



25 YEARS OF ADVANCING MILITARY HEALTH

INC. NOV

INVESTMENT OPPORTUNITIES

CROWN PROMENADE, MELBOURNE  
14TH-16TH OCTOBER 2016

# INVITATION

## FROM THE PRESIDENT



On behalf of the Organising Committee of the 2016 Australasian Military Medicine Association Conference we invite you to attend the 25th Annual AMMA Conference to be held in the vibrant city of Melbourne, Victoria at the Crown Promenade from 14-16 October.

This year we are celebrating our Silver Anniversary – 25 years of supporting military medicine across Australasia. Now is a time to reflect on the advances in our industry, and to discuss the possibilities of the future.

The conference provides the opportunity for the exchange of ideas, the showcasing of innovation and the chance to explore developments across a number of areas.

As valued members of the military medicine and associated sector, our Sponsors and Exhibitors will once again form an integral part of our conference. It is well recognised that your commitment and support form an essential contribution to the success of the AMMA Conference and we look forward to reuniting with many of our long term sponsors as well as welcoming new ones.

This document outlines a variety of sponsorship packages that have been specifically created to ensure our sponsors and exhibitors get the best value for their investment in the conference. We recognise that our sponsors and exhibitors all have their own objectives in the way that they engage with our delegates. As such, we encourage you to put forward your own suggestions of how your company would like to be involved in the 2016 AMMA Conference.

We look forward to welcoming you to Melbourne.

**Greg Mahoney, President**  
**Australasian Military Medicine Association**

### FAST FACTS

14-16 OCTOBER 2016

CROWN PROMENADE,  
MELBOURNE, VICTORIA

300+ AUSTRALIAN AND INTERNATIONAL  
DELEGATES FROM THE MILITARY  
MEDICINE SECTOR EXPECTED TO ATTEND

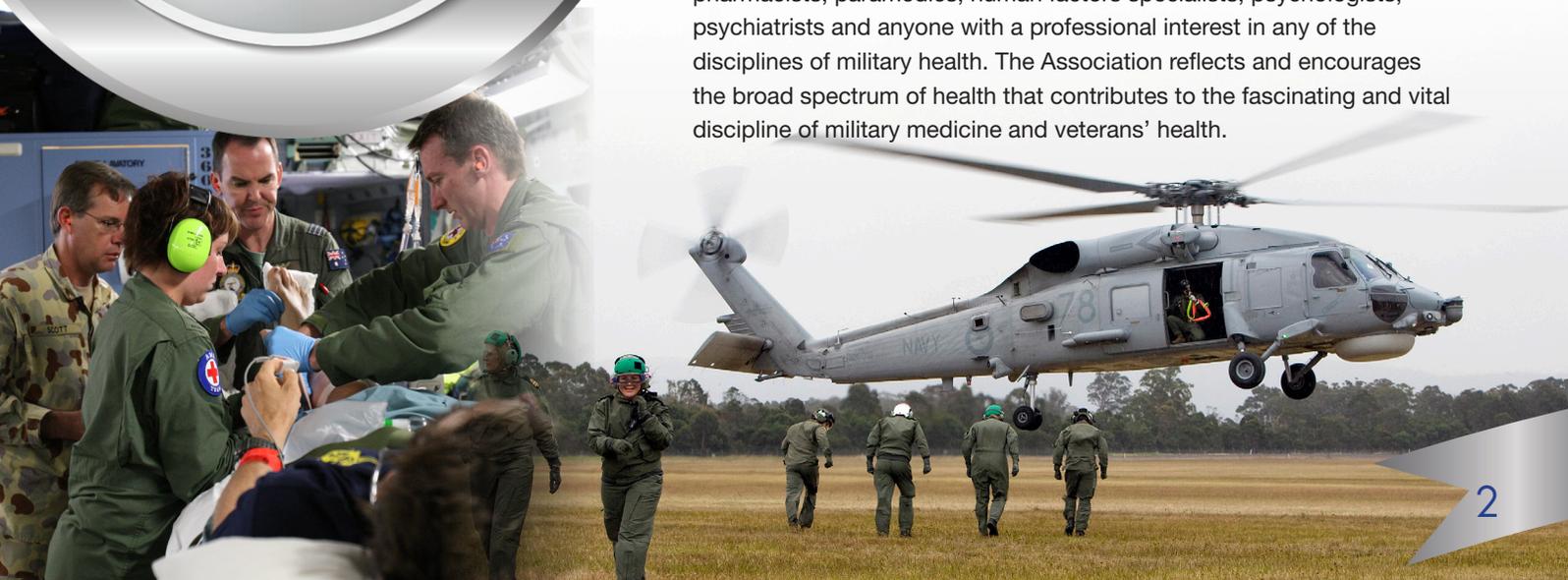
20+ EXHIBITORS FROM ACROSS  
AUSTRALIA AND OVERSEAS

