



4th International Conference on

Safety Quality Audit & Outcomes

Research in Intensive Care

10 – 11 August 2010

2010



**CRESWICK
VICTORIA
AUSTRALIA**

Sponsorship and Exhibition

www.sqao2010.com

Invitation to Sponsor or Exhibit

We are delighted to invite your organisation to participate as a valued sponsor or exhibitor at the 4th International Conference on Safety, Quality, Audit & Outcomes Research in Intensive Care (SQAQO 2010).

The Conference will take place in the beautiful Victorian countryside near Ballarat and Macedon Ranges spa country, on the 10th to 11th August, 2010. The impressive program will cover such diverse topics as handover, medication safety, data registries, clinical culture, decision support and data linkage. Theoretically grounded but practically oriented, the program will be presented through active discussions, workshops and free papers to develop new safety and outcomes initiatives.

Although SQAQO 2010 is primarily based on Intensive Care, the topics are applicable to a wide range of health related personnel. The Conference deliberately focuses on multidisciplinary team activities and is suitable for critical care nurses, allied health staff and physicians. A number of dynamic speakers from various disciplines have already committed.

Importantly, in 2010, the SQAQO Conference will be followed by the first Clinical Trials Group Research Forum which will take place at the same venue on 12th and 13th August.

To align your brand with the stimulating program and discuss how we can best meet and exceed your marketing objectives through the upcoming Conference, I strongly urge you to contact the Conference Managers to ensure you don't miss out on this year's opportunity

Dr Tony Burrell MBBS BA FANZCA FJFICM
Safety, Quality, Audit & Outcomes Research in Intensive Care Conference
Convener



Director, Intensive Care Coordination and Monitoring Unit (ICCMU)
PO Box 63, Penrith NSW 2751 Australia; Chair ANZICS Safety and Quality Committee

About ANZICS

The Australian and New Zealand Intensive Care Society (ANZICS) is the peak professional and advocacy body for medical practitioners specialising in the treatment and management of critically ill patients in public and private hospitals. ANZICS leads the world in intensive care research through its Clinical Trials Group and patient databases, including the Adult Patient Database, the Paediatric Intensive Care Registry and the Critical Care Resources Survey. The Society is devoted to all aspects of intensive care medical practice through ongoing professional education, the provision of leadership in medical settings, clinical research and analysis of critical care resources.

Visit our website for further information:

www.anzics.com.au



About SQAQO 2010

Conference Objectives

- Promote patient safety through research into intensive care safety, quality, audit and outcomes assessment methodology;
- continue the cycle of project planning and implementation related to intensive care safety, quality, audit and outcomes by rigorous assessment of priorities, appropriate method design, efficacy assessment and large scale roll-out of successful programs;
- assess, develop and teach management strategies for effective implementation of proven programs especially where Australasian research has shown beneficial outcomes;
- to engage the research community in high quality intensive care safety, quality, audit and outcomes initiatives in order to reduce the “friction between research and quality”;
- to continue a process of rigorous assessment of local and international safety and quality initiatives in the Australasian context; and
- to further develop cross-specialty and cross-discipline dialogue and learning in areas of statistics and epidemiology, human behaviour, organisation and change management, qualitative and quantitative research, industrial monitoring techniques and economics.

Conference Themes

Safety, Quality, Audit and Outcomes Research in Intensive Care.

The program will address:

- current quality initiatives and outcomes;
- methods papers, statistics or outcomes;
- epidemiological topics.

Key Dates

19 February 2010	Call for Abstracts open
16 April 2010	Call for Abstracts close
5 May 2010	Registration opens
18 June 2010	Early Bird deadline

Organising Committee

Organising Committee

Dr Tony Burrell (Chair), Prof Wendy Chaboyer, A/Prof Graeme Hart, Dr Robert Herkes, Dr Peter Hicks, Dr John Lambert, Dr Michael O’Fathartaigh, A/Prof Steve Webb.

Scientific Committee

Dr Tony Burrell (Chair), Prof Wendy Chaboyer, Prof Doug Elliott, A/Prof Graeme Hart, Dr Robert Herkes.

