

# SPONSORSHIP BOOKING TERMS & CONDITIONS.

1. Items to be provided as part of sponsorship packages must be provided free of cost.
2. The item must be provided in consultation with, and with the approval of, the Organising Committee.
3. The quantity required will be approximately 200-300, depending on delegate numbers which shall be confirmed by the Organising Committee.
4. Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.
5. Goods & Services Tax (GST) is applicable to all goods and services offered by SoCLA and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. SoCLA reserves the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
6. All monies are payable in Australian dollars.
7. Sponsorship will be allocated only on receipt of a signed booking form. A letter of confirmation will be provided to confirm the booking.
8. If the sponsorship is in relation to the conference then a tax invoice for a 50% deposit of the total amount will be provided with the booking form. The 50% deposit is required 14 days from the date of invoice. The balance is due and payable on or before 03 May 2024. Booking forms received after 15 April 2024 must include full payment.
9. All monies due and payable must be received (and cheques cleared) by SoCLA prior to the event. No organisation will be listed as a sponsor in any official conference material until full payment and a booking form have been received by SoCLA.
10. CANCELLATION POLICY: No refunds will be made for cancellations by the Sponsor. A reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.
11. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of SoCLA.
12. Sponsorship entitlements including organisation logo on the conference website and other marketing material will be delivered upon receipt of the required deposit or full payment.
13. In relation to a sponsorship in relation to the conference, the delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
14. All freestanding banners will be a maximum size of 2m high x 1m wide.

# BOOKING FORM.

Please email this booking form to [admin@scl.org.au](mailto:admin@scl.org.au)

Sponsorship will be allocated only on receipt of a signed booking form. A letter of confirmation will be provided to confirm the booking.

Sponsorship Package(s) Requested	Cost
1.	
2.	
<b>Total Amount Payable</b>	<b>\$</b>

## Sponsor Organisation

Organisation Name (for Marketing):

Organisation Name (for Invoice):

Address:

City:

Postcode:

State:

Country:

## Sponsor Primary Contact

Name:

Mr/Mrs/Ms/Other:

Position:

Telephone:

Fax:

Email:

Website:

Yes I have read and agree to the booking terms and conditions.

Authorised by:

Date:

Signature:

Please note that your booking will not be processed unless all sections above are completed.

## PAYMENT DETAILS (please tick)

We wish to pay via EFT.

Account name: Society of Construction Law Australia

BSB: 105 900

Account No: 198 861 840

Please note this is the preferred method of payment.

Credit card (Visa and Mastercard only)

Please contact [admin@scl.org.au](mailto:admin@scl.org.au) if you wish to pay by credit card.

We wish to pay via company cheque.

Note: all cheques must be made payable to: Society of Construction Law Australia.