

# CONFERENCE AGREEMENT

College of  
Counselling  
Psychologists



## 2015 Booking Form Agreement

(Agreement)

Please complete this agreement and tick  boxes where applicable.

### SPONSOR/EXHIBITOR/ADVERTISER APPLICATION DETAILS (Application Part)

Company Name (Sponsor/Exhibitor/Advertiser): \_\_\_\_\_  
(please include ABN)

Title: Mr  Ms  Mrs  Miss  Dr  Prof  Other

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### ONSITE CONTACT

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### SPONSORSHIP PACKAGES (If applicable)

- Gold \$15,000     Welcome reception \$10,000     Satchel sponsor \$5,000     Digital hub \$4,000     Lanyard sponsor \$4,000     Pen sponsor \$1,000

Total Price (AUD\$)  
Includes GST

Sponsorship package

### EXHIBITOR BOOTH (If applicable)

- 2m x 3m (6 sqm) booth \$1,500     6m x 3m (18 sqm) booth (1 only) \$3,000

Note: Booth assignment is at the sole discretion of the Organiser.

Comments: \_\_\_\_\_

Exhibitor booth

### ADVERTISER PACKAGES (If applicable)

#### Ad in handbook

- Full page \$1,000  
 Half page \$750  
 Quarter page \$550  
 Eighth page \$250

#### Company and logo listing

- Website \$250

#### Promotion through InPsych Magazine (3x editions)

- From \$7,925  
Refer to InPsych Booking Form

#### Satchel insert

- DL insert \$800

Advertising

### PAYMENT SUMMARY

TOTAL Payment (AUD\$)

Total payment incl. GST

# CONFERENCE AGREEMENT

College of  
Counselling  
Psychologists



## 2015 Booking Form Agreement

(Agreement)

Please complete this agreement and tick ✓ boxes where applicable.

### PAYMENT OPTIONS

Cheque

Please make cheque payable to: The Australian Psychological Society Limited

OR

Credit card (please tick appropriate box)

AMEX

VISA

MASTERCARD

Card number:

Expiry date: \_\_\_\_\_ / \_\_\_\_\_ CCV number: \_\_\_\_\_ Cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

OR

Electronic funds transfer (direct deposit)

Account Name: The Australian Psychological Society Limited

BSB: 063 001

Account No: 00942554

Bank: CBA

Please send a copy of the remittance form to APS Events Team, email [events@psychology.org.au](mailto:events@psychology.org.au) when your electronic transfer has taken place. Thank you.

**This document becomes a Tax Invoice for GST upon payment.**

The Australian Psychological Society Limited ABN 23 000 543 788

Require a separate tax invoice (please tick if required)

### SIGNATURE AND AGREEMENT

The Sponsor/Exhibitor/Advertiser acknowledges and agrees to abide by all terms, conditions, and regulations set forth in this Agreement.

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Print Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Please forward your completed Agreement to:

#### APS Events Team

The Australian Psychological Society Limited

PO Box 38, Flinders Lane

Melbourne, VIC 8009

Tel: +61 3 8662 3300

Fax: +61 3 9663 6177

Email: [events@psychology.org.au](mailto:events@psychology.org.au)

### FOR ORGANISER USE ONLY

Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Booth(s) Assigned \_\_\_\_\_

## TERMS AND CONDITIONS

### ADVERTISING

- The APS reserves the right to cancel or reject advertising deemed not to be in keeping with its scientific and professional aims.
- Advertisements must comply with the guidelines for advertising of regulated health services which have been issued by the Psychology Board of Australia ([www.psychologyboard.gov.au](http://www.psychologyboard.gov.au)). This includes avoiding the use of testimonials.
- All advertisement and insert final artwork must be approved by the APS before printing.
- Advertisers are advised not to print their inserts until they receive written confirmation that the insert has been approved.
- The booking will proceed unless the APS is notified in writing prior to the deadline.
- Where an advertisement is promoting a university course that is not an approved course for the purposes of APS membership, a disclaimer will appear alongside the advertisement to ensure clarity that the APS is not endorsing the course by publishing the advertisement, as follows:  
\* *This course is not approved for the purposes of APS membership*
- The APS is not liable for any loss or damage incurred by an advertiser as a result of any failure or delay in the distribution of conference advertising.
- Advertising and insert deadlines are included on this form. Advertisers are required to pay in full by the booking and payment deadline for material.
- If payment has not been received for an advertisement by the deadline date for material the advertisement is not guaranteed to be published and the cancellation fee will apply.
- Cancellation of an advertisement or insert after the booking deadline will incur a cancellation fee of 50% of the advertising fee for that advertisement.
- Payment can be made by credit card (Visa, MasterCard, and American Express) or cheque.
- The booking form is a tax invoice upon payment. However, if a separate tax invoice is preferred, please indicate this on your booking form.
- Where an advertisement is not published through no fault of the advertiser, the advertising fee that has been paid will be refunded.
- Advertisements will not be accepted in which the artwork includes 'cutting along the dotted line'.
- Special advertisement positions cannot be booked. Positions will be determined by the Editor.