### ABOUT AMMA

The Australian Military Medicine Association was established in May 1991, however, in October 2012 a resolution was approved to rename the Association the Australasian Military Medicine Association. It is an independent, professional scientific organisation of medical and allied health professionals with the objectives of:

- Promoting the study of military medicine
- Bringing together those with an interest in military medicine
- Disseminating knowledge of military medicine
- Publishing and distributing a journal in military medicine
- Promoting research in military medicine

Membership of the Association is open to doctors, dentists, nurses, pharmacists, paramedics, human factors specialists, psychologists, psychiatrists and anyone with a professional interest in any of the disciplines of military health. The Association reflects and encourages the broad spectrum of health that contributes to the fascinating and vital discipline of military medicine and veterans' health.



# LOCATION



## MELBOURNE, VICTORIA

Melbourne is set around the shores of Port Phillip Bay. The city itself, laid out in a large rectangle and boasting a lively and cosmopolitan pulse, sits on the northern banks of the Yarra River, about five kilometres from the bay.

Melbourne is a city with something for everyone. From chic fashion stores to buzzing laneway cafés and trendy bars, botanic gardens to sports stadiums, elegant Victorian-era streetscapes to Manhattan-style skyscrapers, film and food festivals to galleries and opulent theatres, Melbourne has an activity and attraction that will interest you. Enjoy some of Australia's best eating and drinking; explore historic arcades and laneways lined with cafes and boutiques and see sporting spectaculars, art exhibitions and performing arts productions throughout the year.



## CROWN PROMENADE HOTEL

Stylish, affordable, and thoroughly modern, Melbourne's Crown Promenade hotel offers you a fresh perspective on how good a hotel can be. Located in the heart of the action – Melbourne's vibrant Southbank entertainment precinct and directly linked to the exciting crown Entertainment complex by Airbridge. Crown Promenade hotel is also close to the CBD, the Melbourne Exhibition centre and the city's most famous arts and sporting facilities. the hotel features spacious rooms with fantastic views overlooking Port Phillip Bay or the Melbourne CBD and Yarra River.

The crown conference centre features clean lines, natural light and a modern, relaxed feel making it a truly unique facility. State of the art audiovisual technology, a professional conference management team, and a fully equipped Business Centre make sure conferences run smoothly.



# PACKAGE OVERVIEW



FOR FULL INCLUSIONS PLEASE SEE RELEVANT PAGE

	Logo Recognition on Website	Satchel Insert	Delegate List	Conference Registration	Exhibition Booth	Advertising in handbook	Banner recognition (please see package for details)	Advertising in JMVH	Opportunity to address delegates	Verbal Acknowledgement
<b>PRINCIPAL SPONSOR</b> \$23,500	✓	✓	✓	3	2	Full page back cover		✓	✓	✓
<b>WELCOME RECEPTION</b> \$12,500	✓	✓	✓	2	1	Full page	✓		✓	
<b>SACHEL SPONSOR</b> \$10,000	✓	✓	✓	2	1	Full page				
<b>BARISTA CART SPONSOR</b> \$8,000	✓	✓	✓	1	1	Full page	✓			
<b>NAME BADGE AND LANYARD SPONSOR</b> \$7,000	✓	✓	✓	1	1	Full page				
<b>WIFI SPONSOR</b> \$6,000	✓	✓	✓	1	1	Full page				
<b>KEYNOTE SPEAKER SPONSOR</b> \$5,000	✓	✓	✓	1		Full page				✓
<b>SPEAKERS' LOUNGE</b> \$4,000	✓	✓	✓				✓			
<b>DAY REFRESHMENT BREAK SPONSOR</b> \$2,000/DAY	✓	✓	✓			Full page	✓			
<b>AWARD SPONSOR</b> \$2,000/AWARD	✓	✓	✓							✓

## SPONSORSHIP AND EXHIBITION BENEFITS

The goal of our sponsorship and exhibition packages is to establish long term relationships with our sponsors, which is why we offer packages that ensure you gain optimal branding, exposure and networking opportunities. A large number of our sponsors and exhibitors return each year, further proving the great return on investment and increased brand awareness that they experience.

