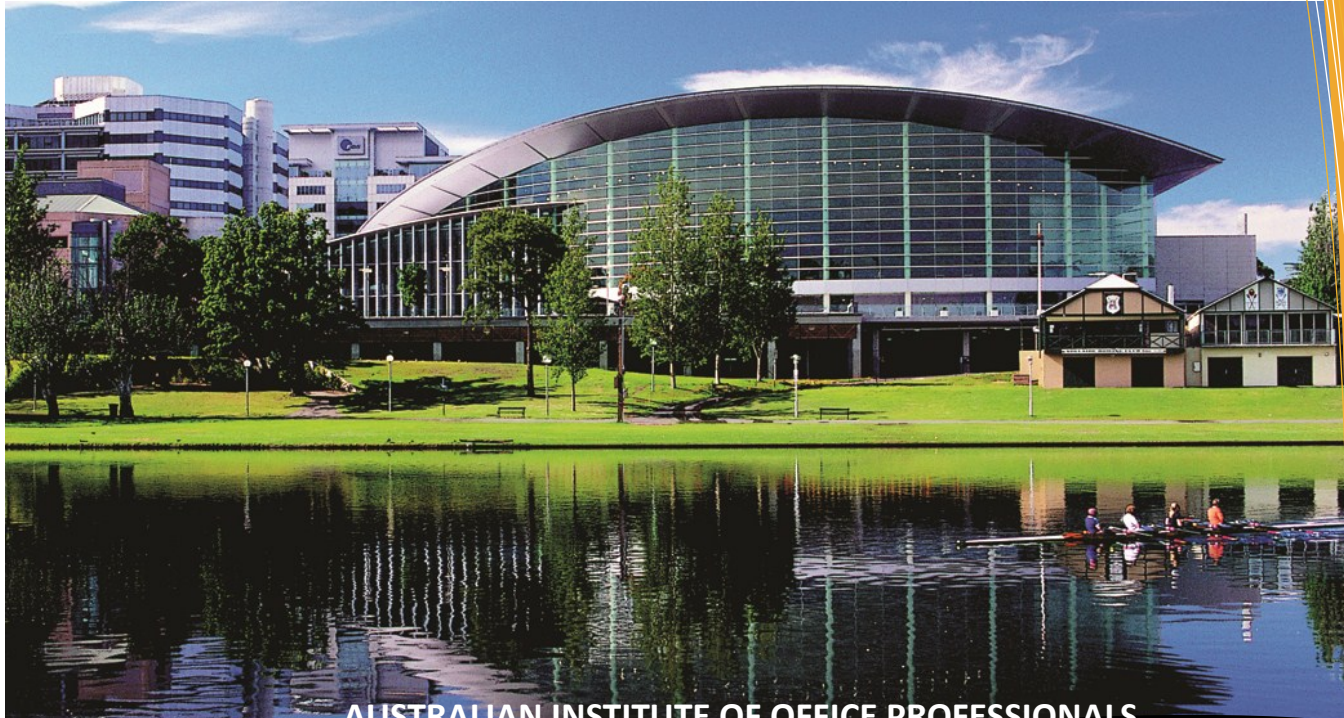


Sponsorship Proposal

The Organising Committee is delighted to invite you to sponsor and/or exhibit at the 2013 Australian Institute of Office Professionals (AIOP) 2013 National Conference



AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS

2013 NATIONAL CONFERENCE

ADELAIDE CONVENTION CENTRE

NORTH TERRACE ADELAIDE SOUTH AUSTRALIA

Sunday-Tuesday 1-3 September 2013

information
education
networking
support
technology
entertainment
trade displays

AIOP

AUSTRALIAN
INSTITUTE OF
OFFICE PROFESSIONALS



2013 National Conference

www.aomevents.com/AIOP2013



About the 2013 AIOP National Conference

The 2013 AIOP National Conference is a unique opportunity for your organisation to connect with up to 250 leading office professionals who work in a variety of government and private sectors.

The Organising Committee is committed to engaging with delegates through an energising and informative program of speakers, and facilitating networking and business opportunities for sponsors through an interactive exhibition and a dynamic program of social events.

Delegates will include office managers, executive officers, project officers, personal assistants, executive assistants, administrators and others employed as office professionals across a wide range of industries.

