SPONSORSHIP & EXHIBITION PROSPECTUS

THE AUSTRALASIAN COLLEGE OF PHLEBOLOGY

5-7 May 2019
Pullman Cairns International
Cairns, Queensland
Dear Colleagues and Friends,

On behalf of the Organising Committee it is my great privilege and pleasure to invite you to Cairns, Queensland, for the 20th Annual Scientific Meeting (ASM) of the Australasian College of Phlebology (ACP).

Following on from the success of the UIP2018 Congress in Melbourne and the strong relationships formed between the ACP and our sponsors we are excited to welcome you all to Cairns.

The meeting includes keynote lectures, original papers, panel discussions and our popular keepad interactive debates.

As past delegates have come to expect the ASM will offer a great social program including a wonderful Welcome Reception and the glamourous Award Ceremony and Gala Dinner.

I look forward to your participation in the Annual Scientific Meeting and seeing you all in Cairns.

Dr Adrian Lim
President
Australasian College of Phlebology
LOCATION

Tropical North Queensland is like nothing else you’ve ever experienced – fringed by reef, enveloped by rainforest, ringed by the red-dirt of the Outback. The world’s warmest welcome is waiting for you.

Cairns is the gateway to the Great Barrier Reef Marine Park, Daintree Rainforest and Cape Tribulation. With its coral cays, beautiful beaches and tropical islands, it is truly magnificent.

GETTING THERE

By Air
Travel to Cairns is simple with several domestic and international flights arriving daily. Qantas, Jetstar and Virgin Australia all operate out of Cairns with scheduled services to most Australian state capitals as well as regional locations. The airport is conveniently located just 10 minutes from the CBD.

Airport Transfers
Sun Palm Transport provide door to door coach transfers to The Pullman from Cairns Airport and meet all arriving flights. The cost of the shuttle is $15 per person.

Taxis
Taxis are readily available on arrival at the airport and the cost to The Pullman is approx. $25.

Car Rental
Renting a car is a great way to get around in Cairns and explore the many great destinations that are just a few hours drive away. All major car rental companies are located in the airport terminal.

WEATHER
For most of the year the climate in Cairns is simply perfect: blue skies, warm weather and gentle breezes, there are only two seasons - the wet and the dry. May is the last month of the wet season with a min temp of 19 degrees Celsius (66F) and a max temp of 27 degrees Celsius (80F). With an average of 13 days of rainfall.
PULLMAN CAIRNS INTERNATIONAL

The Pullman Cairns International is perfectly located in the very heart of tropical Cairns in far north Queensland. It is just moments from the city’s most popular attractions, best shopping spots, world class restaurants and cafes.

This unique 5-star hotel in Cairns city reflects the ambience and spirit of Far North Queensland and exudes the architectural style and grandeur of the city centre’s rich colonial past. Enjoy a relaxing treatment and harmonize your soul at Vie Spa and dine on the best local seafood in Coco’s Restaurant.

Pullman Cairns International boasts two swimming pools and spas, beautiful tropical pool deck, well-equipped gymnasium and two saunas.

Coco’s Restaurant on the Lobby Level is renowned for its daily hot buffet breakfast and nightly Chefs Choice Seafood Buffet. Sunday Brunch, High Tea and Business Lunches are also specialities.

Full Buffet Breakfast: 6.00am – 10.00am Dinner: 6.00pm – 10.00pm

The Lobby Bar is also the perfect place to meet for an impromptu business meeting or a pre-dinner cocktail.

ACCOMMODATION

321 beautifully appointed guestrooms and suites over 16 floors, including premium rooms on levels 14 to 16.

All rooms enjoy brilliant vistas of the magnificent harbour or the city lights, pool and mountains. Our guestrooms offer the option of king, queen or two double beds. All guest rooms feature furnished private balconies, broadband internet access, individually controlled air-conditioning, mini-bar, in-room safes and in-room movies. Guest services include 24 hour reception, concierge and room service, daily housekeeping, valet car parking, laundry and dry cleaning.
## PROGRAM AT A GLANCE

