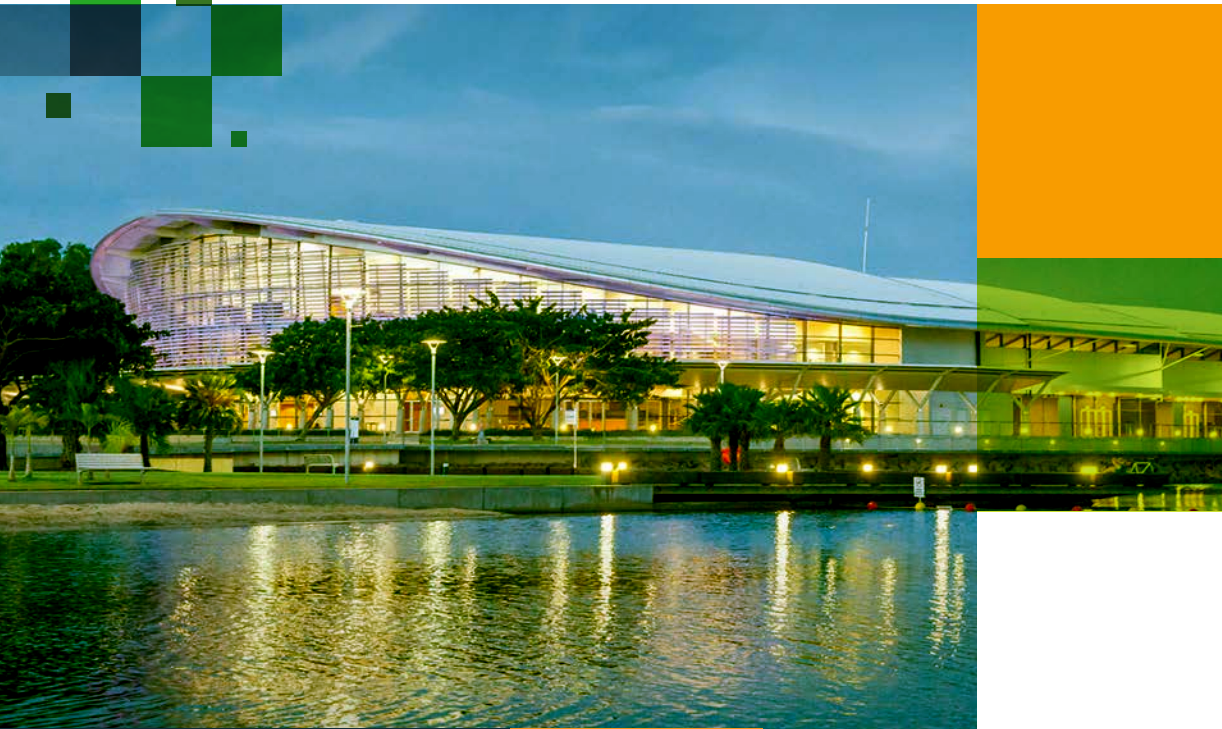




Global and local research partnerships for a sustainable future

11 – 13 September 2024
Darwin Convention Centre



ARMS Conference
In collaboration with MyRMA

2024

Sponsorship and Exhibition Prospectus

ARMS
Australasian Research Management Society





About ARMS

The Australasian Research Management Society (ARMS) supports Research Management Professionals from across the Australasian region including Australia, New Zealand and Singapore.

Since its founding in 1999, the ARMS network has grown to involve more than 3900 members from universities, independent research institutions, government and health and research organisations.

ARMS is dedicated to the development of research management professionals, the promotion of

the profession of research management, and the advancement of the research enterprise. It does this through professional training and development, including a professional accreditation program; knowledge exchange through regional chapters, SIGs and networks, regular events, the annual conference and a suite of online resources; as well as advocacy for the profession.

www.researchmanagement.org.au

About MyRMA

MyRMA is a national-level association and is open to individuals and organisations interested in or supporting research management objectives, including organisations engaged in research such as Institutions of Higher Education (Public and Private), Institutions and research agencies, and Funders.

The formation of MyRMA signifies the importance of research management and administration of the Malaysian research ecosystem at a professional level, on par with international practices.

MyRMA aims to be a platform for research managers/administrators from the public, private, academic, and research agencies, as well as donors, to interact, exchange ideas, conduct collaborative activities. This is expected to contribute towards enhancing the effectiveness of research management and the quality of the research itself, as well as the return on investment.

myrma.org



ARMS Collaboration with MyRMA

ARMS and MyRMA have an established relationship and are committed to working collaboratively on initiatives that promote greater international engagement and promotion of the profession for the benefit of all members.

