



QUESTnet 2011 Sponsor Manual

12 – 15 July 2011

Jupiters Hotel & Casino
Gold Coast, Queensland

Hosted by



Conference Organisers:



complex event management

a trading name of arinex pty ltd

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Contact

We are delighted that you are involved in the QUESTnet 2011 Conference. We are keen to make it a win-win for all the stakeholders including Speakers, Sponsors and Delegates.

It is recommended that you make a copy of this manual available to any and all staff who will be involved in any way with the conference.

Please find below your event contacts who will assist you in making this event a success:

Rebecca Cheb

ConferenceIT, a trading name of arinex Pty Limited
39 Tinarra Crescent
Kenmore Hills QLD 4069
Phone: 07 3878 2974
Mobile: 0417 601 554
Email: rebecca.cheb@conferenceit.com.au

Deadlines

We want to maximise your participation in the conference, so to achieve this we've provided some key deadlines. Please submit all items to **Rebecca Cheb** (unless instructed otherwise).

Submit logo (in print quality vector eps format)	ASAP if changed since 2010
Submit Title, Abstract and Bio for Presentation (<i>Platinum, Gold & Silver Sponsors Only</i>)	ASAP
Pay Sponsorship Invoice	Friday, 27 May 2011
Submit Sponsor Words for the delegate handbook	Friday, 3 June 2011
Submit electronic copies of brochures for the delegate USB drive	Friday, 10 June 2011
Send Promotional Material for Delegate Bag	Friday, 24 June 2011
Register Exhibitor Staff	Friday, 24 June 2011
Confirm any special needs for power or network	Friday, 24 June 2011
Confirm Fascia Board signage with Pyramid Displays	Monday, 27 June 2011
Pay Delegate Registration Invoices	Friday, 1 July 2011
Order and payment of additional furniture for booth	Monday, 4 July 2011

Conference Location

QUESTnet 2011 is to be held at Jupiters Hotel & Casino, Casino Drive, Broadbeach on the Gold Coast from Tuesday 12 to Friday 15 July 2011.

Conference Smart Phone Application & Lead Tracking

The conference will have available a new mobile-phone based lead-tracking service that will run on any mobile phone without a need to install an application.

This technology allows all of your onsite staff to collect leads whether they are at the booth, at lunch or even at social events throughout the conference.

The lead tracking service is part of a full conference service which puts all conference information right at your fingertips including all program data and even the speakers' abstracts and bios.

You will receive login details for your organisation and full instructions in the week prior to the conference, we will also have expert's onsite to assist with any issues.

Sponsorship Payment

If a sponsorship invoice has NOT been paid by **27 May 2011**, your participation will be forfeited and the spot offered to other vendors. All decisions about branding and upgrades will be based on the date your sponsorship invoice is paid. It is mandatory that all payments are made before the handbook goes to print.

PLEASE NOTE: As part of your sponsorship agreement, no sponsors can hold a competitive social event during the advertised hours of conference social events.

Sponsor Private Functions

We recognise that some sponsors use the conference as an opportunity to entertain delegates at private functions. In 2011 we are offering sponsors the choice of two evenings:

Welcome Reception – Tuesday 12 July

Private functions should not commence prior to the finish of the welcome reception at 8pm.

Social Night– Wednesday 13 July - CHANGED FORMAT

The social night will run from 5pm to 7pm. Delegates will enjoy drinks and canapés by the pool.

This allows sponsors to arrange their own private functions to commence from 7pm.

A casual dinner will be provided for people who stay onsite.

Conference Gala Dinner – Thursday 14 July

No private functions should take place on Thursday evening between 6.45pm and 10.30pm

PLEASE NOTE: Any sponsors found to be contravening these guidelines will lose their speaking spot preferences in 2012

Sponsor Words for Delegate Handbook

As a sponsor you are invited to submit words for the delegate handbook. Each level of sponsorship incorporates the number of words you may submit; please refer to the below table.

