26th Annual Conference of the Australasian Society for Biomaterials and Tissue Engineering

SPONSORSHIP & EXHIBITION PROSPECTUS
LETTER OF INVITATION
FROM THE ORGANISING COMMITTEE
2018 MEETING IN FREMANTLE, WESTERN AUSTRALIA

The 2018 Australasian Society for Biomaterials and Tissue Engineering (ASBTE) meeting is scheduled to be held in Fremantle, a beautiful suburb of Perth, Western Australia full of history, culture and architecture. Each year the ASBTE conference is attended by a variety of researchers, industry professionals and key stakeholders keen to update their knowledge and networks within the biomaterials field. In 2018 delegates will be joined by an exciting program of international and local speakers at the forefront of biomaterials and tissue engineering research. This collegiate group of scientists has a strong and rich history of interacting to share results, set-up collaborations and publish in internationally recognised journals to advance our understanding of biomaterials surfaces for human health outcomes.

ASBTE are conscious and appreciative of the valuable contributions that sponsors make to the developments in this increasingly important area of human healthcare through their support of continuing professional development and the annual conference. Our aim therefore is to provide a diverse selection of sponsorship and exhibition opportunities. Building on from our quality packages in previous years, we are again pleased to offer competitive opportunities to prospective sponsors. A variety of packages are available to assist you with presenting your business to the delegates so as to reach the widest audience in the most affordable way. Of course, if you would like to discuss an alternative way to support the conference we are more than happy to work on this with you.

The ASBTE 2018 conference provides a unique opportunity to reach this collegiate group of scientists but also to extend reach out west with this being the first edition of the ASBTE conference to be held in Western Australia. We are excited to invite you to join us in Fremantle and look forward to enjoying this exceptional event with you.

Iyer Swaminathan, Rodney Dilley, Barry Doyle, Brendan Kennedy and Tristan Clemons

Convenors,

26th Annual Conference of the Australasian Society for Biomaterials and Tissue Engineering (ASBTE)
# Sponsorship at a Glance

<table>
<thead>
<tr>
<th>Sponsorship Entitlements</th>
<th>Platinum A$20,000 (Inc. GST)</th>
<th>Gold A$10,000 (Inc. GST)</th>
<th>Silver A$5,000 (Inc. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary Conference Delegate Registrations</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Complimentary Conference Exhibitor Registration</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Complimentary Table Display</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Acknowledgement during opening and closing sessions</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Program Book Advertisement A4 – pdf format on website</td>
<td>Premium Double Page</td>
<td>Full Page</td>
<td>Half Page</td>
</tr>
<tr>
<td>Logo Placement on all Event signage &amp; Printed Conference Material</td>
<td>Premium Position</td>
<td>Primary Position</td>
<td>Standard Position</td>
</tr>
<tr>
<td>Organisation Profile with Logo signage &amp; Printed Conference Material</td>
<td>80 words</td>
<td>50 words</td>
<td>30 words</td>
</tr>
<tr>
<td>Website Hyperlink to the company’s home page</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Satchel Insert</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Conference Delegate List</td>
<td>1 Month Prior</td>
<td>2 Weeks Prior</td>
<td>Onsite</td>
</tr>
<tr>
<td>Sponsor logo on conference advertisements (digital &amp; printed media, social media)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor Banner at Registration</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Sponsor Banner next to plenary stage</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Welcome Address by Organisation Executive in agreed session</td>
<td>Yes (5 Mins)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plenary or Keynote Session Naming Rights</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## Other Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Conference Dinner</th>
<th>Welcome Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500 (Inc. GST)</td>
<td>$2,500 (Inc. GST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plenary Speaker Sponsor</th>
<th>Satchel Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000 (Inc. GST)</td>
<td>$4,000 (Inc. GST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Keynote Speaker Sponsor</th>
<th>Conference Name Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000 (Inc. GST)</td>
<td>$1,500 (Inc. GST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Pens</th>
<th>Conference Notepads</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,100 (Inc. GST)</td>
<td>$1,100 (Inc. GST)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USB Sponsor</th>
<th>Conference Satchel Insert (Flyer, Brochure, Booklet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500 (Inc. GST)</td>
<td>$650 (Inc. GST)</td>
</tr>
</tbody>
</table>

## Trade Display Networking Space $1,250 (per trestle)

### Standard Sponsorship Entitlements

- Recognition as a sponsor in the pocket program*.
- Recognition as a sponsor 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*.