This collaborative engagement commenced in 2019 with an event hosted by Monash University Malaysia in association with MyRMA, a then newly

formed Research Management Association. The event not only raised awareness of the importance of the profession but also a commitment for both Associations to continue working together to achieve global research excellence.

ARMS is committed to working with MyRMA in a mentoring arrangement to jointly deliver our 2024 conference.





Invitation

The Australasian Research Management Society (ARMS) annual conference is the premier event for Research Management Professionals in Australasia and Singapore. In 2024, ARMS will be collaborating with the Malaysian Association of Research Managers and Administrators (MyRMA) to bring you an exciting conference.

We are thrilled to be hosting the ARMS 2024 Conference in Darwin at the Darwin Convention Centre.

Darwin is a welcoming, friendly destination, surrounded by spectacular World-heritage-listed parks and unspoiled natural beauty, with an abundance of unique activities and touring options.

The theme of the ARMS 2024 Conference is “**Global and local research partnerships for a sustainable future**”. We invite you to join us, and fellow colleagues from across Australia, New Zealand, Singapore, Malaysia and globally at the Conference from 11-13 September 2024.

The conference will build on the outstanding programs of previous years and will deliver a novel and exciting program of knowledge sharing, networking and presentations by inspiring leaders and innovators in the research environment. Join us in Darwin in 2024!

Steve Hannon and Dr Tan Hsiao Wei
Co-Convenors, ARMS 2024



Steve Hannon



Dr Tan Hsiao Wei



Contact

Australasian Research Management Society (ARMS) Executive Office

Kaeisha Kilmister
ARMS Conference and
Major Events Coordinator

T: +61 8 8201 2911

E: ARMSEvents@researchmanagement.org.au

Venue

Darwin Convention Centre,
Northern Territory, Australia



Set in a lush tropical setting, the Darwin Convention Centre is the stunning centrepiece of the picturesque Darwin Waterfront Precinct.

This vibrant precinct offers high quality accommodation, excellent selection of alfresco dining options, stylish shops along with wave lagoon, sheltered sandy beach, walkways and parkland, right on the doorstep of the convention centre.

This modern award-winning centre spans 23,000 square metres of total floor space and offers multipurpose and adaptable spaces. The centre features an auditorium with tiered seating for 1,200 delegates, 4,000 square metres of column free hall space, seven concurrent meeting spaces and light filled foyers overlooking the harbour.

Attendees

Conference attracts 500+ delegates with representatives from

Universities		Research agencies and institutes		Medical research institutes
R&D corporations	Research centres		Government departments	
	Funding bodies	Industrial R&D teams	Service providers	Commercialisation bodies and consultancies

The delegates positions vary in the research sector from Director of research through to research support coordinators at an array of research organisations.



Benefits of Collaborating With ARMS 2024

ARMS has a member network of over 3900 members representing leading Australasian research organisations.



Receive wide acknowledgement to the ARMS database through electronic promotions, social media campaigns and at various ARMS committees and special interest group meetings.



Generate leads whilst raising your profile in the industry and add value to your brand.



Inform and update delegates on new initiatives and developments within your organisation.



Connect face to face with the most influential people, bodies and organisations in research and research management.