Sponsors and exhibitors will receive acknowledgement prior to, during and after the conference through conference materials and the website, and enjoy significant contact with delegates during the exhibition and social events.

The exhibition will be open for the duration of the conference.

We look forward to your participation in this premier industry event, and to welcoming you in Adelaide in September 2013.



About AIOP

The Australian Institute of Office Professionals is the only national professional body for office professionals in Australia.

The Institute was established in 1963 to "encourage the attainment of a professional qualification and promote and develop the private secretarial profession at all levels". The Institute is still primarily involved with improving the profile of Office Professionals in the business community and increasing their educational levels.

Organising Committee

Annette Perryman (Chair), National Client Liaison Officer
Catherine Middleton, National President, AIOP
Melissa Degnan, National Finance Officer, AIOP
Jenny Loftes, SA State President & Marketing Officer AIOP
Rosemary Miller, SA Vice President & Finance Officer, AIOP
Linda Primavera, SA Administration Officer, AIOP
Fulvia Lorenzon, SA Committee Member, AIOP
Yvette Braithwaite-Bragg, SA Events Manager AIOP

Conference Organisers

All Occasions Management
41 Anderson Street
THEBARTON SA 5031
Phone: +61 8 8125 2200
Fax: +61 8 8125 2233
E: conference@aomevents.com
<http://www.aomevents.com/AIOP2013>



In 1968 the Institute became the only professional examining body for Secretaries in Australia.

The Australian Institute of Office Professionals is affiliated with similar professional associations for office professionals in the USA, UK, Asia, South Africa and New Zealand.

www.aiop.com.au



The Venue Adelaide Convention Centre

The Adelaide Convention Centre enjoys a global reputation for excellence and is consistently ranked among the world's top convention centres.

This reputation is the result of the centre's superior product and world-class facilities, constant maintenance of exceptional standards and the efforts of dedicated and thorough staff ensure the superb conduct of every event held at the centre.

<http://www.aomevents.com/AIOP2013>



Program:

Sunday, 1 September

Exhibition bump-in	Adelaide Convention Centre
Registration opens for delegates	Foyer 1, Adelaide Convention Centre
Welcome Reception	Adelaide Convention Centre

Monday, 2 September

Breakfast with the Pandas	Adelaide Zoo
Conference sessions	Adelaide Convention Centre
Exhibition	Adelaide Convention Centre

Tuesday, 3 September

Conference sessions	Adelaide Convention Centre
Exhibition	Adelaide Convention Centre
Exhibition bump-out	Adelaide Convention Centre
Conference Dinner	Hall E, Adelaide Convention Centre





Why Sponsor?

The 2013 AIOP National Conference has several sponsorship packages available, providing sponsors with a choice of exposure related to financial commitment.

Participating as a sponsor and/or exhibitor at the 2013 AIOP National Conference can take you straight to your target market and demonstrate your level of support and commitment to the office professional industry.

The 2013 AIOP National Conference can provide your organisation with:

- Maximum exposure at a premier conference devoted to those involved in the office professional industry.
- An opportunity to build and reinforce strategic relationships within the office professional industry.
- Time to network with industry colleagues and key decision makers.
- A cost effective way to reinforce your organisation's brand and build brand awareness amongst a relevant audience.
- Access to a broad network of industry partners from state and federal Government departments and the private sector.
- Time to present latest innovations and new products or services to a pertinent audience, and showcase your expertise and capabilities.
- Increased marketing opportunities including visibility on the conference website and associated marketing materials.



The sponsorship model allows you to capture delegates' attention in a variety of ways, depending on the specific needs of your business.

We understand that these needs may not necessarily fit into the prescribed levels outlined in this document, and we therefore invite you to discuss with us alternative options available to tailor-make a sponsorship package that best suits your organisation.



CONFERENCE NAMING SPONSOR (One only):\$10,000

- Co-branding on all conference material plus all partner benefits as below plus negotiated extras
- Guest speaker at Welcome Reception Party and Conference Dinner (5 mins. presentation)

CONFERENCE PARTNER SPONSOR (unlimited):\$5,000

- Recognition as a Conference Partner Sponsor on audio visual display in main plenary room.
- One (1) full, A4 page, portrait, colour company advertisement in the conference handbook (artwork to be supplied by sponsor by the advised deadlines).
- Acknowledgement as a Conference Partner Sponsor on printed 2013 AIOP National Conference documents, including conference handbook and promotional flyers (if confirmed prior to print).
- One (1) 3m x 3m (9m²) exhibition booth including one trade registration.*
- Two (2) complimentary conference registrations, including attendance at all conference sessions, morning/afternoon teas and lunches, the Welcome Reception and the Conference Dinner.
- Company logo on conference with links to company website.
- One (1) satchel insert (supplied by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).

