ACEM ASM
SYDNEY 2017
Impossible is Just a Perspective

34th Annual Scientific Meeting Australasian College for Emergency Medicine
19 – 23 November 2017, Sydney Australia

Sponsorship & Exhibition Prospectus
ABOUT ACEM

The Australasian College for Emergency Medicine (ACEM) is the not-for-profit organisation responsible for training emergency physicians and advancement of professional standards in emergency medicine in Australia and New Zealand.

As the peak professional organisation for emergency medicine in Australasia, ACEM has a significant interest in ensuring the highest standards for all patients are maintained in emergency departments across Australia and New Zealand.

ORGANISING COMMITTEE

A/Prof Sally McCarthy | A/Prof Tony Joseph | Dr Allison Moore | Prof Andrew Bezzina
Dr Betty Chan | Dr Chris Trehewy | Dr Lee Fineberg | A/Prof James Kwan | Dr Sue Ieraci

FAST FACTS

<table>
<thead>
<tr>
<th>Dates</th>
<th>19-23 November 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>International Convention Centre, Sydney</td>
</tr>
<tr>
<td>Delegates</td>
<td>Approximately 800 comprising; emergency physicians, trainees, nurses, allied health practitioners, paramedics and other specialists</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.acem2017.com">www.acem2017.com</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sponsorship@arinex.com.au">sponsorship@arinex.com.au</a></td>
</tr>
<tr>
<td>Tel</td>
<td>+61 2 9265 0700</td>
</tr>
<tr>
<td>Fax</td>
<td>+61 2 9267 5443</td>
</tr>
</tbody>
</table>

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INVITATION

Welcome to the 34th Annual Scientific Meeting of the Australasian College for Emergency Medicine (ACEM).

The 34th Annual Scientific Meeting of the Australasian College for Emergency Medicine (ACEM ASM) will be held at the International Convention Centre, Sydney, from 19-23 November 2017.

On behalf of the ACEM ASM 2017 Organising Committee, I wish to extend an invitation for you to consider the benefits of joining us as a valued sponsor and exhibitor. Your participation in the Meeting will assist in our efforts to increase the benchmark as we continue our research and endeavours as highlighted in the ACEM ASM theme.

A comprehensive program is currently being developed for the ACEM ASM with the theme of ‘Impossible is Just a Perspective’.

Varying levels of sponsorship involvement are outlined in a selection of packages contained within this document. An opportunity is available for organisations to communicate their services through a dedicated exhibition area within the ACEM ASM venue which will offer organisations involved in emergency medicine an opportunity to promote their services in a face to face environment.

If there are other ways in which you would like to participate in addition to the options outlined in this document, our ACEM ASM Managers would be very happy to consider your suggestions and discuss these with you.

We encourage you to take advantage of this unique opportunity to promote your organisation through the ACEM ASM 2017.

Yours sincerely,

A/Prof Sally McCarthy
Chair, ACEM ASM 2017 on behalf of the Organising Committee
THE PROGRAM

The Organising Committee is pleased to invite four esteemed Keynote Speakers to the 34th ACEM ASM. In addition, the program will feature keynote and plenary lectures, concurrent oral presentations and poster sessions.

<table>
<thead>
<tr>
<th>Sunday 19 November</th>
<th>Monday 20 November</th>
<th>Tuesday 21 November</th>
<th>Wednesday 22 November</th>
<th>Thursday 23 November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Wellness Activity</td>
<td>Breakfast Presentations</td>
<td>Breakfast Presentations</td>
<td>Breakfast Presentations</td>
<td>Registration Open 0700 - 1700</td>
</tr>
<tr>
<td>Registration Open 0630 – 0900</td>
<td>Registration Open 0630 – 1800</td>
<td>Registration Open 0700 – 1700</td>
<td>Registration Open 0700 - 1700</td>
<td></td>
</tr>
<tr>
<td>Pre ASM Workshop Session</td>
<td>Plenary Session Welcome to Country 0900 - 1030</td>
<td>Plenary Session 0900 - 1030</td>
<td>Plenary Session 0900 - 1030</td>
<td>Plenary Session 1000 - 1100</td>
</tr>
<tr>
<td>Morning Tea 0930 - 1100</td>
<td>Morning Tea 0930 - 1100</td>
<td>Morning Tea 0930 - 1100</td>
<td>Morning Tea 0930 - 1100</td>
<td></td>
</tr>
<tr>
<td>Pre ASM Workshop Session</td>
<td>Concurrent Sessions 1100 – 1230</td>
<td>Concurrent Sessions 1100 – 1230</td>
<td>Concurrent Sessions 1100 – 1230</td>
<td>Concurrent Sessions 1130 – 1230</td>
</tr>
<tr>
<td>Pre ASM Workshop Session</td>
<td>Concurrent Sessions 1330 – 1500</td>
<td>Concurrent Sessions 1330 – 1500</td>
<td>Concurrent Sessions 1330 – 1500</td>
<td>Concurrent Sessions 1330 – 1500</td>
</tr>
<tr>
<td>Optional Wellness Activity 1530 – 1700</td>
<td>Optional Wellness Activity 1530 – 1700</td>
<td>Optional Wellness Activity 1530 – 1700</td>
<td>Optional Wellness Activity 1530 – 1700</td>
<td></td>
</tr>
</tbody>
</table>