Program at a Glance

10

**TUESDAY
10 SEPTEMBER**

EXHIBITORS BUMP-IN
PRECONFERENCE
WORKSHOPS & TOURS
CONFERENCE
WELCOME RECEPTION

11

**WEDNESDAY
11 SEPTEMBER**

DAY ONE
EXHIBITION OPENS
CONFERENCE SESSIONS

12

**THURSDAY
12 SEPTEMBER**

DAY TWO
CONFERENCE SESSIONS
CONFERENCE
GALA DINNER

13

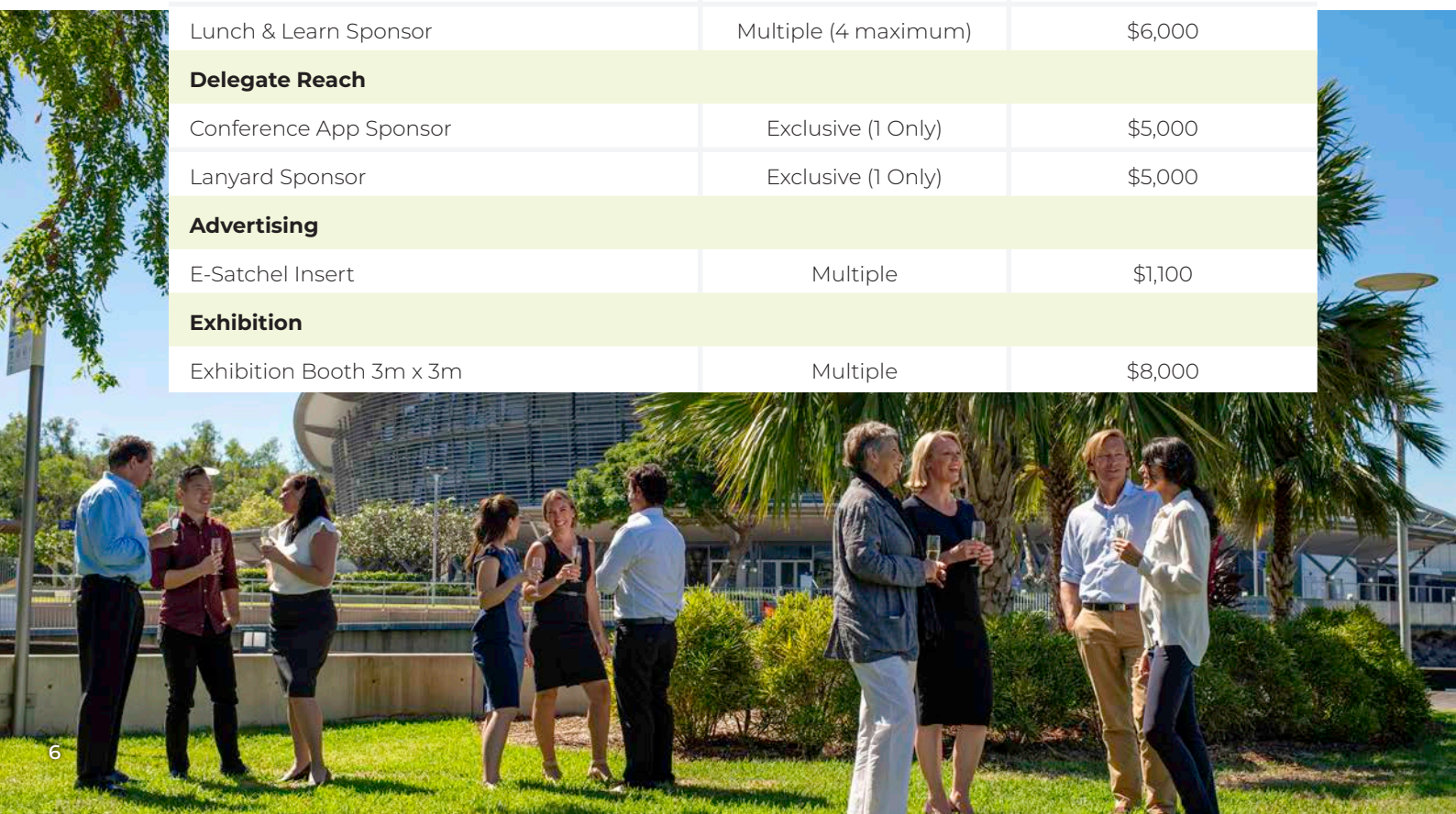
**FRIDAY
13 SEPTEMBER**

DAY THREE
CONFERENCE SESSIONS
EXHIBITION CLOSES



Opportunities at a Glance

	Number Available	Investment AUD (inclusive GST)
Sponsorship Opportunities		
Platinum SOLD	Exclusive (1 Only)	SOLD
Gold	Multiple	\$18,500
Silver	Multiple	\$14,500
Bronze	Multiple	\$10,500
Individual Opportunities		
Social Events and Catering		
Conference Dinner Sponsor	Exclusive (1 Only)	\$14,000
Barista Station Lounge Sponsor	Exclusive (1 Only)	\$16,000
Welcome Reception Sponsor	Exclusive (1 Only)	\$10,000
Conference Lunches Sponsor	Multiple	\$4,000
Morning or Afternoon Tea Sponsor	Multiple	\$2,500
Thursday Breakfast Session Sponsor	Multiple (4 maximum)	\$7,000
Educational		
Keynote Speaker Sponsor	Multiple	\$8,000
Conference Session Sponsor	Multiple	\$4,000
Lunch & Learn Sponsor	Multiple (4 maximum)	\$6,000
Delegate Reach		
Conference App Sponsor	Exclusive (1 Only)	\$5,000
Lanyard Sponsor	Exclusive (1 Only)	\$5,000
Advertising		
E-Satchel Insert	Multiple	\$1,100
Exhibition		
Exhibition Booth 3m x 3m	Multiple	\$8,000



Opportunities

Reduced-waste Conference

Eleven million metric tonnes of plastic go into our oceans each year, and in many aspects of our lives we are now attempting to mitigate this damage. Major conferences can also play a role in reducing the excessive use of plastic, and in 2024 ARMS is aiming to reduce-waste and be an environmentally sustainable conference.

