



TEMC 2018 *A World of* OPPORTUNITY

*Shaping the future
of Higher Education*

SPONSORSHIP &
EXHIBITION

Prospectus

HOSTED BY



TERTIARY EDUCATION
MANAGEMENT CONFERENCE
CROWN CONFERENCE CENTRE
PERTH, WESTERN AUSTRALIA
9-13 SEPTEMBER 2018

ABOUT TEMC

The Tertiary Education Management Conference is organised in partnership by the Association for Tertiary Education Management (ATEM) and the Tertiary Education Facilities Management Association (TEFMA) and attracts between 700-900 professional managers from higher education, TAFE institutes, Polytechnics, Wananga, government departments, private providers and similar organisations.

It is the only conference in the tertiary sector which covers the full range of functions in institutions, and is designed to allow participants to build strong networks across Australia and New Zealand.

TEMC has a strong practitioner focus to support the sharing of knowledge and 'know how', and also provides opportunities to focus on big-picture issues as well. It allows participants to reflect on their management practice in a regional, national and global context.

www.temc.org.au





ATEM

The Association for Tertiary Education Management Inc (ATEM Inc) is the pre-eminent professional body in Australasia for tertiary education administrators and managers. Established in 1976, today it has around 1,400 individual members and 62 corporate members. Members are found across the breadth of the academic environment, including universities, TAFEs, polytechnics and Wanagas, private providers, government departments and other related organisations.

ATEM connects individuals across institutions and disciplines, supports individuals to develop their management skills and knowledge, and challenges the sector to recognise the professional nature of tertiary education management. It does this by:

- ▶ Growing careers: growing the careers of professional administrators and managers to enable them to have rewarding careers and contribute to the sector,
- ▶ Building professionalism: building professionalism through relevant education and training, and recognising outstanding achievements in the sector,
- ▶ Connecting people and groups: connecting people and groups across the sector to promote sharing of programs, knowledge and practice, and
- ▶ Understanding the sector: providing opportunities and resources for individuals and groups to better understand the tertiary education sector today and how it might evolve in the future.

For more information on ATEM, please contact

Paul Abela, Executive Director

E: paul.abela@atem.org.au

P: +61 2 9351 9719

www.atem.org.au

TEFMA

The Tertiary Education Facilities Management Association (TEFMA) is an independent association of facilities managers operating in the tertiary education sector of Australia, New Zealand, Hong Kong and Singapore. TEFMA assists facilities managers in universities, colleges and other educational institutions in the Asia-Pacific region by promoting excellence in the planning, construction, maintenance, operations and administration of educational facilities.

TEFMA serves the education community by conducting research, developing educational programs, holding conferences and workshops, producing publications, developing guidelines, and serving as a central information source for its members. TEFMA is acutely aware of the need to remain relevant in an ever changing tertiary and vocational education sector and is creating closer ties with Universities Australia and Universities New Zealand to this end. Sustainability and carbon emissions are major public policy issues and TEFMA is

extending its annual benchmarking report to ensure our members track these important societal issues and assist their institutions in bringing around change.

TEFMA has some 1000 members representing 88 tertiary education institutions and 8 affiliated associations in Australasia.

TEFMA promotes engagement with industry through its 74 Business Partner members. TEFMA recognises the support and ongoing commitment by our Business Partners in ensuring our members remain current in contemporary FM practices. TEFMA members provide vital infrastructure and service in support of the effective operation of tertiary and vocational education in the Australasian region.

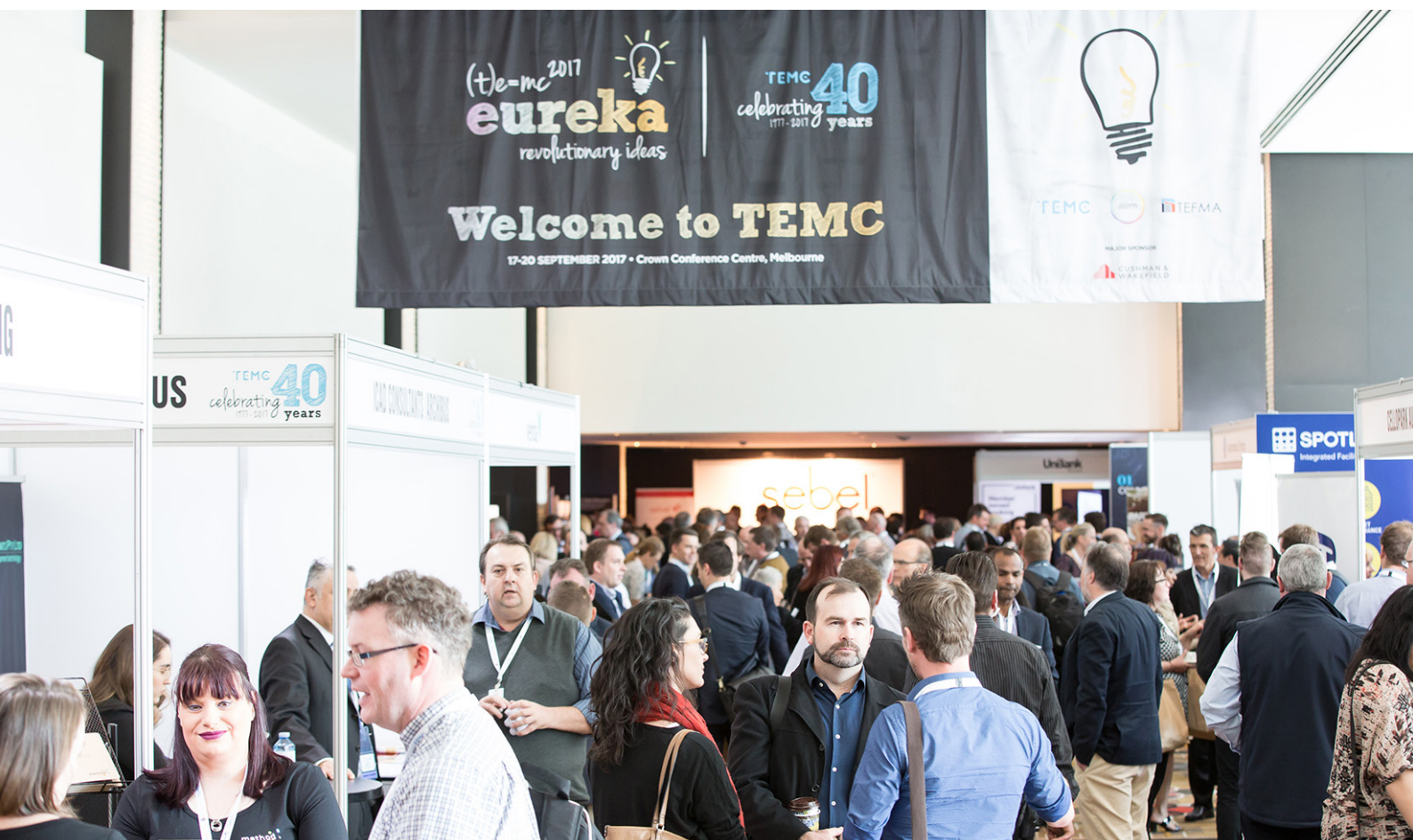
For more information on TEFMA please contact:

Victoria Chapman, TEFMA Secretariat

E: info@tefma.com

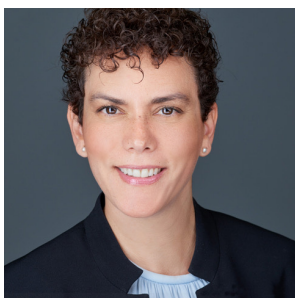
P: +61 3 6234 7844

www.tefma.com





INVITATION TO SPONSOR



**Start thinking - what piece of the puzzle are you?
What piece you can help with?
How can you become innovative?**

Our world is one of opportunities: opportunities for innovation, diversity, inclusion, sustainability and technology to be pulled together to help us transform the higher education industry into the future. Each one of us has a piece of the puzzle, and through open forums, collaboration and entrepreneurial thinking we can begin to see solutions shine through.

This conference will explore the future of higher education, and how we can utilize the opportunities presented to us to make this transformation happen.

We look forward to seeing you in Perth.

Dr Rocio Bona
Conference Chair

TEMC 2018 LOCAL ORGANISING COMMITTEE

Rocio Bona	Curtin University, Chair / Planning Director, Properties, Facilities & Development
Kerry Devine	Edith Cowan University, Manager, Campus Operations & Resources
Fiona Feist	Murdoch University, Academic Registrar
William Kenworthy	South Metropolitan TAFE, Manager, Higher Education
Lyn Marks	Curtin University, Project Manager
Lucienne Tessens	University of Western Australia, Lecturer, Higher Education Development
Kelly Whyte	University of Western Australia, Senior Capital Policy Officer
Garry Bradley	Deakin University, Manager, Strategic Asset Management

FAST FACTS

Dates

9-13
September
2018

700+

administrators and managers
from tertiary institutions
across Australia, New Zealand
and the Asia Pacific region,
representing more than 160
organisations

*expected delegate numbers
are based on historical fact and
are not guaranteed

Venue

Crown Conference
Centre, Perth,
Western Australia

Program at a Glance

SUNDAY 9 SEPTEMBER

Exhibitors Bump-In
Pre Conference Tours
Pre Conference Workshop
Newcomers Function
Welcome Reception, Maritime Museum
Fremantle

MONDAY 10 SEPTEMBER

DAY ONE

Exhibition Opens
Conference Sessions
Atem Awards Night (Invitation Only)
Tefma Awards Night (Invitation Only)