For updated information regarding the program please visit www.acem2017.com

KEY DATES

<table>
<thead>
<tr>
<th>Call for Abstracts</th>
<th>Now open</th>
<th>Exhibition open 20 – 22 November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>01 May</td>
<td>Welcome Reception 19 November</td>
</tr>
<tr>
<td>Exhibition move in</td>
<td>19 November</td>
<td>ASM Dinner 22 November</td>
</tr>
</tbody>
</table>

For updated information regarding the program please visit www.acem2017.com
DELEGATE PROFILE

The 34th ACEM ASM is expected to attract approximately 800 delegates from Australia and New Zealand. Based on past attendance, representation from the following specialties and regions are expected:

**Profile by Specialty**

- **65%** ACEM Fellows (Australasian emergency physicians)
- **19%** Trainees (medical doctors training in emergency medicine and other specialties)
- **11%** Non-ACEM Fellows (Medical doctors of other specialties or emergency physicians from outside Australasia)
- **3%** Medical students
- **2%** Nurses, allied health professionals, paramedics

**Attendance by Geographic Location**

- **NSW, 35%**
- **VIC, 23%**
- **QLD, 13%**
- **SA, 5%**
- **TAS, 3%**
- **ACT, 3%**
- **NT, 1%**
- **WA, 5%**
- **INTL, 5%**
- **NZ, 7%**
MAJOR ENTITLEMENTS AT A GLANCE
(Rates are inclusive of GST)

<table>
<thead>
<tr>
<th>Entitlement</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host a Breakfast Symposium</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting registrations</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Tickets to the ACEM ASM 2017 Dinner</td>
<td>2 at VIP Table</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Delegate list prior to ACEM ASM 2017</td>
<td>4 weeks</td>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Exhibition space/booth</td>
<td>2 Premium</td>
<td>1 Premium</td>
<td>1 Standard</td>
</tr>
<tr>
<td>Exhibition staff registrations</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Promotional material into ASM satchels</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

ADDITIONAL PACKAGES

<table>
<thead>
<tr>
<th>Package</th>
<th>Amount Available</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting App Sponsor</td>
<td>Exclusive</td>
<td>$10,000</td>
</tr>
<tr>
<td>Sponsored Breakfast Symposium</td>
<td>Four</td>
<td>$ 7,500</td>
</tr>
<tr>
<td>Delegate Lounge Sponsor</td>
<td>Exclusive</td>
<td>$ 7,500</td>
</tr>
<tr>
<td>ASM Sponsor (Note Pads)</td>
<td>Exclusive</td>
<td>$ 4,400</td>
</tr>
<tr>
<td>ASM Sponsor (Pens)</td>
<td>Exclusive</td>
<td>$ 4,400</td>
</tr>
<tr>
<td>Refreshment Break Sponsor (per day)</td>
<td>Four</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>Barista Sponsor</td>
<td>Three</td>
<td>$ 2,200</td>
</tr>
</tbody>
</table>

SPONSORSHIP GUIDELINES

* Provision of a copy of the delegate list as agreed under each sponsorship package, will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act. List will contain delegate name, organisation and region.