Sponsorship at this conference:

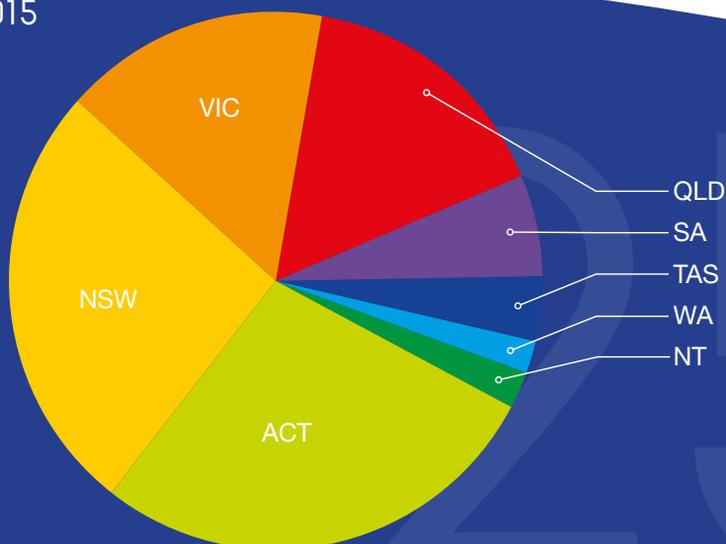
- Strengthens your market position through continual branding and networking opportunities with high level decision-makers in your target market.
- Utilises the extensive marketing campaign used for the conference to assist in reaching your company's marketing goals within budget
- Allows you to reach important targeted commercial prospects face to face in a social, relaxed environment
- Increases your company profile to provide your organisation a direct advantage over your competitors



## WHO WILL YOU CONNECT WITH?

AMMA 2016 is expected to attract around 300 Australian and international delegates from the military medicine sector. If you are looking to build and develop relationships with professionals from the Australasian Military Medicine community then this conference is the place to be!

## DELEGATE ORIGINS AMMA 2015



## MARKETING & COMMUNICATION STRATEGY

The conference's marketing and communications strategy will create maximum awareness of the conference and position it as the "must attend" event for the industry. It will combine and integrate the following aspects:



### WEBSITE

used as a pivotal marketing tool, this provides the key source of information about the conference and is updated and refreshed to reflect the latest news.



### DIRECT MARKETING

frequent email blasts will go to members of the industry and their affiliates that update on general information, latest news, key dates, program and speaker details.



### SOCIAL MEDIA

will be used to create buzz around the event and speakers.

## OUR PAST SPONSORS INCLUDE:



**Join your competitors as a sponsor or an exhibitor today – or beat them to it!**

*"AMMA is always one of the first events we commit to every year. It attracts an audience of the highest calibre and there are many opportunities to engage with them as it is well organised" –*

**Glenn Keys, Managing Director, Aspen Medical**

## PRINCIPAL SPONSOR

**\$23,500 INC GST**

### *Benefits*

- Logo recognition as the Principal Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Verbally acknowledged throughout the conference as Principal Sponsor
- Exclusive sponsorship of the Conference Dinner with the opportunity to welcome guests to the Dinner (5 minutes maximum)
- Recognition as the Principal Sponsor on dinner menus and signage at the Conference Dinner
- Opportunity to provide corporate merchandise for all dinner tables (at sponsors own expense)
- One 6m x 2m exhibition booth
- Three full conference registrations including all day catering, Welcome Reception and Conference Dinner
- Four additional tickets to attend the Conference Dinner
- One full page back cover advertisement in conference handbook (finished artwork to be supplied by sponsor)
- Two full page advertisements in the Journal of Military and Veteran's Health (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)

