

The Complexity of Caring

24th August 2019, InterContinental Sydney Double Bay

INVITATION

I am writing on behalf of the Australian Day Surgery Nurses Association (ADSNA) to invite you to attend the 2019 National Conference at the InterContinental Sydney Double Bay on the 23rd and 24th August 2019. Our Conference is titled "Complexity of Caring".

The Australian Day Surgery Nurses Conference attracts delegates from across Australia and New Zealand, and addresses topics that are relevant, informative and provocative. The Nurses who attend are from all disciplines within the day surgery setting and although the majority are clinical nurses we also attract, CEO's, Directors of Nursing, Quality Consultants and Clinical Product Advisors.

I would like to take this opportunity to warmly invite you to attend the conference as a sponsor, giving you the opportunity to present and showcase your products in the Trade Display Hall.

We all thank you for your continued support to all our members and look forward to seeing you at the Conference.

Kind Regards

Sue, Sonia and Melanie
Trade Liaison ADSNA
trade.nswdsna@gmail.com

ABOUT ADSNA

ADSNA, in partnership with the states, promotes the open exchange and dissemination of knowledge, expertise and developments in all areas of Day Surgery through networking, collaboration, communication and support.

The Objectives of ADSNA:

1. To maintain professional associations with national and international organisations
2. To provide a climate which fosters good fellowship and networking between members
3. To encourage research into all areas of Day Surgery Nursing
4. To develop and recommend Day Surgery Best Practice Guidelines and provide expert advice to government and other relevant regulatory agencies.

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ADSNA CONFERENCE ORGANISING COMMITTEE

QUEENSLAND

Jo Sligar	Treasurer	treasurer@adsna.info
Karen McMillan	Secretary	secretary@adsna.info

WESTERN AUSTRALIA

Claire Kennedy	President	president@adsna.info
Penny Reed	Marketing	marketing@adsna.info
Gillian Rimmer		

NEW SOUTH WALES

Tanya Bennett	Journal Editor	journal_editor@adsna.info
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SOUTH AUSTRALIA

Natasha Pearce	Journal Assistant	ecotash@live.com.au
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VICTORIA

Nicole O'Brien	Website Liaison	website@adsna.info
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WHY SPONSOR ADSNA 2019

- Sponsorship provides an excellent opportunity to promote your name, to support your brands and to maintain a high profile within the industry before, during and after the event.
- Participants are keen to improve their skills and knowledge. Aligning your product and company to professional development of our members demonstrates your commitment to the industry.
- Sponsorship provides you with an opportunity to consolidate corporate relationships and expose your staff to their key markets.
- Your representatives can mix informally with professionals from around Australia.
- Your company's involvement, commitment and support for ADSNA 2019 will be widely acknowledged as outlined in this proposal.
- Your company will benefit significantly from exposure to a keenly interested, relevant and, above all, influential audience in an educational environment away from the competition of everyday distractions.
- Sponsorship contributes to the promotion, planning and operation of the conference, reducing the overall cost of managing and staging the event and enabling a higher level of participation by delegates.
- The cost of sponsorship is a legitimate tax deductible expense.

All prices quoted in this prospectus are quoted in Australian Dollars and **exclude** the Australian Goods and Services Tax (GST).

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ADSNA CONFERENCE SECRETARIAT

Early confirmation of your sponsorship will ensure a higher level of exposure. An extensive promotional campaign including advertisements, direct mail campaigns, email broadcasts and web exposure will be implemented in the lead up to ADSNA 2019 and the opportunity exists for your company to be represented as a key supporter of the event well in advance of the event.

For further enquiries please contact Mary Sparksman & Jayme Wagner from the ADSNA Conference Secretariat, YRD Event Management. Mary & Jayme are happy to assist you with any enquires that you may have in relation to the upcoming Conference.

Mary Sparksman & Jayme Wagner

ADSNA Conference Secretariat

PO Box 717, Indooroopilly QLD 4038

P 07 3368 2422 | F 07 3368 2433 | E adsna@yrd.com.au

CONDITIONS OF SPONSORSHIP

Please note that the details in this document are correct at the time of printing. The Conference committee or event organisers do not accept responsibility for any changes that may occur. It should be understood that the sponsor is not paying for any entertainment expenditure incurred which may be incidental to the activities of the meeting. On this basis, all sponsorship monies should be tax deductible. Opportunities will be issued in order of receipt of sponsorship application form.