** Inclusion in ASM publications is determined by confirmation of sponsorship prior to print deadlines.
PLATINUM SPONSOR

A$20,900 (incl. GST)

PLATINUM Sponsorship level provides the ultimate visibility and brand position opportunity. Being our highest level of support, we endeavor to work closely with you as a valued partner in the successful delivery of the 34th ACEM ASM.

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Three (3) Meeting registrations inclusive of the Welcome Reception and access to sessions.
- Two (2) tickets to the ASM Dinner with one table reserved for you to invite guests to join you at your table (Guests must all have tickets to the dinner).
- Delegate list four weeks prior to the ACEM ASM 2017.*
- Premium location 6m x 3m exhibition space/booth. Premium pre-reserved locations are subject to availability and will be allocated on a first booked basis. To ensure best possible location, we encourage you to book as early as possible.
- Presentation of an ACEM ASM 2017 Platinum Sponsor Certificate.
- Promotional material (maximum A4 size flyer or four page brochure) inserted in all delegate satchels (sponsor to supply material).
- Complimentary Soap Box session (Refer to page 13 for details).

ADDITIONAL BENEFIT | BREAKFAST SYMPOSIUM

Platinum Sponsors are also entitled to select a topic and invite relevant speakers to a Breakfast Symposium. A brief outline of the topic must be submitted to the ACEM ASM 2017 Managers for approval by the Organising Committee.

- Standard audio visual and use of the session room is included.
- Opportunity to provide catering. This is at an additional cost and will be organised by the ACEM ASM 2017 Managers in consultation with the sponsor based on their requirements.
- Sponsor may provide two (2) freestanding banners which will be positioned in the Breakfast Symposium room.
- Four (4) complimentary passes for nominated guests to attend the symposium (these passes are for the sponsored symposium only, attendance to any other sessions is not included).
- Delegate expressions of interest to attend the Breakfast Symposium will be coordinated by the ACEM ASM 2017 Meeting Managers.
- Sponsor will receive updates advising the number of delegates who have expressed interest and plan to attend.
GOLD SPONSOR

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Two (2) Meeting registrations inclusive of the Welcome Reception and access to sessions.
- Two (2) tickets to the ASM Dinner.
- Delegate list two weeks prior to the ACEM ASM 2017.*
- Premium location 3m x 3m exhibition space/booth. Premium pre-reserved locations are subject to availability and will be allocated on a first booked basis. To ensure best possible location, we encourage you to book as early as possible.
- Promotional material (maximum A4 size flyer or 4 page brochure) inserted in all delegate satchels (sponsor to supply material).

SILVER SPONSOR

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- One (1) Meeting registration inclusive of the Welcome Reception and access to sessions.
- Delegate list one week prior to the ACEM ASM 2017.
- Standard 3m x 3m exhibition space/booth. To ensure best possible location, we encourage you to book as early as possible.
- Promotional material (maximum A4 size flyer or 4 page brochure) inserted in all delegate satchels (sponsor to supply material).
MEETING APP SPONSOR

A$10,000 (incl. GST)

Exclusive (Non Pharmaceutical only)

Delegates attending the ACEM ASM 2017 will have access to the latest in meeting App technology. For the sponsor, this offers maximum digital engagement prior, during and post Meeting. The App allows strategic positioning of your brand on each delegate’s smart technology device to deliver your message direct to the palm of their hand (message to be pre-approved by the Organising Committee).

- Recognition as a sponsor (with organisation name on all printed ASM material). **
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- One (1) meeting registration inclusive of the Welcome Reception and access to sessions.
- Exclusive logo presence on the home page and start up imagery.

DELEGATE LOUNGE SPONSOR

A$ 7,700 (incl. GST)

Exclusive

An opportunity to host an area in which delegates can relax and invigorate during ACEM ASM 2017 sessions. The sponsorship package includes provision of space within the ASM venue creating a relaxed resting or networking space. Delivery of daily fresh fruit to the delegate lounge will be organised by the ACEM ASM 2017 Meeting Managers.