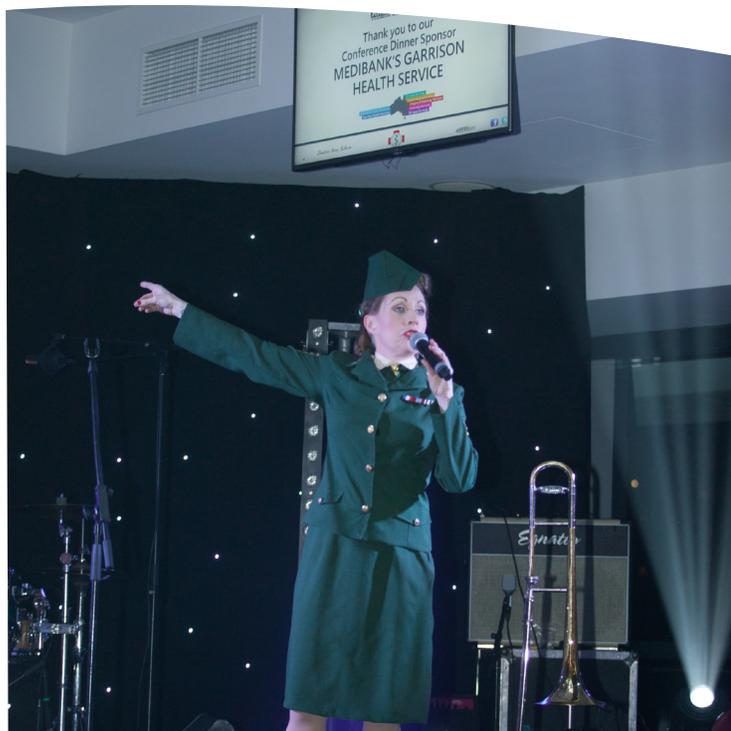
## WELCOME RECEPTION

**\$12,500 INC GST**

### *Benefits*

- Logo recognition as the Welcome Reception Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Exclusive sponsorship of the Welcome Reception, with strong branding association where possible. For example, staff may be dressed in tops or hats featuring your organisation logo
- An opportunity to welcome delegates to the Welcome Reception (5 minutes maximum)
- Sponsor's own signage prominently displayed at the Welcome Reception venue (maximum of 2 pull up banners to be displayed)
- Opportunity to provide sponsor-supplied promotional item to each Welcome Reception guest
- One 3m x 2m exhibition booth
- Two registrations to the conference including all day catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference handbook (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)

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 value for money possible.



## CONFERENCE SACHEL SPONSOR

**\$10,000 INC GST**

The Conference Satchel Sponsorship is one of the most effective packages for ongoing brand recognition with our delegates. Each year, our satchels are one of the main conference items that our delegates take home with them – many still have their satchel from every year that they have attended! (Note: this package should be confirmed by the 30 July 2016 to meet printing deadlines)

### Benefits

- Exclusive sponsorship of conference satchel including logo recognition on conference satchel along with the AMMA logo. Conference satchels are provided to all conference delegates to take home with them.
- Logo recognition as the Satchel Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Two registrations to the conference including all day catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference pocket program (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)



## BARISTA CART SPONSOR

**\$8,000 INC GST**

Our delegates are up early each day ready to engage with our impressive conference program – and they love a hot drink! This package allows your company to brand the barista cart area with your company logo, marking the whole area as your own.

### Benefits

- Logo recognition as the Barista Cart Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Naming rights to the Barista Cart with strong branding association where possible. For example, staff may be dressed in tops or hats featuring your organisation logo
- Opportunity to theme the lounge area. For example provide extra furniture (funded by sponsor)
- Opportunity to place promotional items (signage and brochure) within the lounge (materials to be provided by sponsor)
- Opportunity to display up to two (2) free standing pull-up banners within the lounge (supplied by sponsor)
- One 3m x 2m exhibition booth located close to the Barista Cart
- One registration to the conference including all day catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference handbook (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)



## NAME BADGE AND LANYARD SPONSOR

**\$7,000 INC GST**

### *Benefits*

- Exclusive sponsorship of Delegate Name Badges and Lanyard including logo recognition on each Delegate Name Badge and Lanyard along with the conference logo
- Logo recognition as the Name Badge and Lanyard Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- One 3m x 2m exhibition booth
- One registration to the conference including all day catering, Welcome Reception and Conference Dinner
- Full page advertisement in the conference handbook (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)

## WIFI SPONSOR

**\$6,000 INC GST**

Our delegates are busy, on-the-go professionals, and access to WiFi whilst onsite is crucial. The conference WiFi Sponsor will get daily brand recognition as delegates log into the wireless network using details printed on cards bearing the Sponsor's logo.