Sponsorship Level	Number of Words
Platinum	300
Gold	250
Silver	200
Bronze	150

These words should be used to persuade delegates to visit your stand or meet your staff at the conference. Therefore they should describe interesting products or services you will have on display. From our experience, delegates generally know all of the sponsors, so a corporate statement is not the best use of this space. We need your words by **Friday 3 June**.

In addition to these words please include phone, email and web address details (in the format shown below) for delegates to reach you after the conference is over. These can be for a specific person with direct phone/email OR a generic address like a call centre such as info@sponsor.com.

Example

Phone: 07 3878 2974

Email: info@sponsor.com

Web: www.sponsor.com/itsecurity

Sponsor Speaking Slots (*Platinum, Gold and Silver Sponsors Only*)

As a Platinum/Gold/Silver sponsor you are entitled to a Sponsor Speaking Slot in the conference program. Please submit your Title, Abstract and Bio for your speaker by **ASAP**.

Promotional Material for Delegate Bag/USB Drive

Save the planet and provide us with electronic copies of your delegate brochures. These will be distributed on the delegate USB drive. Your budget is 40Mb for Platinum, 30Mb for Gold, 20Mb for Silver and 10Mb for Bronze and Associate sponsors. At least they'll be taken back to the office! Required by **Friday 10 June**.

In addition, all planet-savers will have a special symbol against their company name in the handbook. Let's go green!

Alternatively, promotional Material for the delegate bag is required by **Friday 24 June**. You should plan to provide **350** sets; we will advise if this number changes substantially.

Please note if you provide **PRINTED MATERIAL** for the delegate bag, you are **UNABLE** to contribute material to the USB (if you provide other promotional material e.g. stress balls, pens etc you can still contribute to the USB).

Each sponsor is entitled to supply items to be included in the bag. Platinum & Gold sponsors can supply up to 3 items, Silver and Bronze sponsors can supply up to 2 items. Please note a folder pre-packed with inserts counts as one item. However, we do encourage you to be creative about promotional material for the bag and consider saving brochures for your booth.

All material should be sent directly to ConferenceIT and must be clearly marked with the Promotional Material Delivery Label found in the Appendix of this manual.

Delegates/ Exhibitor Staff

For security reasons each exhibiting company must register **all staff members manning the stand** to ensure that Exhibitor badges are prepared in advance.

Each level of sponsorship incorporates a number of complimentary attendees; please refer to the below table.

Sponsorship Level	Number of Complimentary Attendees (Please refer to key below for entitlements)
Platinum	3 X Full Delegates(#) and 9 X Exhibitor-Day-Passes(**) Maximum of 6 (six) Day-Passes on the stand at any one time
Gold	2 X Full Delegates(#) and 6 X Exhibitor-Day-Passes (**) Maximum of 6 (six) Day-Passes on the stand at any one time
Silver	1 X Full Delegate(#) and 3 X Exhibitor-Day-Passes (**) Maximum of 3 (three) Day-Passes on the stand at any one time
Bronze	1 X Exhibitor-Three-Day-Pass(^) and 3 X Exhibitor-Day-Passes (**) Maximum of 3 (three) Day-Passes on the stand at any one time

Please register your staff at <https://www.secureregistrations.com/QUESTnet2011/> no later than **Friday 24 June**. Should names change after this initial registration, you should advise Rebecca Cheb in writing at email: Rebecca.cheb@conferenceit.com.au

PLEASE NOTE: Anyone registering onsite will be asked for credit card details to pay for their attendance. If they cannot provide these details at the time of registering they will not be permitted to enter the conference area.

Rates for additional personnel:

- # Full Delegate - \$650 per person. The Earlybird rate will be allowed even after the Earlybird closes.
INCLUSIONS: morning/afternoon teas, luncheons and all evening social events, golf, collateral and attendance of conference sessions.
EXCLUSIONS: workshops and accommodation.
- ** Exhibitor-Day-Pass - AU\$99.00 per person/per day
INCLUSIONS: morning/afternoon teas, luncheons, welcome reception and social night.
EXCLUSIONS: conference dinner, golf, collateral, attendance of conference sessions/workshops and accommodation.
- ^^ Exhibitor-Three-Day-Pass - AU\$480 per person for three days.
INCLUSIONS: morning/afternoon teas, luncheons and evening social events and collateral.
EXCLUSIONS: golf, attendance of conference sessions, workshops and accommodation.