Marketing and Public Relations

The SQAQO 2010 Conference Managers, **arinex pty limited**, will ensure you get the most out of your investment. We encourage you to contact our Sponsorship and Exhibition Department by emailing Kirsty at kobrien@arinex.com.au or calling on 02 92650700 to discuss the many additional ways we can further assist your marketing efforts and build your business through the Conference.

The International SQAQO Conference 2010 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
- *Marketing Collateral* – including flyers to be used at industry events to stimulate interest and provide key details
- *Website* – will be used as the main information distribution channel and will be regularly updated and refreshed with the latest updates
- *Promotional activities* – are scheduled for all similar international / national Conferences and events to keep the target market informed of progress and to stimulate interest in the SQAQO Conference 2010

Delegate Profile

The Conference is a major annual gathering of stakeholders and health related personnel related to Safety and Quality in Intensive Care.

This Conference gives your company the exclusive opportunity to reach those with a specific interest in improving and measuring health sector performance with an emphasis on critical care.

Medical, Nursing, University, Government and private sector health management will be present, while representatives from around the world will receive an invitation to attend. Sponsorship is extremely limited, so register immediately to ensure your company's prominent placement at this very exciting event.

The SQAQO conference is coming to Australia for their first time in 2010. Previously the conference has been held in Queenstown, New Zealand (2007 and 2009) and in Christchurch, New Zealand (2008). A greater diversity and number of delegates is anticipated by holding the Conference in Victoria.

Expected to attend are:

- Directors of Intensive Care Units
- Clinical Directors
- Intensivists
- Staff Specialists
- Research Managers
- Nursing Unit Managers

The Venue and Location

Novotel Forest Resort Creswick

Novotel Forest Resort Creswick is a 4½ star luxury, environmentally sensitive hotel in the heart of the Hepburn Shire in Victoria.

It features 144 beautiful hotel rooms with stunning views of the surrounding countryside and is ideal for conference and leisure guests. Choose from eight different room types ranging from Standard King Rooms to gorgeous Two Bedroom Penthouse Suites. Room features include balconies and floor to ceiling windows, king size beds, spa baths, LCD televisions, wireless and broadband internet, as well as bathrobes and all the amenities you expect of a world-class hotel.



Creswick

Creswick is an historic gold rush town set amid tall eucalyptus and pine forests just north of Ballarat in Victoria's Goldfields region, and nestled in the Macedon Ranges spa country.



Why Sponsor and Exhibit?

Benefits to Sponsors and Exhibitors

This prospectus outlines the range of opportunities available to organisations for sponsorship participation. This year's Conference is an excellent opportunity for your organisation to:

- Showcase products and services of interest to the industry in partnership with ANZICS, a world-leader in developing healthcare policies and guidelines
- Meet with delegates from a range of specialities encompassing intensive care
- Inform delegates and potential clients about new products and services
- Promote the position of your brand through improved knowledge
- Gain information on the status of medical education and training in Australia and New Zealand
- Network with healthcare professionals from across Australia and New Zealand
- Demonstrate your involvement in, commitment to and support of the Conference and broader safety and quality initiatives
- Reap the benefits of spending quality time with delegates away from everyday distractions

Below is a range of options for sponsorship, but we welcome the opportunity to customise these to help you achieve your marketing objectives and are open to discussing any ideas that you may have to maximise your return on investment.

Sponsorship at a Glance – Package Entitlements

Sponsorship Package	Number Available	Price incl GST
Gold Sponsor	2	A\$22,000
Silver Sponsor	3	A\$11,000
Bronze Sponsor	5	A\$5,500
Welcome Reception Sponsor	Exclusive	A\$4,000
Satchel Sponsor	Exclusive	A\$3,500
Name Badge Sponsor	Exclusive	A\$3,000
Program Book Sponsor	Exclusive	A\$3,500
Keynote Session Sponsor		A\$3,000
Refreshment Break Sponsor		A\$1,500
Notepad Sponsor (in-kind)	Exclusive	A\$1,000
Pen Sponsor (in-kind)	Exclusive	A\$1,000
Satchel Insert		A\$800
Program Book Advert		From A\$600

Important Note - Exposure in the Conference publications/printed materials is determined by confirmation of sponsorship prior to print deadlines. This relates to all of the above packages. To maximise exposure, please confirm your participation by the earliest date possible.