TUESDAY 11 SEPTEMBER

DAY TWO

Conference Sessions
Sponsor / Exhibitor Thank You Function

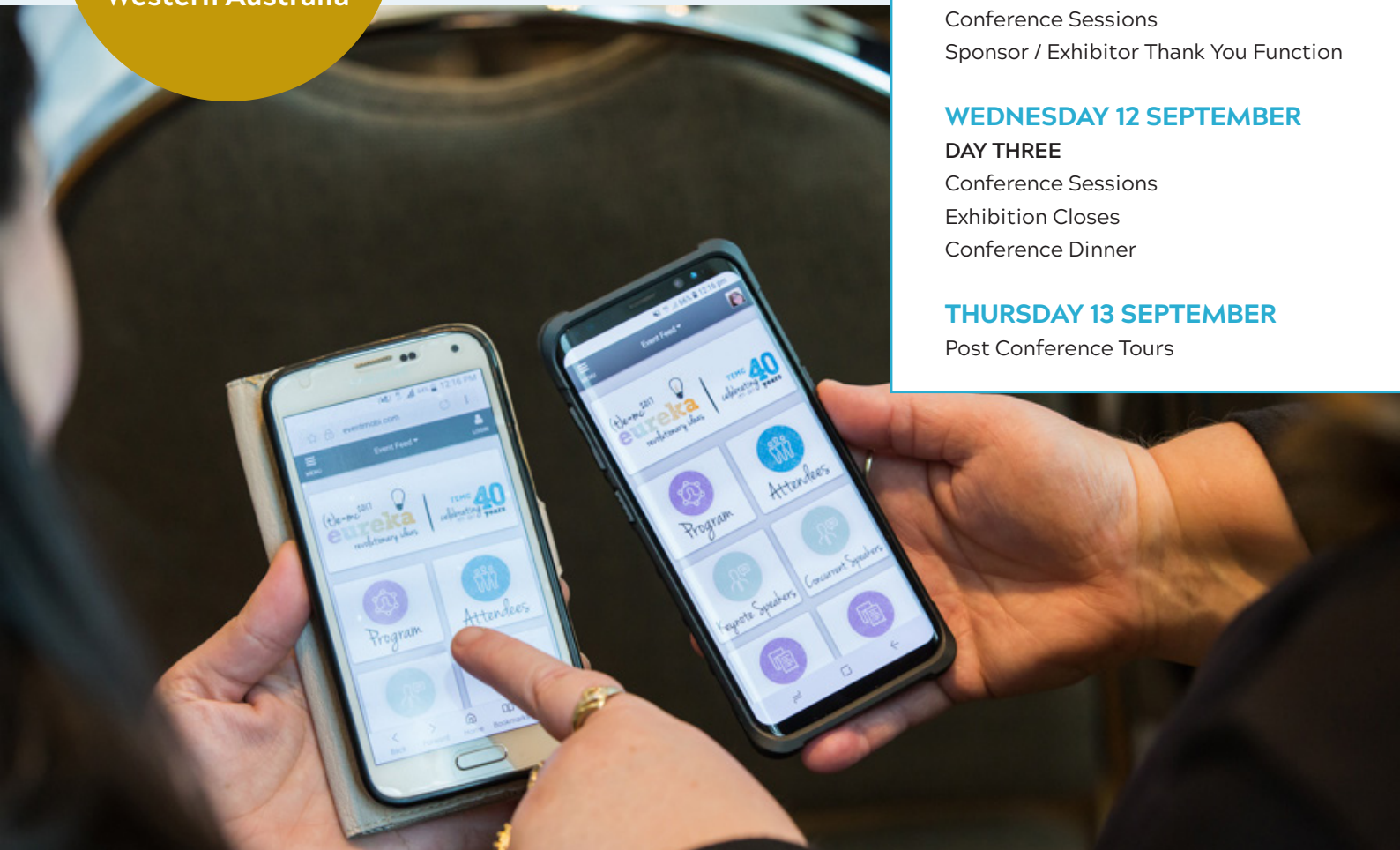
WEDNESDAY 12 SEPTEMBER

DAY THREE

Conference Sessions
Exhibition Closes
Conference Dinner

THURSDAY 13 SEPTEMBER

Post Conference Tours





BENEFITS OF NETWORKING WITH ATEM & TEFMA MEMBERS AT TEMC

ATEM has
1650 members
representing 84
higher education
institutions

University
Education alone
added 140 billion
to the Australian
economy in 2014

TEMC is the only
conference in the tertiary sector,
which covers the full range of
function in institutions, with
delegates representing all
universities in Australia and
New Zealand, as well as TAFE's,
Polytechnics, government and
Private Providers, across the
tertiary institution sector.

TEFMA has
1150 members
representing 93
higher education
institutions

Australian & New
Zealand Institutions
educated 1.3 million
students in 2015

Employs
120,000 full
time equivalent
staff



Sandra Leathem
Sponsorship and Exhibition
Leishman Associates
Phone 61 3 6234 7844
Email sandra@laevents.com.au

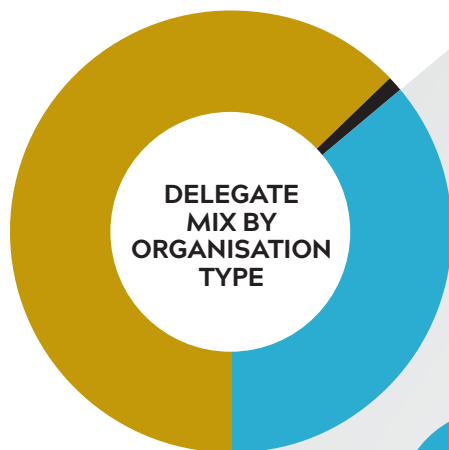
TEMC 2017 SPONSORS AND EXHIBITORS

Join this group who are connecting with key personnel in the higher education sector:

Thanks to our long term TEMC Sponsors:

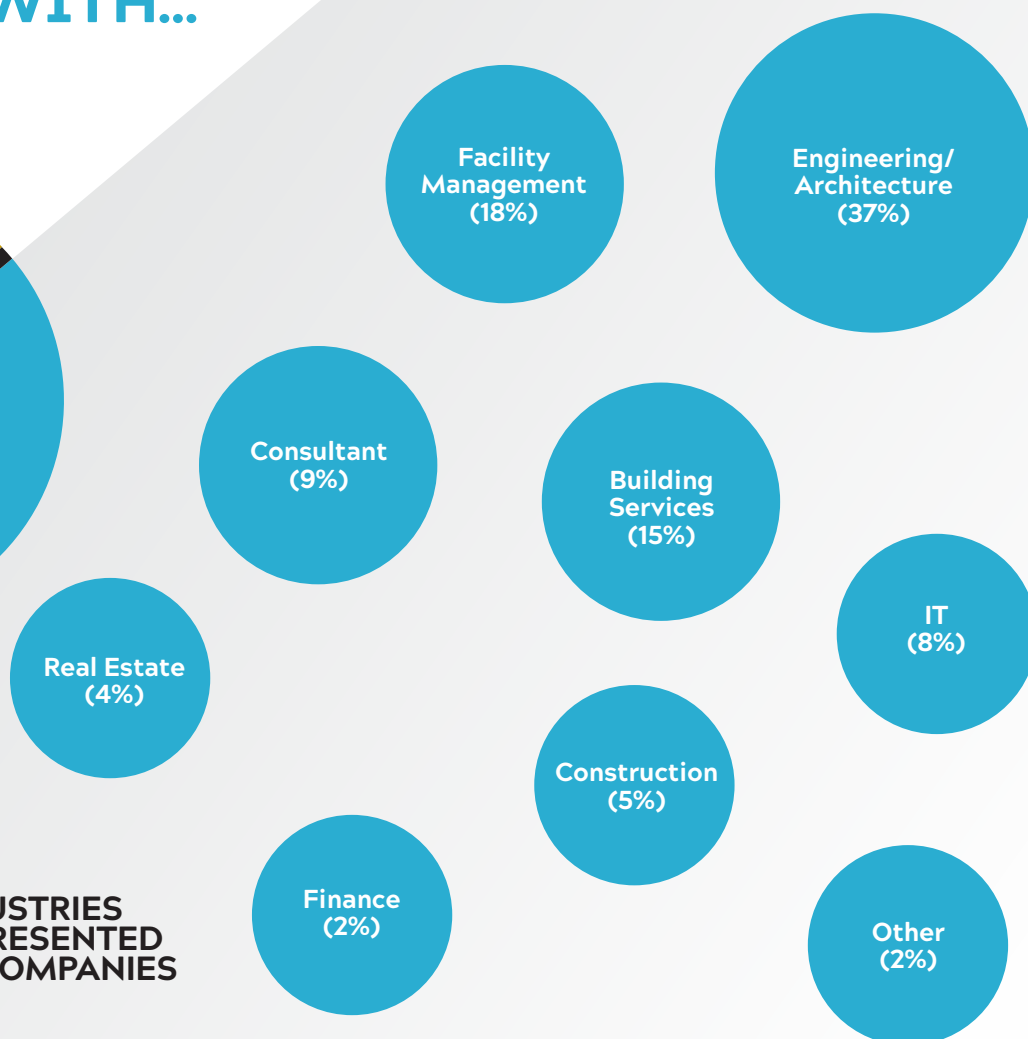


NETWORK WITH...



Educational Institutions (62%)
Other (2%)
Companies (36%)

INDUSTRIES REPRESENTED BY COMPANIES





REASONS TO PARTNER WITH TEMC 2018

Demonstrate your commitment to the industry and promote your business to a targeted market audience by:

- ▶ Engaging and connecting with hundreds of professionals representing most of Australia and New Zealand's tertiary institutions, including Directors, Pro Vice-Chancellors and senior management leaders and administrators.
- ▶ Increase your brand awareness and profile amongst industry leaders and peak body representatives, opinion shapers and professionals working within the tertiary sector.
- ▶ Networking opportunities with 700 delegates in a fun, social and dynamic environment.
- ▶ Access to the key decision-makers with respect to services, facilities, technology and equipment.
- ▶ Develop new and existing relationships.
- ▶ Generate leads for new business and consolidate brand awareness.

TEMC provides the only opportunity across the higher education sector in Australia and New Zealand where sponsors and exhibitors have access to representatives from across the entire sector.

SPONSORSHIP PACKAGES

Sponsorship packages are linked to key events or opportunities within the conference program. All prices shown are in \$AU and are inclusive of GST.

DIAMOND CONFERENCE MAJOR SPONSOR	\$36,000
PEARL CONFERENCE DINNER SPONSOR	\$30,000
KIMBERLEY WELCOME RECEPTION SPONSOR SOLD	\$25,000
ROTTNEST ISLAND SPONSOR	\$15,000
Delegate Satchel SOLD Delegate Name Badge SOLD	
MARGARET RIVER SPONSOR	\$10,000
Wi-Fi SOLD Smart App SOLD Barista Cart SOLD	
CORAL BAY SPONSOR	
Mobile Phone Charge Bar SOLD Bathroom Sponsor Pre Conference Workshop Post Conference Tour Interactive Learning Space (Add a trade exhibition booth for \$1,500)	\$6,000
KALGOORLIE KEYNOTE SPEAKER	\$6,000
SHARK BAY SPONSOR	
Electronic Program SOLD Concurrent Session (Add a trade exhibition booth for \$1,500)	\$4,000
ESPERANCE SPONSOR (per day)	
Day Refreshment Break Seated Massage (Add a trade exhibition booth for \$1,500)	\$3,000
MONKEY MIA CONFERENCE SUPPORTER	\$3,000
TRADE EXHIBITION BOOTH (Early Bird)	\$4,200
SACHEL INSERT	\$900