* Trade registrations include access to the exhibition hall, morning/afternoon teas and lunches for the duration of the conference, one ticket to the Welcome Reception, a name badge, handbook and satchel.

CONFERENCE DINNER SPONSOR (only one available):\$3,500

- Verbal acknowledgement as the Conference Dinner Sponsor during the Conference Dinner.
- Acknowledgement as the Conference Dinner Sponsor on printed 2013 AIOP National Conference documents, including conference handbook and promotional flyers (if confirmed prior to print).
- An opportunity to address guests at the Conference Dinner (5 minute presentation only).
- Company name/logo on Conference Dinner function ticket.
- Exclusive signage rights with signage prominently displayed at the Conference Dinner (pull-up banner to be supplied by sponsor by the advised deadlines).
- An opportunity to place one (1) promotional item at each place setting at the Conference Dinner (supplied by sponsor by the advised deadlines and no larger than A4 size).
- Three (3) complimentary tickets to the Conference Dinner.
- Company logo on conference website with links to company website.
- One (1) satchel insert (supplied by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).





SACHEL SPONSOR (only one available):\$3,000

- Company name/logo on Conference satchels.
- One (1) quarter, A4 page, portrait, company advertisement in the conference handbook (artwork to be supplied by sponsor by the advised deadlines).
- Acknowledgement as the Satchel Sponsor on printed 2013 AIOP National Conference documents, including conference handbook and promotional flyers (if confirmed prior to print).
- Company logo on conference website with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).

WELCOME RECEPTION SPONSOR (only one available):\$2,500

- Verbal acknowledgement as the Welcome Reception Sponsor during the Welcome Reception.
- Acknowledgement as the Welcome Reception Sponsor on printed 2013 AIOP National Conference documents, including conference handbook and promotional flyers (if confirmed prior to print).
- An opportunity to address guests at the Conference Dinner (5 minute presentation only).
- Company name/logo on Welcome Reception function ticket.
- Exclusive signage rights with signage prominently displayed at the Welcome Reception (pull-up banner to be supplied by sponsor by the advised deadlines).
- Three (3) complimentary tickets to the Welcome Reception.
- Company logo on conference website with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).





BREAKFAST WITH THE PANDAS SPONSOR (one available):\$2,500

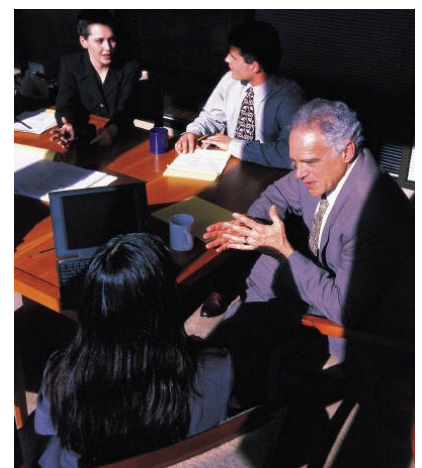
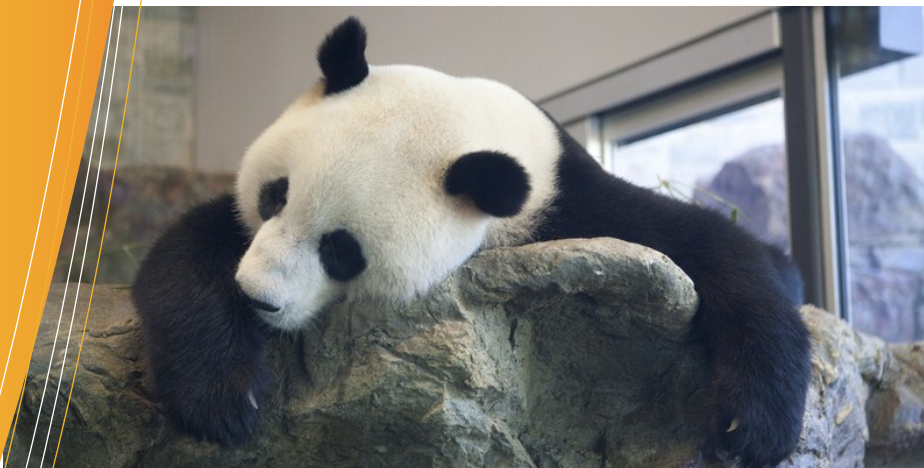
- Verbal acknowledgement as the Breakfast with the Pandas Sponsor during the Breakfast with the Pandas function.
- Acknowledgement on printed 2013 AIOP National Conference documents, including conference handbook and promotional flyers (if confirmed prior to print).
- Company name/logo on Breakfast with the Pandas function ticket.
- Exclusive signage rights with signage prominently displayed at the Breakfast with the Pandas function (pull-up banner to be supplied by sponsor by the advised deadlines).
- Two (2) complimentary tickets to the Breakfast with the Pandas function.
- Company logo on conference website with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).

