

**Be Quick!**  
Limited Sponsorship and  
Exhibition Opportunities Remaining.



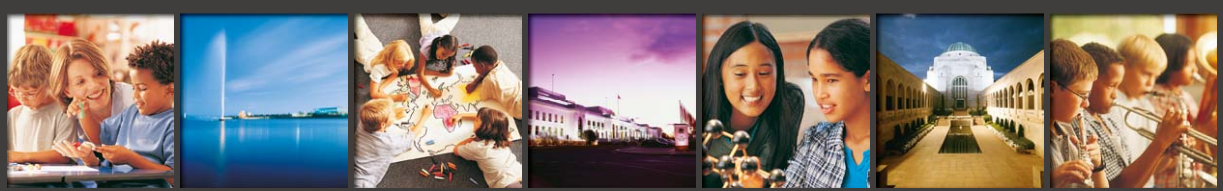
---

# ASBA 2009

## SUPPORTING NEW DIRECTIONS

---

Sponsorship & Exhibition Prospectus



**5 - 9 OCTOBER 2009**  
**NATIONAL CONVENTION CENTRE**  
**CANBERRA**

ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS CONFERENCE

[www.asba2009.com](http://www.asba2009.com)

# Invitation

---

The Association of School Business Administrators Limited (ASBA) represents Bursars, Business Managers and people with similar responsibilities who make key business decisions in non-government schools throughout Australia and New Zealand. Over 800 schools have members in ASBA.

Every two years ASBA holds a major international conference. In 2009 the Conference comes to Canberra for the first time in 20 years.

A variety of sponsorship and exhibition opportunities are available for ASBA 2009. The Organising Committee has tailored packages that will be mutually beneficial to your company and ASBA.

The opportunity for maximum exposure to the delegates is ensured with breakfast, morning tea, lunches and happy hours which will be held in the Exhibition area in the National Convention Centre.

Non government schools educate a significant and growing proportion of young people in Australia and New Zealand, and have a combined buying power in these schools in excess of AU\$3 billion. Most of these schools will be represented at the 2009 Conference.

Your participation as a sponsor and/or exhibitor will ensure your access to the people with the buying power. In line with previous conferences we are confident of attracting more than 550 delegates to the 2009 Conference.

**Exclusivity will not be offered,** but a significant number of sponsorship and/or exhibition opportunities are available in the newly refurbished National Convention Centre.

If you wish to be part of this event, please complete one of the application forms located at the back of this prospectus and return the form to the Conference office at:

ICMS Pty Ltd  
Level 3, 379 Kent Street  
Sydney NSW 2000  
Facsimile: +61 2 9290 2444

For any further enquiries:

Telephone: +61 2 9290 3366  
Email: [asba2009@icms.com.au](mailto:asba2009@icms.com.au)

**The Organising Committee,  
ASBA 2009**

## Local Organising Committee

---

Jocelyn Martin – Convenor

Gaylene Bell

Frank Coman

Ian Dunlop

David Evans

Julie Fitzgerald

Vic Gibbons

Peter Polkinghorne

Graham Willard

# Sponsorship Opportunities

All prices quoted are in Australian Dollars and are *inclusive* of the Goods and Services Tax.

## Major Sponsor

Investment

**AU\$ 55,000**

Limited Opportunities Available

### Benefits ▾

- 18m<sup>2</sup> Exhibition Space at the Conference Venue
- Acknowledgment of the Sponsor during the Opening Address
- Naming rights to one Keynote Speaker
- Full colour A4 page advertisement in the Registration Brochure (to be provided by Sponsor and placement at the discretion of the Committee)
- Full colour A4 page advertisement in the Final Program (to be provided by Sponsor and placement at the discretion of the Committee)
- Four full Conference registrations
- Two tickets to the Tuesday evening social function
- Two tickets to the Conference Dinner
- Two tickets to the Welcome Reception
- Two satchel inserts (to be provided by Sponsor at own cost and subject to Committee approval)
- Display of company logo on Conference signage
- Acknowledgment on all printed pre-Conference material
- Organisation acknowledgment and logo displayed on the Conference website including a link to Sponsor company
- Acknowledgment in the Final Program