### *Benefits*

- Logo recognition as the Wi-Fi Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Logo recognition as the Wi-Fi Sponsor on access instruction information including emails and cards
- One registration to the conference including all day catering, Welcome Reception and Conference Dinner
- One 3m x 2m exhibition booth
- Full page advertisement in the conference handbook (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)



## KEYNOTE SPEAKER SPONSOR

**\$5,000 INC GST**



### *Benefits*

- Logo recognition as a Keynote Speaker Sponsor in all conference promotional material, including conference handbook, web site (including link), Mobile App and signage\*
- Verbal recognition by the Chair prior to and at the conclusion of the session
- Your organisation logo to appear on the screen in the session room prior to and at the conclusion of the session
- One full registration to attend the conference including all day catering, Welcome Reception and Conference Dinner
- Half page advertisement in the conference handbook (finished artwork to be supplied by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)

## SPEAKERS' LOUNGE SPONSOR

**\$4,000 INC GST**

### *Benefits*

- Logo recognition in all conference promotional material, including conference handbook, web site (including link), and signage\*
- Organisation logo displayed around the Speakers' Lounge area and on the Speakers' Lounge refreshment station
- One full registration to attend the conference including all day catering, Welcome Reception and Conference Dinner
- Opportunity to place one pull up banner around Speakers' Lounge (to be provided by sponsor)
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)



## REFRESHMENT BREAK SPONSOR

**\$2,000/DAY INC GST**



### *Benefits*

- Logo recognition in all conference promotional material, including conference handbook, web site (including link), and signage\*
- Organisation logo displayed at refreshment stations on sponsored day (this includes morning refreshments, lunch and afternoon refreshments)
- Verbal recognition by Chairperson before sponsored break
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)

## AWARD SPONSOR

**\$2,000/AWARD INC GST**



We have two Awards presented at the AMMA Conference that can be sponsored by any organisation or company. They are:

- The Photography Award
- The Conference Poster Award

### *Benefits*

- Logo recognition in all conference promotional material, including conference handbook, web site (including link), and signage\*
- Organisation logo printed on relevant Award certificate
- Opportunity for one representative to attend the award presentation and present the award
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- One satchel insert (see page 12)



## ADVERTISING PACKAGES



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

**OUTSIDE BACK COVER** \$1000 INC GST  
(priority given to principal sponsor)

**INSIDE FRONT COVER** \$850 INC GST

**INSIDE BACK COVER** \$850 INC GST

**FULL PAGE** \$500 INC GST

**HALF PAGE** \$250 INC GST

\* The appearance of sponsor's 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

**\$700** INC GST

This is your opportunity to deliver your message direct to your target market by providing the promotional material to be inserted in all delegates' satchels.

The maximum size of brochures for inclusion in the conference satchel is A4, with a maximum of 4 individual pages (8 pages printed) OR suitable promotional item.



The AMMA trade exhibition runs in conjunction with the Conference program and showcases the latest products and services associated with the profession. As an exhibitor you will receive an exceptional opportunity to promote your products and services in a face to face environment, thereby furthering your sales and marketing objectives.

The exhibition area has been designed to maximise promotional opportunities. To ensure greatest exposure, all Conference refreshment breaks will be held in the exhibition area to ensure a high traffic flow of delegates.

Participating in a trade exhibition is a great way to:

- Build and strengthen existing industry relationships
- Acquire high-valued, qualified leads
- Increase brand awareness of your company and product
- Demonstrate new products and services to your target market
- Receive immediate market feedback

## EXHIBITION STAND DETAILS

Exhibition packages available are: Raw Space, Trade Pod or Shell Scheme.

### RAW SPACE BOOTH (3M X 2M)

Early Bird (Prior to 28 April 2016)  
\$2,750 Inc GST

Standard (After 29 April 2016)  
\$3,000 Inc GST

#### Package Features

- Exhibitors using a custom display area can purchase "Raw Space" which does not include walls, fascia, furniture or electricity (available for purchase).
- Custom stand plans must be submitted for approval 6 weeks prior to the Conference. Failure to do so may result in loss of exhibition space.
- 2 x exhibitor registrations incl. day catering and the Welcome Reception (excludes Conference Dinner)