INVITED SPEAKER SPONSOR (unlimited) : \$2,000

- Recognition as an Invited Speaker Sponsor on audio visual display in sponsored session.
- One (1) quarter, A4 page, portrait, company advertisement in the conference handbook (artwork to be supplied by sponsor by the advised deadlines).
- Acknowledgement as an Invited Speaker Sponsor on printed 2013 AIOP National Conference documents, including conference handbook, promotional flyers (if confirmed prior to print).
- One (1) complimentary conference registration, including attendance at all conference sessions, morning/afternoon teas and lunches, the Welcome Reception and the Conference Dinner.
- Company logo on conference with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organisation and email (subject to permission of delegate).

MORNING OR AFTERNOON TEA SPONSOR : \$2,000

- Recognition and acknowledgement on audio visual and during sponsored session
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- One (1) quarter, A4 page, portrait, company advertisement in the conference handbook (artwork to be supplied by sponsor by the advised deadlines).
- Full delegate list, with name, organisation and email (subject to permission of delegate).



EXHIBITION BOOTH PACKAGES (only 15 available) \$2,500 PER BOOTH

- One (1) 3m x 3m (9m²) exhibition booth including one trade registration * and the following features:
 - Walling: 2.4m high, white or grey (subject to availability) Velcro compatible walls
 - Fascia/Name Board: Fascia name board sign featuring computer cut-vinyl lettering in standard colours on a white corflute background will be provided for all open sides of shell scheme stands
 - Lighting: 2 x 120 watt spotlights per booth
 - Power: 1 x 5amp power point per booth
 - 1 x trestle table
 - 2 x chairs

**Trade registrations include access to the exhibition hall, morning / afternoon teas and lunches for the duration of the conference, one ticket to the Welcome Reception, a name badge, handbook and satchel.*

EXHIBITION TABLE PACKAGES : \$1,000

- One trestle table and 2 chairs
- One (1) satchel insert (not a note pad or pen, supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).

SACHEL INSERT (unlimited):\$500

- One (1) satchel insert (not a note pad or pen, supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).

CONFERENCE NOTE PAD / PEN (only one of each available) : \$500

- One (1) company note pad or pen for insertion in satchels (supplied by sponsor by the advised deadline, lightweight and no larger than A4 size).

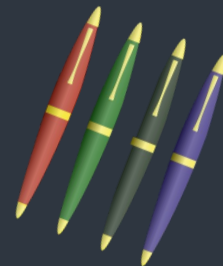


CONFERENCE HANDBOOK ADVERTISING (unlimited) FROM \$200

Organisations are invited to purchase a full, half or quarter of an A4 page (portrait) colour advertisement in the 2013 AIOP National Conference handbook. Specification and dates for receiving advertisement will be advised closer to the conference.

The handbook advertising rates are:

- ◆ Full Page \$800
- ◆ Half Page \$400
- ◆ Quarter Page \$200



Sponsorship and Exhibition Conditions

- The Australian Institute of Office Professionals, the Organising Committee and Conference Organiser; All Occasions Management, reserve the right to accept or reject any application for sponsorship at its absolute and unfettered discretion with the return of any deposit paid.
- Company advertisements and satchel inserts are subject to approval from the Conference Organising Committee.
- All sponsorship / exhibition packages are GST inclusive.
- Payment Terms – 50% deposit required prior to confirmation of sponsorship. 50% final installment required by 26 July 2013. A Tax Invoice will be sent.
- Full terms and conditions can be found on the conference website:
www.alloccasionsgroup.aiop2013.