Gold Sponsor
Maximum 2

A\$22,000 (incl. GST)

We view our Gold Sponsors as our partners in the successful execution of the SQAQO Conference 2010 and will work alongside you to provide opportunities to promote your organisation in the run up to and during the Conference. As the Gold Sponsor, your organisation will benefit from the highest level of exposure and representation with the following entitlements:

- Recognition as a Gold Sponsor (with organisation logo) on all printed Conference material
- Recognition as a Gold Sponsor (with organisation logo) on the home page and Sponsors' page of the official Conference website, including a hyperlink to your organisation's home page
- A 5 minute speaking opportunity in the Opening Plenary Session to welcome all delegates to the Conference
- Acknowledgement as a Gold Sponsor on all relevant sponsorship signage onsite
- Full mono A4 page advertising space in the Conference Program Book (artwork to be supplied by the sponsor and subject to Committee Approval)
- One (1) Exhibition Display
- One (1) Exhibitor Registration inclusive of welcome reception and all catering
- Three (3) Conference Delegate Registrations inclusive of Welcome Reception and Conference Dinner
- Four (4) tickets to the Conference Dinner
- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all delegate satchels (sponsor to supply material)

Note: inserts must be approved by the Organising Committee

- Use of the Conference Logo until end of August 2010
- Verbal acknowledgement as a Gold Sponsor during the Opening and Closing Plenary
- Logo and 200 word profile in the Program Book
- Logo on all Sponsor slides at the beginning of each Plenary Session

Silver Sponsor
Maximum 3

A\$11,000 (incl. GST)

As a Silver Sponsor, your organisation will enjoy a strong association with the Conference through the many opportunities for branding and exposure prior to, during and after the event. As a Silver Sponsor, your organisation will receive the following entitlements:

- Recognition as a Silver Sponsor (with organisation logo) on all printed Conference material
- Recognition as a Silver Sponsor (with organisation logo) on the Sponsors' page of the official Conference website, including a hyperlink to your organisation's home page
- Acknowledgement as a Silver Sponsor on all relevant sponsorship signage onsite
- Half page mono advertising space in the Conference Program Book (artwork to be supplied by the sponsor and subject to Committee approval)
- Two (2) Conference Delegate Registration inclusive of Welcome Reception and Conference Dinner
- Two (2) tickets to the Conference Dinner
- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all delegate satchels (sponsor to supply material)

Note: inserts must be approved by the Organising Committee.

- Use of the Conference Logo until end of August 2010
- Logo and 150 word profile in the Program Book

Bronze Sponsor
Maximum 5

A\$5,500 (incl. GST)

Bronze Sponsors will receive the following entitlements:

- Recognition as a Bronze Sponsor (with organisation logo) on all printed Conference material
- Recognition as a Bronze Sponsor (with organisation logo) on the Sponsors' page of the official Conference website, including a hyperlink to your organisation's home page
- Acknowledgement as a Bronze Sponsor on all relevant sponsorship signage onsite
- One (1) Conference Delegate Registration inclusive of Welcome Reception and Conference Dinner
- One (1) ticket to the Conference Dinner
- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all delegate satchels (sponsor to supply material)
Note: inserts must be approved by the Organising Committee
- Use of the Conference Logo until end of August 2010
- Logo and 100 word profile in the Program Book

Welcome Reception
Exclusive

A\$4,000 (incl. GST)

The Welcome Reception is a fantastic opportunity for delegates, speakers, sponsors and exhibitors to network in a relaxed social environment on the opening night of the SQAQO Conference. As the Sponsor of the Welcome Reception your organisation will receive the following entitlements:

- The sponsor may provide a freestanding banner which will be positioned at the entrance to the Welcome Reception (maximum size 2m high x 1m wide)
- Recognition as the Welcome Reception Sponsor (with organisation logo) on the Sponsors' page of the official Conference website, including a hyperlink to your organisation's home page
- 5 minute speaking opportunity for organisation representative to welcome guests to the function
- Sponsor may provide the Welcome Reception guests with an organisation branded gift (sponsor to supply gifts).
Note: Subject to the approval of the Organising Committee.
- Logo and 50 word profile in the Program Book
- Four (4) tickets for the sponsor's nominated guests to attend the Welcome Reception

Satchel Sponsor

A\$3,500 (incl. GST)