TEM C 2018
A World of
OPPORTUNITY



DIAMOND

CONFERENCE MAJOR SPONSOR \$36,000

- Exclusive sponsorship of TEMC 2018
- A targeted, selective function with 8 delegates of your choice and 2 of your company representatives
- 4 minute speaking opportunity in a plenary session to engage the audience in an innovative and entertaining manner
- Regular verbal recognition as the Major Sponsor
- 60 second commercial shown at the commencement of each day
- Sponsor's own signage prominently displayed in the main conference venue (maximum two pull up banners to be displayed)
- One 6m x 2m exhibition booth in a prime location
- 6 x registrations including daily catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference electronic handbook, positioned on the inside front cover (artwork to be supplied by sponsor)
- Full page advertisement in the conference pocket program (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage*
- Company logo and profile in the conference electronic handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 2 x satchel inserts

The benefits of this sponsorship package can be tailored to your organisation's specific needs. With a substantial investment like this, we understand the need to deliver the highest return on investment possible. As such, we would like to encourage you to speak with us further to ensure that the benefits included in this sponsorship package are in line with your corporate marketing strategy.

We welcome the opportunity to discuss any of the packages included in this prospectus to ensure that you receive the best possible value for your investment. Please contact the Sponsorship and Exhibition Manager, Sandra Leathem, if you are interested in playing a major role in the conference.



SPONSORSHIP PACKAGES

PEARL

CONFERENCE DINNER SPONSOR \$30,000

- Exclusive sponsorship and naming rights to the TEMC 2018 Conference Dinner
- A targeted, selective function with 6 delegates of your choice and 2 of your company representatives
- 3 minute speaking opportunity in a plenary session to engage the audience in an innovative and entertaining manner
- Sponsor's own signage prominently displayed at the dinner venue (maximum of two pull up banners to be displayed)
- Logo featured on menus, dinner tickets and any other related dinner collateral
- Opportunity to provide a small branded gift for each delegate at the dinner (to be provided by sponsor)
- One 6m x 2m exhibition booth
- 4 x registrations including daily catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage*
- Company logo and profile in the conference handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 2 x satchel inserts



SPONSORSHIP PACKAGES

KIMBERLEY

WELCOME RECEPTION SPONSOR \$25,000

- Exclusive sponsorship of the TEMC 2018 Conference Welcome Reception
- A targeted, selective function with 4 delegates of your choice and 2 of your company representatives
- 3 minute speaking opportunity in a plenary session to engage the audience in an innovative and entertaining manner
- An opportunity to welcome delegates to the Welcome Reception (3 minutes)
- Sponsor's own signage prominently displayed at the Welcome Reception venue (maximum of two pull up banners to be displayed)
- One 6m x 2m exhibition booth
- 4 x registrations including daily catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Logo recognition in all conference promotional material, including conference program and venue signage*
- Company logo and profile in the conference electronic handbook, Smart App and website (including link)
- Delegate list (name, position, company, state, country only)
- 2 x satchel inserts



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With Universities spread throughout the region, TEMC is a great annual conference to catch up with many clients and prospects under the one roof. The ability to present, exhibit and entertain clients in one location provides great leverage to our marketing efforts in an environment that is always stimulating and positive.

Suzee Brain, Director,
Brain & Poulter

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ROTTNEST ISLAND

SPONSOR
\$15,000

- Recognition as Rottnest Island Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- One 3m x 2m exhibition booth
- 3 x registrations including daily catering, Welcome Reception and Conference Dinner
- Opportunity to display one pull-up banner at the venue
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert

PLUS:

Choose one of the following options as part of your Rottnest Island Sponsorship Package: (options sold on a first in basis).

Delegate Satchel

- The conference satchel is one of the most effective packages for ongoing brand recognition with our delegates.
- Exclusive sponsorship of the conference satchel with your company logo placed on the delegate satchels alongside the conference logo

Delegate Name Badge

- Exclusive sponsorship of the Delegate Name Badges including logo recognition on each Delegate Name Badge along with the conference logo



MARGARET RIVER

SPONSOR
\$10,000

- Recognition as The Margaret River Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- One 3m x 2m exhibition booth
- 2 x registrations including daily catering, Welcome Reception and Conference Dinner
- Opportunity to display one pull-up banner at the venue
- Full page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert

PLUS:

Choose one of the following options as part of your Margaret River Sponsorship Package: (options sold on a first in basis).

Wi-Fi

- The conference Wi-Fi provides excellent exposure for your business as delegates log on using your name as a password.
- Exclusive sponsorship of the Wi-Fi (Internet) service throughout the conference
- The landing page will also be your company website
- Business cards with your Wi-Fi log on details will be available at the registration desk
- Logo recognition as the Wi-Fi Sponsor on instruction posters located throughout the conference venue

Smart App

- Exclusive sponsorship of the Conference Smart App
- Banner and landing page advertisement to be included on the Conference Smart App (artwork supplied by sponsor)
- Business cards with your Smart App log on details will be available at the registration desk
- Logo recognition as the SmartApp Sponsor on instruction posters located throughout the conference venue

Barista Cart

This popular package allows you to brand the Barista Cart area including the opportunity to provide:

- branded aprons
- caps
- pull up banner
- branded cups
- literature on coffee tables

(supplied by sponsor)

CORAL BAY

SPONSOR
\$6,000

- Recognition as The Coral Bay Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert
- + ADD a trade exhibition booth (3m x 2m) for an additional \$1,500 (Booth only, no registrations)

PLUS:

Choose one of the following options as part of your Coral Bay Sponsorship Package: (options sold on a first in basis).