- Recognition as a sponsor (with organisation name) on all printed ASM material. **
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- One (1) meeting registration inclusive of the Welcome Reception and access to sessions.
- Sponsor may display literature within the lounge area.
- Dedicated area allocated for the lounge. A basic lounge package with coffee table will be provided with daily provision of a fruit bowl (sponsor may have input into furniture choice and colour however this space is not to function as a trade display).
BREAKFAST SYMPOSIUM

Four Available

An opportunity to host a Breakfast Symposium which includes the provision of a meeting room and general facilities including a podium, lectern, audio visual screen and microphone. Breakfast catering is available at an additional cost to the sponsor and is to be organised in consultation with the ACEM ASM 2017 Meeting Managers. An overview of your topic and speaker must be submitted to the ACEM ASM 2017 Meeting Managers for approval by the Organising Committee.

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation name) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Four (4) complimentary passes for nominated guests to attend the Breakfast Symposium (these passes are for the sponsored symposium only, attendance to any other sessions is not included).
- Sponsor’s Breakfast Symposium will be included (organisation name only) in the ACEM ASM 2017 Handbook.
- Delegate expressions of interest to attend the Breakfast Symposium will be coordinated by the ACEM ASM 2017 Meeting Managers.
- Sponsor will receive updates advising the number of delegates who have expressed interest to attend the Breakfast Symposium.
- Promotional material (maximum A4 size flyer or four page brochure) inserted in all delegate satchels (sponsor to supply material).

CHARGING STATION SPONSOR

A$ 7,700 (incl. GST)

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation name) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Sponsor branding on charging station.
PEN SPONSOR

A$ 4,400 (incl. GST)

Exclusive

This is an opportunity to provide each delegate with your branded pens, providing your organisation with exposure that exceeds the duration of the ACEM ASM 2017.

- Recognition as a sponsor (with organisation name) on all printed ASM material.
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.
- Use of the ACEM ASM logo until the end of November 2017.
- Pens provided by the sponsor will be included in all delegate satchels.

NOTE PAD SPONSOR

A$ 4,400 (incl. GST)

Exclusive

This is an opportunity to provide each delegate with your branded note pads, providing your organisation with exposure that exceeds the duration of the ACEM ASM 2017.

- Recognition as a sponsor (with organisation name) on all printed ASM material.
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Note pads provided by the sponsor will be included in all delegate satchels.
MORNING & AFTERNOON REFRESHMENT BREAK

A$ 2,500 (incl. GST) per day

Demonstrate your organisation’s hospitality by sponsoring a morning and afternoon refreshment break. Why restrict your reach to just the boundaries of your booth, why not have the exhibition floor for morning and afternoon for an entire day?

- Recognition as a sponsor (with organisation name) on all printed ASM material. **
- Recognition as a sponsor (with organisation name) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Organisation’s logo displayed on refreshment station table signs during the sponsored break (ACEM ASM 2017 Meeting Managers to provide).
- Two (2) complimentary passes for the sponsor’s nominated guests to attend the sponsored breaks (these passes do not include attendance to any ACEM ASM 2017 sessions).

BARISTA SPONSOR A$2,200 (incl. GST)

- Recognition as a sponsor (with organisation name) on all printed ASM material.**
- Recognition as a sponsor (with organisation logo) on the sponsors’ page of the official ACEM ASM 2017 website, including a hyperlink to the organisation’s home page.
- Acknowledgement as a sponsor (with organisation logo) on the official sponsor acknowledgement board situated onsite at the ACEM ASM 2017.**
- Use of the ACEM ASM 2017 logo until the end of November 2017.
- Promoted as Barista Sponsor of the ASM (barista cost, coffee costs and staff costs are at the sponsor’s expense). A barista will be arranged through the venue by the ACEM ASM 2017 Meeting Managers.
- The barista will be located in a high traffic location or close to the sponsor stand if exhibiting (branding of coffee cart/barista at sponsor’s expense).
- Access to delegate list (at the ASM and immediately after the ASM).
MARKETING OPTIONS

Satchel Insert
A$ 1,250 (incl. GST)

Six (6) Available

Your organisation may provide promotional material which will be included in all delegate satchels. Size guide: A DL size pamphlet or an A4 size double sided flyer or an A4 size brochure of no more than four (4) single pages in length. The print material is to be supplied by the satchel insert provider. Delivery location and deadline date will be provided by the ACEM ASM 2017 Meeting Managers one month prior to the event.

Soap Box
A$ 2,300 (incl. GST)

Four (4) Available

This package allows for the sponsor to hold a 15 minute presentation or demonstration within the exhibition during session breaks. An outline of the presentation must be provided to the ACEM ASM 2017 Meeting Managers for approval by the Organising Committee.

