



APPLICATION TO SPONSOR / EXHIBIT TAX INVOICE

15th Biennial Conference and Exhibition
9 - 11 February 2010
Melbourne Convention and Exhibition Centre
Australia

Reg No A0011933K | ABN 75 344 574 577

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

Company name: _____

Address: _____

Suburb: _____

State: _____ Postcode: _____ Country: _____

Contact name: _____
(Prof / Dr / Mr / Ms / Mrs / Miss)

Position: _____

Tel: _____ Fax: _____

Mobile: _____

E-mail: _____

Website: _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM



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 the decision is final.

Signed: _____ Date: _____

(For and on behalf of the Sponsor listed above)

Position: _____

EXHIBITION BOOTH/S

_____ Raw space for custom design booth(s)
@ AUD\$2,800 + GST = AUD\$3,080 AUD\$ _____

_____ Shell scheme booth(s)
@ AUD\$3,300 + GST = AUD\$3,630 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)

VENDOR PRESENTATIONS

Maximum of one 12 minute presentation per booth booked – subject to availability.

I wish to make a Vendor Presentation as part of the conference programme: Yes No

If yes, indicate number of presentations: _____

CANCELLATION POLICY

In the event of the cancellation of Sponsorship and/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

Balance deadline: 31 October 2009

PAYMENT

EFT

Please advise your remittance details upon payment into the following account. Please insert your company name as a reference on the deposit.

Bank: ANZ, Croydon VIC

Name: VALA – Libraries, Technology and the Future, Inc

BSB: 013 278

Account: 2999 93771

Swift No: BAU 3M

Cheque

Made payable to "VALA – Libraries, Technology and the Future Inc."

International organisations not paying by EFT are required to pay by international bank cheque in Australian Dollars only, which must be drawn on any major Australian Bank. Cheques not made out as requested may be returned.

Please send completed tax invoice form and payment advice/cheque to:

VALA2010 Conference Office

c/- WALDRONSMITH Management

61 Danks Street West

Port Melbourne VIC 3207 Australia

Fax: +61 3 9645 6322

Email: helen@wsm.com.au

EXHIBITION AUTHORISATION

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.

I agree to the *Terms and Conditions and Cancellation Policy* as outlined on the VALA2010 website www.vala.org.au/conf2010.htm

Signed: _____

(For and on behalf of the Exhibitor listed)

Position: _____

Date: _____