Mobile Phone Charge Bar

- Exclusive sponsorship of the Mobile Phone Charge Bar
- The Mobile Phone Charge Bar terminal will be branded with your company logo and name

Bathroom

- Exclusive sponsorship of the Bathrooms at the Conference Venue
- Cubicle door signage in male and female rest rooms (artwork supplied by sponsor)
- Mirror signage (artwork supplied by sponsor)
- Urinal signage (artwork supplied by sponsor)

Pre Conference Workshop

- Exclusive sponsorship of a Pre Conference Workshop
- Sponsors logo displayed at the commencement and conclusion of the Pre Conference Workshop Session

Pre or Post Conference Tours (TBC)

- Exclusive sponsorship of a Post Conference Tour
- Sponsors logo displayed at the commencement and conclusion of the Post Conference Tour

Interactive Learning Space Sponsor (furniture supplier)

- Exclusive sponsorship of an Interactive Learning space (Break out or workshop room)
- Opportunity to set up the space using your organisation's products, showing flexibility and adaptability in supporting different modes of learning and teaching

SPONSORSHIP PACKAGES

KALGOORLIE

KEYNOTE SPEAKER SPONSOR \$6,000

- Recognition as The Kalgoorlie Keynote Speaker Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Exclusive sponsorship of one Keynote Presentation at the conference
- 2 minute speaking opportunity in a plenary session to engage the audience in an innovative and entertaining manner
- Sponsors logo displayed at the commencement and conclusion of the Keynote Speaker address
- Company logo and profile in the conference electronic handbook, Smart App and website
- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert



SPONSORSHIP PACKAGES

SHARK BAY

CONFERENCE SPONSOR \$4,000

- Recognition as The Shark Bay Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert
- + **ADD** a trade exhibition booth (3m x 2m) for an additional \$1,500 (Booth only, no registrations)

PLUS:

Choose one of the following options as part of your Shark Bay Sponsorship Package: (options sold on a first in basis).

Electronic Program Sponsor

- Exclusive sponsorship of the Electronic Program
- Branding of all pre conference marketing of the Electronic Program sent to conference delegates

Concurrent Session Sponsor - multiple available

- Exclusive sponsorship of one of the Concurrent Sessions

“

The 2017 TEMC Eureka Conference completely exceeded our expectations. There were record numbers of delegates from a wide range of universities. They were a good mix of key decision makers and influencers. We were very happy with the creative and varied opportunities we had to engage and network with delegates to develop key business opportunities. We highly recommend this conference if your key market is the University sector.

Mike Lanzing, General Manager, Unibank

”

SPONSORSHIP PACKAGES

ESPERANCE

SPONSOR
\$3,000 PER DAY

- Recognition as The Esperance Sponsor in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert
- + **ADD** a trade exhibition booth (3m x 2m) for an additional \$1,500 (Booth only, no registrations)

PLUS:

Choose one of the following options as part of your Esperance Sponsorship Package: (options sold on a first in basis).

Day Refreshment - three available

- Exclusive sponsorship of one day's refreshment breaks during the conference
- Company literature may be displayed on the catering stations on the day of sponsorship
- Signage acknowledging you as the Day Refreshment Break Sponsor on the catering stations

Seated Massage - three available

- Exclusive sponsorship of the Seated Massage for one day
- Professional massage practitioners will provide delegates with the opportunity to enjoy a 3-5 minute massage
- Practitioners can wear your branded corporate merchandise
- Opportunity to display one pull-up banner at the venue



“

As a sponsor of TEMC, I invite you all to attend. It is a great value, because you derive greatest business value from meetings to enjoyable networking with other users and sponsors.

You will have the opportunity to connect with each other and learn from other people's experiences.

You will have access to great resources which will assist you in solving facilities challenges in the years to come.

**Rita Saad,
Financial Director,
ICAD Consultants**

”

MONKEY MIA

SUPPORTER \$3,000

- Recognition as Conference Supporter in all conference promotional material including conference electronic handbook, website (including link), Smart App and signage*
- Company logo and profile in the conference electronic handbook, Smart App and website
- 1 x registration including daily catering and Welcome Reception (excludes Conference Dinner)
- Half page advertisement in the conference electronic handbook (artwork to be supplied by sponsor)
- Delegate list (name, position, company, state, country only)
- 1 x satchel insert
- + ADD a trade exhibition booth (3m x 2m) for an additional \$1,500 (Booth only, no registrations)

“

Diadem, as a full-service signage and wayfinding firm, has attended the annual TEMC event as an exhibitor for the past 5 years now, testament to the ongoing value the event has brought to Diadem.

With our clients and projects spread across both Australia and NZ, being able to convene yearly with the excellent mix of Education delegates at this key sector event is invaluable. The quality, mix and positional importance of the attendees has always been excellent and our conversations and relationship building opportunities have fostered an abundance of ongoing dialogues.

The Leishman team have always run well organised and highly informed events and of the many I attend, stand out as the benchmark in doing so. Pre, during and post the TEMC event, I always feel supported, valued and informed.

Richard Duerden, Client Development Director,
Diadem

”

“

The annual TEMC event is a unique opportunity for Spotless to network with some of its valued customers and also meet new potential leads in what is a key market sector for us - tertiary education. There was a very broad delegate list from across most of the universities in Australia and New Zealand, some very interesting and entertaining key note speakers and the venue provided ample opportunity for exhibitors to deliver their key messaging. We look forward to future years supporting this event.