All delegates attending the Conference will receive a satchel. Sponsorship of the satchel will ensure your logo is continually visible to all delegates throughout the duration of the Conference and beyond. The Satchel Sponsor will receive the following entitlements:

- Recognition as the Satchel Sponsor (with organisation logo) on the Sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Logo printed on the Conference satchel along side the Conference logo. The Conference Organising Committee reserves the right to source and select the satchel.
- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all delegate satchels (sponsor to supply material)

Note: inserts must be approved by the Organising Committee

- Acknowledgement as the Satchel Sponsor in the Program Book

Name Badge Sponsor

A\$3,000 (incl. GST)

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

The Name Badge Sponsor will receive the following entitlements:

- Recognition as the Name Badge Sponsor (with organisation logo) on the Sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Logo printed on all Name Badges along side the Conference logo
- Acknowledgement as the Name Badge Sponsor in the Program Book

Program Book Sponsor

A\$3,500 (incl. GST)

The Conference Program Book will include all general meeting information and the Scientific and Social Programs. This publication is a valuable reference tool used by delegates during and after the Conference. The Program Book Sponsor will receive the following entitlements:

- Recognition as the Program Book Sponsor (with organisation logo) printed on the front cover of the Program Book and an acknowledgement inside the Program Book
- Recognition as the Program Book Sponsor (with organisation logo) on the Sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Full page colour advertising space in the outside back cover of the Conference Program Book (artwork to be supplied by sponsor)

Note: inserts must be approved by the Organising Committee

- Logo and 50 word profile in the Program Book

Keynote Session Sponsor

A\$3,000 (incl. GST)

A major highlight of the Conference Program is the high quality of the Keynote Speakers. Due to their popularity, your organisation should not miss the opportunity to gain premium and concentrated levels of exposure. As a Keynote Session Sponsor your organisation will receive the following entitlements:

- Recognition as a Keynote Session Sponsor (with organisation logo) on the Sponsors' page of the official Conference website, including a hyperlink to your organisation's home page
- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all Delegate satchels (sponsor to supply material)

Note: inserts must be approved by the Organising Committee

- Verbal recognition by the Session Chair directly before and after the Keynote session
- The sponsor may provide a freestanding banner which will be positioned in a prominent location during the sponsored session (maximum size 2m high x 1m wide)
- Logo and 100 word profile in the Program Book
- Your organisation logo will feature on the audio visual screen in the session room prior to and at the conclusion of the sponsored session
- Four (4) complimentary passes for nominated guests to attend the sponsored session (these passes are for the sponsored session only, attendance to other sessions is not included)
- Name and Logo of Keynote Speaker Sponsor will be included in the program section of the Conference Program Book

Refreshment Break Sponsor (per day) **A\$1,500 (incl. GST)**

Demonstrate your company's hospitality by sponsoring the daily morning tea, luncheon and afternoon tea breaks. The sponsorship relates to all three refreshment breaks on your chosen day. The breaks will be held in the Exhibition area.

As the Refreshment Break Sponsor you will enjoy the following entitlements:

- Recognition as the Refreshment Break Sponsor (with organisation logo) on the Sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Company corporate literature may be displayed at the hospitality area (sponsor to supply)
- The Sponsor may provide 2 freestanding banners which will be positioned in a prominent location in the refreshment area (maximum size 2m high x 1m wide)

Notepad Sponsor **A\$1,000 (incl. GST)**

This is an opportunity to provide each delegate with your branded notepads in the Conference satchel, providing your organisation with exposure that extends beyond the duration of the Conference.

Please note the note pads are to be supplied by the Sponsor.

- Recognition as the Note Pad Sponsor (with organisation logo) on the Sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Notepads, provided by the Sponsor, will be included in all delegate satchels
- Acknowledgement as the Notepad Sponsor in the Program Book

Pen Sponsor

A\$1,000 (incl. GST)

This is an opportunity to provide each delegate with your branded pens in the Conference satchel, providing your organisation with exposure that extends beyond the duration of the Conference.

Please note the pens are to be supplied by the sponsor.

- Recognition as the Pen Sponsor (with organisation logo) on the sponsors' page of the Conference website, including a hyperlink to your organisation's home page
- Pens, provided by the sponsor, will be included in all delegate satchels
- Acknowledgement as the Pen Sponsor in the Program Book

Advertising Opportunities

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

Satchel Insert

A\$800 (incl. GST)

Your organisation may provide promotional material which will be included in all delegate satchels.

