



Institute of
Public Works
Engineering
Australia

IPWEA National Conference on Climate Change Response

3rd-5th August, 2008

Location: Pacific Bay Resort Conference Centre, Coffs Harbour

Sponsor & Exhibitor Packages

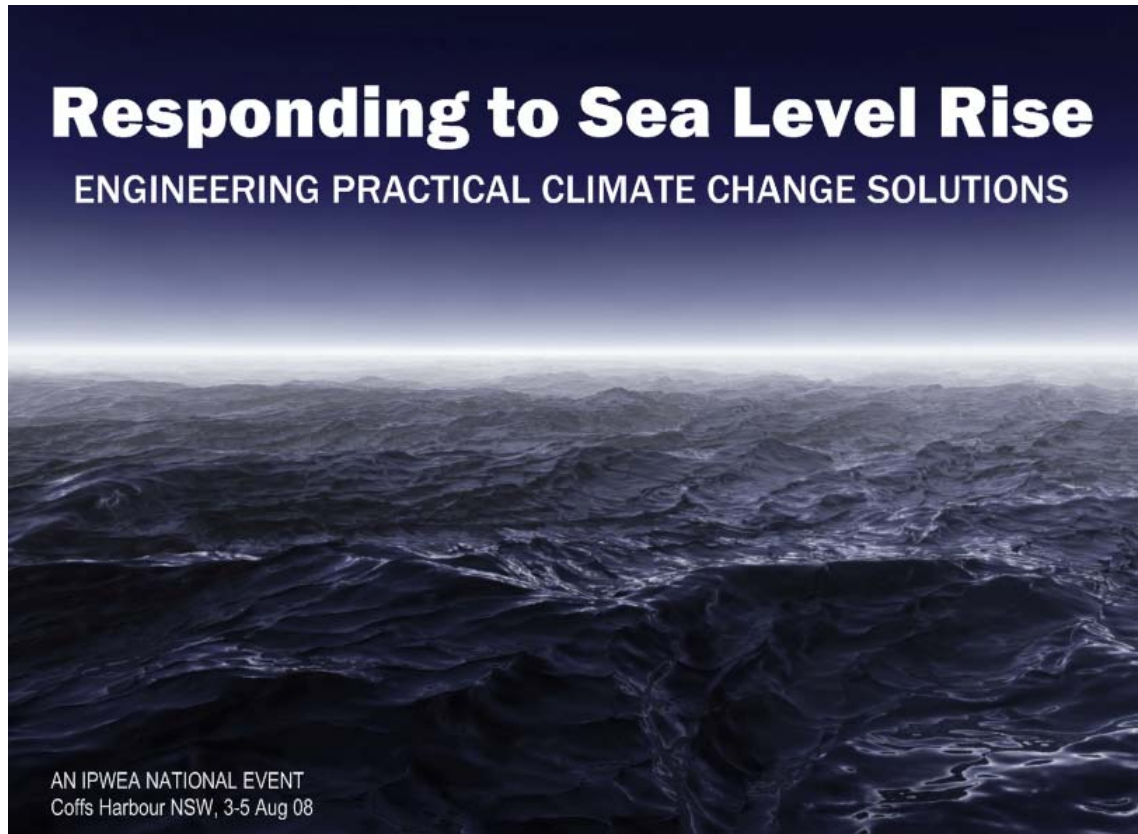
This conference provides an opportunity to promote your products & services to key public works professionals on a targeted national basis

For further information, contact:

Ross Moody, Executive Officer IPWEA National

email: rmood@ipwea.org.au

phone: 0417 955 394



Trade Exhibition

The trade exhibition will be designed to ensure good visibility and access to all booths allowing companies with interests in the Public Works and Engineering field to participate. Throughout the conference delegates will be encouraged to visit the exhibition. The exhibition area at the Pacific Bay Resort Conference Centre is located adjacent the session rooms. The catering will be centred around this area to ensure maximum exposure of the trade exhibition throughout the conference. Please see the attached proposed floor plan.

Information regarding exhibitor move-in and move-out details, equipment hire and delivery information will be forwarded at a later date when a booking is confirmed.

Please note that all electrical equipment brought into the Pacific Bay Resort Conference Centre requires an electrical Certificate of Compliance. All equipment must be tested, tagged and checked by a qualified electrician to comply with the Pacific Bay Resort Conference Centre regulations.

