Invitation

Welcome to Melbourne

On behalf of the Australian neurotrauma research community, it is my pleasure to invite you to Melbourne, Australia, for the 14th International Neurotrauma Symposium.

An outstanding scientific program is currently being developed and will include the latest “hot topics” in the field of neurotrauma, covering both clinical and basic aspects of brain and spinal cord injury, with ample opportunity to present in both breakout oral sessions as well as daily interactive poster sessions. Themes will cover chronic neuroinflammation and neurodegeneration including CTE and AD, new technologies for CNS regeneration, fact versus fiction in sports-related concussion, microRNAs as biomarkers and therapeutic targets, advances in neuroimaging, and latest updates on clinical interventions in TBI and SCI. A limited number of travel bursaries to assist early career researchers to attend the meeting and present their research will also be offered.

Sponsors and exhibitors are a valued and integral part of the Symposium. We invite you to peruse the various levels of sponsorship and exhibition opportunities outlined in this Prospectus, which we are certain will assist you in achieving your marketing objectives.

We are very much looking forward to welcoming you to Australia and showing you some of Australia’s famous hospitality when you visit Melbourne for Neurotrauma 2020.

Professor Robert Vink
Symposium Chair
Local organising committee:
Prof Robert Vink (University of South Australia)
Dr Nicole Bye (University of Tasmania)
Dr Peter Batchelor (University of Melbourne)
A/Prof James Bourne (Monash University)
Dr Bridgette Semple (Monash University)
A/Prof Marc Ruitenberg (University of Queensland)
Dr Catherine Gorrie (University of Technology Sydney)
Prof Melinda Fitzgerald (Curtin University/The Perron Institute)
A/Prof Sandy Shultz (Monash University)
Dr Anna Leonard (University of Adelaide)
Dr Frances Corrigan (University of South Australia)
Prof James Vickers (University of Tasmania)

Why Sponsor INTS 2020?
The Organising Committee is building program that will generate a high level of interest and expected to attract more than 500 delegates including neurosurgeons, critical care physicians, pathologists, allied health practitioners (nursing, rehabilitation, psychology), academics in the field of basic science, post-doctoral researchers, early career researchers, students and members of the neurotrauma community with a professional interest in translating research from bench to bedside. The Symposium is a key platform to:

- **Showcase** your latest research & development, innovation, products and services at the major meeting for the international neurotrauma community
- **Raise your organisation’s profile** among delegates who are keen to learn more about how you can add value to their profession
- **Increase awareness** of your organisation’s brand in the field of neurotrauma
- **Demonstrate** your organisation’s contribution towards the advancement of the field of neurotrauma
- **Reach beyond** your regular network of potential customers by engaging them in a dynamic, pre-qualified and informative environment
# Sponsorship & Exhibition At A Glance

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<td>Plenary Session Sponsor</td>
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<td>Concurrent Session Sponsor</td>
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<tr>
<td>Morning or Afternoon Refreshment Sponsor (per break)</td>
<td>A$1,500</td>
<td>6 Available (4 AM break / 2 PM break)</td>
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<td>Pen Sponsor</td>
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<tr>
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<td><strong>Advertising Opportunities</strong></td>
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<td>EDM Banner Advertisement (per EDM)</td>
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<tr>
<td><strong>Exhibition Opportunities</strong></td>
<td></td>
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</tr>
<tr>
<td>3m x 3m Shell Scheme Booth</td>
<td>A$4,000</td>
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</tbody>
</table>
Gold Sponsor (Limited)
A$30,000 (incl. GST)

Exclusive to Gold Sponsor – Complimentary Plenary Session Sponsorship
- Option to select one plenary session to sponsor (subject to availability upon sponsorship confirmation and Organising Committee approval)
- The Gold Sponsor may provide a freestanding banner which will be positioned on or near the main stage in the plenary room for the sponsored session (maximum banner size 2m high x 1m wide; sponsor to supply banner). Sponsor has the option of repositioning the banner near the Registration Desk for the remainder of the Symposium
- Prominent logo acknowledgement on Opening and Closing slides during sponsored session
- Verbal acknowledgement as Gold Sponsor at the sponsored session

Exhibition
- One (1) complimentary 3m x 3m shell scheme booth with standard furniture (1 trestle table & 2 chairs)
- One (1) complimentary exhibitor pass inclusive of all sessions, catering and Welcome Reception