## Internet Access and Internet Lounge

Investment

**AU\$ 40,000**

### Benefits ▾

- Reserved space of 18m<sup>2</sup> within the centre of the Exhibition floor. 9m<sup>2</sup> of this space is complimentary, the additional 9m<sup>2</sup> needs to be purchased by the Sponsor at the general Exhibition rate
- All terminals to have company's screen savers and home page set to company's website
- Wireless access to be provided to all delegates with personal laptops, with login holding company's logo
- Package is open to negotiation should the sponsoring company have services suited to this field (ie: computer hardware, IS provider etc)

# Further Opportunities

The following opportunities will afford their own specialty entitlements; however, all carry the following standard benefits ▶

## Standard benefits ▼

- One satchel insert (to be provided by Sponsor at own cost and subject to Committee approval)
- Acknowledgment on all printed pre-Conference material
- Acknowledgment and logo displayed on the Conference website including a link to Sponsor's website
- Acknowledgment in the Final Program

## Conference Dinner

Investment

**AU\$ 30,000**

## Standard benefits, plus ▼

- Exclusive naming rights for the Conference Dinner
- Company's banner displayed in the Conference Dinner venue (to be provided by Sponsor)
- Company's logo and company's profile printed on Dinner menus
- One full Conference registration
- Four tickets to the Conference Dinner
- Opportunity to make a two minute presentation

## Social Function Tuesday Evening

Investment

**AU\$ 25,000**

## Standard benefits, plus ▼

- Exclusive naming rights for the social function
- Company's banner displayed in the Conference Dinner venue (to be provided by Sponsor)
- Company's logo and company's profile printed on Dinner menus
- One full Conference registration
- Four tickets to the Tuesday Evening Function
- Opportunity to make a two minute presentation

## Welcome Reception

Investment

**AU\$ 20,000**

**SOLD**

## Standard benefits, plus ▼

- Exclusive naming rights to the Welcome Reception
- Opportunity to make a two minute presentation at the Welcome Reception
- Company's banner displayed in the venue during the Welcome Reception
- Opportunity for company to provide self branded napkins and aprons
- Four tickets to the Welcome Reception

## Conference Satchel

Investment

**AU\$ 15,000**

## Standard benefits, plus ▼

- Exclusive naming rights to the Conference Satchel
- Display of monochrome company logo, next to the Conference logo
- One full Conference registration
- Five additional satchel inserts (to be provided by Sponsor at own cost and subject to Committee approval)

## Conference Information Service

Investment

**AU\$ 10,000**

## Standard benefits, plus ▼

- ASBA 2009 is Supporting a New Direction in Exclusive Sponsorship to an electronic Daily Information Service. This is to be supplied to all Conference Delegates (Sponsor to provide)
- Display of company logo, next to the Conference logo, in the Electronic Daily Information Service
- Option to provide Conference information online at the conclusion of the Conference
- One full Conference registration
- Option for sponsoring company to produce Electronic Daily Information Service on site using their own equipment, with option for negotiation on sponsorship rate

## Exhibition Passport or Swipe Card System

Investment

**AU\$ 15,000**

## Standard benefits, plus ▼

- Exclusive sponsorship to an Electronic Swipe Card System or the A6 sized Exhibition Passport
- Full page advertisement on the back cover of the Passport
- Display of Organisation logo, next to the Conference logo, on the Swipe Cards or the front cover of the Passport
- One full Conference registration
- Option for sponsoring Organisation to provide neutral, but self designed, Swipe Cards or stamps for Exhibitors to stamp a visiting delegates passport

# Further Opportunities continued

## Lanyards

Investment

**AU\$ 10,000**

### Standard benefits, plus ▼

- Display of company logo, next to the Conference logo, on the lanyard
- One full Conference registration
- Option for sponsoring company to produce the lanyards, with negotiation on sponsorship rate. Lanyards are to be made to Conference Organisers specifications

## Pocket Program

Investment

**AU\$ 10,000**

### Standard benefits, plus ▼

- Exclusive sponsorship of the A6 sized Pocket Program
- Display of company logo, next to the Conference logo, on the front cover of the Pocket Program
- Full page advertisement on the back cover of the Pocket Program
- One full Conference registration