To Confirm Sponsorship

- Should you wish to confirm sponsorship, please return the completed Acceptance Form to All Occasions Management (details listed under Sponsorship Enquires) and terms and conditions with a Tax Invoice will be forwarded for completion and approval.
- On receipt of the deposit payment, a confirmation letter will be sent highlighting further information regarding benefits, due dates, etc.
- If exhibiting, an Exhibition Kit which details information regarding booth allocation, artwork for logos and advertisements, specifications and delivery details for signage and satchel inserts will be sent at a later date. An Adelaide Convention Centre handbook and Adelaide Expo Hire handbook which contains important information such as exhibition regulations, delivery and access details, electrical testing and tagging requirements and lists of services available for hire and the necessary order forms will also be sent at a later date.

Sponsorship Enquiries

Please contact All Occasions Management to discuss sponsorship packages and opportunities available in more detail:



All Occasions Management
41 Anderson Street
Thebarton SA 5031
T: +61 8 8125 2200
F: +61 8 8125 2233
E: conference@aomevents.com
W: www.alloccasionsgroup.com





Allocation

- Sponsorship and exhibition packages, which may be limited in number, will be generally allocated to those organisations who apply earliest. Allocation of sponsorship packages and booths regardless of the preference indicated, and alteration of the floor plan is at the discretion of the Australian Institute of Office Professionals, the Conference Organising Committee and Conference Organiser, whose decision will be final.

Cancellation Policy

- Once an Acceptance Form has been received, any cancellation must be advised in writing to All Occasions Management. If the cancellation is received up to 3 months before the event an administration fee of 25% of the total price is retained.
- If the cancellation is received less than 3 months prior, no refund is applicable.

Detailed Requirements and Due Dates

- The Conference Organising Committee and Conference Organiser requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of satchel inserts or other arrangements will be sent to you in a confirmation letter at a later date with relevant due dates.
- In the event that materials, information or artwork required by the Conference Organiser are not received by the designated due date, their use for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded if this is the case.
- Logos will be requested in PDF, .jpg and .eps format, at least high resolution 300dpi. Should an alternative format be received, the Conference Organiser cannot be held responsible for the quality of the logos displayed in any of the promotional material.

Exceptional Circumstances

- The Australian Institute of Office Professionals, the Conference Organising Committee and Conference Organiser reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force as long as the sponsor/exhibitor is informed at least one month before the planned conference.
- The Australian Institute of Office Professionals, the Conference Organising Committee and Conference Organiser will use reasonable endeavours to remedy the impact of exceptional circumstances.



Exhibitor Display Rules

- The Conference Organising Committee and Conference Organiser shall determine the hours during which the exhibition shall be conducted and as to hours of access for exhibitors including variations of such times as shall be necessary.
- The exhibition booth is to be fully manned and operational and removal or change any of the areas will not commence, until after the exhibition closes on Tuesday, 3 September 2013.
- No advertising material, such as banners, are allowed outside the designated booth area.
- Excessive noise that inconveniences other exhibitors or the conference will not be allowed. The Conference Organising Committee and Conference Organiser will be the judges as to whether there is an annoyance.
- No obstruction of any form will be allowed in the aisles and walkways.
- While companies are encouraged to pursue novel methods of attracting people with their stand, practices disadvantaging other companies or detracting from the exhibition will be discouraged.
- The sponsor / exhibitor will acknowledge that the Conference Organising Committee, Conference Organiser and Adelaide Convention Centre will not be responsible for any loss or damage to the sponsor's / exhibitor's property and that all exhibitor material and equipment is the sole responsibility of the exhibitor.

GST

- All amounts stipulated in this agreement include goods and services tax (GST) of 10%.

Liability / Insurance

- In the event of industrial disruptions or natural disasters, the Australian Institute of Office Professionals, the Organising Committee, and All Occasions Group (encompassing All Occasions Management and Travelscene at All Occasions) cannot accept responsibility for any financial or other losses incurred by the delegates.
- The Australian Institute of Office Professionals, the Organising Committee and the All Occasions Group take no responsibility for injury or damage to persons or property occurring during the 2013 AIOP National Conference. All insurance, including medical cover, or expenses incurred in the event of the cancellation of the 2013 AIOP National Conference is the individual delegate's responsibility.