SPONSORSHIP OPPORTUNITIES

Sponsors will receive acknowledgements, benefits and entitlements according to the level of sponsorship contribution they choose. Sponsors will receive priority in the allocation and location of exhibition table tops in order of their level of participation. Exhibitors will be allocated their preferred table top, subject to availability and in order of receipt of the confirmation form and payment. Your total contribution will determine your recognition level as follows:

Prices are exclusive of 10% GST

COFFEE CART SPONSORSHIP

Price on application

Entitlements:

- Naming rights of the coffee cart (coffee cart supplied by venue)
- Acknowledgement as the Coffee Cart Sponsor on the conference website with hyperlink to Company website
- Acknowledgment as the Coffee Cart Sponsor in the program handbook and on the conference app
- Two complimentary full delegate registrations
- 1 exhibition table top
- Acknowledgement at the Opening and Closing sessions
- Signage displayed at the coffee cart (dimensions on confirmation, sponsor to supply)
- Opportunity to insert company promotional material (brochure) into delegate satchels
- Delegate list prior to and immediately after ADSNA 2019 (subject to privacy laws)
- Opportunity to have branded coffee cups or cup slips (Sponsor to supply)

EXHIBITION TABLE TOP

AUD\$1,200.00

The Organisers are planning an exhibition in conjunction with the meeting. The exhibition will be open to delegates during morning tea, lunch and afternoon tea. The area will ensure that exhibitors get maximum exposure and extensive opportunities for networking with delegates.

Each booth includes:

- 1 Table, clothed and skirted with two chairs
- Power outlet
- Company description and logo listed in the program book
- Two complimentary trade registrations including access to the exhibition area for the conference with morning tea, afternoon tea and lunch
- Delegate list provided two weeks prior and two weeks after the meeting (subject to privacy regulations)

CONDITIONS OF PAYMENT

All payments are to be payable to **YRD (Aust) ADSNA Account**

Method of Payment

1. Tax Invoice - upon request an invoice will be raised for payment.
2. Direct bank transfer - please contact the ADSNA 2019 Conference Secretariat via email at adsna@yrd.com.au or telephone 07 3368 2422 for bank account details. Please forward notification of transfer to accounts@yrd.com.au.
3. Company cheque - Australian companies only.
4. Credit card - Visa, MasterCard and Amex accepted (surcharges apply)

Cancellation

After the official booking has been accepted by the ADSNA 2019 Conference Secretariat the Exhibitor will not withdraw, cancel, alter or reduce in any way their Agreement. However, the Organiser may, in its sole discretion, grant partial refunds to Exhibitors who give the Organiser written notice of their intention to withdraw from the Exhibition as follows:

Months' written notice before start of Exhibition Refund

- i) More than 3 months - 50%
- ii) More than 2 months to 3 months – 25%
- iii) 2 months or less - 0%

Any refunds of monies paid will be made after the meeting but not later than 6th November 2019. The company will not be entitled to any interest that the organiser may have derived from deposits made by the company. All bank charges, including senders and receiver's charges, resulting from a refund related to cancellation of a sponsorship items will be passed on to the sponsor/exhibitor.

MORE INFORMATION

For all queries regarding sponsorship and exhibition please contact:

Mary Sparksman & Jayme Wagner

ADSNA Conference Secretariat
C/- YRD Event Management
PO Box 717
Indooroopilly QLD 4068
P: 07 3368 2422
F: 07 3368 2433
E: adsna@yrd.com.au

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APPLICATION TO SPONSOR ADSNA CONFERENCE 2019

Please print clearly and keep a photocopy of this form for your records. Forward this form and payment by post or fax to:

ADSNA 2019 Conference Secretariat
 PO Box 717, Indooroopilly QLD 4068 | P 07 3368 2422 | F 07 3368 2433 | E adsna@yrd.com.au
 Upon payment of fees, a tax invoice will be forwarded
 ABN: 90 990 371 267

To confirm your company's participation at the ADSNA 2019 Conference, please complete the details below:

Company Name: _____

Contact Person: _____ Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

All prices below are in Australian dollars and are **exclusive** of GST, please add 10%.

Yes, we would like to participate as the following sponsor of this conference (please tick):

Coffee Cart **Price on application** **Exhibition Table Top** **\$1,200.00 + GST**

A tax invoice will be sent upon receipt of your application form.