Industry Code of Practice and ACEM Guidelines

Medicines Australia’s Code of Conduct sets the standards for the ethical marketing and promotion of prescription pharmaceutical products in Australia. It complements the legislation requirements of the Therapeutic Goods Regulations and the Therapeutic Goods Act.

The Australasian College of Emergency Medicine also has sponsorship and exhibition guidelines to provide an overall framework for the Meeting. This gives a level of consistency while allowing each ASM to be unique and creative.

The sponsorship and exhibition opportunities listed within this Prospectus have been specifically designed to comply with both the MA Code of Conduct and The ACEM Guidelines.
EXHIBITION

Demonstrate your support to emergency medicine, strengthen existing or establish new relationships, generate sales leads, and showcase your products and services to a captive audience via the ACEM ASM 2017 exhibition. Located in the Gallery at the International Convention Centre, Sydney, exhibition booths are located adjacent to the plenary and break out session rooms and amongst the scientific posters and catering to encourage maximum interaction.

Shell Scheme Package A$5,900 (incl. GST)
- Shell scheme stand 3m wide x 3m deep (9m²).
- White octanorm wall panels 2.4m high.
- Organisation name and booth numbers on fascia board.
- Two (2) x 150 watt spotlights.
- One (1) x 4 amp power connection.
- Venue floor is carpeted.
- Two (2) Meeting registrations per 9m² booth:
  ✔ Attendance to all sessions.
  ✔ Ticket to the Welcome Reception.
  ✔ Lunch & morning/afternoon teas.
  ✔ ACEM ASM 2017 satchel including official documents and delegate list.

Not For Profit Table Display Package A$2,950 (incl. GST)
Not for Profit organisations may apply for a table display. Each will be approved by the 2017 ASM Organising Committee.
- Space 2m wide x 1.5m deep.
- One (1) table 1500mm long x 750mm deep including a table cloth.
- Two (2) standard chairs.
- One (1) x 4amp power connection.
- One (1) exhibition staff registration.
  ✔ Attendance to all sessions.
  ✔ Ticket to the Welcome Reception.
  ✔ Lunch & morning/afternoon teas.
  ✔ ACEM ASM 2017 satchel including official documents and delegate list.

A copy of the delegate list will be provided to exhibitors onsite. This list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act. The list will include the name of delegate, organisation and region.
All Exhibitors will Receive:

- An Exhibition Manual will be available three months prior the event. The Manual will contain details on venue access, exhibition set-up times and supplier contacts.
- Company name with hyperlink to website** on the exhibition section of the ACEM ASM 2017 website.
- 50 word product or service biography in the ACEM ASM 2017 App.

Additional Exhibitor Registrations

Exhibitors will receive access to an online form in order to apply for their passes. Additional exhibition staff passes may be purchased from the ACEM ASM 2017 Meeting Managers at a cost of $550.00 per person and will include:

- Access to the exhibition.
- Lunch & morning/afternoon teas.
- Ticket to the Welcome Reception.
FLOOR PLAN GUIDE

Premium locations will be pre-reserved as part of the ACEM ASM 2017 sponsors’ entitlements. For non-sponsors, spaces will be allocated in order of date of receipt of booking forms. All exhibitors will receive written confirmation of their booking together with an invoice for the amount payable and will be advised of their stand allocations in due course.

Pre-reserved locations for sponsors
MEETING VENUE

The ACEM ASM 2017 will be held at the International Convention Centre, Sydney (ICC Sydney). ICC Sydney is the Asia Pacific’s premier integrated convention, exhibition and entertainment precinct, underlining Sydney’s place as one of the world’s most desirable meeting and event destinations and providing the ideal platform to collaborate and innovate. Located in the heart of Darling Harbour, ICC Sydney is easily accessible by public transport, including light rail, ferry and train and is only a 10 minute walk from both Central and Town Hall train stations. Secure parking is available and conveniently located within the Darling Harbour precinct.

ACCOMMODATION

A range of competitively priced accommodation options have been secured by the ACEM ASM 2017 Meeting Managers for all attendees.

