lush rainforests, stunning golf courses, first-class dining, exciting theme parks, and fantastic shopping.

And with warm weather year round, a thriving restaurant and entertainment scene to suit all tastes and excellent conference facilities, the Gold Coast is a great place to combine work with leisure.

### **Accommodation**

Competitively priced accommodation will be secured by the Conference Managers for the Talent2 User Group 2012 Conference. For further information on accommodation and to reserve accommodation for yourself or your organisation please visit the Conference website at [www.t2ug.com](http://www.t2ug.com) or contact the Conference Managers directly on + 61 2 9265 0700 or via email at [t2ug@arinex.com.au](mailto:t2ug@arinex.com.au).

## Benefits to Sponsors and Exhibitors

The Talent2 User Group 2012 Conference will provide many long lasting benefits including:

- Maximum exposure at a premier conference devoted to Talent2 HRM Software Users
- High visibility on the official 2012 Talent2 User Group Conference website and Talent2 User Group 2012 Conference marketing materials
- Harnesses all five senses to drive home your messages
- Provides opportunity for eye-to-eye marketing
- Building brand awareness
- Educating the market
- Building prospect databases

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## Marketing and Public Relations

The Talent2 User Group 2012 Conference Managers are here to ensure you get the most out of your investment. We encourage you to contact our Sponsorship & Exhibitions Department to discuss the many additional ways we can further assist your marketing efforts and build your business through the Talent2 User Group 2012 Conference.

The Talent2 User Group 2012 Conference offers a unique opportunity to increase your organisation's exposure to a diverse cross-section of industry professionals through the following marketing strategies:

- *E-marketing* – including regular email blasts promoting program updates, key dates and featured speakers
- *Website* – will be used as the main information distribution channel and, as such, will be regularly updated and refreshed with latest updates

Sponsorship packages and commitment levels vary and can be tailored to suit your marketing strategies. Whatever your business, the Talent2 User Group 2012 Conference has a Sponsorship package that will help you meet your brand and networking objectives.

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## Previous Sponsors / Exhibitors

### *Conference Partner*



### *Silver Sponsors*



### *Bronze Sponsors*



### *Exhibitor*



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## Conference Managers

**arinex pty limited** has been appointed as the official Professional Conference Organiser (PCO) and looks forward to delivering an inspiring experience.

**arinex pty limited** is a leading specialist in meetings, events, exhibition and destination management. Consisting of eight core business units, we provide a highly creative and professional meetings and events management service to associations, governments and corporate organisations.

<**ar-in-ex**>: The ultimate expression of being architects of inspiring experiences, embodying the art and science of creating meetings and events that surpass all expectations.

For further details on the opportunities available please contact the Talent2 User Group 2012 Conference Managers who will be pleased to assist you.



Senior Sponsorship & Exhibitions Account Manager

Kirsty O'Brien

Talent2 User Group 2012 Conference

**arinex pty limited**

Address: GPO Box 128  
SYDNEY NSW 2001  
AUSTRALIA

Tel: + 61 2 9265 0700

Fax: + 61 2 9267 5443

Email: [kobrien@arinex.com.au](mailto:kobrien@arinex.com.au)

Website: [www.t2ug.com](http://www.t2ug.com)

All information and ideas contained in this document are confidential to **arinex pty limited** ABN 28 000 386 676. Exploitation or use of any of the materials or ideas contained in this document, without the prior written consent of **arinex pty limited**, may result in legal action being taken against those parties in breach of the confidentiality in which this document has been prepared, written and submitted.

## Sponsorship at a Glance

<u>Sponsorship Package</u>	<u>Number Available</u>	<u>Price A\$</u>
Gold Sponsor	Two	\$5,900
Silver Sponsor	Three	\$4,900
Bronze Sponsor	Unlimited	\$3,900
Conference Handbook Sponsor	Exclusive	\$2,000
Farewell Drinks Sponsor	Exclusive	\$1,500
Refreshment Break Sponsor		\$1,500
Writing Pads Sponsor	Exclusive	\$500
Satchel Inserts		\$400
Program Handbook Advertising		From \$170

## 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) on all printed conference material\*
- 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 2012

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## Important Dates

Call for Abstracts open	Closed
Abstract submission deadline	Closed
Registration opens	December 2011
Program Handbook advertising booking deadline	Friday, 27 January 2012

## Gold Sponsor

**A\$5,900 (incl. GST)**

### **Maximum: Two**

As one of the Gold Sponsors, your organisation will benefit from an excellent level of exposure. Your organisation will enjoy a strong alignment with the conference through the many opportunities for branding and exposure, prior to and during the Talent2 User Group 2012 Conference.