### APPLICATION FOR AND ALLOCATION OF EXHIBITION SPACE INCLUDED IN SPONSORSHIP

1. Persons applying to exhibit at this Conference (including sponsors) must complete all the required details set out in this Agreement in full and submit the Agreement to The Australian Psychological Society Limited (Organiser). Applications for exhibition space made in any other form or incomplete and/or unsigned Agreements will not be accepted.
2. Submission of the Agreement to Organiser evidences the Sponsor/Exhibitor/Advertiser's agreement to be bound by these terms and conditions.
3. All exhibition space, sponsorship and advertising opportunities in respect of this Conference will be allocated at the absolute discretion of the Organiser. The Organiser retains the right to reject any application, without provision of reasons. Conference sponsors' booths will be allocated first.
4. Allocations of exhibition booths are not final until the applicant has made payment in full and the allocation has been confirmed in writing by the Organiser. Deposits not paid within thirty (30) days of agreement will result in the space being made available for re-sale.
5. The Organiser reserves the right to re-plan the exhibition space and amend the Conference program at its discretion.

### SPONSORS

6. All banners, signage, gifts, satchel inserts, promotional material, advertising and branding must be approved by the Organiser prior to use.
7. Sponsors are responsible for delivery, set-up, and removal of all sponsorship materials unless otherwise notified by the Organiser.

### EXHIBITORS

8. Exhibitors are responsible for the prompt delivery, set-up and removal of all exhibit materials. If an exhibitor fails to occupy their booth by the exhibition opening time, the Organiser is authorised to cause the booth to be occupied in the manner it deems appropriate for the interests of the exhibition and without releasing the exhibitor from any liability whatsoever.
9. Exhibitors must keep and maintain their booth in good order and provide staff for their booth for the duration of the exhibition. Name tags by company name will be issued to all exhibitors. These are transferable and must be worn at all times during the Conference.
10. Exhibitors must not damage in any way any walls, partitions, floors or ceiling of the venue or the exhibition area in which the exhibitor's booth is located.
11. Exhibitors must not erect any sign, stand, wall or obstruction which, in the opinion of the Organiser interferes with an adjoining exhibitor.
12. Booths must not be sub-let in any manner.
13. All satchel inserts must first be submitted to and approved by the Organiser prior to use.

### COSTS

14. All costs for sponsorship, exhibitor and advertising packages will be as stated in this Agreement and are inclusive of GST.
15. Custom sponsorships, advertising or any exhibition booth requirements other than the standard package may incur additional costs.
16. This Agreement is a tax invoice upon payment. Please indicate on the form if you prefer a separate tax invoice.

### CANCELLATIONS

17. The Organiser is not liable in any respect to any exhibitor, sponsor or advertiser should the Conference be cancelled, rescheduled or relocated for any reason.
18. The Organiser is not liable in any respect to any exhibitor, sponsor or advertiser should access to the exhibition space be prevented, postponed, delayed or abandoned for any reason.
19. All cancellations or withdrawals of exhibitor booking, sponsorship or advertising must be made in writing to the Organiser.
20. Exhibitors or sponsors cancelling bookings will incur the following cancellation fees:
  - (i) for cancellations at least two (2) months prior to the opening of the Conference, a fee of ten per cent (10%) of the sponsorship, exhibitor or advertising package will apply.
  - (ii) for cancellations less than two (2) months prior to the opening of the Conference:
    - a fee equivalent to thirty per cent (30%) of the price will apply if the Organiser is able to re-sell the sponsorship, exhibitor or advertising package.
    - a fee of one hundred per cent (100%) of the price will apply if the Organiser is not able to re-sell the sponsorship, exhibitor or advertising package.

### STORAGE AT THE CONFERENCE

21. The Organiser will take all precautions considered necessary for the protection and security of exhibitors, sponsors and advertisers. The Organiser, however, is not responsible for the safety, loss or damage of any exhibit or other property of any person under any circumstances whatsoever. Exhibitors, sponsors and advertisers should arrange their own insurance accordingly.
22. Storage of any products or materials (including packaging) is the responsibility of the exhibitor or sponsor. The Organiser is not responsible for providing storage space at the venue.
23. Any exhibitor or sponsor or their representative, employee or contractor causing damage to the venue will be liable to pay the costs of making good such damage and must fully indemnify the Organiser in respect of any claim by the venue or any other person in respect of such damage.

### WARRANTIES AND INDEMNITIES

24. All exhibitors, sponsors and advertisers will comply with all applicable laws governing the protection of intellectual property including but not limited to copyright, trademarks, patents, or trade secrets and agree to fully indemnify and hold blameless the Organiser in respect of any claim for any loss or damage of any kind arising from breach of such laws during, or in conjunction with the Conference.
25. To the fullest extent permitted by law, the Organiser's liability for breach of any implied warranty or condition in relation to services supplied or offered by the Organiser which cannot be excluded is restricted, at the Organiser's opinion, to supply of the services again, or the payment of the cost of supplying the services again.
26. The Organiser will not be liable for the negligence of any exhibitors, sponsors and advertisers prior, during or following the Conference, and each exhibitor, sponsor and advertiser agrees to indemnify and hold blameless the Organiser in respect of any claim for loss or damage of any kind arising out of or in conjunction with the Conference.

### GENERAL

27. All exhibitors, sponsors and advertisers or their representatives, employees or contractors attending the Conference will comply with these terms and conditions, the rules and regulations stipulated by the Organiser and/or the venue, and all applicable laws including but not limited to occupational health and safety. The Organiser reserves the right to terminate this Agreement without notice in relation to any exhibitors, sponsors, advertisers or their representatives, employees or contractors in the case of failure to comply with this provision.
28. If any term or condition is determined to be illegal, invalid or otherwise unenforceable, it will be severed from these terms and conditions and the remaining terms and conditions will survive and remain in full force and effect.
29. These terms and conditions are governed by and construed in accordance with the laws of Victoria, Australia and the exhibitors, sponsors and advertisers irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of Victoria.