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| **EXHIBITION SPACE APPLICATION FORM** |

ITAC 2017

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

**COMPANY DETAILS**

|  |
| --- |
| 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please notify me if the booth allocated to me is near (List details here) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **3 m x 3 m booths**🞏 $4,200 | 3 m x 2 m booths🞏 $3,700 | 1 m x 2 m pod🞏 $2,400 | AV Stand🞏 $1,500 |

**Additional:**

|  |  |  |  |
| --- | --- | --- | --- |
| **3 m x 3 m booths**🞏 $4,200 | 3 m x 2 m booths🞏 $3,700 | 1 m x 2 m pod🞏 $2,400 | AV Stand🞏 $1,500 |

🞏 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.

**PAYMENT**

🞏 Please send tax invoice for payment **Tax Invoice:** This form becomes a Tax Invoice upon payment. ABN 9916 200 3849

**CREDIT CARD –** 🞏 **Mastercard** 🞏 **VISA accepted**

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| Credit Card No:  |

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| Name on Card: | Expiry Date: | CVV:  |
| Signature: | Amount $ |

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ITAC 2017

**ELECTRONIC FUNDS TRANSFER**

|  |  |  |
| --- | --- | --- |
| Account Name:Bank:BSB:Account No: | ITAC ConferenceNAB085 933949 550 834 | Reference: Invoice NumberEmail remittance to: accounts@itacconference.com.au |

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| **ACCOUNTS PAYABLE DETAILS: This is a required field** |
| **Accounts Payable Name** |  |
| **Accounts Payable Phone** |  |
| **Accounts Payable Email** |  |
| **Billing Address:**  | **Suburb**  |
| **State:**  | **Post Code:** |

 **Terms and Conditions**

**Booking form**All details on the booking form will used as the main point of contact once the complete booking form is received. Please ensure that all details are correct prior to submission. Any updates must be provided in writing to accounts@itacconference.com.au

**Disclaimer**

The Organising Committee reserves the right to amend or add any sponsorship package and accept any sponsorship offer, listed or unlisted, at any time and without notice.

**Cancellation Policy**

Once a Booking Form has been received for Sponsorship or Trade Exhibition Opportunities, any cancellation must be advised in writing. If the cancellation is received by 1st September an administration fee of 25% of the total price is retained. If the cancellation is received after 1st September 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 2016
**BSB:** 085 933
**Account Number:** 949 550 834

 **Provisions**

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

**Remittance Advice**

A remittance advice must be emailed to accounts@itacconference.com.au. Full payment is required within 14 days of invoice date and received booking confirmation.