



**Sponsorship and Exhibition Booking Form**

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  
Email: [sponsorship@arinex.com.au](mailto:sponsorship@arinex.com.au)  
Web: [www.aso2022.com.au](http://www.aso2022.com.au)

Attention: Robert Gunn

In respect of: ASO 2022

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: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**How did you find out about the Congress?**

Website  Direct Marketing Email  Colleague or Friend  Other

If other, please specify: .....

A. SPONSORSHIP PACKAGE(S) REQUESTED	COST A\$ incl. GST
1. ....	.....
2. ....	.....
<b>TOTAL A\$:</b>	.....

**B. EXHIBITION BOOTH REQUESTED**

Please reserve the following booth type (please tick):

	<b>Space Only</b>	<b>Shell Scheme</b>
3m x 3m (9sqm) single booth	<input type="checkbox"/> A\$6,000 (incl. GST)	<input type="checkbox"/> A\$7,000 (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 this through the official stand builder.*

Preferred Booth Position (s) (refer to floor plan & nominate 3 preferences) \* .....

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: 9 December 2021) (incl. GST)	A\$

#### CREDIT CARD AUTHORISATION

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: *'Congress 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 Sponsorship & Exhibition Managers with your tax invoice.
- We wish to pay via the above credit card. We have noted that a processing fee may apply.
- We wish to pay with a different credit card. (Please note – a separate payment form will be provided for you to include your credit card information)

***Please note: All bookings under \$5,000 must be paid via credit card and the full amount payable 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 of this form are completed.

SEE OVER FOR TERMS AND CONDITIONS ►



## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & 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 Sponsorship & 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 **9 December 2021**. Applications received after **9 December 2021** 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 following booking.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official Congress material until full payment and a completed, signed booking form have been received by the Sponsorship & Exhibition Managers.
5. If sponsorship payment is not received by **9 December 2021** 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:**

### *Postponement*

**a)** In the event of postponement by the Host Organisation, Arinex or the <insert venue>, all Sponsorship & Exhibition bookings will be carried over to the revised Conference Dates.

### *Cancellation by Organisers*

**a)** In the event of cancellation by the Host Organisation, Arinex or the <insert venue>, all Sponsorship & Exhibition payments will be fully refunded subject to any processing or bank fees which the host organisation or Arinex may incur.

### *COVID-19 implications*

**a)** Should a Sponsor and/or Exhibitor's attendance to the Conference be impacted by any restrictions enforced by COVID-19 government regulations, the Organising Committee will discuss the available options on a case by case basis and come to a mutual agreement with the Sponsor and/or Exhibitor.

### *Cancellation by Sponsor or Exhibitor:*

**a)** In the event of cancellation by the Sponsor or Exhibitor (other than as a consequence of any restrictions enforced by COVID-19 government regulations), the following cancellation fees will apply:

- (i) More than 91 days prior to the Conference (8 December 2021): 50% of the total payment due will be applicable
- (ii) Between 90 and 61 days prior to the Conference (9 December 2021 and 7 January 2022): 70% of the total payment due will be applicable
- (iii) From 60 days prior to the Conference (8 January 2022): 100% of the total payment due will be applicable

Should a cancellation be made prior to payment, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in exhibition space is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing. Reduction in space may result in relocation of exhibit space at the sole discretion of the Sponsorship & Exhibition Managers. Any space not claimed and occupied before 5pm 8 March 2022 may be reassigned without notice or refund.

7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Sponsorship & Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Congress 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 Congress.
9. Sponsorship entitlements including organisation logo on the Congress website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Nomination of speakers will be subject to written approval by the speaker and the Program Committee. Furthermore, at the sole discretion of the Program Committee, sponsored speakers may be asked to speak at additional keynote and/or concurrent sessions.
11. The speaker's contract will specify that speakers must present leading edge, non-commercial papers with no obvious product endorsement and specify that speakers must act ethically, not commenting on other speakers, their presentations or sponsors' products.