- Organisation brochure (maximum four x A4 pages per brochure) to be inserted in all delegate satchels (sponsor to supply material)

Note: inserts must be approved by the Organising Committee

Program Book

\$various

The Conference Program Book will be a valuable reference tool used by delegates throughout the Conference. The publication will contain full details of the scientific program together with Exhibition details and information covering the Conference social events.

Publication Advertising Rates

Size	Price (incl. GST)
------	-------------------

Trade Exhibition

The SQAQO Conference 2010 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.

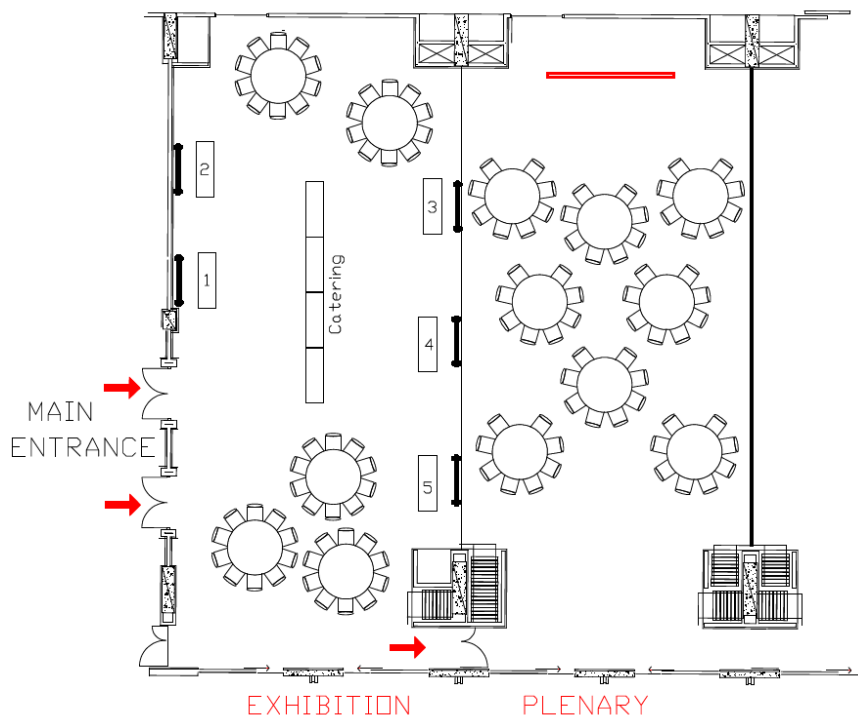
Space is limited so to secure your booking and avoid disappointment contact the Conference Managers as soon as possible.

Exhibition Details

Display Table	A\$2,000 (incl GST)
----------------------	----------------------------

Each Display Table package includes the following:

- Trestle table space 3m wide x 1m deep (3m²)
- 1 x trestle table
- 1 x Cloth
- 2 x chairs
- One x 2.4m high Velcro compatible back board



Preliminary Exhibition Timetable

Monday 9 August	Exhibitor move-in and set-up	14:00 – 17:00
Monday 9 August	Exhibition open	18:00 – 19:00
Monday 9 August	Welcome Reception	18:00 – 19:00
Tuesday 10 August	Exhibition open	10:40 – 15:30
Wednesday 11 August	Exhibition open	08:30 – 13:30
Wednesday 11 August	Exhibition move-out	14:00 – 17:30

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

Trade Display Information

All participating organisations will receive:

- A comprehensive Exhibition Manual
- Organisation name listed on Exhibition page of Conference website
- A 50 word organisation profile in the Program Book
- One Exhibitor Pass, which entitles the holder to:
 - Morning and Afternoon Refreshment Breaks and Lunch
 - Conference Satchel, Conference Program
 - One (1) ticket to the Welcome Reception

Additional Staff Passes

- Additional registrations may be purchased from the Conference Managers. The cost is \$250 per person. The fee will provide a name badge, attendance to the Welcome Reception, access to lunch and the morning and afternoon tea and coffee breaks during the Conference.
- Additional Exhibition staff wishing to attend Conference sessions must register as a Conference delegate and pay the appropriate registration fee.

