

# ICBO 2018 BOOKING FORM

## A. PARTNERSHIP / SPONSORSHIP PACKAGE(S) REQUESTED:

.....TOTAL A\$ .....

## B. EXHIBITION ITEMS REQUESTED (please add quantity):

Shell Scheme Booth  A\$4,000 (incl. GST)

AMOUNT PAYABLE (TOTAL OF A & B): A\$.....

50% deposit payable 30 days from date of invoice . Balance due: 26 January 2018.

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address: City:

Postcode: State: Country:

Contact person: Mr / Mrs / Ms / Other:

Name:

Position:

Tel: Fax:

Email: Website:

## ICBO 2018 Congress Managers

Arinex Pty Ltd

Level 10, 51 Druitt Street

SYDNEY NSW 2000, Australia

T: +61 2 9265 0700

F: +61 2 9267 5443

E: [sponsorship@arinex.com.au](mailto:sponsorship@arinex.com.au)



Have a question?  
Contact us with just one click.



# BOOKING TERMS & CONDITIONS

**SPONSORSHIP:** Where appropriate, Goods & Services Tax (GST) is applicable to goods and services offered by the Congress Managers. All prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Congress 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 **26 January 2018**. Applications received after **26 January 2018** must include full payment. All monies are payable in Australian dollars. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount. All monies due and payable must be received by the Congress Managers prior to the event. No organisation will not be listed as a sponsor in any official Congress material until full payment and a booking form have been received by the Congress Managers. If sponsorship payment is not received by **26 January 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.

**CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **26 January 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 Congress 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. 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 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. 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. Speaker's contract will make it clear that these speakers must present leading edge non commercial papers with no obvious product endorsement and they must act ethically, not commenting on other speakers their presentations or sponsors' products. Sponsorship of any session is not a direct endorsement of the sponsor by the speaker in that session. Sponsors entitled to host an endorsed private function, do so at their own expense and at a time and date approved by the Congress Managers and ICBO 2018 Committee. The Delegate List may be used by the sponsors up to and not beyond August 2018 for the purposes of contacting ICBO 2018 Congress delegates. The list must not be used in conjunction with any other non-related Congress matters nor is the list to be used for future Congress marketing, or transferred in whole or in part to any third party. 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. [  ] NO, I do not consent.

**EXHIBITION:** Where appropriate, Goods & Services Tax (GST) is applicable to goods and services offered by the Congress Managers. All prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Congress Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST. Exhibition space will be allocated only on receipt of 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 **26 January 2018**. Applications received after **26 January 2018**, must include full payment. If exhibition payment is not received by **26 January 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.

**All monies are payable in Australian dollars.** All monies due and payable must be received by the Congress Managers prior to the event. Payments for exhibition of \$5,000 and under will be required to be paid by credit card and will be charged the full amount. 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 Congress Managers. Public and Product Liability Insurance 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 and product liability certificate must be submitted to the Congress Managers at the time of submitting their booking form or by no later than **26 January 2018**.

**CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per space booked for cancellations made on or before **26 January 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 Congress 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 Congress Managers. Any space not claimed and occupied before move in will be reassigned without refund. The Congress Managers reserve the right to rearrange the floor plan and relocate any exhibit without notice. The Congress Managers will not discount or refund for any facilities not used or required. If the exhibitor intends to install a custom built stand, the Congress Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than **26 January 2018**. All display construction requires the approval of the Congress 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. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Congress Managers. Delegate List may be used by the Exhibitor for the purpose of contacting ICBO 2017 delegates only. The list must not be used for the purpose related to future Congress, and shall not be transferred in whole or in part to any Third party. 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. [  ] NO, I do not consent.