## Happy Hour

Investment

**AU\$ 7,500**

### Standard benefits, plus ▼

- Exclusive naming rights to the Happy Hour
- Company's banner displayed in the venue during the Happy Hour
- Opportunity for company to provide self branded napkins and aprons
- Four tickets to the Happy Hour

## Breakfast in the Exhibition

Investment

**AU\$ 7,500**

**SOLD**

### Standard benefits, plus ▼

- Exclusive naming rights to breakfast in exhibition each day of the Conference
- Company's banner displayed in the venue during the Breakfast
- Opportunity for company to provide self branded napkins and aprons
- Opportunity for rolling screen presentation

## Lunches in the Exhibition

Investment

**AU\$ 5,000**

**SOLD**

### Standard benefits, plus ▼

- Exclusive naming rights to all Delegate Lunches held in the Exhibition each day of the Conference
- Company's banner displayed in the venue during the Lunches (but removed for Tea Breaks and other functions within the Exhibition)
- Opportunity for company to provide self branded napkins and aprons
- Opportunity for rolling screen presentation

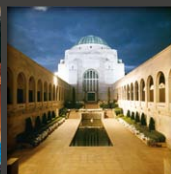
## Morning Tea Breaks in the Exhibition

Investment

**AU\$ 3,500**

### Standard benefits, plus ▼

- Exclusive naming rights to Morning Tea Breaks in the Exhibition each day of the Conference
- Company's banner displayed in the venue during the Morning Tea Breaks (but removed for Lunches and other functions within the Exhibition)
- Opportunity for company to provide self branded napkins and aprons
- Opportunity for rolling screen presentation



# Advertising Opportunities

## Satchel Inserts

Investment

**AU\$ 1,000 per item**

### Benefits ▼

- Satchel inserts are a popular Sponsorship item and an easy way to gain exposure to all delegates. A copy of the insert is to be provided to ICMS Pty Ltd for approval by the Committee.

## Pens

in kind

**SOLD**

### Benefits ▼

- A pen will be inserted into every delegate's satchel and the Sponsor will be responsible for the cost of purchasing and overprinting the pens.

# Other Opportunities

If these Sponsorship opportunities do not meet your requirements, but you would like to support this Conference, please do not hesitate to contact the Conference Managers ▶



### ASBA 2009 C/- ICMS Pty Ltd

Level 3, 379 Kent Street  
Sydney, NSW Australia 2000  
ABN: 66 007 041 723

Telephone: +61 2 9290 3366  
Facsimile: +61 2 9290 2444  
Email: [asba2009@icms.com.au](mailto:asba2009@icms.com.au)

# Exhibition Opportunities

**Limited spaces remaining**

The ASBA 2009 Organising Committee will be hosting an Exhibition to coincide with the Conference.