### TRADE POD (2M X 2M FOOTPRINT)

Early Bird (Prior to 28 April 2016)  
\$3,000 Inc GST

Standard (After 29 April 2016)  
\$3,500 Inc GST

#### Package Features

- One 2m x 2m pod (does not include any furniture)
- Organisation name on fascia board (maximum 25 letters)
- Two (2) 120watt spotlights
- One (1) 4amp/1000w single power outlet
- 1 x exhibitor registrations incl. day catering and the Welcome Reception (excludes Conference Dinner)

### SHELL SCHEME BOOTH (3M X 2M)

Early Bird (Prior to 28 April 2016)  
\$4,000 Inc GST

Standard (After 29 April 2016)  
\$4,500 Inc GST

#### Package Features

- 3m x 2m (2.4m high) shell structure booth (does not include any furniture)
- White octanorm back and side walls (not Velcro receptive)
- Organisation name on fascia board (maximum 25 letters)
- Two (2) 120watt spotlights
- One (1) 4amp/1000w single power outlet
- 2 x exhibitor registrations incl. day catering and the Welcome Reception (excludes Conference Dinner)

All Exhibition Packages also include:

- Logo recognition in the conference handbook, Mobile App, signage and conference website\*
- Organisational profile featured on the conference website and in the conference handbook
- Delegate list – supplied in accordance with Australian Privacy and Anti-Spam Legislation prior to the conference
- 1 x satchel insert (see page 12)

# TRADE EXHIBITION



## STAFFING EXHIBITION STANDS & ADDITIONAL REGISTRATIONS

All exhibition booths must be staffed by organisation representatives who have registered for the conference. Extra personnel required to staff the exhibition stand must purchase exhibitor registrations at \$600 which includes:

- All day catering
- Attendance at conference sessions
- Attendance to the Conference Welcome Reception
- Does not include the Conference Dinner (tickets may be purchased separately for \$200 each)

This is significantly reduced from the standard registration fee as recognition of your organisation's support of this event.

**Please note that a maximum of two additional exhibitor registrations per sponsor or exhibitor are available.**

## PUBLIC AND PRODUCT LIABILITY INSURANCE

Australian regulations require all exhibitors to have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of \$5,000,000 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.

## PRELIMINARY EXHIBITION TIMETABLE

### THURSDAY 13 OCTOBER

Exhibitor Bump In 1400-1700

### FRIDAY 14 OCTOBER

Exhibition Opens 0800

Exhibition Closes 1730

### SATURDAY 15 OCTOBER

Exhibition Opens 0800

Exhibition Closes 1630

### SATURDAY 15 OCTOBER

Exhibitors Bump Out 1600

Note – This is a preliminary schedule and is subject to change



# BOOKING FORM



AMMA Conference 2016 C/- Leishman Associates  
113 Harrington Street, Hobart TAS 7000  
Phone: 03 6234 7844 Fax: 6234 5958  
ABN: 22 103 078 897

To book your selected sponsorship and/or exhibition packages please complete the Booking Form and Sponsor/Exhibitor Registration Form (if applicable) and sign the Terms and Conditions agreement.

## PERSONAL DETAILS

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## SPONSORSHIP / EXHIBITION PACKAGE

I would like to invest in the following package  
Package: \_\_\_\_\_  
Value: \$ \_\_\_\_\_

## CHECKLIST

These items, if included in your package, will be used on the Conference website and in the Conference handbook . Please send to [sandra@laevents.com.au](mailto:sandra@laevents.com.au):

- 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 words of promotional text (please note, text exceeding 75 words will be edited for length)
- Yes, I have provided a copy of my company's Public and Liability Insurance certificate (necessary only for trade exhibitors)
- Yes, I have registered all of my company's representatives who will be on-site (unregistered representative WILL NOT have access to the conference & trade exhibition area)
- I would like to contribute a prize to the Trade Visitation Incentive competition.  
Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT

Payment can be made by direct deposit, credit card or cheque to: Australasian Military Medicine Association

I have directly deposited funds to your account

Name of bank: Australian Defence Credit Union  
Account name: Australasian Military Medicine Association  
BSB: 642 170  
Account no: 612 455

Please use the conference name and your business name as a reference on the EFT transaction

Request a tax invoice for payment

I have enclosed a cheque/money order

to the value of \$ \_\_\_\_\_

Please charge my  VISA  MasterCard

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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

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

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

Please email remittance with company and AMMA as reference to [sandra@laevents.com.au](mailto:sandra@laevents.com.au)

## 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 a deposit of 50% of the Exhibition/Sponsorship fee, payable within 7 days. The deposit is non-refundable and will be deducted from the booking fee.