We are working with our venue and suppliers to reduce plastic use and would like to extend this commitment to our sponsors as well.

We encourage our sponsors of future conferences to be mindful of being more environmentally friendly when organising giveaways and marketing materials.



Ways in which sponsors may wish to consider becoming more waste and plastic-free could include subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.

Platinum Sponsor

Exclusive Opportunity – 1 Only

**INVESTMENT:
\$27,000**



Sponsor Recognition

SOLD

✓ Logo on literature and signage

✓ Logo on literature and signage

✓ Logo and name on social media (Facebook, LinkedIn) at the level of sponsorship.

✓ Hyperlink to company website and 200-word profile on conference website.

✓ Logo and 200-word profile on the conference app.

✓ Logo on regularly distributed electronic conference newsletters in the lead up to Conference.

✓ Organisation acknowledgment on conference Sponsor slides during conference.

✓ Organisation provided one (1) pull up banner on display near conference registration desk.



Sponsor Promotion

✓ Two (2) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.

✓ Opportunity to present your product or service in a 5-minute presentation as part of the Conference program.

✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).

✓ One (1) post conference email to delegates.



Registration Inclusions

✓ Six (6) conference registrations which includes Welcome Reception and Dinner tickets.



Exhibition Inclusions

✓ Two (2) 3m x 3m Exhibition Booth(s) in prime location offering a double Exhibition space.

✓ Access to scan attendees leads via the conference app.

Gold Sponsor

Multiple Opportunities

INVESTMENT:
AUD \$18,500



Sponsor Recognition

- ✓ Gold Sponsor acknowledgement at opening and closing of the conference.
- ✓ Organisation acknowledgement and logo on literature and signage relating to the Conference.
- ✓ Organisation acknowledgement and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation logo with hyperlink to company website and 150-word profile on the conference website.
- ✓ Organisation logo and 150-word profile on the conference app.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.



Sponsor Promotion

- ✓ Two (2) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 4-minute presentation as part of the Conference Program.



Registration Inclusions

- ✓ Four (4) conference registrations which includes the Welcome Reception and Dinner tickets.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Booth in prime location.
- ✓ Access to scan attendees leads via the conference app.



Silver Sponsor

Multiple Opportunities

**INVESTMENT:
AUD \$14,500**



Sponsor Recognition

- ✓ Silver Sponsor acknowledgement at opening and closing of the conference.
- ✓ Organisation logo with hyperlink to company website and 100-word profile on the conference website.
- ✓ Organisation logo and 100-word profile on the conference app.
- ✓ Organisation acknowledgement and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.



Sponsor Promotion

- ✓ One (1) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 3-minute presentation as part of the Conference Program.



Registration Inclusions

- ✓ Two (2) conference registrations which includes the Welcome Reception and Dinner tickets.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Booth.
- ✓ Access to scan attendees leads via the conference app.



Bronze Sponsor

Multiple Opportunities

INVESTMENT:
AUD \$10,500



Sponsor Recognition

- ✓ Bronze Sponsor acknowledgement at opening and closing of the conference.
- ✓ Organisation logo with hyperlink to company website and 50-word profile on the conference website.
- ✓ Organisation logo and 50-word profile on the conference app.
- ✓ Organisation acknowledgement and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.



Sponsor Promotion

- ✓ One (1) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 2-minute presentation as part of the Conference program.



Registration Inclusions

- ✓ One (1) conference registration which includes the Welcome Reception and Dinner ticket.



Conference Dinner Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$14,000

The Dinner is the social highlight of the Conference! This event will provide you with an opportunity to sponsor the main social function that brings delegates together to network in a fun, relaxed environment.

Sponsor Recognition



- ✓ Conference Dinner Sponsor acknowledgement at opening and closing of the conference.
- ✓ Opportunity to market your organisation by providing a 5-minute welcome address at the Conference Dinner.
- ✓ Organisation logo on Conference Dinner menus.
- ✓ One (1) organisation banner displayed at the Conference Dinner (supplied by Sponsor).
- ✓ Organisation acknowledgment on the conference website with hyperlink to company website.

