

BOOKING FORM

**13TH ANNUAL PROCUREMENT
AUSTRALIA CONFERENCE
FRIDAY 24TH AUGUST 2018
MELBOURNE CONVENTION
& EXHIBITION CENTRE**



Procurement
Australia™

18

BOOKING FORM

Section A: Organisation Details

Organisation _____

Contact Name _____

Position _____

Business Postal Address _____

Postcode _____ Telephone _____

Mobile _____ Email _____

ABN _____

I hereby confirm that these details are correct and that I am duly authorised to purchase the following on behalf of my organisation. I have read and acknowledged the terms & conditions.

Signature _____

Date ____/____/2018



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Section B: Sponsorship and Promotion

- Gold Sponsor \$35,000
- Silver Sponsor \$20,000
- Bronze Sponsor \$6,000
- Session Sponsor \$2,000
- Award Sponsor \$2,500
- Break Sponsor - morning tea \$2,000
- Break Sponsor - afternoon tea \$2,000
- Networking Drinks \$4,500
- Masseuse Sponsor \$3,500 or \$7,000
- Coffee Cart Sponsor (also includes tradestand) \$6,500
- Satchel Sponsor \$1,500
- Trade stand \$5,000
- Satchel Sponsor \$2,500
- Pen & Notebook Sponsor \$3,500
- Lunch Sponsor \$4,000
- Program full page advert \$1,200
- Program half page advert \$750

Total payment for section B

\$ + GST

Section C: Public Liability Insurance Details (for trade only)

Insurer _____

Date _____

Policy number _____

Amount _____

Expiry _____

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Section D: Payment

All prices exclusive of GST.

Total section B \$ _____

Total payable

Cheque Direct Deposit (EFT) Invoice to be raised

Cheques payable to MAPS Group Ltd trading as Procurement Australia and posted to:
Procurement Australia, Level 18, 461 Bourke Street, Melbourne Victoria 3000

NAB BSB: 083 004 A/C Nbr: 519 408 862 A/C Name: MAPS Group Ltd t/a Procurement Australia

Credit card Card Type (please tick) Mastercard Visa invoice to be raised

Credit Card Number _____
Expiry Date: _____ Amount \$ _____ +GST _____
Cardholder _____
Cardholder's Signature _____

Return to

Please return completed form with payment options to: Events Procurement Australia,
Level 18, 461 Bourke Street, Melbourne Victoria 3000

Phone: 03 9810 8600 Email: events@procurementaustralia.com.au

Confirmation and Payment

A confirmation email will be sent after of receiving your signed confirmation. A tax receipt or invoice raised will be emailed within 5 working days of receiving or processing your booking form. **Payment must be received within 30 days or the reserved sponsorship or exhibit will be released.**

Terms and Conditions: Please refer to the Terms & Conditions overleaf.

TERMS & CONDITIONS

Definitions

1. "Event" is the Annual Procurement Conference.
2. "Sponsor" means any person, firm, body corporate, unincorporated association or authority allocated sponsorship by the organiser of the event.
3. "Exhibitor" means any person, firm, body corporate, unincorporated association or authority allocated exhibition space by the organiser of the event.
4. "Organiser" means Maps Group trading as Procurement Australia, its employees, agents and contractors.
5. "Event Facility" nominated venue.
6. "Sponsorship" The sponsor will receive the benefits outlined in the package for the category of sponsorship selected.

The organisers reserve the right to change the exhibition area layout and/or the allocation of display locations.

Cancellation of Sponsorship

All payments for sponsorship made to the organiser under this application are non-refundable in consideration for expenses incurred by the organiser and the organiser's lost or deferred opportunity to provide sponsorship to others.

Cancellation of Exhibition Space

Cancellation by exhibitors (non-sponsors) must be made in writing to the organisers, fourteen (14) working days prior to the event. No refunds will be issued for any cancellations made on or after 10th August 2018.

Indemnity and Limitation of Liability

Exhibitors are liable for any damage they cause to the venue or other exhibitors. All exhibitors are required to hold their own public liability insurance, and the details must be provided on the application form.

Compliance

Sponsors & Exhibitors and their representatives will comply with the applicable laws and regulations and all reasonable directions from the organiser and the management of the event facility.

Confirmation & Payment

A confirmation email will be sent by the organiser within 24 hours of receiving your signed confirmation. Payment must be received within 30 days or the reserved sponsorship, exhibit space will be released.

