

Sponsorship & Exhibition Managers

Arinex Pty Ltd

Level 10, 51 Druitt Street

SYDNEY NSW 2000, Australia

ABN: 28 000 386 676

Tel: +61 2 9265 0700

Attention: Robert Lawman Gunn

Fax: +61 2 9267 5443

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address:

City:

Postcode:

State:

Country:

Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name:

Position:

Tel:

Fax:

Email:

Website:

How did you find out about the (AEO Forum 2020)?

Website Direct Marketing Email Colleague or Friend Other

If other, please specify:

A. SPONSORSHIP PACKAGE(S) REQUESTED

COST A\$

1.

2.

TOTAL A\$:

B. EXHIBITION BOOTH REQUESTED

Please reserve the following booth type (please tick):

Space Only

Shell Scheme

3m x 2m (6sqm) single booth

A\$2,800 (incl. GST)

A\$3,500 (incl. GST)

We intend to install a custom stand therefore will not be requiring a shell scheme.

* Please note space only does not include power. Should you require power for your custom stand, please organise through the official stand builder.

Preferred Booth Position (s) (refer to floor plan) **TOTAL A\$:**

Please indicate companies you do not wish to be placed near*:

*Subject to availability at the time of booking and may be subject to change.

Preferred Fascia Name.....

AMOUNT PAYABLE (TOTAL A plus B)	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 28th June 2020 (incl. GST))	A\$

CREDIT CARD AUTHORISATION

Required

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Please note all transactions by credit card will appear on your statement as payment to: 'AEO Forum 2020 by Arinex'

Please charge the total amount above to the following credit card

MasterCard Visa Card AMEX

**Please note a credit card surcharge may apply for payment processing.*

Credit card number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____

CCV: _____

Name on card: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT DETAILS (please tick)

- We wish to pay via EFT. Bank details will be provided by the Exhibition Managers with your tax invoice.
- We wish to pay via the above credit card. A processing fee may apply.
- We wish to pay with a different credit card. (Please note – a separate booking form will be provided for you to include your credit card information)

Please note: All bookings under \$2,500 must be paid with credit card and the full amount will be charged at time of booking.

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by: _____ (please print name)

Date: _____

Signature: _____

Please note that your booking will not be processed unless all sections above and on the following pages are completed.

SEE OVER FOR TERMS AND CONDITIONS ►

AEO Forum 2020 SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition 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 **28th June 2020**. Applications received after **28th August 2020** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official AEO Forum 2020 material until full payment and a booking form have been received by the Exhibition Managers.
5. If sponsorship payment is not received by **28th June 2020** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged for the remaining unpaid amount.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **28th March 2020**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Exhibition Managers.
Sponsorship monies will facilitate towards the successful planning and promotion of the **AEO Forum 2020**
8. 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 **AEO Forum 2020**.
9. Sponsorship entitlements including organisation logo on the **AEO Forum 2020** website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Sponsors whose agreed entitlements include the right to host an endorsed private function, will do so at their own expense and at a time and date approved by the Exhibition Managers and Earth Observation Australia.
11. Hosting of private functions in conjunction with the **AEO Forum 2020** is limited to those Sponsors who have obtained such a right within their Sponsorship entitlements. The purpose of this condition is to avoid conflict between official **AEO Forum 2020** functions and private functions.
12. The Delegate List may be used by the Sponsor (if entitled) for the purpose of contacting **AEO Forum 2020** delegates only. The list must not be used for the purpose related to future **AEO Forum 2020** and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the **AEO Forum 2020**. The inclusion of email addresses is at the discretion of the **AEO Forum 2020** Managers.
13. You will exercise due care in and around the **AEO Forum 2020** venue and in all matters related to your sponsorship of the **AEO Forum 2020** so that no harm is caused.
14. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
15. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the **AEO Forum 2020**, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the **AEO Forum 2020** venue.
16. Privacy Statement –
 YES, I consent to my details being shared with suppliers and contractors of the **AEO Forum 2020** to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 NO, I do not consent.