Sponsor Promotion



- ✓ Opportunity to provide promotional gifts/items for attendees on tables at the Conference Dinner (subject to prior approval and at sponsor's expense).

Registration Inclusions



- ✓ Reserved tickets and table at Conference Dinner for ten (10) attendees.

Barista Station Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$16,000

Delegates love good coffee and the opportunity to network! This Sponsorship opportunity will be well received by delegates within the prime exhibition space.

Sponsor Recognition



- ✓ Acknowledgement as Barista Station Sponsor at opening and closing of the conference.
- ✓ Branding of the barista station.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Organisation banners or other signage displayed next to Barista Station (supplied by Sponsor).
- ✓ Opportunity for Sponsor to provide promotional items to be distributed in the barista cart area (supplied by Sponsor).
- ✓ Opportunity for further branding of barista station (signage, branded coffee cups (eco-cups preferred) at Sponsors own additional expense – ARMS can assist with organisation on Sponsors behalf).

Inclusions



- ✓ Staffed barista station with supplies for Wednesday – Friday of the ARMS 2024 Conference.



Welcome Reception Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$10,000

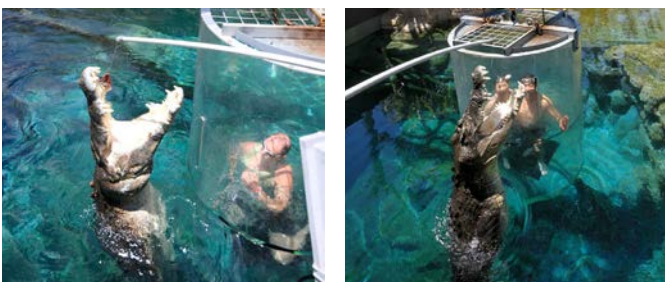
The Welcome Reception offers an exclusive opportunity to market your organisation at the initial opening event of the Conference. In 2024 we will be heading offsite to Crocosaurus Cove, where you will be able to mingle amongst delegates, hold a baby crocodile or even take part in the famous 'Cage of Death' experience.

Sponsor Recognition

- ✓ Acknowledgment as Welcome Reception Sponsor at opening and closing of the conference.
- ✓ Opportunity to market your organisation by providing a 3-minute welcome address at the Welcome Reception.
- ✓ Opportunity to participate (Along with a winning delegate) in a double 'Cage of Death' at Crocosaurus Cove.
- ✓ Branding on 'Cage of Death' at Crocosaurus Cove.
- ✓ One (1) organisation banner displayed at the Welcome Reception (supplied by Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.

Registration Inclusions

- ✓ One (1) conference registration including Welcome Reception and Dinner ticket.
- ✓ Four (4) additional Welcome Reception tickets.



Conference Lunch Sponsor

Limited to Three (3) Only

INVESTMENT:
AUD \$4,000

Lunch breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Companies have the opportunity to be named as Sponsors for a selected lunch break.

Sponsor Recognition

- ✓ Acknowledgment as Conference Lunch Sponsor at opening and closing of the conference.
- ✓ Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor).
- ✓ Opportunity to display brochures, flyers or promotional items at catering stations during the selected break.
- ✓ Opportunity to provide self-branded napkins (to be provided by the Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.



Morning or Afternoon Tea Sponsor

5 Opportunities Available
(limited to 1 Sponsor per break)

INVESTMENT:

AUD \$2,500

Morning tea and afternoon tea coffee breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Companies have the opportunity to be named as sponsors of the morning tea or afternoon tea break for a selected day.

Sponsor Recognition



- ✓ Acknowledgment as Morning/Afternoon Tea Sponsor at opening and closing of the conference.
- ✓ Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor).
- ✓ Opportunity to display brochures, flyers or promotional items at catering stations during the selected break.
- ✓ Opportunity to provide self-branded napkins (to be provided by the Sponsor and at sponsor's expense).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.

Thursday Breakfast Session Sponsor

4 Opportunities Available

INVESTMENT:

AUD \$7,000

Start the day off hosting a breakfast session at the Darwin Convention Centre. This is a great way to showcase your business to a select audience. Sponsor will be responsible for providing communication to selected attendees about the breakfast format.

Sponsor Recognition



- ✓ Acknowledgment as Conference Breakfast Sponsor at opening and closing of the conference.
- ✓ Organisation acknowledgement on the conference website with hyperlink to company website.
- ✓ Organisation acknowledgement on Conference Sponsor slides during conference.
- ✓ Meeting Room for breakfast session at Darwin Convention Centre.
- ✓ Includes the cost of the breakfast catering for 20 attendees (ARMS to arrange catering, if more than 20 attendees sponsor will be liable for additional catering costs).
- ✓ Email Invitation to selected attendees (identified by sponsor) inviting them to attend (Sent through ARMS).