For further information or to reserve accommodation, visit the ASM website at www.acem2017.com or contact the ACEM ASM 2017 Meeting Managers.
Tel: +61 2 9265 0700
Email: acem2017@arinex.com.au

MEETING MANAGERS

Arinex Pty Ltd (“architects of inspiring experiences”) has been appointed as the official ACEM ASM 2017 Meeting Manager and looks forward to delivering an inspiring experience.

For further details on the sponsorship and exhibition opportunities, please contact:

Drew Whait
Market Development Manager
Level 10, 51 Druitt St
SYDNEY NSW 2000 AUSTRALIA
T: +61 2 9265 0700 F: +61 2 9267 5443
E: sponsorship@arinex.com.au W: www.acem2017.com
BOOKING FORM

Drew Whait
Market Development Manager
ACEM ASM 2017
c/o Arinex Pty Ltd
Level 10, 51 Druitt St
SYDNEY NSW 2000 AUSTRALIA

A. SPONSORSHIP PACKAGE(S) REQUESTED

1. …………………………………………………………………………………. …………………………………..
2. …………………………………………………………………………………. …………………………………..

B. EXHIBITION (tick relevant box)

☐ $5,900 (inc. GST) 3m x 3m Space with Shell Scheme
☐ $5,900 (inc. GST) 3m x 3m Space Only
Preferred location (refer to floor plan) Option 1: .......... Option 2: ..........

☐ $2,950 (inc. GST) Not for Profit Table Display

AMOUNT PAYABLE A & B

50% deposit payable 30 days from date of invoice (Balance due: Friday 18 August 2017) (incl. GST)

Organisation name (for marketing purposes):
Organisation name (for invoicing purposes):
Address:                                                                 City:
Post code:                                                                State:                      Country:
Main contact:                                Position:
Tel:                                                                 Fax:
Email:                                                                 Website:

Yes I have read and agree to the Terms & Conditions on the following page.

Authorised by:                                                   Date:                  Signature:

Please note your booking will not be processed unless all sections above are complete.

PAYMENT DETAILS (please tick)

☐ We will pay via company cheque. NB: all cheques are payable to: Arinex Pty Ltd on behalf of the ACEM ASM 2017 and must be forwarded to the ASM Meeting Managers at the above address.

☐ We wish to pay via EFT. Bank details will be provided by the Meeting Managers with your tax invoice.

☐ Credit Card (please note a separate form will be sent with your confirmation for you to include your credit card details).

Credit Card Payments: for any booking up to and including a total amount of $5,000, the credit card will be processed for the full amount.
SPONSORSHIP BOOKING TERMS & CONDITIONS
1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the ASM Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The ASM Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship participation will be allocated only on receipt of a signed Booking Form. 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 Friday 18 August 2017. Applications received after Friday 18 August 2017 must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd on behalf of the ACEM ASM 2017 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the ASM Managers prior to the event. No company will be listed as a partner in any official ASM material until full payment and a booking form have been received by the ASM Managers.
5. CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to Friday 19 May 2017. No refunds will be made for cancellations after this date, and the full amount will be payable. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.
6. No Sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the ASM Managers.
7. Sponsorship monies will facilitate towards the successful planning and promotion of the ASM 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 ASM.
8. 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 BOOKING TERMS & CONDITIONS
1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the ASM Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The ASM Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition booths will be allocated only on receipt of signed Booking Forms. 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 Friday 18 August 2017. Applications received after Friday 18 August 2017 must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd on behalf of the ACEM ASM 2017 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the ASM Managers prior to the event. No exhibitor shall 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 ASM Managers.
5. Public Liability insurance to a minimum of A$10 million must be taken out by each exhibitor at their own expense. A copy of the company’s public and product liability certificate must be submitted to the ASM Managers at the time of submitting their booking form or by no later than Friday 18 August 2017.
6. CANCELLATION POLICY: In the event of cancellation, a service fee of AUD$1,000.00 applies to cancellations for each 9m² booth/space on or before Friday 19 May 2017. No refunds will be made for cancellations after this date, and the full amount will be payable. Reduction in space can result in relocation of trade display space at the discretion of the ASM Managers. Any booth/space not claimed and occupied before 09:00am on Sunday 19 November 2017 will be reassigned without refund.
7. The ACEM ASM Meeting Managers reserve the right to rearrange the floor plan and / or relocate any display without notice. The ASM Managers will not discount or refund for any facilities not used or required.
8. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the ASM Managers.
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. NO, I do not consent [ ]