



Exhibitor and Sponsorship Information for the 2018 Tweed Heads

SMBE (NSW) Country Technicians' Training Seminar



Dates: 25th to 28th March 2018

Venue: Tweed South Sports Club,
4 Minjungbal Dr, Tweed Heads South NSW 2486

Welcome BBQ: Sunday 25th March 2018

Training Seminar Dinner: Monday 26th March 2018

The SMBE (NSW) was founded in 1966 to advance the cause of Biomedical Engineering in this State. Its aim is the advancement of the use and understanding of Medical and Biological Engineering through research and practice, the promotion of interchange of ideas and interests in this area as well as the representation of persons working in these fields.

EXHIBITOR INFORMATION

Trade Display
Bookings & Sponsorship.

Contact for information
regarding, speakers & Training
Seminar registrations

Contact for sending registrations
& payments:

Paul Sweeney
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Bruce Morrison
President SMBE NSW
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Frank Kwiatkowski
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treasurer@smbensw.org.au

Venue:

Tweed South Sports Club, 4 Minjungbal Dr, Tweed Heads South NSW 2486

**For Delivery Information & any other information from the venue contact
Telephone: 07 5524 3655 Ben Gonzalez**

Move in details:

Move in will be available from Sunday afternoon, 25th March 2018. The booth layout plan is at the back of this document. A Security service will be provided but goods left at the displays still remain the responsibility of the Exhibitor.

Move out details:

Move out may commence from 12:00 noon, 28th March 2018.

North Coast Event Hire or SMBE (NSW) Inc will not be responsible for any goods left behind.

Price Per Booth: \$700.00 Please note, no GST

Training Seminar Information.

The **Welcome BBQ** is Sunday 25th March. Venue: Greenmount Beach Club

Training Seminar Registration starts Monday 26th March 2018 from 8:00am at the Tweed South Sports Club. Sessions will commence from 9:00am daily (9:15am on Monday).

The **Training Seminar Dinner** will be held on the evening of Monday 26th March 2018. Venue: Twin Towns Services Club

Training Seminar close: The Training Seminar will close after lunch at approximately 12:30pm on Wednesday 28th March 2018.

Display Areas:

- There will be **35 display booths**. These will be supplied by North Coast Event Hire. They will be fitted out with a table & 2 chairs, signboard, display lighting & power outlet.

Registration and meals charges

- All Exhibitors must register using the Standard Tax / Invoice Registration form. ID name badges will be issued from the Registration information. Everyone attending the Training Seminar should attend the Welcome BBQ. (The Welcome BBQ is a low key casual event for people to catch up with old friends & make new ones)

Identification & other items:

- All exhibitors are asked to help maintain security of their equipment and the display area by wearing the provided exhibitor name badges at all times. Items should be identified with your company name/logo or your name. You will need your name badge to obtain meal service and entry to the venue.
- Exhibitors must not obstruct exits or access to fire fighting equipment
- Excessive noise is not permitted. This includes the use of mobile phones in the seminar room. However the use of mobile phones is permitted elsewhere including the trade display area.

Insurance & disclaimer:

Whilst every effort will be made to provide reasonable security during the Training Seminar, the South Tweed Sports Club, North Coast Event Hire, the SMBE NSW (Inc) Committee, or any of their staff, employees, agents or other representatives shall not be held accountable, responsible or liable for any damage, loss, harm or injury. And the same are released from accountability, responsibility or liability for any damage, loss, harm or injury however caused to persons or property of the exhibitors staff, employees, agent or representative. Nor to goods or other property sent off in transit to or from the Training Seminar or remaining there after the exhibition. It is suggested that each exhibitor as necessary arrange appropriate insurance cover and security of any valuable items **and include public liability insurance**. Do not leave notebook computers, PDA's or mobile phones etc unsecured or overnight.

Display Booth allocations & Payments:

Exhibitors will be allocated display booths in the order bookings are received. The SMBE (NSW) Committee reserves the right to arbitrate if any dispute arises and any decision will be final. Booth payments should be made at the time of booking with Frank Kwiatkowski the SMBE (NSW) Treasurer. If more bookings are received than there are booths available they will be allocated in the order the bookings were received.

Cancellations:

Any cancellations received by Friday 23rd February 2018 by the Trade Organiser SMBE (NSW) will be entitled to a full refund. After that no refund will be made. However the Committee may consider special or compassionate circumstances.

SPONSORSHIP PACKAGES

These packages help offset the costs of running the Training Seminar to SMBE (NSW) members and thus keeps the registration fee reasonable. This allows the maximum number of people to attend from NSW, all around Australia, New Zealand, and the Asia Pacific Region.