Keynote Speaker Sponsor

Limited to one (1) Sponsor per speaker

INVESTMENT:
AUD \$8,000

ARMS 2024 will have a range of presentations and high-profile speakers to deliver plenary sessions. Sponsorship of a keynote speaker will provide opportunity for maximum exposure of your brand.

Sponsor Recognition



- ✓ Acknowledgment as Keynote Speaker Sponsor at opening and closing of the conference.
- ✓ Verbal acknowledgement of Sponsorship at the start and finish of the relevant session.
- ✓ Opportunity to chair session and provide introduction to selected keynote speaker.
- ✓ Organisation's name and logo on holding slides during the relevant session.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Organisation provided pull up banner displayed at session where speaker is appearing.

Conference Session Sponsor

Limited to one (1) Sponsor per Session

INVESTMENT:
AUD \$4,000

ARMS 2024 will have a range of presentations and speakers to deliver conference sessions. Sponsorship of a conference session will provide opportunity for maximum exposure of your brand.

Sponsor Recognition



- ✓ Acknowledgment as Conference Session Sponsor at opening and closing of the conference.
- ✓ Verbal acknowledgement of Sponsorship at the start and finish of the relevant session.
- ✓ Opportunity to nominate session chair for relevant conference session.
- ✓ Organisation's name and logo on holding slides during the relevant session.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Organisation provided pull up banner displayed at session.



Individual Opportunities >
Educational Sponsorship

Lunch & Learn Sponsor

4 Opportunities Available

INVESTMENT:
AUD \$6,000

20-minute thought leadership session presented on a topic of relevance to the Research Management Profession over a scheduled lunch break during the 2024 Darwin Conference.

Sponsor Recognition



- ✓ Acknowledgment as Conference Lunch & Learn Sponsor at opening and closing of the conference.
- ✓ Organisation acknowledgment on the conference website with hyperlink to company website.
- ✓ Organisation logo and 50-word profile in the conference app and on website.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.
- ✓ 100-word session synopsis on the conference website.