Exhibition Manual

An Exhibition Manual will be distributed to all Exhibitors approximately two months prior to the Exhibition. The manual will contain Exhibitor Registration and Exhibitor Pass Order Forms, the move-in / move-out schedule and supplier contact details and professional tips and advice on how to achieve the best return on your investment.

Public and Product Liability Insurance

It is a requirement of the Conference Managers that all Exhibitors have adequate Public Liability Insurance cover based on a limit of indemnity to the value of A\$10,000,000 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'.

Conference Managers

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

We provide a highly creative and professional meetings and events management service to associations, governments and corporate organisations.

arinex has been born out of combining the experience and resources of two highly successful organisations in Australia's meetings and events industry, Tour Hosts and The Meeting Planners. Together, we collectively represent more than 50 years of experiences and, we're proud to say, many years of delivering amazing client outcomes.

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

Sponsorship & Exhibition Account Manager

arinex pty limited

91 - 97 Islington Street, COLLINGWOOD VIC 3066, AUSTRALIA

Tel: + 61 2 9265 0776

Fax: + 61 2 9267 5443

Contact: Kirsty O'Brien

Email: kobrien@arinex.com.au

Website: www.sqao2010.com



Accommodation

A range of competitively priced accommodation options will be secured by the Conference Managers for the SQAQO Conference 2010. For further information on accommodation options and to reserve accommodation for yourself or your organisation, please visit the Conference website at www.sqao2010.com or contact the Conference Managers directly:

Delegate Services Department

arinex pty limited

Phone: + 61 2 9265 0700

Fax: + 61 2 9267 5443

Email: sqao2010@arinex.com.au

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, ADVERTISING AND EXHIBITION BOOKING FORM
SQAO Conference 2010
10th – 11th August 2010, Creswick

Sponsorship & Exhibition Account Manager
 National Conference 2010
arinex pty limited
 91 – 97 Islington Street, Collingwood, VIC, 3066

Tel: +61 2 9265 0776
 Fax: +61 2 9267 5443

A. SPONSORSHIP PACKAGE(S) REQUESTED **COST A\$**
 1.
 2.

B. TRADE DISPLAY TABLE(S) REQUESTED

Please reserve the following (please tick):

Display Table

3m x 1m (3sqm) display

Display Table Position (number)

1st choice:..... 2nd choice:..... 3rd choice:.....

COST A\$:

AMOUNT PAYABLE A & B	A\$
50% deposit payable 30 days from date of invoice (Balance due: 10 June 2010) (incl. GST)	A\$

Organisation name (for marketing purposes): _____
 Organisation name (for invoicing purposes): _____
 Address: _____
 City: _____ State: _____ Post Code: _____
 Country: _____
 Sponsor / Exhibitor Contact: _____
 Position: _____
 Tel: _____ Fax: _____
 Email: _____ Website: _____

PAYMENT DETAILS (please tick)

We wish to pay via company cheque. Note: all cheques must be made payable to: Safety Quality Audit & Outcomes Conference 2010, 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 DINERS

Credit Card Number _____ / _____ / _____ / _____ Expiry Date ____/____

Name on Card _____ Cardholder Signature _____

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 the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 June 2010**. Applications received after **10 June 2010** must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to the **Safety Quality Audit & Outcomes Conference 2010** 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 **10 June 2010**. 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 the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition display tables will be allocated only on receipt of signed Booking Forms. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 June 2010**. Applications received after **10 June 2010**, must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to the **Safety Quality Audit & Outcomes Conference 2010** 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 and Product Liability insurance(if applicable) 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 liability certificate must be submitted to the Conference Managers at the time of submitting their booking form or by no later than **10 June 2010**.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of AUD\$1,000.00 applies per display table booking to cancellations on or before **10 June 2010**. 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 10am on 10 August 2010 will be reassigned without refund.
7. The Conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Conference Managers will not discount or refund for any facilities not used or required.
8. If it is intended to utilise a custom built stand, the Conference Managers must be advised and such advice must include full details and stand dimensions. This information must be received by no later than **10 June 2010**. All display construction requires the approval of the Conference Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
9. No Exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Conference Managers.
10. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by **arinex pty limited**. [] NO, I do not consent.

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

Authorised by: _____ Date: _____