Steve Coumbis, Business Development
Executive, Higher Education, Spotless
Facility Services

”

ADVERTISING

ELECTRONIC CONFERENCE HANDBOOK

Advertising space will be available in the electronic Conference Handbook which will be distributed to all conference delegates. Advertising in the Conference Handbook will provide excellent exposure for your organisation.

➤ Full page \$500

➤ Half page \$250

*The appearance of sponsors' logos on printed materials will be subject to printing deadlines. Sponsors will be advised of deadlines upon receipt of the signed sponsorship agreement.

SATCHEL INSERTS

➤ \$900

This is your opportunity to deliver your message directly to your target market by providing a promotional item for inclusion in each delegate's satchel. One item up to a maximum thickness of four A4 pages can be included OR a suitable promotional item.



“

Turner & Townsend was delighted to be a key sponsor of the TEMC 2017. The conference was attended by a large and diverse mix of delegates from the Australian and NZ Tertiary sector. The content of the conference was thought-provoking, innovative and informative which was presented in a lively and engaging manner. We enjoyed excellent networking and business brand awareness through our sponsorship and look forward to supporting the TEMC 2018.

Robin Sweasey, Director Project Management,
Turner & Townsend Thinc

”

TRADE EXHIBITION

Taking an exhibition booth is a great way to position your organisation connect with conference delegates and promote your services. With the trade exhibition area open for the duration of the conference, that's a whole lot of quality exposure for your organisation. All conference lunch and refreshment breaks will be held in the trade exhibition area to ensure a high traffic flow of delegates.

TRADE EXHIBITION BOOTH FEATURES

- One 3m x 2m (2.4m high) shell structure booth
- White melamine back and side walls
- Organisation name on fascia board (30 characters)
- 2 x 120w spot lights
- 1 x 4amp/100w power outlet
- Please note that no furniture is included as part of the trade exhibition package
- Company logo and profile in the conference handbook, on the website (including link)
- Company logo included on venue signage and promotional materials
- One exhibitor registration including daily catering and Welcome Reception (does not include the Conference Dinner)
- One satchel insert
- Delegate list (name, position, company, state, country only)

EXHIBITION DETAILS

The floor plan for the trade exhibition will be forwarded as soon as it is finalised. Please note the floor plan is subject to change at the discretion of the venue or the conference organisers at any time.

- **Early Bird**
Valid until 28 February
\$4,200
- **Standard**
From 1 March 2018
\$4,800

PLEASE NOTE:

All staff on site must be registered to attend either by utilizing your complimentary registration or purchasing an additional registration. **NO VISITOR PASSES WILL BE ISSUED.**

The floor plan is subject to change by the conference organisers and/or the venue at any time.



CUSTOM BUILT DISPLAYS

If you'd like to stand out from the crowd and customise your booth with additional furniture and features, please contact Perth Expo Hire, our Exhibition Build partner or check out their catalogue at www.perthexpo.com.au to get some fresh ideas. Conference specific contact details will be given out with the Exhibitor Guidelines.

A custom build will need to be approved by the venue 6 weeks prior to the conference. The Exhibition Build company will be in contact to coordinate a suitable time for the build.

ADDITIONAL TICKETS & REGISTRATIONS

All staff on site must be registered to attend either by utilizing your complimentary registration or by purchasing an additional exhibitor registration for \$770 which includes:

- Daily catering
- Attendance at conference sessions
- Attendance at the Conference Welcome Reception

Conference Dinner tickets may be purchased separately for \$170 ea.

This additional exhibitor registration is significantly reduced from the standard delegate fee as recognition of your company's support of the event. Please note there is a maximum of two additional exhibitor registrations per sponsor or exhibitor.

PUBLIC LIABILITY INSURANCE

Australian regulations require all exhibitors to have adequate Public Liability Insurance cover based on a limit of indemnity to the value of \$10,000,000 or above. This refers to damage or injury caused to a third party/visitor on or in the vicinity of an exhibition stand. Exhibitors are required to submit their Public Liability Insurance Certificate along with their booking form.

APPLIANCE TESTING

All electrical appliances and leads used on site must comply with the Australian Standard AS/NZ 3760:2010, which requires the appliance to be inspected, tested and tagged. Items that do not comply will not be permitted to be used onsite. Electrical items such as switchboards, cables and outlet fittings must comply with the Australian electrical wiring standard AS/NZS 3000:2007, and be installed by a qualified A grade electrician. Note: Double adaptors will not be permitted onsite, instead power boards with overload cut off are permitted. **The venue is at liberty to check that the electrical appliances that you bring onsite are appropriately tagged.**

TEMOC 2018 A World of OPPORTUNITY

*Shaping the future
of Higher Education*

BOOKING FORM

To book your selected sponsorship and/or exhibition packages please complete and return to:
sandra@laevents.com.au

TEMOC 2018
C/- Leishman Associates
227 Collins Street, Hobart TAS 7000
Telephone: 03 6234 7844
ABN: 22 103 078 897

PRIMARY CONTACT

COMPANY NAME _____

CONTACT PERSON _____

POSITION _____

POSTAL ADDRESS _____

STATE _____ POSTCODE _____

TELEPHONE _____

MOBILE _____

EMAIL _____

COMPANY WEB ADDRESS _____

PAYMENT

Payment can be made by direct deposit to Leishman Associates

- ☐ Request a tax invoice for payment
☐ I have directly deposited funds to your account