- Cheque / international bank draft payable to YRD (Aust) 'ADSNA Account' must be in Australian dollars free of all charges and payable on an Australian bank. Faxed forms will not be accepted for cheque payments.
- Electronic Funds Transfer (EFT). Please contact ADSNA 2019 Conference Managers via email adsna@yrd.com.au for bank account details.
- Credit card - Visa, MasterCard and Amex (1.7% surcharge will be added for Visa, MasterCard and AMEX)

Total Sponsorship: \$ _____ (plus surcharge)

Credit Card Number: / / /

Expiry Date: / CVC:

Name on Card: _____ Signature of cardholder: _____

I have read the Sponsorship Prospectus document, understand the entitlements offered, and agree to be invoiced a total of \$ _____ (to include \$25 if paying by international bank transfer) for the items selected above.

I have read and agree to the attached terms and conditions Yes (please tick)

Signature: _____ **Date:** _____

TERMS AND CONDITIONS

1. Definitions

'Agreement' means an agreement made in accordance with the Exhibitor Space Agreement and Contract Form.

'Co-Exhibitor' means any person, firm, body corporate, unincorporated association or authority that is exhibiting their own products or services on the table top of an Exhibitor and includes all employees, agents and representatives of such person, firm, body corporate, unincorporated association or authority.

'Exhibition' means the event, "ADSNA 2019 Conference", which will take place in Gold Coast, Australia 23rd – 24th October 2019.

'Exhibitor' means any person, firm, body corporate, unincorporated association or authority that is allocated space by the Organiser in the Exhibition and includes all employees, agents and representatives of such person, firm, body corporate, unincorporated association or authority.

'Organiser' means NASOG and its employees, agents and representatives.

2. Agreement for Participation and Acceptance

a) A binding contract comes into existence in accordance with the Agreement and these Terms and Conditions upon the Organiser's acceptance of the Agreement.

b) The Organiser may reject any Agreement or accept such Agreement in respect of a reduced display space or different table top location or both.

c) Upon acceptance of an Agreement, the Exhibitor will be granted a non-exclusive licence to exhibit at the Exhibition with no right to grant sub-licences.

d) The Organiser reserves the right to alter, at any time, the size, shape or position of the floor plan as may be necessary for the best interests of the Exhibition. The Organiser will reduce the fee payable by any Exhibitor whose display space is reduced.

e) Exhibits must, in the Organiser's opinion, fall within the scope of the Exhibition. No other exhibits or products are to be displayed without the prior written consent of the Organiser.

3. Rental of Table Tops, Design and Signs

a) The fee does not include the following: connections for electricity, water, gas, waste, compressed air, loading and handling equipment and staff, advertising catalogue or handbill, telephone, insurance, electric current, cleaning of exhibits or any State and Federal taxes levied on this agreement including stamp duty, unless otherwise stated by the Organiser in writing.

b) The design of all exhibits and their weight and character is subject to the prior approval of the Organiser. The Organiser may, at the Exhibitor's expense, remove or alter any table top or exhibit that does not meet with the Organiser's approval.

c) The Exhibitor must have their display space ready, with all exhibits completed and available for display by the time specified by the Organiser before the opening of the Exhibition.

d) The Exhibitor is, at all times during the Exhibition:

- i) Required to keep their table top open to view and properly staffed by competent representatives.
- ii) Responsible for the maintenance of their table top and display space in a clean and tidy condition.
- iii) Required to conduct any business from their display space only and to keep passageways in front of their display space free from obstruction.
- iv) Prohibited from disposing of or parting with stock on display for cash payment (including food, drink, tobacco or promotional aides), unless prior written consent is obtained from the Organiser.
- v) Prohibited from holding or allowing to be held an auction, lottery, game of chance or sideshow.
- vi) Prohibited from sublicensing, sharing or parting with possession of their display space.
- vii) Prohibited from operating any type of machinery or equipment at a sound level, which in the Organiser's sole opinion, is likely to cause nuisance or annoyance to other Exhibitors or visitors.
- viii) Prohibited from doing anything, which, in the opinion of the Organiser, may bring discredit upon the Exhibition.

e) The Organiser will send the Exhibition Information Manual to all Exhibitors. The Exhibition information manual forms an integral part of these Terms and Conditions.

f) Handbills, advertisements and printed matter are subject to the prior approval of the Organiser.

g) The Organiser reserves all photographic rights in relation to the Exhibition.

h) No article of a dangerous character can be taken in to the Exhibition except with the Organiser's prior written approval.

i) The Organiser reserves the right to refuse any person admission to the Exhibition without assigning any reason. The Exhibitor will ensure that passes, which will be supplied to their staff on request, are not misused or lent to other persons.

