



ACA VICTORIA
**EXCELLENCE
IN ECEC**
CONFERENCE SERIES

MAY-AUGUST
• 2017 •

Exhibitor Prospectus

• Conference and Exhibition •
CROWN CONFERENCE CENTRE

18 & 19
AUG 2017

8 Whiteman Street, Southbank, Melbourne

Exhibitor Prospectus for 2017 ACA Victoria Excellence in ECEC Series Conference

18 & 19 August 2017, Crown Conference Centre
8 Whiteman Street, Southbank, Melbourne

The Australian Childcare Alliance Victoria (ACA Vic) is the peak membership association for over 800 privately operated long day care services in Victoria. Our annual conference has quickly built a reputation as the best quality and fastest growing event in the early childhood sector.

Building on the success of previous years, in 2017 ACA Vic will be presenting the unique and high quality Excellence in Early Childhood Series. The series is being delivered both face to face and via webinars, during the week and on weekends. The centrepiece of the Series is ACA Vic's annual conference, to be held on 18 and 19 August at Melbourne's stunning Crown Conference Centre.

Our event is now the largest annual early childhood Conference in Victoria and provides significant access to Centre operators from across Australia.

Beyond delegate numbers, we differentiate our Conference from other early childhood events in one critical way - we understand the need for sponsors and exhibitors to achieve a positive return on their investment.

We work directly with our sponsors and exhibitors to achieve this outcome, by:

- strongly targeting centre owners as delegates to the event
- running prize draws for delegates who visit all exhibitors
- holding a cocktail function for delegates amongst the exhibitor stands
- providing opportunities for sponsors to present to delegates
- encouraging unique and diverse exhibitor stands that attract delegates
- providing choice of exhibitor booth locations
- ensuring ongoing multi-channel advertising of sponsors
- incorporating savings on exhibition stands for supplier members
- fostering ongoing partnerships with sponsors and exhibitors that extend beyond the Conference
- 1:1 access to the ACA Vic CEO to assist with planning and decision making

We welcome the opportunity to discuss ways in which your company can benefit from sponsoring or exhibiting at the event.

You can contact ACA Vic's CEO as follows:
e | david.worland@childcarealliance.org.au
t | 03 9532 2017

We look forward to hearing from you soon.



David Worland

CEO – Australian Childcare Alliance Victoria

Conference Program

The Conference program will include:

- 4 Webinars delivered through April-July
- 2 full days of conference sessions
- Keynote addresses from leaders in the ECEC sector
- 4 streams of sessions tailored for centre owners, directors and educators
- Trade exhibition
- Full catering for all delegates and exhibitors in the exhibition space
- Friday evening cocktail event

The Friday evening cocktail event will be an evening of networking and entertainment. Delegates, sponsors and exhibitors will attend this event. It will provide a great opportunity to network informally with conference delegates, including centre owners and directors.

Marketing

The Conference is marketed extensively across Australia through:

- Regular, direct e-marketing to all Australian Childcare Alliance members Australia-wide and all other ECEC services across Australia
- ACA Victoria website, containing information about the program, speakers, sponsors, exhibitors and accommodation
- Printed material sent to all ECEC services in Australia
- Social media (Conference Facebook page, Twitter and LinkedIn) and Conference App
- Sponsor logos appearing in marketing as per the inclusions of the package purchased
- Exhibitors are encouraged to actively market their appearance at the Conference to their own networks

Exhibition Opportunities & Benefits

Single Booth

ACA Vic Supplier Member — \$2,565 each (incl GST)

Other Suppliers — \$2,700 each (incl GST)

Included Benefits:

- Booth Size: 3m x 2m
- Walls: White PVC coated panels inserted with anodised aluminium 2400mm high
- Signage: Applied direct to fascia. Black computer vinyl cut lettering at 90 mm high on white PVC coated panels 140mm high (max 30 characters) – signage remains the property of the supplier
- Light: 2 x 120 watt spotlights mounted on track inside booth fascia
- Power: one 240v / 4 amp general-purpose outlet (GPO)
- Company profile with logo in the Conference App
- Networking time with delegates during morning tea, lunch and afternoon tea on Friday and Saturday
- Additional networking time with delegates at the evening cocktail event on Friday

Registrations:

- One (1) complimentary conference registration

Double Booth

ACA Vic Supplier Member — \$4,630 each (incl GST)

Other Suppliers — \$4,860 each (incl GST)

Included Benefits:

- Booth Size: 6m x 2m
- Walls: White PVC coated panels inserted with anodised aluminium 2400mm high
- Signage: Applied direct to fascia. Black computer vinyl cut lettering at 90 mm high on white PVC coated panels 140mm high (max 30 characters) – signage remains the property of the supplier
- Light: 2 x 120 watt spotlights mounted on track inside booth fascia
- Power: one 240v / 4 amp general-purpose outlet (GPO)
- Company profile with logo in the Conference App
- Networking time with delegates during morning tea, lunch and afternoon tea on Friday and Saturday
- Additional networking time with delegates at the evening cocktail event on Friday

Registrations:

- Two (1) complimentary conference registrations

Exhibitor Staff

Due to security and occupational health & safety requirements all exhibitor staff attending the conference will need to be registered and wear a name badge to gain access into the conference or exhibition areas.

- The Conference Registration included in your exhibition package will allow access to the conference sessions, exhibition, day catering on Friday and Saturday plus the evening cocktail event on Friday
- If you book Exhibitor Staff Day Catering this will only allow access to the exhibition, day catering on Friday and Saturday plus the evening cocktail event on Friday (*it does not* include access to the conference sessions)

Exhibition

- An Exhibition Booth will comprise a 3m x 2m booth with standard fascia signage up to 30 characters, 4 amp power supply, 2 x 150W spot light
- A half trestle with 2 chairs can be provided but must be pre-booked
- Exhibitors must cover their public risk by ensuring an appropriate public liability policy for a minimum cover of \$10,000,000 is in place. A copy of the relevant insurance certificate of currency must be forwarded to our Professional Conference Organiser at least 4 weeks prior to the conference
- No exhibitors will be permitted to participate in the exhibition unless proof of public liability insurance has been provided and the exhibition invoice has been paid in full

Exhibition Timetable

The following timetable is subject to change and will be reconfirmed to all exhibitors closer to the date:

Thursday 17 August 2017

3.00pm – 7.00pm	Bump-in for Exhibitors in Exhibition Hall
10.00pm – 11.00pm	Bump-in for Exhibitors in Conference Hall Pre-function area

Friday 18 August 2017

7.00am – 8.00am	Additional bump-in time for Exhibitors in Conference Hall Pre-function Area
8.00am – 4.00pm	Exhibition open (AM tea, lunch and PM tea served in the exhibition)
5.30pm – 8.30pm	Exhibition open (Evening Cocktail Event)

Saturday 19 August 2017

8.30am – 4.00pm	Exhibition open (AM tea, lunch and PM tea served in the exhibition)
4.00pm – 5.30pm	Bump-out (after PM tea has concluded)

Custom Stands

If you wish to customise your exhibition booth, please contact the Conference Manager, Sue Ryman-Kiernan, Wise Connections on ACA-Victoria@wiseconnections.com.au or 03 9885 6566.

Exhibition Floor Plan

Please note that booth allocation and placement will be confirmed by ACA Victoria approximately 4 weeks prior to the conference, at which time a floor plan will be provided.

Booking Policy

Please complete the exhibitor registration details on the Exhibitor Application form on pages 5 & 6.

ACA Victoria reserves the exclusive right to exclude any person or organisation from participation in exhibitor options in this prospectus at the Conference.

Cancellation Policy

Cancellations will only be accepted in writing via email. Cancellations received before 30 April 2017 will be refundable less a \$150 administration fee (unless other contractual obligations apply).

Cancellations received between 1 May and 30 June 2017 will receive a 50% refund. Cancellations after 1 July 2017 will not receive a refund.

Terms and Conditions

Security

It is suggested that no valuable items be left at your booth, especially overnight. No responsibility can be taken for any loss or damage to equipment and display materials.

Insurance

Exhibitors who are exhibiting must take out insurance coverage for their own protection and indemnity. Exhibitors will be liable for any damage caused by them or their employees, contractors, agents and invitees, to any other exhibitors or any common property or third party within the exhibition.