Symposium Registration and Welcome Reception tickets
- Three (3) complimentary Symposium delegate registrations inclusive of all sessions, catering and Welcome Reception

Branding & Visibility
- Logo acknowledgement on Symposium holding slides
- One (1) promoted post featuring the Sponsor’s organisation logo or advertisement (artwork provided by Sponsor), hyperlinked to organisation website in the Symposium App for 1 hour daily on all Symposium days
- 150-word organisation profile in the sponsors’ section of the Symposium App
- Acknowledgement as Gold Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

Promotional Material
- One (1) promotional brochure (maximum four x A4 pages per brochure) distributed via Seat Drop for the sponsored session (sponsor to supply material – subject to the approval of the Organising Committee)

Delegate Marketing
- Electronic Delegate list supplied post Symposium (in accordance with privacy laws)
Silver Sponsor (Unlimited)  
A$15,000 (incl. GST)

**Exclusive to Silver Sponsor – Complimentary Concurrent Session Sponsorship**

- Option to select one concurrent session to sponsor
- The Silver Sponsor may provide a freestanding banner which will be positioned on or near the main stage in the concurrent session room for the sponsored session (maximum banner size 2m high x 1m wide; sponsor to supply banner). *Sponsor has the option of repositioning the banner near the Registration Desk for the remainder of the Symposium*
- Prominent logo acknowledgement on Opening and Closing slides during sponsored session
- Verbal acknowledgement as Silver Sponsor at the sponsored session

**Exhibition**

- One (1) complimentary 3m x 3m shell scheme booth with standard furniture *(1 trestle table & 2 chairs)*
- One (1) complimentary exhibitor pass inclusive of all sessions, catering and Welcome Reception

**Symposium Registration and Welcome Reception tickets**

- Two (2) complimentary Symposium delegate registrations inclusive of all sessions, catering and Welcome Reception

**Branding & Visibility**

- Logo acknowledgement on Symposium holding slides
- One (1) promoted post featuring the sponsor’s organisation logo or advertisement (artwork provided by Sponsor), hyperlinked to organisation website in the Symposium App for 30-minutes daily on all Symposium days
- 120-word organisation profile in the sponsors’ section of the Symposium App
- Acknowledgement as Silver Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

**Promotional Material**

- One (1) promotional brochure (maximum four x A4 pages per brochure) distributed via Seat Drop in the sponsored session (sponsor to supply material – subject to the approval of the Organising Committee)

**Delegate Marketing**

- Electronic delegate list supplied post Symposium (in accordance with privacy laws)
Bronze Sponsor (Unlimited)
A$7,500 (incl. GST)

Exhibition
- 50% off 3m x 3m shell scheme booth with standard furniture (1 trestle table & 2 chairs)

Symposium Registration and Welcome Reception tickets
- One (1) complimentary Symposium delegate registrations inclusive of all sessions, catering and Welcome Reception

Branding & Visibility
- Logo acknowledgement on Symposium holding slides
- One (1) Promoted Post featuring the sponsor’s organisation logo or advertisement (artwork provided by sponsor), hyperlinked to organisation website in the Symposium App for 30-minutes daily on all Symposium days
- 100-word organisation profile in the sponsors’ section of the Symposium App
- Acknowledgement as Bronze Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

Promotional Material
- One (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item to be distributed via Seat Drop or displayed for delegate pick-up (sponsor to supply material – subject to the approval of the Organising Committee)

Delegate Marketing
- Electronic Delegate list supplied post Symposium (in accordance with privacy laws)
Young Investigator Awards (Exclusive)
A$5,000 (incl. GST)

The Symposium will present awards to early career researchers who submit abstracts for oral presentation or poster session at INTS 2020. Each award consists of a fixed amount to assist with travel and accommodation expenses. Award winners will be selected by the scientific committee based on the content of their abstract, and announcement at the Conference Dinner.