12. Following approval from the Program Committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to the speaker's attendance at the Congress.
13. Sponsors may have the sponsored speaker present at breakfasts, optional workshops and/or commercial sessions within the Congress but at no other public, external or by invitation appearances pre or post the Congress for a period of 30 days.
14. After the sponsor has agreed with the speaker to commit to the program and associated costs have been negotiated, the Congress Managers will then conduct the speaker liaison in relation to obtaining abstracts, papers, copyright waiver, speaker a/v requirements and any other appropriate arrangements.
15. 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 Sponsorship & Exhibition Managers and ASO.
16. Hosting of private functions in conjunction with the Congress 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 Congress functions and private functions.
17. The Delegate List may be used by the sponsor (if entitled to do so under their sponsorship entitlements) for the purpose of contacting ASO 2022 Congress delegates only. The list must not be used by the sponsor for any purpose related to future events 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 Congress. The inclusion of email addresses is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have refused consent of their information in accordance with Privacy Acts.
18. You will exercise due care in and around the Congress venue and in all matters related to your sponsorship of the Congress so that no harm is caused.
19. You agree that no promise, warranty or representation has been made to you by the Sponsorship & 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.
20. The Sponsorship & Exhibition Managers will have no liability to you of any kind if anything not of their doing occurs that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Congress, the Sponsorship & Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Congress venue.
21. Privacy Statement –  
 YES, I consent to my details being shared with suppliers and contractors of the Congress to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.  
 NO, I do not consent.
22. Force Majeure Event
  - (a) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
    - (i) *such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.*
    - (ii) *such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.*
    - (iii) *if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.*
    - (iv) *if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.*
  - (b) If the Congress is delayed, postponed, altered, or cancelled by a Force Majeure:
    - (i) *neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Congress.*
    - (ii) *Arinex will not be obliged to refund to the sponsor any part of payments already made under the Agreement.*
  - (c) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.

#### EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & 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 Sponsorship & Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition space/booths/display tables will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change at the sole discretion of the Sponsorship & Exhibition Managers. 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 **9 December 2021**. Applications received after **9 December 2021**, must include full payment. Payments for exhibition of \$5,000 and under will be required to be paid by credit card and will be charged the full amount following booking.

3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and the signed Booking Form and Terms & Conditions have been received by the Sponsorship & Exhibition Managers.
5. If exhibition payment is not received by **9 December 2021** you will receive an email notifying you that the authorised credit card supplied on the Booking Form will be charged the remaining unpaid amount.
6. Public and Product Liability insurance to a minimum of A\$20 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 Sponsorship & Exhibition Managers at the time of submitting the Booking Form or by no later than **9 December 2021**.
7. **CANCELLATION POLICY:**

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#### *Cancellation by Sponsor or Exhibitor:*

**a)** In the event of cancellation by the Sponsor or Exhibitor (other than as a consequence of any restrictions enforced by COVID-19 government regulations), the following cancellation fees will apply:

- (i)** More than 91 days prior to the Conference (8 December 2021): 50% of the total payment due will be applicable
- (ii)** Between 90 and 61 days prior to the Conference (9 December 2021 and 7 January 2022): 70% of the total payment due will be applicable
- (iii)** From 60 days prior to the Conference (8 January 2022): 100% of the total payment due will be applicable

Should a cancellation be made prior to payment, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in exhibition space is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing. Reduction in space may result in relocation of exhibit space at the sole discretion of the Sponsorship & Exhibition Managers. Any space not claimed and occupied before 5pm 8 March 2022 may be reassigned without notice or refund.

8. The Sponsorship & Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit at their sole discretion and without notice. The Sponsorship & Exhibition Managers will not discount or refund for any facilities not used or required.
9. If the exhibitor intends to install a custom-built stand, the Sponsorship & Exhibition Managers must be advised, and such advice must include full details and stand dimensions. This information must be received no later than **9 December 2021**. All display construction requires the approval of the Sponsorship & Exhibition 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.
10. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Congress premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Sponsorship & Exhibition Managers reserve the right to terminate your use of the exhibition space/booth/display table allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Sponsorship & Exhibition Managers, if any of these things occur or are threatened by you.
11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Sponsorship & Exhibition Managers.
12. The Delegate List may be used by the exhibitor (if entitled to do so under their exhibition entitlements) for the purpose of contacting ASO 2022 Congress delegates only. The list must not be used by the exhibitor for any purpose related to future events 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 Congress. The inclusion of email addresses is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have refused consent of their information in accordance with Privacy Acts.

13. You will exercise due care in and around the Congress venue and in all matters related to your Exhibition of the Congress so that no harm is caused.
14. You agree that no promise, warranty or representation has been made to you by the Sponsorship & 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 exhibition package chosen by or allocated to you.
15. The Sponsorship & Exhibition Managers will have no liability to you of any kind if anything not of their doing occurs that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Congress, the Sponsorship & Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Congress venue.
16. Privacy Statement –
  - YES, I consent to my details being shared with suppliers and contractors of the Congress to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.
  - NO, I do not consent.
23. Force Majeure Event
  - (d) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
    - (iii) *such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.*
    - (iv) *such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.*
    - (v) *if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.*
    - (vi) *if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.*
  - (e) If the Congress is delayed, postponed, altered, or cancelled by a Force Majeure:
    - (vii) *neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Congress.*
    - (viii) *Arinex will not be obliged to refund to the exhibitor any part of payments already made under the Agreement.*
  - (f) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.