<table>
<thead>
<tr>
<th>Time</th>
<th>Saturday 4th May</th>
<th>Sunday 5th May</th>
<th>Monday 6th May</th>
<th>Tuesday 7th May</th>
</tr>
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<tbody>
<tr>
<td>0900</td>
<td>Courses</td>
<td>Scientific Sessions</td>
<td>Scientific Sessions</td>
<td>Scientific Sessions</td>
</tr>
<tr>
<td>0930</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1030</td>
<td>Morning Tea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>Courses</td>
<td>Scientific Sessions</td>
<td>Scientific Sessions</td>
<td>Scientific Sessions</td>
</tr>
<tr>
<td>1130</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1200</td>
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<tr>
<td>1230</td>
<td>Lunch</td>
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<tr>
<td>1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330</td>
<td>Courses</td>
<td>Scientific Sessions</td>
<td>Hands-on Training Session</td>
<td>Scientific Sessions</td>
</tr>
<tr>
<td>1400</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1430</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500</td>
<td>Afternoon Tea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1530</td>
<td>Courses</td>
<td>Scientific Sessions</td>
<td>Hands-on Training Session</td>
<td>Scientific Sessions</td>
</tr>
<tr>
<td>1600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1630</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1800</td>
<td>Welcome Reception</td>
<td>Free Evening</td>
<td>Conferring Ceremony and Gala Dinner</td>
<td>Invited Speakers Dinner (by invitation)</td>
</tr>
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</table>

**Registration**
- 0830-1800

**Exhibition**
- 1000-1600

**Speaker Room**
- 0800-1800

*Program subject to change
<table>
<thead>
<tr>
<th>SPONSOR LEVEL</th>
<th>PREMIER</th>
<th>MAJOR</th>
<th>SPEAKER</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$30,000.00</td>
<td>$20,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Social Function Sponsor</td>
<td>Award Ceremony &amp; Gala Dinner Sponsor</td>
<td>Welcome Reception Sponsor</td>
<td>-</td>
</tr>
<tr>
<td>Speaker Sponsorship</td>
<td>-</td>
<td>-</td>
<td>Yes</td>
</tr>
<tr>
<td>HOTS Station</td>
<td>Included</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Exhibition Stand</td>
<td>Double Premium</td>
<td>Double Premium</td>
<td>Premium</td>
</tr>
<tr>
<td>Email Marketing</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Website Slider Logo</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Satchel Inserts</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Logo printed on ASM satchel</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Logo displayed in print &amp; web materials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Delegate List</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exhibition Stand in a preferred position</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ads in the ASM Handbook</td>
<td>Double Page or Two</td>
<td>Double Page or Two</td>
<td>Single Page</td>
</tr>
<tr>
<td>Complimentary registrations including social functions</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Acknowledgment as an ASM Partner</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
A variety of sponsorship packages are being offered. We are more than happy to discuss alternative sponsorship options to fit in with your organisation’s objectives and budget.

Please contact Sue Sommers to discuss Sponsorship and Exhibition opportunities on +61 2 9386 1811 or email events@phlebology.com.au

WELCOME RECEPTION SPONSOR $6,600.00
On reserve for Major Sponsor until June 2018.
This event is the first opportunity for delegates to connect at the ASM. This is one of only few opportunities to address delegates at the ASM.

Inclusions
- Opportunity for company representative to briefly address guests (5 minutes)
- Pop-up banners displayed during the Welcome Reception (up to 4)
- Opportunity to distribute promo material during function
- 6 complimentary tickets to the Welcome Reception
- Recognition as Welcome Party Sponsor on all print and website material
- 1 Full page advertisement in Conference Handbook
- Logo included on printed guest tickets

AWARDS CEREMONY/GALA DINNER SPONSOR $6,600.00
On reserve for Premier Sponsor until June 2018.
This event is always a highlight for delegates. This is one of only few opportunities to address delegates at the ASM.

Inclusions
- Acknowledgement as the Gala Dinner Sponsor
- Opportunity for company representative to address guests (5 minutes)
- Pop-up banners displayed during the Gala Dinner (up to 4)
- 4 complimentary tickets to the Gala Dinner
- Recognition as Gala Dinner Sponsor on all print and website materials
- Discounted exhibition booth
- 1 full page advertisement in the Conference Handbook
- Logo included on printed guest tickets
ENTERTAINMENT SPONSOR

Our wonderful social program has always been entertaining and we offer the opportunity for sponsors to add their own flavour of entertainment which will be associated with their brand for the evening (although this will have to suit the theme of the evening) this year’s Gala Dinner theme is ‘20,000 Leagues Under the Sea’. You simply have to cover the cost of the entertainment.

If there are ideas you may have to add an entertaining feature to the program we are more than happy to discuss this further to see if it would be suitable for the event. Please call us to discuss entertainment sponsorship further on +61 2 9386 1811.

SATCHEL SPONSOR $3,300

On reserve for Premier Sponsor until June 2018.

Have your logo seen by all delegates by having it printed on the front of the conference satchel.

Inclusions
• Company logo printed on front of conference satchel
• Satchel inserts

POCKET PROGRAM $3,300

The Pocket Program is the guide to the ASM for all attendees, so your profile will be seen continuously throughout the ASM with your logo printed on the program.