<b>Venue</b>	The ASBA 2009 Exhibition will be held at the National Convention Centre Exhibition Hall.		
<b>Exhibition Hours</b>	<b>Installation</b>		<b>Dismantling</b>
	Sunday, 4 October 2009	07:00 – 18:00	Friday 9 October 2009 17:00 – 20:00
	Monday, 5 October 2009	07:00 – 18:00	
	<b>NB</b> Installation/dismantling hours are subject to change. However exhibitors will be notified if a change in hours occurs.		
	<b>Exhibition Opening Hours:</b>		
	Tuesday, 6 October 2009	09:00 – 18:00	
	Wednesday, 7 October 2009	07:30 – 17:30	
	Thursday, 8 October 2009	07:30 – 18:00	
	Friday, 9 October 2009	09:00 – 16:00	
	<b>NB</b> Exhibition hours are subject to change. Exhibitors will be notified if a change in hours occurs.		
<b>Floor plan</b>	A floor plan is available upon request from the Conference Organiser. Please contact the Conference Manager on +61 2 9290 3366 to obtain further details. Stands will be allocated in order of receipt of application forms. To secure your space please complete and return the attached application form to ICMS Pty Ltd + 61 2 9290 2444		
<b>Space Only Stands</b>	<p><b>3 metres x 3 metres = 9 m<sup>2</sup></b>  <b>AU\$ 6,000</b>, inclusive of GST</p> <p>Access to power is not included          Access to wireless internet is available          Floor space only area (3 metres x 3 metres) includes the following features/services:</p>		<ul style="list-style-type: none"> <li>▪ All power consumed during Exhibition – please note that a power connection is not supplied. This is at the expense of the Exhibitor</li> <li>▪ All cleaning of hallways</li> <li>▪ Carpet</li> </ul>
<b>Shell Scheme Stands</b>	<p>Please note, Shell Scheme structures will be made available for purchase from the Conference Organiser at a later date. Costs are estimated at <b>AU\$500 – AU\$1,000 per unit, per 9m<sup>2</sup></b>.</p> <p>Floor space including a single Modular Stand (3 metres x 3 metres) includes the following features:</p> <ul style="list-style-type: none"> <li>▪ 2.5m high walls</li> <li>▪ 30cm deep fascia. The fascia consists of a vinyl panel</li> <li>▪ 1 x Organisation sign per each open aisle fascia</li> <li>▪ 2 x 150 Watt spotlights per 9m<sup>2</sup> Shell Scheme stand</li> <li>▪ 1 x 4 amp power point per 9m<sup>2</sup> Shell Scheme stand</li> </ul>		<p>The diagram illustrates a 3D perspective of a shell scheme stand. It shows a rectangular structure with walls and a floor. Labels point to various components: 'Lights' at the top, 'Power Point' on the side wall, 'Fascia Sign' and 'Fascia' on the top edge, '2.4m High Wall' on the side wall, 'COMPANY NAME' and 'COMPANY LOGO' on the front fascia, and 'Carpet' on the floor.</p>
<b>Exhibitor Benefits</b>	Exhibitors are entitled to the following:		
			<ul style="list-style-type: none"> <li>▪ 2 exhibitor passes per 9m<sup>2</sup> stand</li> <li>▪ Lunch and Morning Tea</li> <li>▪ One Final Program and delegate list</li> </ul>

# Sponsorship & Exhibition

## Applications & Conditions

---

- Applications must be received on the Official Application Contract Forms. A Tax Invoice will be issued upon receipt of this application form. The Application Form is a separate document attached to this prospectus
- Full payment must be made within thirty days from date of invoice.
- Exhibition and Sponsorship will not be assigned without a signed application and full payment upon receipt of invoice.
- The Organisers reserve the right, at their total discretion, to decline any application.
- All payments must be made in Australian Dollars. See payment details on application form.
- Payment can be made via cheque, bank transfer and credit card. Please note credit card payments will incur a 4% surcharge.
- If the full payment is not received, the Conference Organiser has the right to review the commitment and withdraw the application.

---

### Cancellation Policy

In exceptional circumstances, the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

- That the request for cancellation is submitted in writing.
- That the Organisers are able to re-let the cancelled space in its entirety.
- That the reason given for the request of the cancellations is, in the opinion of the Organisers, well founded.
- That the Sponsor/Exhibitor agrees that the Organisers shall retain 50% of the contract price if the cancellation is accepted between twelve and three months prior to the Conference and 100% of the contract price if the cancellation is accepted within three months of the opening of the Conference.

---

### Payment Details

#### Cheques

Please make all cheques/drafts payable to:  
**ASBA 2009** and send to the Conference Organiser:

#### ASBA 2009

C/- ICMS Pty Ltd  
Level 3, 379 Kent Street  
Sydney NSW 2000  
Locked Bag Q4002  
QVB Post Office  
Sydney 1230

#### TT, Credit Card & EFT payments

Please contact the Conference Organiser,  
ICMS on +61 2 9290 3366  
for TT & EFT details.

