

Sponsorship & Exhibition
Prospectus

Pullman
Reef Hotel
CAIRNS

27-28 JULY 2024

 **CONFERENCE**



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ACA Conference 2024



27-28 July 2024

Pullman Reef Hotel Cairns

The ACA Conference 2024 is an educational event that is primarily aimed at chiropractors. With extensive sponsorship opportunities and a large exhibition display, ACA Conference 2024 will enable your organisation to showcase your products and services at what is Australia's leading chiropractic professional conference.

Don't miss out on being involved with ACA Conference 2024 in this unequalled opportunity for your organisation.

SPONSORSHIP OPPORTUNITIES 4

EXHIBITION OPPORTUNITIES 7

The Venue

ACA Conference 2024 will be held at the **Pullman Reef Hotel, 35-41 Wharf Street, Cairns QLD, 4870.**

With its exceptional location, Pullman Reef Hotel Cairns offers guests the ideal opportunity to explore the wonders of Tropical North Queensland.

Dates

FRIDAY 26 JULY 2024

- Exhibition Bump In

SATURDAY 27 JULY 2024

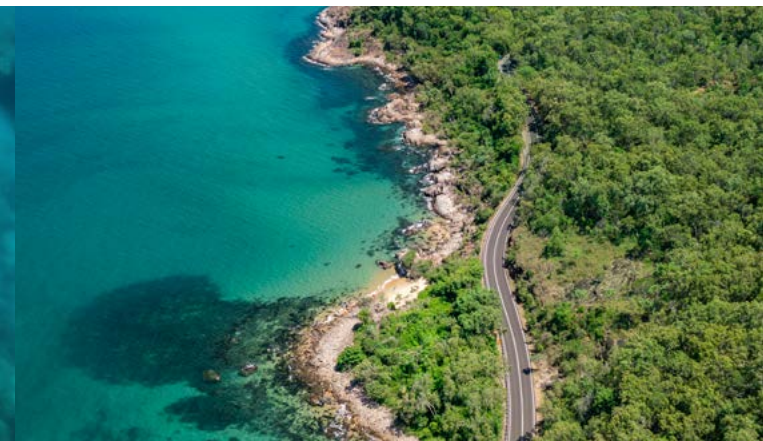
- Conference Day One
- Conference Dinner

SUNDAY 28 JULY 2024

- Conference Day Two
- Exhibition Bump Out
- Closing Ceremony

Dates and times in this prospectus are a guide only.

Exact bump in/out times will be confirmed closer to the event date.



Exhibition

A feature of ACA Conference 2024 is the networking that takes place several times each day within the exhibition area.

The exhibition will be held in the exhibition area on Level 2 of the Pullman Reef Hotel for the entire conference, commencing with bump-in on Friday 26 July 2024 and closing on Sunday 28 July 2024, giving exhibitors the unique opportunity to market, advertise and promote to Australia's chiropractic profession attending the event.

To maximise trade representative and delegate interaction, the Saturday and Sunday lunches and all refreshment breaks, including arrival tea/coffee, during the conference period will be served in the exhibition area.

Exhibition Hours

SATURDAY 27 JULY 2024

7.30am - 5.00pm

SUNDAY 28 JULY 2024

8.00am - 2.30pm

Morning tea Sat/Sun	10.30am - 11.00am
Lunch Saturday	12.00pm - 1.00pm
Afternoon tea Saturday	3.00pm - 3.30pm
Lunch Sunday	1.30pm - 2.30pm

**The above times are a guide only and will be confirmed closer to the conference date.*

SPONSORSHIP Opportunities

	Sponsorship Options						Exhibition Options	
	Major SOLD	Keynote Speaker	Gold SOLD	Silver	Dinner	Bronze	Exhibition Booth Single	Exhibition Booth Double
Price AUD incl. GST	AUD \$22,000	AUD \$17,000	AUD \$11,000	AUD \$8,000	AUD \$12,000	AUD \$5,500	AUD \$3,300	AUD \$4,600
Available Opportunities	1	1	1	1	1	3	7	4
Exhibition Area (metres)	4.8 x 2.4	4.8 x 2.4	2.4 x 2.4	2.4 x 2.4	2.4 x 2.4	2.4 x 2.4	2.4 x 2.4	4.8 x 2.4
Complimentary Delegate Registration	2	2	1	1	1	1	1	1
Complimentary Dinner Registration	2	1	1	1	2	-	-	-
Recognition – Conference Website	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo	Hyperlinked Logo
Recognition – Conference Programme	Logo on Front/Back Page	Logo on Sponsor Page	Logo on Sponsor Page	Logo on Sponsor Page	Logo on Sponsor Page	Logo on Sponsor Page	-	-
Recognition – Conference Signage	Logo	Logo	Logo	Logo	Logo	Logo	-	-
Advertisement in Conference Programme	Full Page	Full Page	Full Page	Half Page	Half Page	Half Page	-	
E-Brochure Insert	Included	Included	Included	Included	Included	Included	Included	Included