### Sponsor and Exhibitor Guidelines

* 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. List will include name, organisation, email and phone (where provided by the delegate).

*** Website banner advertisement specifications will be provided after the confirmation of booking.
CONFERENCE MANAGERS

Arinex Pty Limited ("architects of inspiring experiences") is a leading specialist in Conferences, events, incentives and destination management.

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 Conference and events management service to associations, governments and corporate organisations.

---

Project Manager
ASBTE 2018
C/- Arinex Pty Limited
3/110 Mounts Bay Road
PERTH 6000, WA, Australia

Tel: +61 8 9486 2000
Fax: +61 2 9267 5443
Email: asbte2018@arinex.com.au
Website: www.asbte2018.com.au

CONFERENCE FACTS

<table>
<thead>
<tr>
<th>Dates:</th>
<th>April 3 – 5, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Esplanade Hotel, Fremantle, Western Australia</td>
</tr>
<tr>
<td>Aim:</td>
<td>This meeting aims to bring together members of local and international societies to promote awareness of new developments in the field. It is a unique opportunity to interact with delegates that typically range from students through to senior researchers and managers, in both formal and social settings.</td>
</tr>
<tr>
<td>Schedule:</td>
<td>The preliminary schedule includes:</td>
</tr>
<tr>
<td></td>
<td>- Two and a half conference days with plenary sessions and a poster session.</td>
</tr>
<tr>
<td></td>
<td>- A full trade exhibition.</td>
</tr>
<tr>
<td></td>
<td>- A Welcome Reception</td>
</tr>
<tr>
<td></td>
<td>- A Conference Dinner in the heart of Fremantle.</td>
</tr>
<tr>
<td></td>
<td>- ECR/Student Workshop event for professional development</td>
</tr>
<tr>
<td>Attendance:</td>
<td>157 delegates attended the 2013 ASBTE Barossa Valley conference. The ASBTE 2014 Lorne conference was attended by 153 delegates. In 2015 the joint ISSIB/ASBTE meeting in Sydney attracted 225 delegates. In 2016 the joint ISSIB/ASBTE meeting in Canberra attracted 180 delegates from around the world.</td>
</tr>
<tr>
<td>Please visit the conference website for regular updates:</td>
<td><a href="http://www.asbte2018.com.au">www.asbte2018.com.au</a></td>
</tr>
</tbody>
</table>
Why should you align your business with ASBTE 2018?

Important benefits of sponsorship include:

- A unique opportunity to enhance your brand and image positioning within the industry.
- Access to prominent decision-makers.
- A significant opportunity to showcase your company's products and services to a diverse cross-section of delegates from our industry.
- The opportunity to foster existing networks and develop new contacts within a targeted audience.

There are many sponsorship, exhibition and advertising opportunities that can be tailored to meet your specific marketing requirements. The Conference Sponsorship Coordinator is dedicated to this conference in order to ensure that all sponsors and exhibitors see the maximum benefit from their investment. If you would like to propose other options for your company's involvement, please do not hesitate to discuss these with us.

Trade representatives will receive invitations to all social and scientific functions and can expect to see delegates throughout the event, as all breaks, lunches and poster sessions will be taken in the Exhibition area.

Please contact the Project Manager by emailing asbte2018@arinex.com.au or phone: +61 8 9486 2000 to discuss your participation and how we can further help you promote your company.
A$20,000 (GST Incl.)

The Platinum Sponsor package is designed for industry-leading companies wishing to demonstrate their prominent position. It is recognised that this level of commitment is no light undertaking and we would expect to work with you and your team to promote your company to its best advantage.