Name of bank: Commonwealth Bank of Australia
Account name: Leishman Associates
BSB: 067 000
Account no: 1036 5932
Swift code: CTBAU2S

Prices quoted in the package are in Australian Dollars and inclusive of GST

- ☐ I have read the Event Sponsorship & Exhibition Terms and Conditions

SIGNATURE _____

DATE _____

SPONSORSHIP/EXHIBITION PACKAGE

- ☐ I would like to invest in
the following package:

PACKAGE _____

VALUE \$ _____

CHECKLIST

These items will be used on the conference website and in the conference handbook. Please send to **sandra@laevents.com.au**

(This checklist does not apply to satchel inserts or advertising bookings)

- ☐ **Yes**, I have provided an electronic copy of the company logo (jpg & eps files)
☐ **Yes**, I have provided the company website address
☐ **Yes**, I have provided 75 word promotional text (text exceeding 75 words will be edited for length)

EXHIBITORS ONLY

- ☐ **Yes**, I have provided a copy of my company's Public Liability Insurance Certificate that covers the conference period

EVENT SPONSORSHIP & EXHIBITION APPLICATION TERMS & CONDITIONS

The following terms and conditions apply to your application to sponsor and/or exhibit:-

1. DEFINITIONS

Event means the event referred to in the Booking Application Form.

Exhibition/Sponsorship means the exhibition and/or sponsorship as detailed in the Booking Application Form.

GST means GST within the meaning of the GST Act.

GST Act means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended).

Us/We means Leishman Associates Pty Ltd (ACN 103 078 897) as Conference Managers representing the Conference Committee and the Host Organisation.

You means the entity submitting the Booking Application Form to sponsor and/or exhibit.

2. APPLICATION

You will submit the Booking Application Form for the Exhibition/Sponsorship.

3. APPROVAL

The Exhibition/Sponsorship will be confirmed upon return to You of the approved Booking Application Form, together with a tax invoice for the full amount of the Exhibition/Sponsorship fee, 50% of this total is payable within 7 days. The deposit is non-refundable and will be deducted from the booking fee. Your company logo and profile will only feature on the conference website once this deposit has been paid.

4. PAYMENT

Upon payment of the deposit, You will receive a tax invoice for the balance of the Exhibition/Sponsorship fee. Payment of the balance of the fee is due and payable 30 days prior to the commencement of the Event. All Booking Application Forms received within 30 days of the commencement of the Event must include full payment of the booking fee.

Only once payment has been made in full will your logos and profiles be placed on Event collateral. Due to printing deadlines, You will not be guaranteed inclusion on Event collateral if payment of the booking fee is not received 30 days prior to the Event.

All international payments must include provision for bank fees and exchange rates in the payment amount. Any outstanding balance will be required to be paid by You prior to the commencement of the Event.

5. CANCELLATION

In the event that You cancel your Exhibition/Sponsorship, your deposit will not be refunded. In the event that You cancel your Exhibition/Sponsorship more than 90 days before the Event, You will receive a 25% refund of the Exhibition/Sponsorship fee. In the event that You cancel within 90 days of the Event, You will not receive any refund. Any monies outstanding at cancellation will need to be paid in full.

6. CHANGES

Once your Exhibition/Sponsorship has been confirmed and accepted, a reduction in Sponsorship/Exhibition space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of your Exhibition/Sponsorship at Our discretion. Any space not claimed one hour before the Event commences and will be reassigned and no refund will be payable to You.

We reserve the right to rearrange the floor plan and/or relocate any Exhibition/Sponsorship without notice to You. We reserve the right to amend existing unsold sponsorship packages or add additional sponsorship packages as required without notice to confirmed sponsors and exhibitors.

7. STANDS

If You intend to utilise a custom built exhibit stand, We must be advised of the full details and dimensions a minimum of six weeks prior to the commencement of the Event. All display construction requires our approval.

8. ASSIGNMENT/SHARED PACKAGES

You are not permitted to assign, sublet or apportion the whole or any part of Your sponsorship package or booked space except upon our prior written consent. Shared sponsorship and exhibition packages will result in one set of benefits only being available to be shared by all parties involved. This includes but is not limited to logo recognition, profile inclusion, signage and registration benefits.

9. INSURANCE

Public Liability insurance to a minimum of AUD\$10 million must be taken out by You. A copy of the certificate of Insurance currency must be provided to Us a minimum of four weeks prior to the commencement of the Event.

10. EXCLUSION

All information supplied to You in relation to the Event is accurate to the best of our knowledge and belief and does not constitute a warranty and any inaccuracy or mistake will not entitle You to cancel your booking without penalty. All estimates of attendee/delegate numbers attending the Event are estimates only, and You agree that We are not responsible for any discrepancy in these estimated attendee/delegate numbers.

11. MARKETING

We will use your information to send you updates and other news about this Event. We will only pass on your information to reputable third party official contractors of the Event for the purpose of assisting you with your participation.

12. GST

All amounts paid or payable under these terms and conditions are inclusive of any GST which may be applicable to any supplies made by either party under this Agreement. To the extent GST is applicable to any amount paid or payable in respect of a taxable supply made under or in connection with this Agreement, subject to that party receiving a valid tax invoice for GST purposes from the other party in respect of the supply before the time of payment.