As a Gold Sponsor, your organisation will receive considerable exposure and recognition through the following entitlements:

- Three (3) conference delegate registrations inclusive of the Conference Dinner and Welcome Drinks
  - Opportunity to present in a concurrent session on Monday, 19 March 2012
  - One (1) trade display area located in a prominent position including clothed trestle table, two chairs, display board and power.
  - One (1) exhibitor registration inclusive of Welcome Reception
  - Delegate list supplied two weeks prior to the conference\*\*
  - Logo and 150 word profile in the Conference Handbook\*
  - Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
  - Verbal acknowledgement as the/a Gold Sponsor during the opening and closing sessions
- Half page advertising space in the Conference Handbook (artwork to be supplied by sponsor)

*\*\* Exposure in the 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 exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.*

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

### **Option 1: Conference Handbook**

The Conference Handbook will include the Conference Program and Social Program Information. This publication will be a valuable reference tool used by delegates during and after the conference.

The sponsoring organisation will receive the following entitlements:

- Full page advertising space on the outside back cover of the Conference Handbook (artwork to be supplied by sponsor)\*
- Logo printed on the cover of the Conference Handbook along with the conference logo
- Logo and 50 word profile in the Conference Handbook \*

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

### **Option 2: Conference Polo**

The polo is a trademark delegate item for the conference. As the sponsor of the polo your organisation will receive the following entitlements:

Logo to appear on the polo along with the Talent2 User Group logo. The Organising Committee reserves the right to source and select the polo.

## Silver Sponsor

**Maximum: Three**

**A\$4,900 (incl. GST)**

As a Silver Sponsor, your organisation will enjoy a strong alignment with the conference through the many opportunities for branding and exposure, prior to, during and after the Talent2 User Group 2012 Conference.

As a Silver Sponsor, your organisation will receive a high level of exposure and recognition through the following entitlements:

- One (1) conference delegate registration inclusive of the Conference Dinner and Welcome Drinks
- One (1) trade display area located in a prominent position including clothed trestle table, two chairs, display board and power.
- One (1) exhibitor registration inclusive of Welcome Reception.
- One 15 minute session on Monday, 19 March 2012
- Delegate list supplied after the conference\*\*
- Logo and 100 word profile in the Conference Handbook\*
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Half page advertising space in the Conference Handbook (artwork to be supplied by sponsor)\*

*\* Exposure in the 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.*

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

### **Option 1: Name Badge**

To gain access to the conference all delegates are required to wear the official name badge. This is an opportunity to have your organisation logo printed on all name badges alongside the conference logo and gain considerable exposure throughout the conference.

As the sponsor of the Name Badge your organisation will receive the following entitlements:

- Logo to appear on all name badges alongside the conference logo

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## **Option 2: Lunch Sponsor**

By sponsoring a nominated lunch break, your organisation will demonstrate its hospitality and receive front of mind exposure.

As the Lunch Sponsor for your nominated day, your organisation will receive the following entitlements:

- Corporate literature may be displayed at the sponsored lunch station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the lunch area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored lunch (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored lunch (these passes are for the lunch only, attendance to other sessions is not included)

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## **Option 3: Lunch Sponsor**

By sponsoring a nominated lunch break, your organisation will demonstrate its hospitality and receive front of mind exposure.

As the Lunch Sponsor for your nominated day, your organisation will receive the following entitlements:

- Corporate literature may be displayed at the sponsored lunch station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the lunch area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored lunch (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored lunch (these passes are for the lunch only, attendance to other sessions is not included)

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## **Bronze Sponsor**

***Maximum: Unlimited***

**A\$3,900 (incl. GST)**

Your organisation will experience a solid alignment with the conference as a Bronze Sponsor, through opportunities for branding and exposure, prior to, during and after the Talent2 User Group 2012 Conference.

As a Bronze Sponsor, your organisation will receive exposure and recognition through the following entitlements:

- Delegate list supplied after the conference\*\*
- Logo and 100 word profile in the Conference Handbook\*
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Half page advertising space in the Conference Handbook (artwork to be supplied by sponsor)\*

*\* Exposure in the 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.*

In addition to the entitlements outlined above, each Bronze Sponsor will also receive the following entitlements to compliment their package.

## **Refreshment Break Sponsor**

Demonstrate your organisation's hospitality by sponsoring the daily refreshment breaks (morning tea and afternoon tea).