The following entitlements will ensure substantial exposure and acknowledgement:

Entitlements include:

- Two (2) complimentary delegate registrations inclusive of the Welcome Reception and Conference Dinner.
- One (1) Trestle table display
- One (1) full page advertisement in the Program Book.
- One (1) Satchel Insert.
- 80 word profile in the Program Book.
- Recognition as the Platinum Sponsor (with organisation logo) on all printed Conference material.
- Recognition as the Platinum Sponsor (with organisation logo) on the sponsors’ page of the official Conference website, including a hyperlink to the organisation’s home page.
- Acknowledgement on the official Platinum Sponsor acknowledgement board situated onsite at the Conference.
- Platinum Sponsor Logo will be displayed 20% larger than all other sponsor logos.
- Verbally acknowledged by the session Chair during the opening and closing sessions.
- Use of the Conference logo for marketing purposes until end of April 2018.
- The Platinum Sponsor may provide a freestanding banner which will be positioned in the plenary room for the duration of the sponsored session (maximum size 2m high x 1m wide).
- Platinum Sponsor’s logo will be displayed on the audio-visual screen at the beginning of the sponsored session.
- Delegate list supplied at the late registration cut-off date.
**GOLD – Maximum three**

A$10,000 (GST Incl.)

- One (1) complimentary delegate registration inclusive of the Welcome Reception and Conference Dinner.
- One (1) trestle table display
- One (1) full page advertisement in the Program Book.
- One (1) Satchel Insert (sponsor to supply material).
- 50 word profile in the Program Book.
- Recognition as the Gold Sponsor (with organisation logo) on all printed Conference material.
- Recognition as the Gold Sponsor (with organisation logo) on the sponsors’ page of the official Conference website, including a hyperlink to the organisation’s home page.
- Acknowledgement on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the opening and closing sessions.
- Use of the Conference logo for marketing purposes until end of April 2018.
- Free standing Sponsor banner at Registration Desk (2m x 1m, supplied by Sponsor).
- Delegate list supplied at the late registration cut-off date.

**SILVER**

A$5,000 (GST Incl.)

- One (1) complimentary delegate registration inclusive of the Welcome Reception and Conference Dinner.
- One (1) half page advertisement in the Program Book.
- One (1) Satchel Insert (sponsor to supply material).
- 25% Discount off a Trade Display table.
- 30 word profile in the Program Book.
- Recognition as the Silver Sponsor (with organisation logo) on all printed Conference material.
- Recognition as the Silver Sponsor (with organisation logo) on the sponsors’ page of the official Conference website, including a hyperlink to the organisation’s home page.
- Acknowledgement on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the opening and closing sessions.
- Use of the Conference logo for marketing purposes until end of April 2018.
- Free standing Sponsor banner at Registration Desk (2m x 1m, supplied by Sponsor).
CONFERENCE DINNER – *Exclusive*

A$3,500 (GST Incl.)
- Opportunity for Sponsors representative to present a three (3) minute welcome address at the function.
- Two (2) tickets for the sponsor's nominated guests to attend the Conference Dinner.
- Sponsors logo printed on dinner menus.
- Sponsor may provide the Conference dinner guests with a branded gift (sponsor to supply gift).
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the opening and closing sessions.
- Use of the Conference logo for marketing purposes until end of April 2018.
- Sponsor may provide a freestanding banner which will be positioned at the entrance to the venue (max size 2m high x 1m wide).

WELCOME RECEPTION – *Exclusive*

A$2,500 (GST Incl.)
- Opportunity for Sponsors representative to present a three (3) minute welcome address at the function.
- Two (2) complimentary invitations for your nominated guests to attend the Welcome Reception.
- One (1) Satchel Insert (sponsor to supply material).
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Use of the Conference logo for marketing purposes until end of April 2018.
- The Sponsor may provide a freestanding banner which will be positioned in a prominent location at the Welcome Reception (maximum size 2m high x 1m wide).
**PLENARY SPEAKER SPONSOR – Maximum 2**

A$3,000 (GST Incl.)