SPONSORSHIP *Booking Form*

Complete the form below to express your interest in taking out sponsorship at ACA Conference 2024. Forms can be returned by email or phone Debbie Kelly, Events Coordinator on (02) 8844 0415.

Company Details

- Major Sponsor
- Keynote Speaker Sponsor
- Gold Sponsor
- Silver Sponsor
- Dinner Sponsor
- Bronze Sponsor
- Exhibition Booth (booking form on page 8)

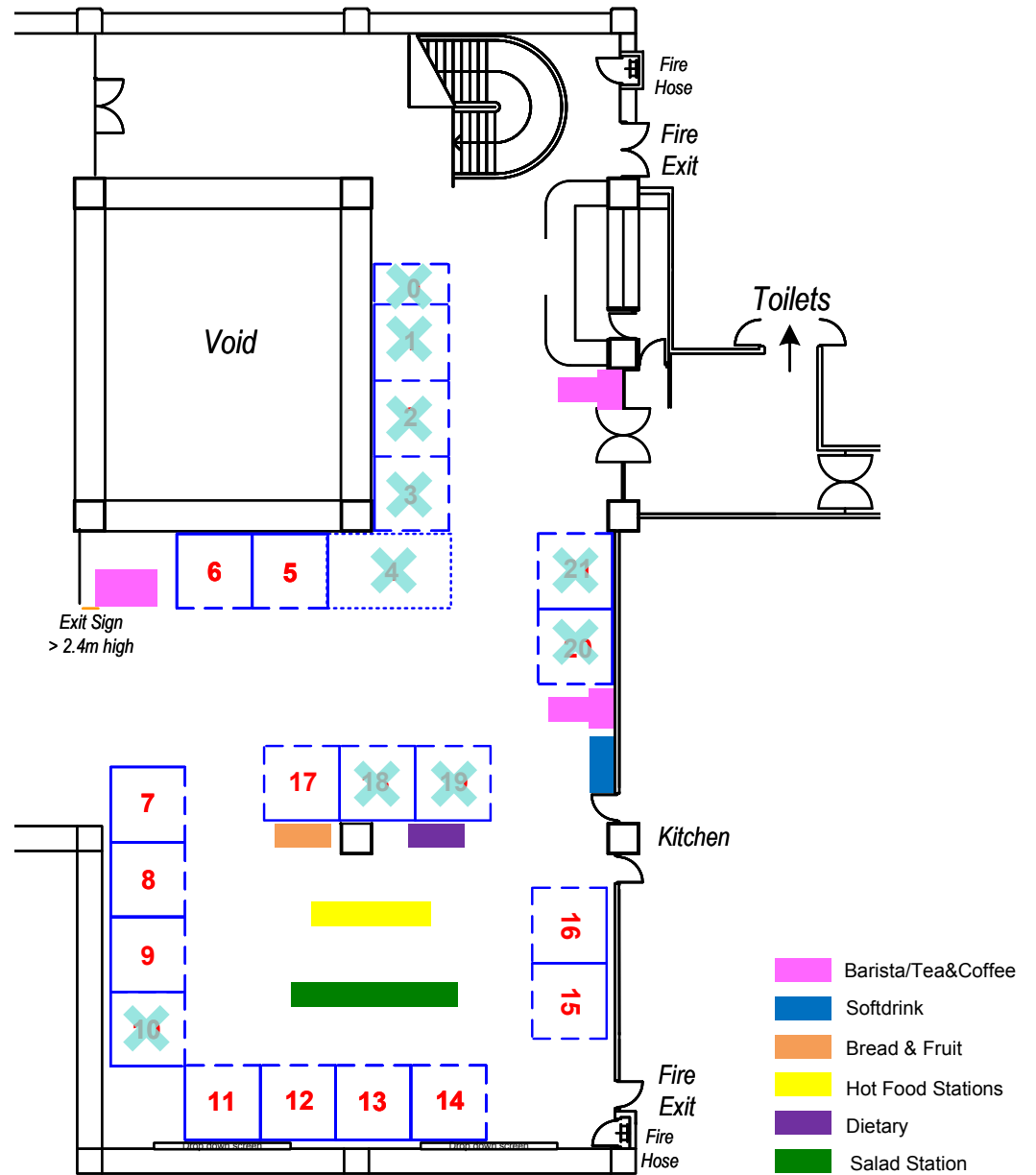
Company Details

Organisation name: _____
Contact name: _____
Postal address: _____
Town: _____ State: _____ Postcode: _____
Phone: _____
Fax: _____
Mobile: _____
Email: _____
Website: _____

COMPANY DETAILS

-  PO Box 255 Parramatta NSW 2124
-  (02) 8844 0415
-  events@chiropractors.org.au

EXHIBITION Floor Plan



EXHIBITION *Options*

Single Booth **\$3,300**
2.4 x 2.4

Inclusions:

- White Octanorm booth 2.4m x 2.4m x 2.4m with white melamine infill panels. Fascia signage – Digital print fascia sign featuring white lettering on single colour.
- One spotlight mounted onto fascia board.
- One 240V/4amp general purpose outlet.
- Exhibitor listing within the delegate handbook.
- To help with our carbon footprint the ACA Conference 2024 will offer a virtual bag which means company flyers will be emailed to attendees prior to the event.
- Single Booth – Catering for 1 staff member.

EQUIPMENT HIRE

Furniture is available for hire through NQ Exhibition.
Further information will be sent via email.

Double Booth **\$4,600**
4.8 x 2.4

Inclusions:

- White Octanorm booth 4.8m x 2.4m x 2.4m high white melamine infill panels.
- Fascia signage – Digital print fascia sign featuring white lettering on single colour.
- Two spotlights mounted onto fascia board.
- Two 240V/4amp general purpose outlet.
- Exhibitor listing within the delegate handbook.
- To help with our carbon footprint the ACA Conference 2024 will offer a virtual bag which means company flyers will be emailed to attendees prior to the event.
- Double Booth - Catering for 2 staff members.

HOW TO BOOK A BOOTH