---

### Further Information

To confirm your participation in the exhibition or to request further information, please return the enclosed application form to:



#### ASBA Conference Manager

ICMS Pty Ltd

#### ASBA 2009

C/- ICMS Pty Ltd Level 3, 379 Kent Street  
Sydney NSW 2000  
Locked Bag Q4002  
QVB Post Office  
Sydney 1230



# Exhibition Regulations

1. If the Exhibitors fail to comply in any substantial respect with the terms of this agreement the Organisers shall have the right to sell the space, the Exhibitor, however, to be liable for any loss suffered by the organisers thereby, and all monies paid by the Exhibitor hereunder shall be absolutely forfeited to the Organisers if in the event of the Exhibitor failing to occupy the said space by the advertised opening of the show, the Organisers are authorised to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability hereunder.
2. No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with an adjoining Exhibitor.
3. All exhibitors shall be producers, importers or representatives for goods and/or services displayed. No Exhibitor shall display on his stand any advertisement for goods manufactured and/or sold, or services provided by a non-exhibitor unless written permission has been obtained from the Organisers.
4. Dismantling the Exhibits. Exhibits must not be removed and displays not be dismantled either partially or totally, before the closing time on the last day of the Exhibition. All exhibits and display material must be removed as soon as possible and by the time indicated
5. Exhibitors shall comply with the rules and regulations stipulated by the Organisers, the Health Department and the Metropolitan Fire Brigade and within all relevant State and Commonwealth Acts.
6. The Exhibitor will not damage any walls or floors or ceiling of the exhibition area in which his stand is located - by nails, screws, oil, paint, or any other cause whatsoever.
7. Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another firm. All deposits paid to this stage will automatically be forfeited and no refund will be made; and no Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.
8. Exhibitors' Liabilities. Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers. To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising therefrom or in respect thereof the exhibiting samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advice of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate third party liability insurance.
9. Insurance Liability. Neither the Organisers nor the hall owners will be responsible for the safety of any exhibit or property of any Exhibitor or any other person, for the loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force major, or any other cause not within the control of the Organisers or for any loss or damage occasioned, if by reason of happenings of any such event the opening of the Exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor agrees and undertakes to ensure in their full replacement value the contents of his stand and all associated equipment and materials.
10. The Exhibitor is responsible for the safety of his products, display and stand. During move-out period, material should not be left unattended at any time.
11. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after moving out.
12. The Organisers reserve the right to postpone the holding of the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as practicable, utilising the right only where circumstances necessitate such action and without any liability to the Organisers.
13. If due to any unforeseen circumstances it is found necessary to close the Exhibition on any day or days or to vary the hours the Exhibition is open the Organisers reserve the right to do so, at their sole discretion.
14. The Organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers.
15. Cancellation of Space: In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:
  - (a) That the request for cancellation is submitted in writing;
  - (b) That the Organisers are able to re-let the cancelled space in its entirety;
  - (c) That the reason given for the request of the cancellations is, in the opinion of the Organisers, well founded;
  - (d) That the Exhibitor agrees that the Organisers shall retain 10 percent of the contract price if the cancellation is accepted more than twelve months before the Exhibition, 50 percent of the contract price if the cancellation is accepted after that time and 100 percent of the contract price if the cancellation is accepted within three months of the opening of the Exhibition.
16. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.
17. Conduct of Exhibitors and Representatives.

Annoyance: The Organisers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere in the Exhibition.

Microphones: The use of microphones is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers' opinion any annoyance is being caused.

Gangways: Any encroachment upon gangways or passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss thereto occasioned by such removal.

Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.
18. The Organisers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organisers in the event of any claim made against the Organisers.
19. Right of Rejection. Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Rules and Regulations. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representative in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if the Organisers deem such rejection or prohibition necessary.
20. No stand may be sublet in any manner without consent of the Organisers.
21. Law of the Contract. The Contract is governed in all respects by the law of the State of Victoria and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State

Return completed form to the Conference Office by fax +61 2 9290 2444

or mail: ASBA 2009, C/- ICMS Pty Ltd Level 3, 379 Kent Street, Sydney NSW 2000, Locked Bag Q4002, QVB Post Office, Sydney 1230

## 1. COMPANY DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (Number / Street): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 2. SPONSORSHIP

All costs are in Australian Dollars AU\$. Costs are inclusive of the Goods and Services Tax (GST).