Symposium Registration and Welcome Reception tickets
- One (1) complimentary Symposium delegate registrations inclusive of all sessions, catering and Welcome Reception

Branding & Visibility
- Verbal acknowledgement prior to presentation of the Young Investigator Awards
- Opportunity for a representative from the sponsor's organisation to present the awards
- Logo acknowledgement on Symposium holding slides
- One (1) Promoted Post featuring the sponsor's organisation logo or advertisement (artwork provided by sponsor), hyperlinked to organisation website in the Symposium App for 30-minutes daily on all Symposium days
- 100-word organisation profile in the sponsors’ section of the Symposium App
- Logo placement on Young Investigator Awards section in the Symposium website with a hyperlink to the sponsor’s organisation website
- Acknowledgement as Young Investigator Awards sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

Promotional Material
- One (1) promotional brochure (maximum four x A4 pages per brochure) distributed via Seat Drop or displayed for delegate pick-up (sponsor to supply material – subject to the approval of the Organising Committee)

Delegate Marketing
- Electronic Delegate list supplied post Symposium (in accordance with privacy laws)

Travel Bursary (Limited)
A$5,000 (incl. GST)

Your contribution will help promising early career researchers from lower-income countries attend the Symposium who otherwise could not afford the cost of travel. They will return with the knowledge and contacts that will make a difference in their home countries. This is in line with the International Neurotrauma Society’s purpose to foster worldwide dissemination of neurotrauma research on an equal basis.

- 20-word company/product profile in the sponsors’ section of the Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
SOCIAL EVENT SPONSORSHIP

Symposium Dinner Sponsor (Exclusive)
A$8,000 (incl. GST)
• Dinner Naming Rights – “The International Neurotrauma Symposium 2020 Dinner is proudly sponsored by ...”
• Two (2) complimentary tickets to the Symposium Dinner
• One (1) VIP table in premium position for sponsor to host guests who are already paid to attend the Symposium Dinner
• Five (5) minute Welcome Address at the Symposium Dinner
• Acknowledgement as the sponsor in all promotional communications for the Symposium Dinner
• Sponsor’s logo will be printed on the dinner menu and Symposium Dinner signage (Symposium Managers will supply)
• Sponsor may provide the dinner guests with a branded gift (sponsor to supply gifts)
• Sponsor may provide a freestanding banner, positioned at the entrance to the dinner venue or on stage (maximum banner size 2m high x 1m wide; sponsor to supply banner)
• 100-word organisation profile in the sponsors’ section of the Symposium App
• Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
• Use of Symposium logo until 31 December 2020

Welcome Reception Sponsor (Exclusive)
A$4,000 (incl. GST)
• Five (5) complimentary tickets to the Welcome Reception
• Two (2) minute Welcome Address at the Welcome Reception
• Acknowledgement as sponsor in all promotional communications for the Welcome Reception
• Sponsor’s logo will be printed on small table signs for the Welcome Reception (Symposium Managers will supply)
• Sponsor may provide a freestanding banner, positioned at the entrance to the welcome reception venue or on stage (maximum banner size 2m high x 1m wide; sponsor to supply banner)
• 80-word organisation profile in the sponsor’s section of the Symposium App
• Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
• Use of Symposium logo until 31 December 2020

Poster Drinks Session Sponsor (2 available)
A$2,000 (incl. GST)
Poster Session Guest Passes
• Two (2) complimentary guest passes to sponsored Poster Session Drinks only

Branding & Visibility
• Sponsor may display two (2) freestanding banners which will be positioned at Poster area during the sponsored session (maximum size 2m high x 1m wide)
• Logo featured on poster boards
• Acknowledgement as Poster Session Drinks Sponsor in the related marketing emails
• 30-word company/product profile in the sponsor section of Symposium App
• Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
• Use of Symposium logo until 31 December 2020
Lunchtime Seminar (2 available – 1 per designated day)
A$10,000 (incl. GST)

- Lunchtime Seminar to run for up to 45 minutes during the lunch break on the sponsored day
- Sponsor to provide content, presenter(s) and management of the luncheon seminar. Content to be pre-approved by the Organising Committee and all cost related to presenter(s) to be borne by sponsor *(including but not limited to travel, accommodation, Symposium registration)*
- Catering for seminar participants is included as part of main Symposium delegate catering. Sponsor will have the opportunity to upgrade the lunch offerings at own cost
- Seminar room will be equipped with a standard room set up and standard AV equipment *(projector, screen, microphone. Excludes AV technician on standby)*
- Three (3) complimentary guest passes to sponsored Lunchtime Seminar
- Symposium Managers will promote the Lunchtime Seminar on the official Symposium website and on related-EDMs
- Sponsor may display two (2) freestanding banners which will be positioned at the entrance and onstage during the sponsored seminar (maximum size 2m high x 1m wide)
- Opportunity for sponsor to provide brochures or branded novelty items to delegates attending the sponsored seminar
- 100-word company/product profile in the sponsor section of Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
# Brand Positioning Sponsorship