- Attendees are encouraged to choose a travel insurance policy that includes loss of fees/ deposits through cancellation of your participation in the 2013 AIOP National Conference, or through the cancellation of the 2013 AIOP National Conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The Australian Institute of Office Professionals, the Organising Committee, and All Occasions Group will take no responsibility for any participant failing to insure.
- The sponsor/exhibitor is responsible for all personal injury, damage to property or other losses, liabilities or claims arising in connection with the sponsor's/exhibitor's participation at the 2013 AIOP National Conference. The sponsor/exhibitor will indemnify the Organisers in respect of any losses, liabilities or claims in respect thereof. The sponsor/exhibitor agrees to participate at its own risk and to take out adequate insurance in respect of all such losses, liabilities and claims.
- The Australian Institute of Office Professionals, The Adelaide Convention Centre, All Occasions Group and the Organising Committee will take all reasonable precautions, to ensure the building is secure. To assist us, all persons attending the 2013 AIOP National Conference must wear the official 2013 AIOP National Conference name badge at all times.

Partnerships

- Nothing contained in this agreement will be deemed to constitute a partnership, joint venture or agency relationship between you and the Australian Institute of Office Professionals and/or the Conference Organisers and you must not do anything where you will, in any way, be represented that you are a partner of the Australian Institute of Office Professionals and/or the Conference Organisers.

Sponsorship and Exhibition Packages

- Sponsorship Proposal current as at November 2012.
- Please refer to the sponsorship packages in this Proposal for outlined benefits. Any variations to the description of each package must be as agreed in writing with the Conference Organiser. Sponsorship and exhibition entitlements will not commence until the Acceptance Form and deposit is received by the Conference Organiser.

Trade Registrations

- Trade registrants are not permitted to attend conference sessions or social functions unless the relevant tickets are offered as part of the particular sponsorship or exhibition package. However, should trade registrants wish to attend the conference as a delegate or attend social functions, the appropriate registration form must be completed and forwarded to the Conference Organisers together with the applicable registration fee.
- Specific sponsor/exhibitor registration forms will be sent at a later date.

Venue

- The sponsor/exhibitor and the servants, agents, contractors and invitees of the sponsor/exhibitor are also to observe the rules, regulations and procedures as prescribed by the Adelaide Convention Centre.

Sponsorship Acceptance Form

Should you wish to confirm sponsorship, please return this form to All Occasions Management on conference@aomevents.com or fax +61 8 125 2233

Contact Person (all correspondence will be forwarded to this person):

First Name _____

Surname _____

Position _____

Organization _____

Address _____

Suburb _____

State _____ Postcode _____

Phone _____

Fax _____

Email _____

Level of Sponsorship

All amounts are in Australian dollars and include GST, unless indicated otherwise.

- | | |
|--|----------|
| <input type="checkbox"/> Conference Naming rights | \$10,000 |
| <input type="checkbox"/> Conference Partner | \$5,000 |
| <input type="checkbox"/> Conference Dinner | \$3,500 |
| <input type="checkbox"/> Satchel | \$3,000 |
| <input type="checkbox"/> Welcome Reception | \$2,500 |
| <input type="checkbox"/> Breakfast with the Pandas | \$2,500 |
| <input type="checkbox"/> Invited Speaker | \$2,000 |
| <input type="checkbox"/> Exhibition Booth | \$2,500 |
| <input type="checkbox"/> Exhibition Table | \$1,000 |
| <input type="checkbox"/> Satchel Insert | \$500 |
| <input type="checkbox"/> Morning/Afternoon Tea Sponsor | \$2,000 |
| <input type="checkbox"/> Conference Note Pad/Pen | \$500 |

Conference Handbook Advertising

- | | |
|---------------------------------------|-------|
| <input type="checkbox"/> Full Page | \$800 |
| <input type="checkbox"/> Half Page | \$400 |
| <input type="checkbox"/> Quarter Page | \$200 |

\$ _____

Your signature below is taken as authorised acceptance of the sponsorship entitlements as per the Sponsorship Proposal and acceptance of the terms and conditions. Full terms and conditions can be found on the conference website: www.aomevents.com/AIOP2013.

Signed _____

Date _____