Sponsorship Item	Value	✓	Total
Major	AU\$ 55,000	<input type="checkbox"/>	AU\$
Internet Access and Internet Lounge	AU\$ 40,000	<input type="checkbox"/>	AU\$
Conference Dinner	AU\$ 30,000	<input type="checkbox"/>	AU\$
Social Function Tuesday Evening	AU\$ 25,000	<input type="checkbox"/>	AU\$
Welcome Reception	AU\$ 20,000	<input type="checkbox"/>	AU\$
Conference Satchel	AU\$ 15,000	<input type="checkbox"/>	AU\$
Conference Information Service	AU\$ 10,000	<input type="checkbox"/>	AU\$
Exhibition Passport or Swipe Card System	AU\$ 15,000	<input type="checkbox"/>	AU\$
Lanyards	AU\$ 10,000	<input type="checkbox"/>	AU\$
Pocket Program	AU\$ 10,000	<input type="checkbox"/>	AU\$
Happy Hour	AU\$ 7,500	<input type="checkbox"/>	AU\$
Breakfast in the Exhibition	AU\$ 7,500	<input type="checkbox"/>	AU\$
Lunches in the Exhibition	AU\$ 5,000	<input type="checkbox"/>	AU\$
Morning Tea Breaks in the Exhibition	AU\$ 3,500	<input type="checkbox"/>	AU\$
Satchel Inserts	AU\$ 1,000 per item	<input type="checkbox"/>	AU\$
Pens	in kind	<input type="checkbox"/>	AU\$

## 3. PAYMENT DETAILS

All payments must be made in AU\$.

### SPONSORSHIP TOTAL

AU\$

All Payment must be made in Australian DOLLARS only.

Payment in any other currency will **NOT** be accepted.

Payment can be made via cheque, direct transfer or credit card.

Please contact the Conference Office for all payment details and conditions.

Full payment is required within 30 days from the date of the Tax Invoice.

A Tax Invoice will be issued upon receipt of application.

Account Name:

ICMS MEETINGS PTY LTD

A.C.N 007 041 732 IN TRUST FOR ASBA 2009

Account Number:

013 435 4906 72925

BSB Number:

001014

Bank:

ANZ Bank

Bank Address:

307 Clarendon Street,  
South Melbourne, Australia 3205

## 4. AUTHORISATION

I/we are authorised to sign documents on behalf of the company and acknowledge that the company will pay all costs as detailed on this application and agrees to be bound by and comply with the guidelines, rules, regulations and policies as contained in the Sponsorship Prospectus and attached to the "Sponsorship/Exhibition Application Form"

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Return completed form to the Conference Office by fax +61 2 9290 2444

or mail: ASBA 2009, C/- ICMS Pty Ltd Level 3, 379 Kent Street, Sydney NSW 2000, Locked Bag Q4002, QVB Post Office, Sydney 1230

## 1. COMPANY DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (Number / Street): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 2. CONFERENCE EXHIBITION

All costs are in Australian Dollars AU\$. Costs are inclusive of the Goods and Services Tax (GST).

	Cost	✓	Total
Conference Exhibition space	AU\$ 6,000 (space only, 9m <sup>2</sup> )	<input type="checkbox"/>	AU\$

Booth preference:

1st Preference: \_\_\_\_\_

2nd Preference: \_\_\_\_\_

3rd Preference: \_\_\_\_\_

## 4. SHELL SCHEME STANDS

Shell Scheme Stands Available for purchase at a later date

## 5. PAYMENT DETAILS

All payments must be made in AU\$.

EXHIBITION TOTAL

AU\$

**All Payment must be made in Australian DOLLARS only.**

Payment in any other currency will **NOT** be accepted.

Payment can be made via cheque, direct transfer or credit card.

Please contact the Conference Office for all payment details and conditions.

Full payment is required within 30 days from the date of the Tax Invoice.

A Tax Invoice will be issued upon receipt of application.

Account Name:

ICMS MEETINGS PTY LTD

A.C.N 007 041 732 IN TRUST FOR ASBA 2009

Account Number:

013 435 4906 72925

BSB Number:

001014

Bank:

ANZ Bank

Bank Address:

307 Clarendon Street,  
South Melbourne, Australia 3205

## 6. AUTHORISATION

I/we are authorised to sign documents on behalf of the company and acknowledge that the company will pay all costs as detailed on this application and follow the guidelines and policies as listed in the Invitation to Exhibitors.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**ASBA2009** SPONSORSHIP OPPORTUNITIES

---



---

**ASBA2009**  
SUPPORTING NEW DIRECTIONS

---