

Application to Sponsor/Exhibit

Victorian Association for Library Automation Inc Reg No A11933 ABN 75 344 574 577

Tax invoice

VALA2004
12th Biennial Conference
and Exhibition

3–5 February 2004

Participation can only be confirmed on receipt of the 1st payment.
Allocations will be made strictly in order of receipt of application and payment.

PLEASE PRINT OR TYPE

Company Name: _____

Address: _____

Suburb: _____

State: _____ Postcode: _____

Contact Name: _____

(Prof / Dr / Mr / Ms / Mrs / Miss)

Position: _____

Telephone: _____ Fax: _____

E-mail: _____

Website: _____

SPONSORSHIP PACKAGE PREFERENCES

I/We would like to take up the following Sponsorship package(s):

1st Preference: _____ Total Cost: AUD\$ _____

2nd Preference: _____ Total Cost: AUD\$ _____

3rd Preference: _____ Total Cost: AUD\$ _____

I/we understand that the Sponsorship packages will be subject to Committee approval and that decision is final.

Signed: _____

(For and on behalf of the Sponsor listed above)

Position _____

EXHIBITION BOOTH LOCATION

Booth(s) @ AUD\$2,400 + GST = AUD\$2,640 AUD\$ _____

Booth(s) @ AUD\$1,950 + GST = AUD\$2,145 AUD\$ _____

Preferences: 1st _____ 2nd _____ 3rd _____

My company fascia name is to read: _____

(Booth sign limited to a maximum of 25 characters with Pty Ltd, Aust, etc deleted)

Should the exhibition floor plan require changing, the Organisers have the right to make the necessary changes.

Allocation: The exhibitor understands that booths and/or space will be allocated strictly in order of receipt of payment and that the Committee's decision will be final.

Attendance: The exhibitor understands that all attendees must register officially.

Signed: _____

(For and on behalf of the Exhibitor listed above)

Position _____



VENDOR PRESENTATIONS

Maximum of one twelve-minute presentation per booth booked – subject to availability.

I wish to make a vendor presentation as part of the conference programme:

Yes No

CANCELLATION POLICY

In the event of the cancellation of Sponsorship or Exhibition booth/s, note that unless that particular area of Sponsorship or Exhibition is resold, the Committee reserves the right to retain monies received. If the balance payment is not received by the due date, the allocated Sponsorship or Exhibition booth/s will be cancelled.

PAYMENT AND DEADLINES

1st Payment Deadline: 50% BY RETURN
(please attach cheque to this form)

Balance Deadline: 31 October 2003

Please make cheque payable to:
"VALA National Conference"

And forward to:
VALA2004 Conference Office
C/- Waldron Smith Management
61 Danks Street
Port Melbourne VIC 3207 Australia