### 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\$20 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.

Yes I have read and agree to the conditions of sale above.

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

# REGISTRATION FORM



## SPONSOR/EXHIBITOR REGISTRATION FORM

(Please complete for ALL of your on-site representatives)

### SECTION A – SPONSOR/ EXHIBITOR DETAILS:

Title (please circle): Ms/Miss/Mrs/Mr/Dr/Prof/Other: \_\_\_\_\_

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Postal Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

### SPECIAL DIETARY OR ACCESS REQUIREMENTS:

Are your dietary requirements life threatening? (Please circle): YES / NO

Attendees will be added to a list of names and companies created for general distribution to delegates. If you do not want your name to appear on this list please indicate here

### SECTION B – SPONSOR/EXHIBITOR REGISTRATION:

Please indicate which type of registration applies. Exhibitors are entitled to a limited amount of complimentary registrations identified in your specific package. All extra personal staffing the exhibition stand must purchase additional registrations at the special rate.

- Complimentary Registration
- Additional Registration - \$600.00 each  
(maximum of two per exhibitor or sponsor)

### SECTION C – SOCIAL FUNCTIONS:

One ticket to the Welcome Reception is included in all sponsor/ exhibitor registrations. The Conference Dinner is NOT included in any package unless previously negotiated with Leishman Associates. Tickets may be purchased separately.

Conference Dinner Tickets  
\$200.00 each Quantity: \_\_\_\_\_

TOTAL SECTION C: - \$ \_\_\_\_\_

### SECTION D – ACCOMMODATION:

(Please refer to the conference website. We have negotiated rates available at a selection of accommodation venues.)

Name of Hotel: \_\_\_\_\_

Rate: \_\_\_\_\_

Arrival Day & Date: \_\_\_\_\_

Departure Day & Date: \_\_\_\_\_

Name of person sharing with (if applicable): \_\_\_\_\_

\_\_\_\_\_

Special requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL SECTION D - \$ \_\_\_\_\_



# REGISTRATION FORM



## SPONSOR/EXHIBITOR REGISTRATION FORM

(Please complete for ALL of your on-site representatives)

### SECTION E - TO SECURE AN ACCOMMODATION BOOKING:

Credit card details are required to secure accommodation bookings. If you have requested accommodation above, the below information MUST be completed. These credit card details will be passed onto the hotel to secure your booking.

Please charge my

VISA  MasterCard  Diners  American Express

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_/\_\_\_ CCV: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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

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

Please complete and return with payment to:

Australasian Military Medicine Association

TAX INVOICE ABN: 81 485 060 729

113 Harrington Street, HOBART TAS 7000

Phone: 03 6234 7844

Fax: + 61 (3) 6234 5958

Email: [sandra@laevents.com.au](mailto:sandra@laevents.com.au)



### SECTION F - PAYMENT

All fees are quoted in Australian dollars. Cheques, Money Orders, or Bank Deposits should be made payable to "Australasian Military Medicine Association". If drawn from a bank outside of Australia it MUST be noted on the transaction that the amount to be paid is in Australian Dollars.

DO NOT INCLUDE ACCOMMODATION IN TOTAL AMOUNT - THIS IS PAYABLE DIRECT TO THE HOTEL UPON CHECK OUT

I have directly deposited funds to your account

Name of bank: Australian Defence Credit Union

Account name: Australasian Military Medicine Association

BSB: 642 170

Account no: 612 455

I have enclosed a cheque to the value of \$ \_\_\_\_\_

Please charge my  VISA  MasterCard

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_/\_\_\_ CCV: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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

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

### TERMS AND CONDITIONS:

Please ensure you read all Terms and Conditions before submitting your registration.

Please visit <http://www.amma.asn.au/amma2016/> for full details.

Privacy Statement: Your personal details, obtained through submission of your registration and associated collateral, will be collected and held by Leishman Associates.

Leishman Associates adheres to the strictest codes of privacy and will not provide the details of conference delegates or association members to any third party except where required to do so by law. Additionally, Leishman Associates ensure that all delegates who have opted not to be on the delegate list or have unsubscribed to email communication have their request respected.

In circumstances where your details have been provided by a colleague, it is considered that consent is implied and permission has been given. If you wish to remove or update your details, please do not hesitate to contact us and take appropriate action.