



Sponsorship & Exhibitions Account Manager  
 5<sup>th</sup> MRinRT Symposium 2017  
 Arinex Pty Ltd  
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 SYDNEY NSW 2000, Australia

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**A. SPONSORSHIP PACKAGE(S) REQUESTED**

**COST A\$**

- 1. ....
- 2. ....

**B. TRESTLE TABLE REQUESTED**

Please reserve the following trestle table (please tick):

- 3m x 2m (6sqm) single space       **Space Only**       **Trestle Table**  
 A\$2500 (incl. GST)       A\$2500 (incl. GST)

We intend to install a custom stand therefore will not be requiring a shell scheme.

Preferred Booth Position (s)..... **TOTAL A\$:** .....

Please indicate companies you do not wish to be placed near: .....

<b>AMOUNT PAYABLE A &amp; B</b>	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 20 February 2017 (incl. GST))	A\$

Organisation name (for marketing purposes): \_\_\_\_\_

Organisation name (for invoicing purposes): \_\_\_\_\_

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

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

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

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

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

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

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

Tel: \_\_\_\_\_

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

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

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

Date: \_\_\_\_\_

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

Please note that your booking will not be processed unless all sections above are completed.

**PAYMENT DETAILS (please tick)**

We wish to pay via company cheque. Note all cheques must be made payable to: Arinex Pty Ltd on behalf of the MRinRT 2017 Symposium and should be forwarded to the Conference Managers at the above address.

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

We wish to pay via credit card. (Please note – a separate booking form will be provided for you to include our credit card information)

**Please note, for all bookings up to \$5,000 and paid via credit card, the full amount will be charged.**



## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Symposium Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference 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 **20 February 2017**. Applications received after **20 February 2017** must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd for and on behalf of the MRinRT 2017 Symposium and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Symposium Managers prior to the event. No organisation will be listed as a sponsor in any official conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **20 February 2017**. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable and the Symposium 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 the above cancellation policy.
6. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Symposium Managers.
7. 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 Conference.
8. 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.
9. Nomination of speakers will be subject to written approval by the speaker and program committee. Furthermore at the discretion of the program committee, Speaker Sponsors may be asked to speak at additional keynote and concurrent sessions. Speaker Sponsors may provide concurrent session speakers on similar terms.
10. Speaker's contract will make it clear that these speakers must present leading edge non commercial papers with no obvious product endorsement and they must act ethically, not commenting on other speakers their presentations or sponsors' products.
11. Following approval from The Organising Committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to their attendance at the MRinRT 2017 Symposium.
12. Sponsors may use the speaker at breakfasts, optional workshops and commercial sessions during the Symposium but at no other public, external or by invitation appearances pre or post the Symposium for a period of 30 days.
13. After the speaker has committed to the program and associated costs have been negotiated, the Symposium Managers will then take on the speaker liaison in relation to obtaining abstracts, papers, copyright waiver and speaker a/v requirements.
14. Sponsors entitled to host an endorsed private function, do so at their own expense and at a time and date approved by the Symposium Managers and the MRinRT 2017 Organising Committee.
15. The Delegate List may be used by the sponsors up to and not beyond June 2017 for the purposes of contacting 2017 Symposium delegates. The list must not be used in conjunction with any other non-related conference matters nor is the list to be used for future conference marketing, or transferred in whole or in part to any third party.
16. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd. [  ] 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 Symposium Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Symposium Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition display tables will be allocated only on receipt of 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 **20 February 2017**. Applications received after **20 February 2017**, must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to Arinex Pty Ltd on behalf for and on behalf of the MRinRT 2017 Symposium and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Symposium Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Symposium Managers.
5. Public and Product Liability insurance to a minimum of A\$10 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 Symposium Managers at the time of submitting their booking form or by no later than **20 February 2017**.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or display table booking to cancellations on or before **20 December 2016**. 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 Conference 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 can result in relocation of exhibit space at the discretion of the Symposium Managers. Any space not claimed and occupied before **20 June 2017** will be reassigned without refund.
7. The Symposium Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Symposium Managers will not discount or refund for any facilities not used or required.
8. If the exhibitor intends to install a custom built stand, the Symposium Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than **19 May 2017**. All display construction requires the approval of the Symposium 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.
9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Symposium Managers.
10. Delegate List may be used by the Exhibitor for the purpose of contacting the MRinRT 2017 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.
11. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd. [ ]  
NO, I do not consent.