Individual Opportunities >
Delegate Reach Sponsorship

Conference App Sponsor

Exclusive Opportunity

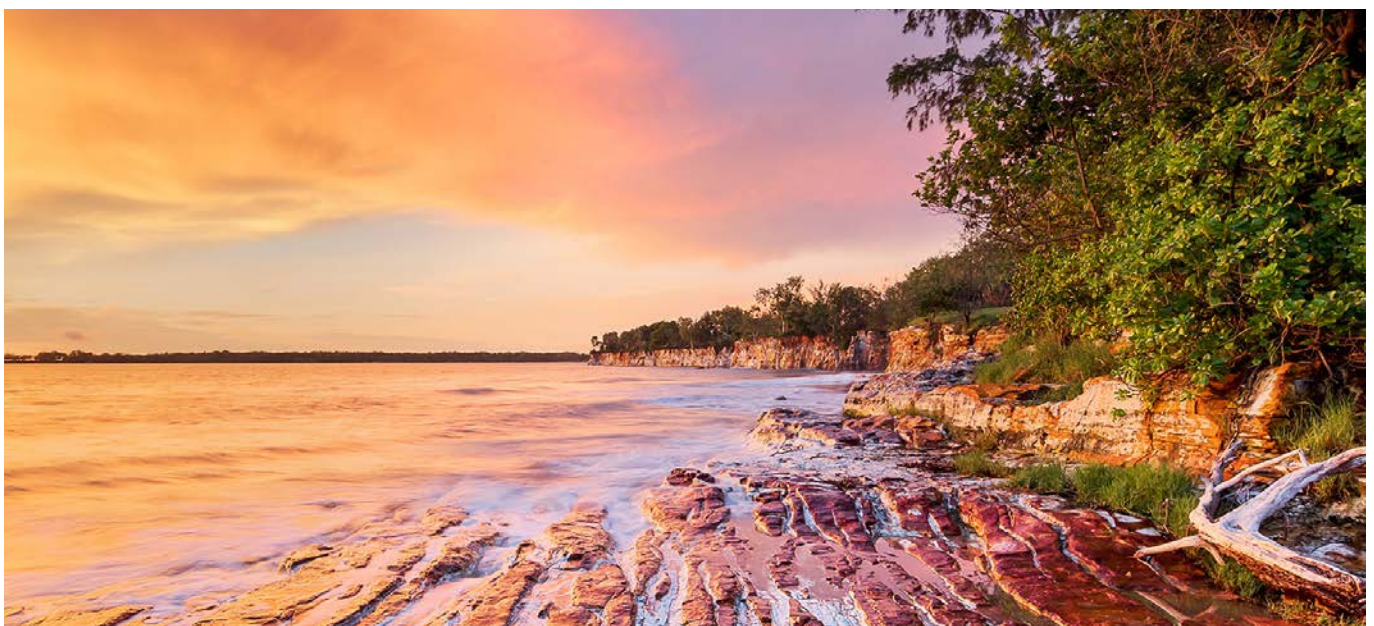
INVESTMENT:
AUD \$5,000

Delegates gain access to the ARMS Conference App which can be downloaded to smartphone devices offering wide exposure. App content includes information on the program, speakers, and exhibition and is offered to delegates prior to the conference.

Sponsor Recognition



- ✓ Acknowledgment as Conference App Sponsor at opening and closing of the conference.
- ✓ Prominent organisation branding on the ARMS 2024 Conference App Home screen.
- ✓ Organisation profile prominently featured on app.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Opportunity to have documents available for delegates to download via the App (subject to prior approval and App capabilities).



Individual Opportunities >
Delegate Reach Sponsorship

Lanyard Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$5,000

Each delegate will receive a name badge and lanyard upon registration to wear for the entire duration of the Conference. This Sponsorship provides exclusive, highly visible level of exposure during the event.

Sponsor Recognition



- ✓ Acknowledgment as Lanyard Sponsor at opening and closing of the conference.
- ✓ Logo printed on all lanyards (to be supplied by the sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.

Individual Opportunities >
Advertising Opportunities

E-Satchel Insert

Multiple Opportunities

INVESTMENT:
AUD \$1,100

The e-satchel will be available to all delegates/exhibitors/Sponsors attending the conference.

Opportunity

- ✓ Opportunity to include an A4 (portrait), single page, PDF insert within the E-satchel and in the conference app.



Exhibition Booth

Multiple Opportunities

INVESTMENT:
AUD \$8,000

The exhibition area is set to be the primary networking arena for delegates, sponsors, and exhibitors. The program will be designed to maximise the opportunity for delegates to visit the exhibition, poster sessions, refreshment breaks, and barista station will be located within the exhibition area.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Booth.
- ✓ Power supply.
- ✓ Access to delegate listing via conference app.

NB: Furniture to be hired via exhibition build company.



Exhibitor Promotion

- ✓ Distribution of promotional items from your booth to delegates.
- ✓ One (1) A4 (portrait), single page, PDF inserts in delegate e-satchel.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.



Exhibitor Registration

- ✓ Two (2) conference registrations including Welcome Reception and Dinner tickets.

NB: Additional exhibitor registrations are available for purchase.



Exhibitor Bonus

- ✓ Sponsor lead generation feature within conference app.



Application to Sponsor/Exhibit



Global and local
research partnerships
for a sustainable future

11 – 13 September 2024
Darwin Convention Centre

Primary Contact

All correspondence including invoices will be sent to the contact supplied below

Company/Organisation Name

Contact Person

Position

Email

Telephone

Mobile

Address

State

Postcode

Country

Company Website

Conference Sponsorship Packages (please tick to indicate your choice)

SOLD <input type="checkbox"/> Platinum Sponsor	\$18,500	SOLD <input type="checkbox"/> Silver Sponsor	\$14,500
<input type="checkbox"/> Gold Sponsor	\$18,500	<input type="checkbox"/> Bronze Sponsor	\$10,500

Individual Opportunities (please tick to indicate your choice)

Social Events & Catering

<input type="checkbox"/> Conference Gala Dinner Sponsor	\$14,000
<input type="checkbox"/> Barista Station Lounge Sponsor	\$16,000
<input type="checkbox"/> Welcome Reception Sponsor	\$10,000
<input type="checkbox"/> Conference Lunch Sponsor	\$4,000
<input type="checkbox"/> Morning or Afternoon Tea Sponsor	\$2,500
<input type="checkbox"/> Thursday Breakfast Session Sponsor	\$7,000

Educational

<input type="checkbox"/> Keynote Speaker Sponsor	\$8,000
<input type="checkbox"/> Conference Session Sponsor	\$4,000
<input type="checkbox"/> Lunch & Learn Sponsor	\$6,000

Delegate Reach

<input type="checkbox"/> Conference App Sponsor	\$5,000
<input type="checkbox"/> Lanyard Sponsor	\$5,000