As the Refreshment Break Sponsor for your nominated day, your organisation will receive the following entitlements:

- Corporate literature may be displayed at the sponsored refreshment break station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the break area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored refreshment break (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored refreshment break (these passes are for the refreshment break only, attendance to other sessions is not included)
- Logo and 50 word profile in the Conference Handbook \*

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## Farewell Drinks Sponsor

**A\$1,500 (incl. GST)**

### **Exclusive**

The Farewell Drinks provide a social closing to the conference for delegates, speakers, sponsors and exhibitors. This is a great opportunity to leave a lasting impression on your target market at the closing of the conference.

*Please note this is an optional event for delegates*

- The sponsor may provide a freestanding banner which will be positioned in a prominent location of the Farewell Drinks venue (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed on the tables at the Farewell Drinks (Conference Managers to supply)
- Sponsor may provide the Farewell Drinks guests with a branded gift (sponsor to supply gifts).
- Logo and 50 word profile in the Conference Handbook \*
- Four (4) tickets for the sponsor's nominated guests to attend the Farewell Drinks

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## Refreshment Break Sponsor

**A\$1,500 (incl. GST)**

### **Maximum: One**

Demonstrate your organisation's hospitality by sponsoring the daily refreshment breaks (morning tea and afternoon tea).

As the Refreshment Break Sponsor for your nominated day, your organisation will receive the following entitlements:

- Corporate literature may be displayed at the sponsored refreshment break station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the break area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored refreshment break (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored refreshment break (these passes are for the refreshment break only, attendance to other sessions is not included)
- Logo and 50 word profile in the Conference Handbook \*

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## Notepad Sponsor

**A\$500 (incl. GST)**

### **Exclusive**

A marketing opportunity is available to provide delegates with branded notepads in the satchel. This is an opportunity to provide your organisation with exposure that exceeds the duration of the conference.

*Please note notepads are to be supplied by the sponsor.*

As the sponsor of the notepads your organisation will receive the following entitlements:

- Notepads provided by the sponsor will be included in the satchel
- Logo in the Conference Handbook \*

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

## Advertising

These cost-effective advertising opportunities are an effective medium to communicate your corporate message and products/services to the conference delegates.

### Satchel Insert

**A\$400 (incl. GST)**

Your organisation may provide promotional material which will be included in the satchel.

- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)

### Conference Handbook Advertising

The Conference Handbook will be a valuable reference tool used by delegates throughout the conference. The publication will contain full details covering the program, together with exhibition details as well as information covering the conference social events.

**Deadline for booking:** Friday, 27 January 2012

**Deadline for artwork:** Friday, 3 February 2012

#### Publication Advertising Rates

Size	Cost
• Full Page Mono	A\$300
• Half Page Mono	A\$170

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## Trade Exhibition

The Talent2 User Group 2012 Conference trade exhibition will run in conjunction with the conference program. The trade exhibition has been designed to provide the best possible promotional opportunities to participating organisations. With refreshment breaks being served in the area, the exhibition will create an unparalleled opportunity to promote your products and services to delegates.

Space is limited so to secure your booking and avoid disappointment contact the Conference Managers as soon as possible.

## Why Participate?

The Talent2 User Group 2012 Conference trade exhibition will provide an exceptional opportunity to promote your products and services in a face-to-face environment, thereby furthering your sales and marketing objectives. There's no better way than a trade exhibition to:

- Build new and strengthen existing relationships
- Acquire highly qualified leads
- Increase brand awareness
- Meet the decision makers
- Demonstrate new devices and services
- Gain instant market feedback
- Obtain first-hand market knowledge of developments in your industry
- Discuss the development of key points raised at the conference

## The Venue

The trade exhibition will be held in the Ballroom Gallery at the Surfers Paradise Marriott Resort and Spa, is in close proximity to all sessions and meeting rooms and will house all conference catering.



## Promotional Display Area

**A\$2,200 (incl. GST)**

This package will provide organisations with an opportunity to promote their products and services during the conference in a static display area, enabling organisation representatives with the option to attend conference sessions without having to permanently staff their promotional displays.

The trestle table displays will be located adjacent to the conference room.

All exhibiting companies will receive:

- Company name listed in the Conference Handbook\*
- Trestle table display space 1.5 wide x 1m deep, includes:
  - One clothed trestle table,
  - Two chairs, and
  - A velcro compatible poster board 1.5m wide x 2.4m high
- One (1) exhibitor registration per display table, allowing the participant access to catering and the Welcome Reception

*Additional furniture, including computer hire, may be arranged through the Conference Managers, at an additional charge.*

*\* Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.*

### Additional Staff Passes

- Additional exhibitor registrations may be purchased from the Conference Managers. The cost is \$380.00 per person. The fee will provide a name badge, attendance to the Welcome Reception, access to lunch, as well as morning and afternoon tea breaks during the conference.
- Additional exhibition staff wishing to attend conference sessions must register as a conference delegate and pay the appropriate registration fee.
- To purchase additional tickets to the Welcome Reception and Conference Dinner, please contact the Conference Managers.