Exhibition Booth Packages (All costs exclusive of GST)

Single Exhibition Booth Package – Cost \$2,500

- One full conference registration, inclusive of all social events. Additional people manning the exhibition booth, will be required to purchase food packages (\$150 incl. GST). This entitles them to lunches and morning and afternoon teas on the days of the conference and to attend the Welcome Function.
- Delegate attendance list (name and employer only, with delegate's permission).
- Company name in conference literature.

Single Booth details:

- 3.3m x 1.7m booth
- Velcro compatible covered wall panelling 2.4 m high
- Name board
- Two 150 watt spotlights
- One standard power feed
- Access to on-line facilities (at exhibitor's own cost).

Double Exhibition Booth Package – Cost \$4,500

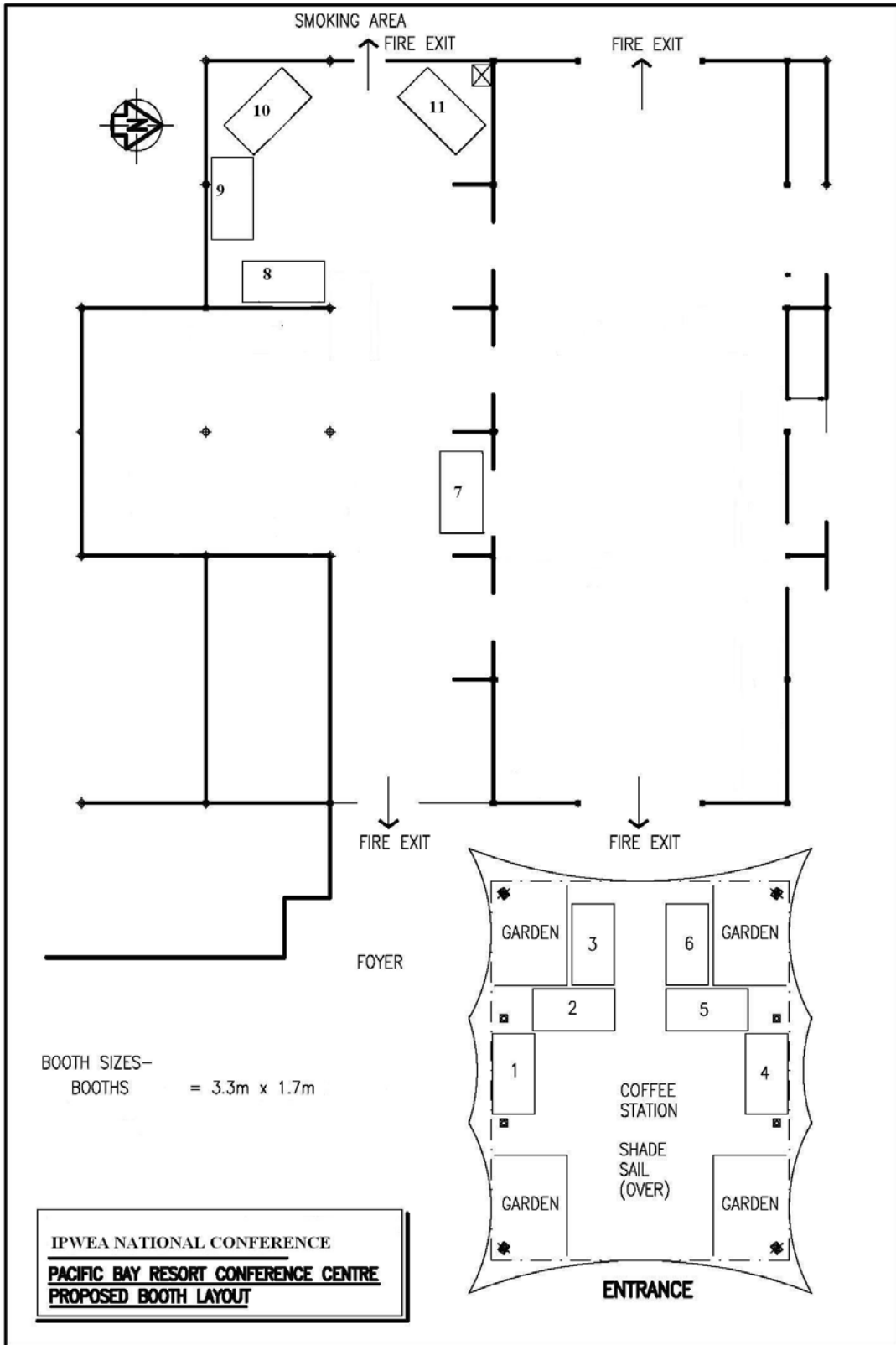
- Two full conference registrations, inclusive of all social events. Additional people manning the exhibition booth, will be required to purchase food packages (\$150 incl. GST). This entitles them to lunches and morning and afternoon teas on the days of the conference and to attend the Welcome Function.
- Delegate attendance list (name and employer only, with delegate's permission).
- Company name in conference literature.