4. Co-Exhibitors

a) The Exhibitor must ensure that Co-Exhibitors make a written agreement to the Organiser. Such agreement will be subject to the rules specified in clause.

b) Co-Exhibitors will be bound by the terms of the relevant Exhibitor's Agreement and these Terms and Conditions, with the necessary changes.

c) The Exhibitor may not assign its rights under this agreement without the Organiser's prior written consent.

d) The Exhibitor is liable for any default on the part of a Co-Exhibitor.

5. Terms of Payment

a) The Exhibitor must pay the fee on the due date set out in the Agreement.

b) The Exhibitor's agreement will be terminated if the Exhibitor defaults in the payment of the fee by the dates specified in the Agreement. The Exhibitor will not be entitled to any form of compensation whatsoever, whether for loss of profits or otherwise.

6. Withdrawals

The Exhibitor will not withdraw, cancel, alter or reduce in any way their Agreement. However, the Organiser may, in its sole discretion, grant partial refunds to Exhibitors who give the Organiser written notice of their intention to withdraw from the Exhibition as follows:

Months' written notice before start of Exhibition Refund

- i) More than 3 months - 70%
- ii) More than 2 months to 3 months - 20%
- iii) 2 months or less - 0%

7. Movement of Exhibits

a) The Exhibitor will bear the responsibility and expenses for:

- i) The transport of exhibits to the Exhibition venue;
 - ii) The security of the table top and exhibits; and
 - iii) The storage and warehousing of the exhibits, subject to the approval of the Organiser.
- b) The Exhibitor will follow the Organiser's directions about access to the Exhibition venue, the use of particular entrances and exits, the delivery and removal of exhibits at particular dates and times and the short and long term parking of vehicles.
- c) The Exhibitor will ensure that no exhibit is removed from the Exhibition venue before the conclusion of the Exhibition.

8. Insurance and Indemnity

a) Exhibitors will obtain insurance, including public liability insurance, to the reasonable satisfaction of the Organiser for the period from the date of this agreement until all of the Exhibitor's table tops and exhibits have been properly removed to the satisfaction of the Organiser. The Exhibitor will, on demand, provide to the Organiser evidence of the Exhibitor's insurance coverage. The exhibitor will not be allowed to exhibit without proof of insurance.

b) The Exhibitor will indemnify the Organiser against any cost, claim, liability, loss, damage, proceeding and expense whatsoever to which the Organiser, its directors, officers, contractors, employees and agents are in any way subject arising from or in connection an act or omission of the Exhibitor (or of any Co-Exhibitor, contractor, director, officer, employee, or agent of the Exhibitor) including, without limitation, liability in relation to personal injury, damage to or theft of property, or economic loss.

c) The Organiser will not be liable in any way whatsoever for any cost, claim, liability, loss, damage, proceeding and expense whatsoever arising from or in connection with the Exhibition or the Exhibitor, including, without limitation, liability in relation to personal injury, damage to or theft of property, economic loss, any conditions or restrictions that affect the construction, erection, completion, alteration or dismantling of a table top or exhibit, the failure of any service at the Exhibition venue and the cancellation or part-time opening of the Exhibition either as a whole or in part.

9. Damage to the Exhibition Venue

The Exhibitor will take good care of and will not cause any damage or permit or suffer any damage to be done to the Exhibition venue or to any part or parts thereof or to any fittings, equipment or other property therein. The Exhibitor will make good and compensate the owner of the Exhibition venue for damage (including accidental damage and damage by fire) caused by any act or omission of the Exhibitor or other persons arising from or in connection with the use of the Exhibition venue by the Exhibitor.

10. Compliance

The Exhibitor will comply with all applicable laws and regulations and all reasonable directions from the Organiser and the owner of the Exhibition venue.

11. Default

Any breach of this agreement by the Exhibitor will result in the exclusion of the Exhibitor from the Exhibition, and the Organiser may, at the Exhibitor's expense, remove the Exhibitor's table top and exhibits from the Exhibition, and the Exhibitor will have no right to claim compensation or demand refund of the fee, loss or expenses, nor shall the Exhibitor be released from their contractual obligations. All exhibits are subject to a general lien in favour of the Organiser for sums, whether for unpaid fees or otherwise, due from the Exhibitor to the Organiser. Time is of the essence in this agreement.

12. Force Majeure

If the holding of the Exhibition or the supply of any services in relation to the Exhibition is prevented, delayed or abandoned by strikes, riots, lockouts, trade disputes, acts of restraint of foreign governments or other causes not within the control of the Organiser then it is agreed that the Organiser will not be held responsible for any loss of trade or profit consequent upon such cause.