Choice of One (1) Plenary Speakers listed on the website *(to be approved by speaker and committee)*

This package includes:
- Two (2) complimentary tickets to the sponsored session.
- Company logo to be displayed on session room audio visual screen at beginning of sponsored keynote speaker session.
- Full page advertising space on the outside back cover of the Conference Program Book (artwork to be supplied by sponsor).
- Logo printed on the cover of the Conference Program Book alongside the Conference logo.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the session.
- Use of the Conference logo for marketing purposes until end of April 2018.
- The Sponsor may provide a freestanding banner which will be positioned in the session room (maximum size 2m high x 1m wide).

**KEYNOTE SESSION SPONSOR – Maximum 4**

A$2,000 (GST Incl.)

Choice of One (1) Keynote speaker listed on the website *(to be approved by speaker and committee)*

This package includes:
- Two (2) complimentary tickets to the sponsored session.
- Company logo to be displayed on session room audio visual screen at beginning of sponsored session.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the session.
- Use of the Conference logo for marketing purposes until end of April 2018.
- The Sponsor may provide a freestanding banner which will be positioned in the session room (maximum size 2m high x 1m wide).
CONFERENCE SATCHEL - Exclusive

A$4,000 (GST Incl.)

- Opportunity for the Satchel Sponsor to disburse satchels to delegates in registration area on registration day.
- Logo to appear on delegate satchel alongside the Conference logo. The Organising Committee reserve the right to source and select the satchel.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Verbally acknowledged during the opening and closing sessions.
- Use of the Conference logo for marketing purposes until end of April 2018.

USB SPONSOR - Exclusive

A$2,500 (GST Incl.)

- Branded USB in every Conference satchel (sponsor to supply).
- USB's will contain all abstracts on it; therefore USB's must contain a minimum of 4MB storage.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Use of the Conference logo for marketing purposes until end of April 2018.

NAME BADGE SPONSOR - Exclusive

A$1,500 (GST Incl.)

To gain access to the Conference, all delegates are required to wear an official name badge.

- Sponsor’s logo will be printed on all name badges alongside the Conference logo providing considerable exposure throughout event.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Use of the Conference logo for marketing purposes until end of April 2018.
CONFERENCE NOTEPAD - Exclusive

A$1,100 (GST Incl.)

- Notepads provided by the Sponsor to be included in satchels.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Use of the Conference logo for marketing purposes until end of September 2017.

CONFERENCE PENS - Exclusive

A$1,100 (GST Incl.)

- Pens provided by the Sponsor to be included in satchels.
- 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 on the official sponsor acknowledgement board situated onsite at the Conference.
- Use of the Conference logo for marketing purposes until end of September 2017.

SATCHEL INSERTS

Eight (8) available
A$650 (GST Incl.)

Size guide: A DL size pamphlet, an A4 size double sided flyer or an A4 size brochure of no more than four (4) single pages in length. Print material is to be supplied by the satchel insert provider.

TRADE DISPLAY

Trestle Table Display or Raw Space
A$1,250 (GST Incl.)

- Dedicated clothed trestle table
- Company name with hyperlink to organisation website will be placed on the Sponsorship and Exhibition section of the Conference website.
- A 50 word company / organisation profile will appear in the exhibition section of the Program Book.
- One (1) Exhibition Staff Pass.
- Lunch, morning and afternoon refreshment breaks.
- One (1) ticket to welcome reception.
- Satchel with all Conference material.
OFFICIAL CONFERENCE SUPPORTER

Talk to us about how we can best cater to your needs to ensure your brand is recognised as a key Conference Supporter. Contact us at asbte2018@arinex.com.au or +61 8 9486 2000.

*program book will be in pdf format and available to download on the website prior to the conference.