Sponsorships are available for a variety of Training Seminar activities. These include morning teas, lunches, afternoon teas, the all important Training Seminar Dinner & Welcome BBQ, awards etc

***MAJOR SPONSORSHIPS ARE AVAILABLE.
Please see attached document.***

Please contact Paul Sweeney Committee Member SMBE (NSW) in relation to these on 0402 897 360.

Satchel Inserts

You may use A4 sized pages as Satchel inserts. These are available at **\$150-00** for one A4 bundle per satchel. These may comprise brochures and/or booklets. (The committee reserves the right to limit the amount of pages to a reasonable amount per company. This is due to the physical constraints of the satchel bag)

Currently we are working on providing 130 satchels. You should provide this number of inserts.

Note: Some Sponsorship packages also include a complimentary Satchel Insert at no extra charge.

NB: Inserts should be delivered to the Venue in time for packing the satchels on Sunday 25th March 2018.

Sponsor the Seminar Dinner on Monday 26th March 2018

Sponsorship of the Seminar Dinner - \$3,000.00

Includes:

- Named as a Major Sponsor in Training Seminar program
- No Charge for your Insert in the Training Seminar satchel
- A banner supplied by you may be displayed at function
- Special name tag(s) "**Major Sponsor**"
- Acknowledgment of your sponsorship during BBQ by SMBE (NSW) & the opening & closing of the Training Seminar.

Sponsor the Welcome Reception BBQ Sunday 25th March 2018.

Venue:

Sponsorship of the welcome BBQ - \$1,500.00

Includes:

- Named as a Major Sponsor in Training Seminar program
- No Charge for your Insert in the Training Seminar satchel
- A banner supplied by you may be displayed at function
- Special name tag(s) "**Major Sponsor**"
- Acknowledgment of your sponsorship during BBQ by SMBE (NSW) & the opening & closing of the Training Seminar.

Sponsor a lunch

Sponsorship of Training Seminar lunch for 1 day - \$750.00

Includes:

- Named as an official Sponsor in Training Seminar program & prior to lunch by MC
- Complimentary Insert in the Training Seminar satchel
- Special name tag "**Sponsor**"
- Acknowledgment of your sponsorship

Sponsor a morning or afternoon tea

Sponsorship of one (1) morning or afternoon tea - \$400.00

Includes:

- Named as an official Sponsor in the Training Seminar program
- Complimentary Insert in the Training Seminar satchel

Sponsor a Scientific or Educational Session

Sponsorship of individual scientific/educational sessions is available for \$400.00 per session.

Includes:

- Named as a Sponsor in Training Seminar program
- An announcement of your session sponsorship at the beginning of the sponsored session

Sponsor Session Prizes

These are used as prize rewards and encouragement during or at completion of lectures. They are awarded in a friendly quiz format. These should only be of a small nature but should be useful or interesting e.g. small hand tools or a bottle of something nice.

Provide the major prize for the booth Passport competition

Sponsorship of the Passport competition includes:

- Named as a sponsor in program
- Acknowledged when prize rewarded
- Major prize sponsor also acknowledged on Passport sheet.

All sponsored functions; meals or sessions will be acknowledged verbally at the beginning and/or completion, and during of the event.

Additional tickets for the Welcome Bar-B-Q are available @ \$50.00

Additional Dinner tickets are \$100.00

PAYMENT DETAILS (all prices quoted do not include GST as SMBE NSW (Inc) is not registered for GST)

One display booth @ \$700.00 [] \$.....

Includes one Full Registration.

Name(s) of person(s):-

- | | |
|----|----|
| 1) | 2) |
| 3) | 4) |
| 5) | 6) |

Day(s) attending:

Person 1 = ; Person 2 = ; Person 3 = ;
Person 4 = ; Person 5 = ; Person 6 = ;

Sponsor the Seminar Dinner @\$3000.00 \$.....

Sponsor the Welcome BBQ @ \$1500.00 [] \$.....
(This also includes a complimentary Satchel insert)

Sponsor a Lunch @ \$750.00 [] \$.....
(This also includes a complimentary Satchel insert)

Sponsor a morning or afternoon tea @ \$400.00 [] \$.....
(Includes a complimentary Satchel insert)

Sponsor a Scientific or Educational Session @ \$400.00 [] \$.....

Major "Passport" Competition prize (The passport competition form has to be "stamped" at every booth. It will have the prize sponsor featured prominently on the "passport form")

Payments should be made out to: "SMBE NSW Inc" & sent to the Hon. Sec./Treasurer
PO Box 545, Lane Cove, NSW, 1595.

Please scan this form & send a confirmation copy by mail with your payment.

TOTAL \$

Signed:

Name: Title:

Company: Email:

Mobile: Telephone: () Fax: ()