Liability

Exhibitors must cover their public risk by ensuring an appropriate public liability policy for a minimum cover of \$10,000,000 is in place. A copy of the relevant insurance certificate of currency must be forwarded to our Professional Conference Organiser at least 4 weeks prior to the conference. No exhibitors will be permitted to participate in the exhibition unless proof of public liability insurance has been provided.

The organisers will not be responsible for any loss or injury that may occur to the exhibitor, exhibitor's employees, delegates or property from any cause whatsoever, prior to, during and the subsequent period of the conference. Exhibitors shall indemnify and hold harmless ACA Victoria and Wise Connections from all liability (damage or accident) that might ensue from any cause resulting to or connected with the transportation, placing, removal or display of exhibits.

Booth Payment

Payment is due strictly 14 days from date of invoice. Exhibition Booths will not be considered confirmed until payment has been received.

All prices are in AUD and include GST

Please note:

- All logos must be provided in hi-res .jpg and .eps format by the exhibitor to Tarnia Simpson at: ACA-Victoria@wiseconnections.com.au
- All company profiles must be no longer than 150 words
- Logos will be displayed on printed and online material subject to specific exhibitor arrangements

Exhibitor Application

Contact Details

Please Print

Please print your company name as you would like it on your exhibition fascia

Organisation			
Surname		First Name	
Address		Postcode	State
Telephone	Mobile	Email Address	

Full Conference Delegates

Includes day catering on Friday & Saturday and Cocktail Event on Friday and access to the conference sessions.

Delegate 1

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Delegate 2

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Delegate 3

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Exhibitor Staff

Includes day catering on Friday & Saturday and Cocktail Event on Friday, **does not** include access to the conference sessions.

Exhibitor Staff 1

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Exhibitor Staff 2

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Exhibitor Staff 3

Surname	
First Name	
Telephone	Mobile
Email	
Special Dietary Requirements	

Exhibitor Opportunities

All prices are in A\$ and include GST

Exhibition Booths – ACA Vic Supplier Member

Qty

Exhibition Booth 3m x 2m	\$2,565	<input type="text"/>
Double Booth 6m x 2m	\$4,630	<input type="text"/>
Half Trestle Table with 2 Chairs for Booth <i>Must be Pre-Booked – Limited Availability</i>	\$0 ea	<input type="text"/>
TOTAL	\$	<input type="text"/>

Exhibition Booths – Other Suppliers

Qty

Exhibition Booth 3m x 2m	\$2,700	<input type="text"/>
Double Booth 6m x 2m	\$4,860	<input type="text"/>
Half Trestle Table with 2 Chairs for Booth <i>Must be Pre-Booked – Limited Availability</i>	\$0 ea	<input type="text"/>
TOTAL	\$	<input type="text"/>

Extras

Qty

Full Delegate Friday/Saturday	\$650 ea	<input type="text"/>
Exhibitor Staff Day Catering	\$310 ea	<input type="text"/>
TOTAL	\$	<input type="text"/>

Payment

We wish to pay by	Credit Card <input type="checkbox"/>	EFT <input type="checkbox"/>
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Credit Card

A service charge of 2.5% will be applied to all credit card payments

Please charge	\$	
To the following	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card Number		
Expiry Date		
Cardholder Name		
Cardholder Signature		

EFT

Please pay "Wise Connections on behalf of Australian Childcare Alliance Victoria"

BSB: 063 010

Account: 12769297

Please include the name of your organisation with your remittance.

Please forward a copy of the remittance advice to
ACA-Victoria@wiseconnections.com.au

Note: Your exhibition booth will not be considered confirmed and you will not be permitted to exhibit until full payment has been received.

Upon receipt of this signed agreement form our Professional Conference Organiser (Wise Connections) will issue you with a Tax Invoice.

Please indicate your acceptance of these conditions by ticking below:

☐ We hereby agree to indemnify the Conference Committee and its contractors against claims arising from loss or damage to exhibits and any damage caused to the space, walls, floor, ceilings, furniture, fittings & furnishings caused by us at the exhibition venue during the move-in period, occupancies & move-out period.

☐ We will provide a certificate of currency of public liability insurance valid for the period of the conference.

☐ We are aware of the Cancellation Policy on page 4.

Exhibitor Organisation	
Contact Signature	Date



Australian Childcare Alliance
Victoria