To become an exhibitor simply complete the form on page 8 and return to ACA by email events@chiropractors.org.au

**Exhibition spaces are limited and do book out. To ensure your opportunity to exhibit, book in early for ACA Conference 2024.*

Exhibitor Details

Organisation name: _____

Contact name: _____

Postal address: _____

Town: _____ State: _____ Postcode: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Website: _____

Exhibitor Options

SINGLE BOOTH (2.4m x 2.4m) @ \$3,300.00

Booth number preference:

Please indicate two booth numbers from the exhibition floor plan (on page 6) in order of preference.

1. 2.

DOUBLE BOOTH (4.8m x 2.4m) @ \$4,600.00

Booth number preference:

Please indicate two booth numbers from the exhibition floor plan (on page 6) in order of preference.

1. 2.

I/we understand that space will be allocated strictly in accordance with the date of application and payment, and that sponsors' booths will be allocated first. Deposits or full payments not made with the application will not be accepted by the Australian Chiropractors Association Limited (ACA).

I would like to pay 50% of booth with application.

I would like to pay full cost of the booth with application.

I would like to complete the exhibition booking form online at chiropractors.org.au/aca-conference-2024-exhibition-form

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT)

If you would like to make your payment by EFT please make a direct deposit to:

Account name: Australian Chiropractors Association Limited

BSB number: 062 589

Account number: 1084 8463

Reference: Organisation name (eg. Jo Blogs Ltd)

Please return this form to: events@chiropractors.org.au

For all enquiries, email Debbie Kelly at events@chiropractors.org.au or phone 02 8844 0415

SPONSORSHIP & EXHIBITION

Payment Conditions

These conditions have been effected for the mutual benefit of the chiropractic profession, associated sponsor and exhibition companies, supporting venue and staging organisations and the Australian Chiropractors Association Limited. We appreciate your compliance with these terms.

