

# Terms + Conditions

## SPONSORSHIP & BRANDING BOOKING PAYMENT CONDITIONS

1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the Conference and all prices in this document are inclusive of the GST.
2. Sponsorship will be allocated only on receipt of a signed Sponsorship & Exhibition Booking Form. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required amount, payable within 14 days of the date of the tax invoice.
3. Cheques should be made payable to the **NSW Federation of Housing Associations**.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the 27/4/15. No company will be listed as a Sponsor or Exhibitor in any Conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** In the event of cancellation, an Administration fee of 10% of the total fee applies for cancellations prior to 27/4/15. No refunds will be made for cancellations after this date. No Sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
6. Sponsorship monies will facilitate towards the successful planning and promotion of the Conference in addition to subsidising the cost of management, communication, invited speakers, guide and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Conference.
7. It is a condition of participation that company details may be shared with suppliers and contractors of the event to assist with planning.

## EXHIBITION BOOKING & PAYMENT CONDITIONS

1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST.
2. Exhibition space will be allocated only on receipt of a signed Sponsorship & Exhibition Booking Form. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required amount, payable within 14 days of the date of the tax invoice.
3. Cheques should be made payable to: **NSW Federation of Housing Associations**.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the 27/4/15. No exhibitor will be allowed to neither begin bump-in operations nor be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Conference Managers.
5. Public and 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 liability certificate must be submitted to the Conference Managers at the time the Sponsorship & Exhibition Booking Form is submitted.
6. **CANCELLATION POLICY:** In the event of cancellation, an Administration fee of 10% of the total fee applies for cancellations prior to 27/4/15. No refunds will be made for cancellations after this date.
7. The Conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Conference 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 Conference Managers.
9. It is a condition of participation that company details may be shared with suppliers and contractors of the event to assist with planning.

[ ] Yes, I have read and agree to the conditions of sale above

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

# Sponsorship + Exhibition Application Form

This form should be completed and returned with your payment to: [2015conference@communityhousing.org.au](mailto:2015conference@communityhousing.org.au)

|  |  |
|--|--|
| Organisation name<br>(marketing purposes): |  |
| Organisation name<br>(invoicing purposes): |  |
| Contact name:                              |  |
| Position:                                  |  |
| Address:                                   |  |
| Telephone:                                 |  |
| Email:                                     |  |
| Website:                                   |  |

## TAX INVOICE

NSW Federation of Housing Associations  
Suite 301, 64-76 Kippax Street  
Surry Hills NSW 2010  
ABN: 86 488 945 663

DATE:     /     /2015

| Sponsorship opportunities   | All amounts include GST |      |
|---|-------------------------|------|
| <input type="checkbox"/> Conference Gold Sponsor  | \$18,000                | SOLD |
| <input type="checkbox"/> Conference Silver Sponsor  | \$12,000                |      |
| <input type="checkbox"/> Conference Partner   | \$6,000                 | SOLD |
| <input type="checkbox"/> Conference Awards Dinner Sponsor   | \$6,000                 | SOLD |
| <input type="checkbox"/> Conference Drinks Reception Sponsor  | \$6,000                 | SOLD |
| <input type="checkbox"/> Refreshments Sponsor – Lunch – Day 1 or Day 2  | \$850                   | SOLD |
| <input type="checkbox"/> Refreshments Sponsor – Morning tea or Afternoon tea – Day 1 or Day 2   | \$750                   |      |
| <input type="checkbox"/> Mobile Phone Charging Booth Sponsor with sponsor logo applied to booth   | \$2,500                 | SOLD |
| <input type="checkbox"/> Mobile Phone Charging Booth Sponsor (use your own promotional board)   | \$2,000                 |      |
| Exhibition booth opportunities  | All amounts include GST |      |
| <input type="checkbox"/> Standard booth (Refer to map on page 13) list 3 Booth Preferences    ___ ___ ___                               | \$2,200                 |      |
| Branding opportunities (Note: Some branding opportunities listed in the Prospectus have been removed due to printing time constraints.) | All amounts include GST |      |
| <input type="checkbox"/> Your logo on our conference notepads   | \$1,750                 | SOLD |
| <input type="checkbox"/> Supply the conference pens using your own stock  | \$1,150                 | SOLD |
| <input type="checkbox"/> Your logo on our conference phone app, website and guide   | \$650                   |      |
| <input type="checkbox"/> Award Naming Rights (Please nominate 3 preferences)  | \$500                   |      |
| <b>Total Amount Including GST</b>   |                         |      |

## PAYMENT DETAILS

- Payment by company cheque (*made payable to*: NSW Federation of Housing Associations)
- Payment via EFT     Acc No: 1180 72842     BSB: 633 000     Ref: SPON or EXHIB
- MasterCard      VISA     (*Credit card payments attract a 3.5% surcharge.*)

Credit Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_     Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Signature of card holder: \_\_\_\_\_     Date: \_\_\_\_\_

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