



# ANZAED

AUSTRALIA & NEW ZEALAND  
ACADEMY FOR EATING DISORDERS



**20 Years  
of ANZAED:**  
Broadening  
our Horizons

## Sponsorship, Business and Exhibition Form

### Personal Details

Please note all correspondence including invoices will be sent to the contact supplied below.

Company Name

Contact Person

Position

Email

Telephone

Fax

Address

State

Postcode

Country

Website

### Sponsorship Opportunities

Please tick appropriate box. All sponsorship prices are in AUD and inclusive of 10% GST (Goods and Services Tax).

- Diamond Partner (Limited Opportunities) \$15,000
- Gold Partner (Limited Opportunities) \$7,000
- Silver Partner \$3,500

#### Educational Opportunities

- Keynote Session \$3,500
- Plenary Session \$3,500
- Breakfast Session \$3,300

#### Delegate Services

- Coffee Zone \$6,600
- Conference Satchel \$3,300

#### Advertising Opportunities

- Conference Program - Full Page Advert \$1,000
- Conference Program - Half Page Advert \$500
- Satchel Insert - 1 x Insert into Satchel \$800

#### Exhibition Partnership

- Table Top Display \$2,800
- Charging Station \$1,800

Priority of placement within the exhibition will be offered to sponsors first and then sold in accordance with the date of application receipt.

#### ANZAED Business Partnerships

- Annual ANZAED Partner \$7,700
- Educational Support Grant POA

For ANZAED Sponsorship, Business & Exhibition Partnerships, please contact:

#### Rini Das

Operations Manager  
ANZAED

E: Sponsorship@anzaed.org.au

T: Australia (+61) 491 134 289

New Zealand (+64) 9887 0552



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## Sponsorship, Business and Exhibition Form

### Conditions of Payment

- Payment of a 50% deposit is required upon confirmation of your sponsorship and exhibition selections. The balance owing will be due 4 months prior to the event commencing.
- Failure to pay your sponsorship and exhibition invoice may result in your sponsorship item or exhibition stand being released for sale.

Application forms may be emailed or mailed to the contact listed below. A tax invoice will be sent upon receipt of your application form.

### Tick Appropriate Box

- I wish to pay by bank transfer. Bank details will be supplied on your tax invoice issued with confirmation
- I wish to pay by credit card:  Visa  MasterCard

Credit Card Number  Expiry Date  /

Card Holder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Please Note:

- Please tick this box if you do NOT wish to receive Conference updates via email.

### Forward Completed Application Forms To:

**ANZAED 2022 Partnership and Exhibitions**

E: Sponsorship@anzaed.org.au

T: (+61) 491 134 289

# Terms and Conditions of Contract

## The Contract

1. The term "Organiser" refers to Australia & New Zealand Academy for Eating Disorders Inc. (ANZAED) and includes associations, corporate and government bodies who have engaged ANZAED as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identified in the Application Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Exhibitor when the Organiser accepts the signed Application Form and receives a minimum of 50% of the total owing as a deposit. The Organiser will then issue a confirmation letter to the Exhibitor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

## The Application

5. An official Exhibition Application Form must be received to reserve space.
6. Sponsors and Exhibitors involved in the promotion or sale of pharmaceutical products may be required to complete the ANZAED "Pharmaceutical Product Information Form."
7. The Organiser reserves the right to refuse application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition.

## Obligations and Rights of the Organiser

8. The decision of the Organiser is final and decisive on any question not covered in this contract.
9. The Organiser agrees to hold the exhibition however, reserves the right to convert the conference to a partial or fully online event, or to postpone the conference to another date, utilising the right only when circumstances necessitate such action and without any liability to the Organiser.
10. The Organiser agrees to promote the exhibition to maximise participation.
11. The Organiser agrees to allocate the Exhibitor an exhibition space as close as possible to their desired location.
12. The Organiser reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organiser.
13. The Organiser reserves the right to change the exhibition floor layout if necessary.
14. The Organiser is responsible for the control of the exhibition area only.
15. The Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
16. The Organiser agrees to provide the Exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of the Exhibitor.
17. The Organiser has the right to take action based on verbal or written directions including those contained in the Exhibition Manual. This is to ensure that all laws in connection with the exhibition are complied with, to prevent damage to person or property and to maximise the commercial success of the exhibition.
18. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
19. The Organiser reserves the right to specify the size and style of display areas.
20. The Organiser reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the exhibition.
21. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.

22. The Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a purchased or complimentary entry permit.
23. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
24. The Organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The exhibitor agrees to abide by these.
25. The Organiser will arrange security onsite during the period of the exhibition but will accept no liability for loss or damage.
26. The Organiser will arrange for daily cleaning of aisles outside the exhibition open hours.

## Obligations and Rights of the Exhibitor

27. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
28. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
29. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
30. The Exhibitor must comply with all directions/ requests issued by the Organiser including those outlined in the Exhibition Manual.
31. The Exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
32. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Exhibitor will promptly remove all exhibits, tools and other materials. If the Exhibitor fails or refuses to do so, the Organiser will make arrangements for this to be done by an external party at a cost to be paid by the Exhibitor.
33. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
34. Plans for any custom designed exhibits will need to be submitted to the Organiser for approval. The Exhibitor will be asked by the organiser to submit plans and visuals of any custom designed exhibits to the Organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building. A valid Insurance Certificate of Currency for independent exhibition contractors will also be submitted prior to the Organiser granting this company access to the exhibition area.
35. The Exhibitor is responsible for all items within their allocated exhibition space.
36. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the Organiser if flammable or dangerous materials are required for the success of the exhibit.
37. The Exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the Organiser. In any case all permanent damage will result in the Exhibitor being invoiced for all repairs.
38. The Exhibitor Acknowledges that it is their responsibility to arrange delivery, storage and pick-up of materials during a time specified by the Organiser. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified or on return.
39. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
40. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the Organiser.

## Storage of goods

41. Unless otherwise communicated storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.

## Insurance and Liability

42. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser.
43. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
44. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
45. The Organiser shall not be liable for any loss, which exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.
46. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

## Payment & Cancellation

47. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and NO refund will be made. NO exhibitor shall occupy allocated exhibition space until all monies owing to the Organiser by the Exhibitor are paid in full.
48. In the event that the Exhibitor fails to occupy their allocated exhibition space at the agreed time or shortly after, without notice, the Organiser is authorised to occupy this space in any manner deemed to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.
49. If the Exhibitor wishes to cancel their participation a request must be submitted to the Organiser in writing. Exhibitor cancellations and refunds will be administered as follows:
  - a. If notice of cancellation is received 12 months or more before the first day of the exhibition, the Exhibitor will be entitled to a 75% refund on funds due at the time of cancellation.
  - b. If notice of cancellation is received between 6 and 12 months before the first day of the exhibition, the Exhibitor will be entitled to a 50% refund on funds due at the time of cancellation.
  - c. If notice of cancellation is received less than 6 months before the first day of the exhibition, the Exhibitor will not be entitled to a refund.
  - d. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor may be invoiced for the difference to satisfy the above cancellation and refund policy.
50. Table Display availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

*Terms & Conditions of Contract Reviewed September 2021.*