## Symposium App Sponsor (Exclusive)
A$3,000 (incl. GST)

- 100-word organisation profile in the sponsors’ section of the Symposium App
- One (1) promoted post featuring the sponsor’s organisation logo or advertisement (artwork provided by sponsor), hyperlinked to organisation website in the Symposium App for 1 hour daily on all Symposium days
- Acknowledgement as Symposium App Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

## Website Sponsor (Exclusive)
A$3,000 (incl. GST)

- Sponsor advertisement hyperlinked to sponsor’s homepage featured on all pages of the Symposium website (sponsor to provide artwork based on specifications provided by Symposium Managers)
- 50-word company/product profile in the sponsors’ section of Symposium App
- Acknowledgement as Website Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

## Lanyard Sponsor (Exclusive)
A$3,000 (incl. GST)

- Sponsor logo on all Symposium lanyards (one-coloured print – up to 600 pieces)
- Opportunity to provide a sponsor’s own branded lanyard
- 50-word organisation profile in the sponsors’ section of the Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

## Satchel Sponsor (Exclusive)
A$3,000 (incl. GST)

- Sponsor to provide own branded satchel used by attendees throughout the Symposium (satchel must display Symposium logo alongside sponsor logo, with approval of the Symposium Managers)
- 50-word organisation profile in the sponsors’ section of the Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
**Wi-fi Sponsor (Exclusive)**  
A$3,000 (incl. GST)

- Logo placement on all Symposium Wi-fi signage, including at the Registration Desk
- 50-word organisation profile in the sponsors’ section of the Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

**Plenary Session Sponsor (Limited)**  
A$3,000 (incl. GST)

*Selection of session subject to availability upon sponsorship confirmation and Organising Committee approval*

- Opportunity to provide a three (3) minute Welcome Address at the sponsored session
- Three (3) complimentary session passes for the sponsored Plenary Session only
- Sponsor may display one (1) freestanding banner which will be positioned at the entrance or on/next to stage during sponsored session (maximum size 2m high x 1m wide)
- Verbal acknowledgement as a Plenary Session Sponsor during the session
- Logo acknowledgement on session room AV screen prior to session commencement
- 50-word organisation profile in the sponsors’ section of the Symposium App
- Brochure Hand-out or Seat Drop for one (1) promotional brochure (maximum four x A4 pages per brochure) at the sponsored Plenary Session
- Acknowledgement as Plenary Session Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

**Concurrent Session Sponsor (Limited)**  
A$2,000 (incl. GST)

*Selection of session subject to availability upon sponsorship confirmation and Organising Committee approval*

- Opportunity to provide a three (3) minute Welcome Address at the sponsored session
- Two (2) complimentary session passes for the sponsored Concurrent Session only
- Sponsor may display one (1) freestanding banner which will be positioned at the entrance or on/next to stage during sponsored session (maximum size 2m high x 1m wide)
- Verbal acknowledgement as Session Sponsor during the session
- Logo acknowledgement on session room AV screen prior to session commencement
- 30-word organisation profile in the sponsors’ section of the Symposium App
- Brochure Hand-out or Seat Drop for one (1) promotional brochure (maximum four x A4 pages per brochure) at the sponsored session
- Acknowledgement as Concurrent Session Sponsor on the official sponsor Symposium marketing emails
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
Morning or Afternoon Refreshment Sponsor (6 Available – 4 morning / 2 afternoon)
A$1,500 (incl. GST) per refreshment break

- Logo featured on small table signs displayed at catering stations
- Sponsor may display one (1) freestanding banner which will be positioned in catering during the sponsored break (maximum size 2m high x 1m wide)
- Sponsor may display promotional brochure at catering stations during sponsored break
- 20-word company/product profile in the sponsors’ section of the Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

Pen Sponsor (Exclusive)
A$800 (incl. GST)

- Branded pens provided by the sponsor will be made available to delegates at the registration desk for the entire duration of the Symposium (while stocks lasts)
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020

Notepad Sponsor (Exclusive)
A$800 (incl. GST)

- Branded notepads provided by the sponsor will be made available to delegates at the registration desk (while stocks lasts)
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
### Promotional Material (Limited)
**A$500 (incl. GST)**