1. All prices in this document are inclusive of GST.
2. The Sponsorship and Exhibition Booths will be allocated strictly in accordance with the date of receipt of application form and payment.
3. A 50% deposit is required and must be sent with the application form. The balance for Exhibition Booths is to be paid no later than the 30 April 2024. A letter of confirmation will be provided, together with a tax invoice for the full amount payable.
4. Sponsorship is to be paid in full upon application. A letter of confirmation will be provided, together with a tax invoice for the full amount payable.
5. Exhibitors must abide by the rules of the Pullman Reef Hotel Cairns. Bump-in and Bump-out times must be strictly adhered to.
6. Full payment must be received prior to the event. No sponsor or exhibitor will be allowed to participate until full payment has been received by the due dates.
7. Should you wish to make a direct deposit please see page 8 for details.
8. Should cancellation of the conference be instigated by ACA, all monies paid by a sponsor or exhibitor will be refunded plus a 5% penalty fee.
9. Should a sponsor or exhibitor cancel prior to 30 April 2024, a service fee of 50% will apply. No refunds on sponsorships and exhibition will be made for cancellation after this date.
10. ACA reserves the right of refusal of any application and no reason will be offered in the event that this occurs.

SPONSORSHIP & EXHIBITION

Terms & Conditions

These conditions have been effected for the mutual benefit of the chiropractic profession, associated sponsor and exhibition companies, supporting venue and staging organisations and the Australian Chiropractors Association Limited. We appreciate your compliance with these terms.

1. No sub-letting/sharing of booths or display stand space is permitted.
2. Equipment emanating higher than reasonable noise levels must be identified and approved prior to acceptance by ACA.
3. Sponsors and exhibitors will respect the rights of fellow exhibitors and maintain appropriate care of the property of the Pullman Reef Hotel Cairns and NQ Exhibition.
4. No promotional material may be distributed (eg on seats in educational presentation areas) or displayed outside of the booth without permission by ACA.
5. No individual exhibitor may instigate external or cross promotion relating to chiropractic or chiropractors during the period of the conference without consultation and permission by ACA.
6. Sponsors and exhibitors are responsible for providing all their requirements ie banners, promotional material and other material within the timelines outlined in this prospectus.
7. Sponsors and exhibitors are responsible for the security of all their equipment and materials while at the conference.
8. The event organiser, ACA and the venue, Pullman Reef Hotel Cairns, will not be held liable for damage or loss of goods or equipment while at the conference.
9. Whilst every care is taken in the program content/structure, the event organiser, ACA, reserves the right to alter/substitute components to the event as deemed appropriate.

SPONSORSHIP & EXHIBITION

Insurance Requirements

1. Insurance is the responsibility of the individual sponsor and/or exhibitor.
2. All sponsors and exhibitors are required to ensure they are covered for Public and Products Liability Insurance of no less than \$10 million.
3. A copy of your Public Liability Certificate of Currency from your insurer must be sent to the Australian Chiropractors Association Limited (no later than Friday 30 June 2024) and must state the following:
 - Cover Amount: At least \$10 million
 - Cover Period: 1.00pm Friday 26 July 2024 to 5.00pm Sunday 28 July 2024.
 - Includes cover for 'exhibitors' for anywhere in Australia (or similar wording). Dates cover the conference bump in/out periods.
 - Notes the interests of Australian Chiropractors Association Limited as principal in organising the Conference
4. Please note that whilst security is provided, neither the Australian Chiropractors Association Limited, nor the Pullman Reef Hotel Cairns will be held responsible for the safety of any exhibits or personal belongings of any kind brought into the exhibition by exhibitors.
5. Exhibitors must carry all necessary insurances including insurances to cover all exhibits and personal possessions against damage, loss and public liability insurance against injury to the person and property of others.

EQUIPMENT HIRE

In the event of industrial disruptions or natural disasters, the Australian Chiropractors Association Limited cannot accept responsibility for any financial losses incurred by exhibitors/sponsors, nor for injury or damage to persons or property occurring during the conference. Insurance is the responsibility of the exhibitor.

**Exposure in the Conference handbook is determined by confirmation of sponsorship or exhibition prior to print deadlines (30 June 2024). To maximise exposure, please confirm your participation by the earliest date possible.*