Inclusions
• Logo displayed on the front and back of the Pocket Program

HANDS ON TRAINING SESSION $2,000

Opportunity to run small hands on training sessions over a 90 minute session. Each station will have a maximum of 10 delegates rotating every 20 minutes.

Inclusions
• Delegate list post conference
• Screen, whiteboard and trestle table provided
NAME BADGES $2,200
Each delegate will be issued a name badge printed with your logo. Your logo will be visible on every delegate at the ASM and be seen whenever a delegate looks at a name badge.

Inclusions
- Company logo printed on all delegate name badges

CONFERENCE HANDBOOK ADVERTISEMENT $1,100
Market your company and/or product with a full A4 page advertisement in the conference handbook.

Inclusions
- 1 Full page Advertisement in conference handbook

SATCHEL INSERTS $1,100
Opportunity to provide an insert, delegate gift or promotional item in the congress satchel (insert item/ gift is subject to organiser approval).

Inclusions
- 1 insert up to A4 size brochure (company to provide insert)

WIFI SPONSOR $2,200
Your company will be promoted to the full conference delegation through the WiFi login portal. Help delegates stay connected by sponsoring the WiFi connection.

HOTEL KEYCARDS $2,200
Opportunity to have your logo on the hotel keycards during the conference.

Inclusions
- Printed keycards with your logo/design for all delegates.
Exhibitors can mingle with conference delegates during morning tea, lunch and afternoon tea breaks as meals are served in a centralised networking area. As an exhibitor, your organisation will receive a high level of exposure and recognition through the following entitlements.

Inclusions*
- One Exhibition booth
- Delegate list
- Acknowledgement of company participation on all ASM print and web materials
- Logo displayed on conference website
- Two complimentary registrations to include the Welcome Reception & Awards Ceremony/Gala Dinner
- Morning tea, afternoon tea and lunch will be served in the exhibition area to maximise exposure to delegates

CUSTOM STANDS
Exhibitors wishing to arrange for the construction of custom-built stands must advise the Conference Organiser and supply full details of the stand design and chosen contractor and obtain approval of the design prior to build.

**STANDARD BOOTH** $5,500 (BOOTHS 15—28)

- Standard Booth Size 3m (L) x 2m (D) 2.4m (H)
  - 1 x trestle table
  - 1 x Standard chair
  - 1 x Company Name on Fascia Board (Max 25 characters)
  - 2 x 60w spotlights
  - 1 x 4amp power board (4 outlets)

**PREMIUM BOOTH** $6,600 (BOOTHS 1—14)

- Premium Booth Size 3m (L) x 2m(D) 2.4m (H)
  - In a Prime Location
  - 1 x trestle table
  - 2 x Standard chairs
  - 1 x Company Name on Fascia Board (Max 25 characters)
  - 2 x 60w spotlights
  - 1 x 4amp power board (4 outlets)
EXHIBITOR’S INFORMATION

Please check the ‘Sponsors & Exhibitors’ section on the website for important details, including:

- List of confirmed exhibitors
- Current booth allocations and floor plans
- Bump-in times
- Bump-out times
- Delivery Instructions
- Registration Forms
- Contact details of exhibition equipment supplier
- Deadlines for supply of logos, company profiles and advertising material

ALLOCATION OF SPONSORSHIP PACKAGES AND EXHIBITION SITES

Sponsorship packages will be allocated on receipt of a signed booking form and deposit payment. The Committee will allocate site positions after taking into account each organisation’s sponsorship, the date of booking, preferences, proximity to competitors and other relevant matters. The Committee reserves the right to alter the Exhibition Floor Plan at any time.

EXHIBITOR SIGNAGE

All signage prices other than standard fascia signs would be based on size, style and quantity requirements quoted by the supplier, and are to be paid by the exhibitor.

EXHIBITION/SPONSORSHIP APPLICATION

Applications for exhibition/sponsorship participation can be made on the enclosed form. Upon receipt of your registration form, a tax invoice will be forwarded confirming your participation. All space is allocated on a first in first served basis with preference to Premier, Major and Supporting Partners.
EXHIBITION

FURNITURE & UPGRADES
Our suppliers are able to offer a full support service to all exhibitors requiring furniture, flooring, signage, AV, upgrade stands, custom stands or prop hire. Please contact NQ Exhibitions to discuss your needs.

E: info@nqexhibitions.com.au
P: +61 7 4041 2703
W: www.nqexhibitions.com.au

CATERING
All catering will be held amongst the trade/exhibition display areas. The organisers will work with the catering company to ensure all positions receive the best possible exposure with delegates. All exhibitors will be catered for 30 minutes prior to the scheduled catering breaks.

INTERNET ACCESS
Wi-Fi internet will be available in the conference areas for conference delegates and exhibitors.