**The services specified in the social program are available at the time of writing. However, in the event that any service(s) become unavailable or minimum numbers are not met the Organising Committee reserves the right to alter or cancel the event.
# Sponsorship and Exhibition Application Form

**Sponsorship & Exhibitions Account Manager**
Tel: +61 8 9486 2000

**The Australasian Society for Biomaterials and Tissue Engineering**
Fax: +61 2 9267 5443
Email: asbte2018@arinex.com.au
Web: https://www.asbte.org

**Arinex Pty Ltd**

3/ 110 Mounts Bay Road

PERTH WA, 6000 AUSTRALIA

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:

## A. SPONSORSHIP PACKAGE(S) REQUESTED

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

**COST A$**

## B. TRESTLE TABLE REQUESTED

Please reserve the following trestle table (please tick):

Trestle Table Display  
A$1,250.00 (incl. GST)

**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.

<table>
<thead>
<tr>
<th>AMOUNT PAYABLE A &amp; B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>50% deposit payable 30 days from date of invoice (Full Payment/ Balance due: 2nd February 2018 (incl. GST))</td>
<td>A$</td>
</tr>
</tbody>
</table>
CREDIT CARD AUTHORIZATION

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: ‘Conference by Arinex’

Please charge the total amount above to the following credit card

□ MasterCard    □ Visa Card    □ AMEX

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 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 $5,000 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 page 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 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. 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 2nd February 2018. Applications received after 2nd February 2018 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.

2. All monies are payable in Australian dollars. All monies due and payable must be received by the Conference Managers prior to the event. No organisation will be listed as a sponsor in any official conference material until full payment and a booking form have been received by the Conference Managers. If sponsorship payment is not received by after 2nd February 2018 you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.

3. CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to 2nd February 2018. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Conference 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 the above cancellation policy.

4. 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. Sponsorship monies will facilitate towards the successful planning and promotion of the Conference 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. Sponsorship entitlements including organisation logo on the Conference website and other media material will be delivered only after receipt of the required deposit or full payment.

5. Nomination of speakers will be subject to written approval by the speaker and program committee. Furthermore, at the discretion of the program committee, sponsored speakers may be asked to speak at additional keynote and concurrent sessions. Sponsorship of $5,000 and under will be required to be paid by credit card and will be charged the full amount.

6. Full or partial from the scientific program committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to their attendance at ASBTE 2018. Sponsors may use the speaker at breakfasts, optional workshops and other speakers their presentations or sponsors’ products.

7. Following approval from the scientific program committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to their attendance at ASBTE 2018. Sponsors may use the speaker at breakfasts, optional workshops and commercial sessions during the conference but at no other public, external or by invitation appearances pre-or post the conference for a period of 30 days.

8. After the speaker has committed to the program and associated costs have been negotiated, the Conference Managers will then take on the speaker liaison in relation to obtaining abstracts, papers, copyright waiver and speaker a/v requirements.

9. Sponsorships entitled to host an endorsed private function, do so at their own expense and at a time and date approved by the Conference Managers. The Conference website and other media material will be delivered only after receipt of the required deposit or full payment.

EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) 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 space/booths/display tables will be allocated only on receipt of signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change. 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 2nd February 2018. Applications received after 2nd February 2018, 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.

3. All monies are payable in Australian dollars.

4. Monies due and payable must be received 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. If exhibition payment is not received by 2nd February 2018 you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount. Public and Product Liability insurance to a minimum of $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 3rd January 2018.

5. CANCELLATION POLICY: In the event of cancellation, a service fee of $1,000 applies per 9 square metre space or shell scheme stand/display table booking to cancellations on or before 2nd February 2018. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Conference Managers will issue an invoice which will be payable within seven (7) days. 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 3rd April 2018 will be reassigned without refund.

6. 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. If the exhibitor intends to install 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 no later than 3rd February 2018. 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.

7. 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.
8. Delegate List may be used by the Exhibitor for contacting ASBTE 2018 Conference delegates only. The list must not be used for the purpose related to future Conferences, and shall not be transferred in whole or in part to any Third party. The delegate list can be used up to a twelve-month period from the start date of the Conference.

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 Ltd.

10. [ ] NO, I do not consent.