- One (1) promotional brochure (maximum four x A4 pages per brochure) distributed via Seat Drop or displayed for delegate pick-up (sponsor to supply material – subject to the approval of the Organising Committee)

### EDM Banner Advertisement (Limited)
**A$500 (incl. GST)**

- Sponsor banner included within a scheduled EDM to Symposium email database (sponsor to supply EDM banner, subject to approval by the Symposium Managers)
- Banner hyperlinked to sponsor’s nominated website

### AV Screen Holding Slide Advertisement (Limited)
**A$500 (incl. GST)**

- One (1) AV Screen Holding Slide Advertisement (Still) displayed in the plenary room on a nominated Symposium day (sponsor to supply artwork)

### Symposium App Promoted Post (Limited)
**A$500 (incl. GST)**

- One (1) Promoted Post featuring the sponsor’s advertisement (sponsor to supply artwork) or text-only content (max. 140 characters including spaces) for 60-minutes on a nominated Symposium day in the Symposium App
EXHIBITION

Prefer to meet your potential customers face-to-face? Feel it is more effective to show and tell? Take advantage of the trade exhibition opportunities.

3m x 3m Shell Scheme Booth (Limited)
A$4,000 (incl. GST) each

- One (1) complimentary exhibitor pass inclusive of all sessions, catering and Welcome Reception
- Fascia signage board
- One (1) general power outlet
- Two (2) spotlights
- Standard furniture – 1 Trestle table & 2 Chairs
- 25-word company/product profile in the Exhibitor section of Symposium App
- Logo placement on Symposium website with a hyperlink to the sponsor’s organisation website
- Use of Symposium logo until 31 December 2020
Sponsorship / Exhibition Booking Form

Sponsorship & Exhibition Managers
Arinex Pty Ltd
Level 10, 51 Druitt Street
SYDNEY NSW 2000, Australia

ABN: 28 000 386 676
Tel: +61 2 9265 0700
Fax: +61 2 9267 5443
Email: sponsorship@arinex.com.au
Web: https://neurotrauma2020.com/

Attention: Elaine Koh

In respect of: International Neurotrauma Symposium 2020
(INTS 2020)

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address:                                                                                                   City:
Postcode:                                                                                                         State:
Country:

Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name:                                                                                                         Position:
Tel:                                                                                                         Fax:
Email:                                                                                                         Website:

A. SPONSORSHIP PACKAGE(S) REQUESTED COST A$
1. ……………………………………………………………….  ………………………………..
2. ……………………………………………………………….  ………………………………..
TOTAL A$: ………………………………..

B. EXHIBITION BOOTH REQUESTED

Please reserve the following booth type (please tick):

Shell Scheme
3m x 3m (9sqm) single booth □ A$4,000 (incl. GST)

□ We intend to install a custom stand therefore will not be requiring a shell scheme.
* Please note space only does not include power. Should you require power for your custom stand, please organise through the official stand builder.

Preferred Booth Position (s) (refer to floor plan) ............................................. TOTAL A$: ......................................

Please indicate companies you do not wish to be placed near*: .................................................................
*Subject to availability at the time of booking and may be subject to change.

Preferred Fascia Name.................................................................

<table>
<thead>
<tr>
<th>AMOUNT PAYABLE (TOTAL A plus B)</th>
<th>A$</th>
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</thead>
<tbody>
<tr>
<td>50% deposit payable 30 days from date of invoice <em>(Full Payment/ Balance due: 29 December 2019) (incl. GST)</em></td>
<td>A$</td>
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</table>
CREDIT CARD AUTHORIZATION

Required

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Please note all transactions by credit card will appear on your statement as payment to: ‘Conference by Arinex’

Please charge the total amount above to the following credit card

☐ MasterCard ☐ Visa Card ☐ AMEX

*Please note a credit card surcharge may apply for payment processing.

Credit card number: __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __

Expiry Date: __ __ / __ __ CCV: __ __ __ __

Name on card: __________________________________________

Signature: __________________________________________ Date: __ __ / __ __ / __ __

PAYMENT DETAILS (please tick)

☐ We wish to pay via EFT. Bank details will be provided by the Exhibition Managers with your tax invoice.

☐ We wish to pay via the above credit card. A processing fee may apply.