Advertising

<input type="checkbox"/> E-Satchel Insert	\$1,100
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Conference Exhibition Packages

<input type="checkbox"/> Exhibition Booth 3m x 3m	\$8,000
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Confirmation

I have read and accept the terms and conditions set out in this Sponsorship and Exhibition Prospectus

Signed:

Date:

Sponsorship agreement and tax invoice will be sent upon receipt of your application form, your sponsorship is not confirmed until this is received. Prices quoted are in AUD and inclusive of GST

**Please complete this form
and return for invoicing to:**

Kaeisha Kilmister, ARMS Conference and Major Events Coordinator
Email: ARMSevents@researchmanagement.org.au | T: +61 08 8201 2911

Terms and Conditions of Sponsorship/Exhibition

These terms and conditions constitute a contract between you ('the Exhibitor/Sponsor'), and **Australasian Research Management Society** (ABN 57 334 849 485) ('ARMS') in relation to the sponsorship and/or use of exhibition space for the **2024 ARMS Conference** ('the Conference') at the Darwin Convention Centre ('the Venue') from 11 – 13 September 2024. By signing the application form you are indicating your acceptance of these terms and conditions.

General

- An official Application Form must be received to reserve Sponsorship or Exhibition booth.
- ARMS reserves the right to refuse application or prohibit any Sponsors/exhibitors from participation.
- Exhibition booths will be allocated based on level of sponsorship confirmed and at the discretion of ARMS. Deposit monies must have been received prior to booth allocation. ARMS's decision will be final.
- Should the exhibition floor plan need to be altered, ARMS has the right to make necessary changes.
- ARMS agrees to provide exhibitors with a full Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of being an exhibitor.
- ARMS will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
- Exhibitors must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition. Exhibitors must comply with all directions/requests outlined in the provided Exhibition Manual.
- Unless otherwise communicated, storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.
- Exhibition furniture, extra lighting, power and all other items are to be ordered from the exhibition build contractor at exhibitors own additional expense.
- **Where applicable, a delegate list will be provided featuring delegate name, organisation and position information only.**

Exhibitor Display Rules

- ARMS shall determine the hours during which the Exhibition shall be conducted and the hours of access for Exhibitors, including any variations of access times as may be necessary.
- The allocated exhibition space must always be staffed during the exhibition and removal of any exhibition display must not commence until after the exhibition closes.
- All advertising material, such as banners, must be displayed within the designated booth area.
- Excessive noise that inconveniences other exhibitors or the conference must be avoided.
- Exhibitors must not obstruct aisles and walkways.
- While Exhibitors are encouraged to pursue novel methods of attracting people with their stand, practices disadvantaging other exhibitors or detracting from the Exhibition are not permitted.
- Exhibitors are encouraged to be environmentally friendly when organising giveaways and marketing materials. Ways in which sponsors may wish to consider becoming more waste and plastic-free could include subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.

Insurance and Liability

- All exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation at the request of the venue or ARMS.
- ARMS will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, ARMS and the Organising Committee cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever. The Exhibitor is responsible for all items within their allocated exhibition space.
- ARMS will not be liable and makes no guarantee of the number of visitors to the exhibition.

Detailed Requirements and Due Dates:

- ARMS requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of E-satchel inserts, or other arrangements will be sent to you at a later date with relevant due dates.
- Logos will be requested in both .jpg and .eps format, high resolution 300dpi. If logos in other formats are received, ARMS is not responsible for the quality of the logos displayed in any of the promotional material.
- If materials, information, content or artwork required by ARMS is not received by the designated due date, their use for their intended purpose cannot be guaranteed and ARMS will not be responsible for any losses sustained as a result.

Payment and Cancellation

- A 50% deposit is required upon confirmation of your Sponsorship/exhibition for the ARMS 2024 Conference. The deposit is non-refundable and organisation information will only feature on the conference website once the initial deposit has been paid.
- The remaining 50% balance is due no later than 30 days prior to the ARMS 2024 Conference.
- Sponsors/exhibitors must ensure that all accounts are finalised and paid prior to the Conference. Failure to make payment may result the space being available for sale to another company.
- Exhibitors will not be permitted to bump in until full payment is received.
- In the event of cancellation of a Sponsorship/exhibition booking, ARMS must be notified in writing as soon as possible.
- A refund of fees paid (less a 50% deposit) will be made to parties who wish to cancel no later than 30 days prior to the ARMS 2024 Conference. After this date, all fees paid will automatically be forfeited and no refund will be made.