Double Booth details:

- 5m x 1.7m booth
- Velcro compatible covered wall panelling 2.4 m high
- Name board
- Two 150 watt spotlights
- One standard power feed
- Access to on-line facilities (at exhibitor's own cost).

Enquiries

Contact Ross Moody, IPWEA National Executive Officer
Tel 0417 955 394 Email rmoody@ipwea.org.au



Confirmation

- To confirm your acceptance please complete the Acceptance and Deposit Form and return it together with a deposit of 50% of total payment due.
- On receipt of the form and payment, confirmation will be sent with a tax invoice for the sponsorship amount.
- Final payment of 50% is due by 15 July 2008.
- Specific details regarding the exhibition, artwork for logos & advertisements, specifications and delivery details for signage and delivery of satchel inserts will be sent in a confirmation letter at a later date.

Cancellation Policy

In the event of withdrawal of sponsorship, please be advised that unless that particular area of sponsorship is resold, the Organiser reserves the right to retain the deposit payment received.

Reservation

The Conference Organising Committee reserves the right to accept or reject any application for sponsorship in its absolute and unfettered discretion.

Acceptance and Booking Form

TAX INVOICE (ABN 42 087 934 898)

This booking form is a tax invoice for GST purposes when you make payment

Institute of Public Works Engineering National Climate Change Conference

3rd to 5th August 2008

Pacific Bay Resort, Coffs Harbour

Name _____

Title _____

Organisation _____

Address _____

City _____ State _____

Postcode _____

Phone _____

Fax _____

Email _____

Level of Sponsorship

(All Amounts Plus GST)

<input type="checkbox"/>	Platinum Sponsor	\$15,000
<input type="checkbox"/>	Gold Sponsor	\$10,000
<input type="checkbox"/>	Silver Sponsor	\$5,000
<input type="checkbox"/>	Bronze Sponsor (2)	\$3,000
<input type="checkbox"/>	Conference Program Handbook	\$2,500
<input type="checkbox"/>	Keynote Speaker (2)	\$2,000
<input type="checkbox"/>	Technical Tour	\$1,500
<input type="checkbox"/>	Lunch (2)	\$1,500
<input type="checkbox"/>	Morning tea (2)	\$1,000
<input type="checkbox"/>	Afternoon tea (1)	\$1,000
<input type="checkbox"/>	Satchel Insert	\$500
<input type="checkbox"/>	Pads/Pens/Ruler	\$500

Exhibitor

<input type="checkbox"/>	Single Booth	\$2,500
<input type="checkbox"/>	Double Booth	\$4,500

Any special requirements?

Deposit Amount - 50% of total payment \$_____ Including GST

Payment Details

Cheque enclosed payable to **IPWEA Ltd 'Coffs Harbour Conference'**

Please debit: Bankcard Mastercard Visa Card

Card No:

_____/_____/_____/_____ Expiry date ____/____

Name on Card:

_____ Signature _____

Please send Invoice

Order No. must be provided

Conditions

1. The organisers reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force as long as the Sponsor/Exhibitor is informed at least one month before the changes.
2. In the case of cancellation, notification in writing should be sent to the Conference Secretariat. Unless that particular area of sponsorship is resold the Committee reserve the right to retain deposit monies received.
3. The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor's display area, howsoever caused. The Exhibitor will indemnify the Organisers in respect of any claim and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims.
4. We also agree to keep our exhibition booth fully manned and operational and will not commence to remove or change any of the areas, until after the exhibition closes at 2.30pm on Tuesday 5th August 2008.
5. I/We understand that the sponsorship packages are allocated as outlined and the decision of the Committee will be final.
6. I am authorised to approve this exhibition booth and agree to the above conditions.

I/WE AGREE TO THE ABOVE CONDITIONS

SIGNATURE

_____ Date _____

Please return this form together with your deposit to:

Lita Somogyi
IPWEA National
Level 12
447 Kent Street
Sydney NSW 2000