## Preliminary Exhibition Timetable

Sunday, 18 March 2012	Exhibitor move-in and set-up	17:00 – 18:00
Sunday, 18 March 2012	Welcome Reception	18:30 – 21:30
Monday, 19 March 2012	Exhibition open	08:30 – 17:00
Tuesday, 20 March 2012	Exhibition open	08:30 – 16:00
Tuesday, 20 March 2012	Farewell Drinks	15:20 – 16:00
Tuesday, 20 March 2012	Exhibition move-out	16:00 – 17:30

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

*\*\* The delegate list will be provided after the conference. Such lists will exclude any Delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.*

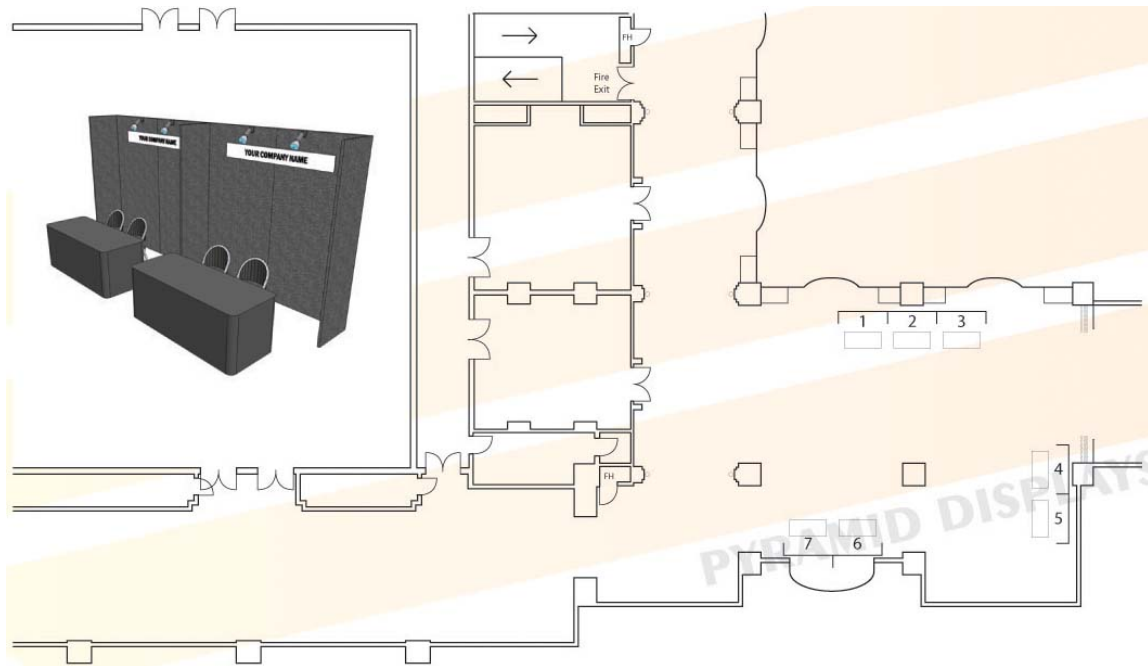
### Exhibition Manual

An exhibition manual will be distributed to all exhibitors approximately three months prior to the exhibition. The manual will contain exhibitor registration details, the move-in / move-out schedule and supplier contact details.

### Public and Product Liability Insurance

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. To assist you in locating your certificate within your organisation – it can often be found with the accounts / finance departments and is also often referred to as 'Broadform'.

### Floor Plan



*Note: Floor plan is subject to change*

## SPONSORSHIP AND / OR EXHIBITION CHECKLIST AND HOW TO BOOK

### Checklist:

- We recommend that you contact the Sponsorship & Exhibitions Account Manager, Kirsty O'Brien, to check your preferred options are available
- On the booking form on page 18, write in your nominated sponsorship package/s and complete this form with contact details
- Read and sign the terms and conditions for sponsorship on page 19
- Fax both booking form pages 18 and 19 to +61 2 9267 5443

### Do you require accommodation?

For information on available accommodation and booking information, visit <http://www.t2ug.com/annual-conferences/2012-conference/accommodation/>

## 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

Tel: +61 2 9265 0700  
Fax: +61 2 9267 5443  
Email: [t2ug@arinex.com.au](mailto:t2ug@arinex.com.au)  
Web: [www.t2ug.com](http://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: .....

<b>AMOUNT PAYABLE A &amp; B</b>	A\$
50% deposit payable 30 days from date of invoice ( <b>Balance due:</b> 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: \_\_\_\_\_