

NENA 2010 'MOVING MOUNTAINS' SPONSORSHIP AND EXHIBITION BOOKING TERMS & CONDITIONS

1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the NENA 2010 Conference Organisers and all prices in this document are inclusive of the GST.

2. Sponsorship and exhibition packages will be allocated only on receipt of Booking Forms together with full payment of your preferred sponsorship. Written advice will be provided to you to confirm your booking along with a tax invoice.

3. Payment forms accepted are -

- **Cheque** payable to:

NENA

C/- Corporate Communiqué

Suite 7, 9-11 Blake St

Mornington VIC 3931

- **Credit Card** (excluding American Express) all credit card payments incur a 2.5% fee

- **Direct Debit:**

NENA

ACC #: 57186 0215

BSB #: 087 007

*Please **reference** your payment with your **invoice number***

4. All monies due and payable must be received (and cheques cleared) by the NENA 2010 Conference Organisers prior to the event. No company will be listed as a sponsor in any official conference material and no Exhibitor will be allowed to begin move-in operations or be listed as an Exhibitor in the on-site publications until your booking form and full payment have been received by the NENA 2010 Conference Organisers.

5. **CANCELLATION POLICY:** All refund requests must be in writing and received prior to August 20, 2010. In the event of cancellation, a service fee of 50% of total fees applies for cancellations and refunds prior to 20 August 2010. No refunds will be made for cancellations after this date for any reason. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy. Any refunds due will be reimbursed after the conference date.

6. No Sponsor or Exhibitor shall assign, sublet or apportion the whole or any part of their sponsorship package or booked space except upon prior written consent of the NENA 2010 Conference Organisers.

7. If it is intended to utilise a custom built stand, the NENA 2010 Conference Organisers must be advised in writing and such advice must include full details and stand dimensions along with a CAD image. All display construction requires the approval of the NENA 2010 Conference Organisers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.

8. Packages that include display of your company logo must be forwarded in an EPS format to the NENA 2010 Conference Organisers. Your company logo will be uploaded to the partner's page of the conference website once your booking form and full payment have been received by the NENA 2010 Conference Organisers.

9. The NENA 2010 Conference Organisers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice.

10. Sponsorship monies will facilitate towards the successful planning and promotion of the conference in addition to subsidizing 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 NENA 2010 Conference.

11. **PRIVACY STATEMENT** – I consent to my details being shared with suppliers and contractors of the NENA 2010 Conference to assist with my participation and to receiving information relevant to future conferences organised by Corporate Communiqué.