☐ We wish to pay with a different credit card. (Please note – a separate booking form will be provided for you to include your credit card information)

Please note: All bookings under $2,500 must be paid with credit card and the full amount will be charged at time of booking.

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by: ____________________________ (please print name)

Date: ____________________________

Signature: ____________________________

Please note that your booking will not be processed unless all sections above and on the following pages are completed.

SEE OVER FOR TERMS AND CONDITIONS ▶
SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.

2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by 29 December 2019. Applications received after 29 December 2019 must include full payment. Payments for sponsorship of $5,000 and under will be required to be paid by credit card and will be charged the full amount.

3. All monies are payable in Australian dollars.

4. All monies due and payable must be received by the Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official Symposium material until full payment and a booking form have been received by the Exhibition Managers.

5. If sponsorship payment is not received by 29 December 2019 you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged for the remaining unpaid amount.

6. CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to 29 September 2019. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing.

7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Exhibition Managers.

8. Sponsorship monies will facilitate towards the successful planning and promotion of the Symposium in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Symposium.

9. Sponsorship entitlements including organisation logo on the Symposium website and other marketing material will be delivered only after receipt of the required deposit or full payment.

10. Sponsors whose agreed entitlements include the right to host an endorsed private function, will do so at their own expense and at a time and date approved by the Exhibition Managers and Australian neurotrauma research community.

11. Hosting of private functions in conjunction with the Symposium is limited to those Sponsors who have obtained such a right within their Sponsorship entitlements. The purpose of this condition is to avoid conflict between official Symposium functions and private functions.

12. The Delegate List may be used by the Sponsor (if entitled) for the purpose of contacting INTS 2020 Symposium delegates only. The list must not be used for the purpose related to future Symposia and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Symposium. The inclusion of email addresses is at the discretion of the Symposium Managers.

13. You will exercise due care in and around the Symposium venue and in all matters related to your sponsorship of the Symposium so that no harm is caused.

14. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.

15. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Symposium, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Symposium venue.

16. Privacy Statement –

[ ] YES, I consent to my details being shared with suppliers and contractors of the Symposium to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.

[ ] NO, I do not consent.
EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.

2. Exhibition space/booths will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by 29 December 2019. Applications received after 29 December 2019, must include full payment. Payments for exhibition of $2,500 and under will be required to be paid by credit card and will be charged the full amount.

3. All monies are payable in Australian dollars.

4. All monies due and payable must be received by the Exhibition Managers prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and a signed booking form have been received by the Exhibition Managers.

5. If exhibition payment is not received by 29 December 2019 you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.

6. Public and Product Liability insurance to a minimum of A$20 million must be taken out by each exhibitor at their own expense. A copy of the organisation’s public and product liability certificate must be submitted to the Exhibition Managers at the time of submitting the booking form or by no later than 29 December 2019.

7. CANCELLATION POLICY: In the event of cancellation, a service fee of A$1,000.00 applies per 9 square metre space or shell scheme stand booking to cancellations on or before 29 September 2019. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space may result in relocation of exhibit space at the sole discretion of the Exhibition Managers. Any space not claimed and occupied by the official exhibitor move-in may be reassigned without refund. All communications regarding cancellation must be made in writing.

8. The Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.

9. If the exhibitor intends to install a custom-built stand, the Exhibition Managers must be advised, and such advice must include full details and stand dimensions. This information must be received no later than 29 December 2019. All display construction requires the approval of the Exhibition Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.

10. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Symposium premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Exhibition Managers reserve the right to terminate your use of the exhibition space/booth allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Exhibition Managers, if any of these things occur or are threatened by you.

11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Exhibition Managers.

12. The Delegate List may be used by the Exhibitor for the purpose of contacting INTS 2020 Symposium delegates only. The list must not be used for the purpose related to future Symposiums and shall not be transferred in whole or in part to any third party. The delegate list may be used for up to a twelve-month period from the start date of the Symposium.

13. In entering into this agreement, you acknowledge that no promise, warranty or representation has been made to you by the Exhibition Managers other than as contained in this document.

14. You will exercise due care in and around the Symposium venue and in all matters related to your sponsorship of the Symposium so that no harm is caused.

15. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the space/booth package chosen by or allocated to you.

16. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Symposium, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Symposium venue.

17. Privacy Statement –

[ ] YES, I consent to my details being shared with suppliers and contractors of the Symposium to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.

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