

Sponsorship and Exhibition Booking Form

Written acknowledgement of sponsorship and/or exhibition bookings will be made on receipt of a signed booking form. A tax invoice will then be issued for the deposit and written confirmation provided once this is received.

Please complete this form, keep a copy for your records, and send to:

Conference Office:

Think Business Events

Level 1, 299 Elizabeth Street

Sydney NSW 2000

Ph: +61 2 8251 0045

Fax: +61 2 8251 0097

Email: ossanz@thinkbusinessevents.com.au

Sponsorship /Exhibition Items:

Item Description	Cost (ex GST)	GST	Cost \$AUD (inc GST)	Please indicate your selection/s
Prime Sponsorship	\$40,000	\$4000	\$44,000	
Silver Sponsorship	\$20,000	\$2000	\$22,000	
Exhibition Booth (please include 3 booth numbers in order of preference)	\$7,000	\$700	\$7,700	
Advertising in Conference Program handbook – half page	\$3,500	\$350	\$3,850	
Advertising in Conference Program handbook – quarter page	\$2,000	\$200	\$2,200	
Satchel Inserts	\$1,500	\$150	\$1,650	
Conference Pads & Pens	\$1,500	\$150	\$1,650	
			TOTAL (inc GST)	

Note: Booths 4 – 15 are 3m x 3m, the remaining booths are 3m x 2m

Booking Details:

Organisation name	
Address	
City	
State/Postcode	
Country	
Contact Person	
Title/Position	
Telephone	
Fax	
Email	
Website	
Signature	
Date	

Payment and Booking Conditions:

1. Booking forms must be signed and completed and sent to the Conference Office.
2. Upon receipt of signed booking form, the Conference Office will confirm entitlements in writing and forward acknowledgement of receipt, together with a tax invoice for the deposit.
3. The deposit will be 50% of the full amount, and payment is due 30 days from date of invoice.
4. The balance of the full amount will be due Friday 8 October 2010.
5. Payment may be made by cheque or direct transfer into bank account. Cheques should be made out to 'OSSANZ' and forwarded to the address below. Credit card payments will not be accepted.
6. All payments must include 10% Goods and Services Tax component.
7. Acceptance of sponsorship and exhibition offers is at the discretion of the organising committee.
8. Cancellations received within 3 months of the Conference will incur a 50% cancellation charge.

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For further information, please contact the Conference Office, or visit
www.ossanzconference.com.au