REGISTRATION AND ACCOMMODATION
All attending company representatives must be registered for the meeting, including complimentary registrations. Group discounted rates have been negotiated with The Pullman Cairns International. You must book your accommodation through the accommodation booking website to receive the discounted rate.

CONDITIONS
- All costs are in AUD including GST
- All additional signage should be pop-up banners unless confirmed with the conference organiser
- Satchel inserts must be approved by the conference organiser
- Each company representative attending the ASM must pre-register
- The delegate list will be supplied in hardcopy at the time of the ASM
The following terms and conditions apply to your application to be a partner/exhibitor at ACP 2019.

GENERAL BOOKING CONDITIONS

- All sponsorship and exhibition bookings are to be received by 01 September 2018.
- By completing the application form you accept these terms and conditions.
- Details may change without notice.
- Sponsorship and exhibition applications and advertising requests are considered in order of receipt of application form.
- Bookings will not be confirmed until the completed registration form has been returned with a 50% deposit. The remainder of the total amount due is payable by the 30 November 2018.
- You will not receive any sponsorship or exhibition entitlements, including allocation of booth location (allocated in order of sponsorship/exhibition level) until all monies have been paid.
- All prices are quoted in Australian dollars and include GST.

IF YOU NEED TO CANCEL

- You must notify us in writing if you need to cancel.
- Cancellations received three months prior to the ASM will be refunded less a 50% cancellation fee. Cancellations made after this date will not be refunded.
- Your non-payment does not cancel your contractual obligations to us.
- No exhibitor shall occupy allocated space until all monies owing to ACP by the exhibitor are paid in full.

IN THE UNLIKELY CASE THAT THE EVENT CANCELS

- In the event that the event is cancelled or delayed through no fault of ACP including but not limited to fire, flood, labour disputes, natural disasters, acts of god, civil disorders, riots, work stoppages, slowdowns or disputes, or other similar events then the exhibitor/sponsor shall not be entitled to any refund or to claim for any loss or damage.

EXHIBITION STAFF

- All exhibition staff must be registered using the relevant form i.e. complimentary exhibitor registration, or by purchasing additional exhibition staff registrations.
- Exhibitors are responsible for ensuring all staff have been registered prior to the commencement of the event.

HOURS

- ACP shall determine the hours during which the exhibition shall be open and hours of access for exhibitors including any variations of such times as shall be necessary.

If you would like to discuss your booking, or have any questions, please do not hesitate to contact us: +61 2 9386 1811 or by email on events@phlebology.com.au.
# ACP 20th Annual Scientific Meeting 5 – 7 May 2019

## Sponsorship and Exhibition Booking Form

**Contact:** Sue Sommers  
**E:** events@phlebology.com.au  
**T:** +61 2 9386 1811

### Contact Details
- **Name:** 
- **Address:** 
- **Suburb:** 
- **State:** 
- **Postcode:** 
- **Business Phone:** 
- **Mobile Phone:** 
- **Email:**

### Exhibition Details
- **Number of booths/sites required:**
- **Preference 1:**
- **Preference 2:**
- **Not located next to:**
- **What do you require?** Booth structure / Site only for custom display
- **Wording for fascia board (max 30 characters):**
- **For planning purposes, give a brief description of any large, high or unusual equipment you will be displaying in your booth:**

### Sponsorship Details
- **Sponsorship Option:**
- **Comments:**

### Payment Summary
- **Exhibition Total:**
- **Sponsorship Total:**
- **Total Payment Due:**

### Payment Terms
A payment of 50% of the total payment due must accompany your completed booking form to confirm your booking. The balance is to be paid by the 1 September 2018.

### Cancellation Policy
A cancellation fee of 50% will be applicable for any sponsorship or exhibition booking cancelled up to 3 months prior to the ASM. No refund will apply after this date.

### Authorisation
- **Form:**
- **Name:**
- **Date:**
- **Signature:**

### Payment Details
- **Cheque**
- **EFT**
- **Credit Card**
- **Visa**
- **Mastercard**
- **Amex**
- **3 digit CSV (located on back of card):**

**Card Holder’s Signature:**

**Amount:** $

**Card Holder’s Name:**

**Card Expiry Date:**

*Amex incurs a 3% surcharge Visa and Mastercard incur a 1.5% surcharge*

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For EFT transfers: The Australasian College of Phlebology Incorporated BSB 062 808 ACCOUNT NUMBER 10050340 SWIFT CTBAU25
CONTACT

Sue Sommers

The Australasian College of Phlebology
Level 5, 7 Help Street, Chatswood NSW 2067
E: events@phlebology.com.au   T: +61 2 9386 1811