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| **ITAC 2020 EXHIBITION SPACE APPLICATION FORM** |

Please complete form and return with payment to: Corporate Vision Events via email [itac@itacconference.com.au](mailto:itac@itacconference.com.au)

|  |  |
| --- | --- |
| Name of Company | |
| Contact Name | |
| Position in Company | |
| Email | Website |
| Mobile Phone | Office Phone |
| Address | Suburb |
| State | Postcode |
| Signature | Date |

**EXHIBITION SPACE**

**Please reserve the following trade stand(s) on our behalf, subject to confirmation.** (Refer to website for available booths)

Booth Preferences. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3m x 3m booth/s** | **2m x 3m booth/s** | **1m x 2m pod/s** | **4m double pod** | **Satchel Insert** |
| 🞏 $4,200 | 🞏 $3,700 | 🞏 $2,400 | 🞏 $4,800 | 🞏 $770 |
| TOTAL $\_\_\_\_\_\_\_\_\_\_ | TOTAL $\_\_\_\_\_\_\_\_\_\_ | TOTAL $\_\_\_\_\_\_\_\_\_\_ | TOTAL $\_\_\_\_\_\_\_\_\_\_ | TOTAL $\_\_\_\_\_\_\_\_\_\_ |

Will you be providing a custom built stand? 🞎 YES 🞎 NO

If yes, please provide contact details below for who will be managing the process:

|  |  |
| --- | --- |
| Contact Name: | |
| Email: | Phone: |

*Please Note: 3m x 3m and 2m x 3m booths include 2 tickets to the Awards Dinner and 1m x 2m Pods include 1 ticket to the Awards Dinner.*

🞏 I/we understand that space will be allocated in accordance with date and receipt of application and payment, and that sponsors’ booths will be allocated first. Payments not received within **14 days** of receipt of tax invoice will result in the space being made available for resale. Confirmation of the application will be distributed once payment has been received.

🞏 Please send tax invoice for payment (tax invoice must be paid within 14 days of receipt)  
**Tax Invoice:** This form becomes a Tax Invoice upon payment. ABN 9916 200 3849

**CREDIT CARD –** 🞏 **Mastercard** 🞏 **VISA accepted (please note we do not accept Amex or Diners)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Credit Card No: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Name on Card: | | Expiry Date: | CVV: |
| Signature: | | Amount $ | |

**ELECTRONIC FUNDS TRANSFER**

**Account Name:** ITAC Conference **Bank:** NAB **BSB:** 085 933 **Account No:** 94 955 0818

**Reference:** Invoice Number **Email remittance to:** [itac@itacconference.com.au](mailto:itac@itacconference.com.au)

|  |  |
| --- | --- |
| **ACCOUNTS PAYABLE DETAILS: This is a required field as a contact for any unpaid invoices** | |
| **Accounts Payable Name** |  |
| **Accounts Payable Phone** |  |
| **Accounts Payable Email** |  |

**Terms and Conditions**

**Booking form**All details on the booking form will be used as the main point of contact once the completed booking form is received. Please ensure that all details are correct prior to submission. Any updates must be provided in writing to [itac@itacconference.com.au](mailto:itac@itacconference.com.au)

**Disclaimer**

The Organising Committee reserves the right to amend or update the exhibition floor plan at any time and without notice.

**Cancellation Policy**

Once a Booking Form has been received for Trade Exhibition Opportunities, any cancellation must be advised in writing. If the cancellation is received by 1st November an administration fee of 25% of the total price is retained. If the cancellation is received after 1st November, no refund is applicable.

**Payments**Full payment is required within 14 days of accepted booking. Please ensure your invoice number is used as the reference for all payments.   
  
**Account Name:** ITAC Conference  
**BSB:** 085 933  
**Account Number:** 94 955 0818

**Provisions**

The Conference Host and Organiser will take all diligent care to fulfil exhibition commitments. Exhibitors are responsible for providing all the requirements i.e. banners, promotional material and any other material. Exhibitors are required to make the necessary payment for within 14 days of the booking. Exhibitors are responsible for the security of their own equipment and material whilst at the Conference. Your Exhibition selection will be confirmed upon receipt of payment. The Host and Organiser reserve the right to alter the Program and/or floor plan if and as required.

**Remittance Advice**

A remittance advice must be emailed to [itac@itacconference.com.au](mailto:itac@itacconference.com.au). Full payment is required within 14 days of invoice date and received booking confirmation.