Accommodation at Jupiters Hotel & Casino will book out rapidly. It is recommended that you register and book your accommodation online as early as possible.

Morning and afternoon teas will be provided in the Exhibition Area for Exhibition Staff and Delegates.

Exhibitor lunch catering will be available in the pavilion from 30 minutes prior to Delegate breaks. Please ensure you take advantage of this time so that you can be available at your booth when delegates break.

Deliveries and Bump In/ Bump Out

There are approximately 40 exhibitors at the conference so it is critical that your material is clearly marked, please use the Exhibition Material Delivery Label found in the Appendix of this manual when sending your goods directly to Jupiters Hotel & Casino.

Bump In of Exhibitor Stands should occur from **12 noon to 5:30pm on Tuesday 12 May**. The delegates will be attending the Welcome Reception in the exhibition area from 6:00pm; it is important your stand is dressed and ready by this time.

Bump Out of Exhibitor Stands can commence from **noon** on Friday 15 July. **Any stored boxes will not be available until this time**. A Bump Out Form will be supplied to each booth; this form includes information about your shipping agent and consignment notes. This form assists in the follow up with your freight company if the items have not been picked up promptly. Please complete the form and leave it with the items in your booth that require shipping. An example of this form can be found in the Appendix of this manual.

All boxes must be picked up Friday afternoon; there is no storage at the venue beyond this time.

Please note:

- Exhibitors are responsible for arranging and payment of their own shipping to and from the venue.
- Physical Security will be provided overnight in the exhibition but no commitment is implied or given. You must lock down or remove all attractive items when the booth is not occupied.
- The members of the organising committee, QUESTnet, Jupiters Hotel & Casino and ConferenceIT accept no liability for personal accident nor loss or damage suffered by any participant, accompanying person, invited observer or any other person by whatever means. Neither do we accept liability for any equipment or software or other goods of whatever form brought to the Conference by delegates, speakers, sponsors or any other party.
- All sponsors are responsible for obtaining insurance for their equipment in transit to and from the Conference as well as at the Conference venue.

Booth Food & Beverage Giveaways

The exhibition takes place within a hotel which has strict regulations in regards to alcohol and food which it must adhere to. Exhibitors wishing to provide food or beverage giveaways from their booth must first seek approval from ConferenceIT. Please email with your requests rebecca.cheb@conferenceit.com.au

Sponsor Prize Draws

We can announce the winners of any prize draws undertaken at your booth. Please fill in the Sponsor Prize Draw Details Form which can be found in the Appendix of this manual and return it to the Registration Desk. This will allow us to announce the winner over the PA system during the breaks. Extra copies of the Sponsor Prize Draw Details Form will be available at the Registration Desk. Be aware the last reasonable opportunity for announcements is on Friday at morning tea time. You must ensure all conditions of your prize draw are clearly visible at your stand.

PLEASE NOTE we will only announce winners of prize draws. Promotion of prize draws is the responsibility of the exhibitor.

Exhibition Hours

The Exhibition hours are as follows:

Conference

Day	Date	Time
Tuesday	12 July	6:00pm to 8:00pm
Wednesday	13 July	8:00am to 5:00pm
Thursday	14 July	8:30am to 5:00pm
Friday	15 July	8:30am to 12:00pm

Booth Details

All booths come with:

- Simple Shell Scheme
- Fascia Board with Company Name
- Power
- Internet Connection – hard wired
- Clothed Table
- 2 X Chairs

Wireless base stations are actively discouraged, please let ConferenceIT know if you are even slightly thinking about installing one of these.

If you have any special needs for high power or special telecoms please let us know by **Friday 24 June**.

You should budget for the costs of installing a custom designed booth (if this is what you prefer), any special furniture you require and any special accessories such as brochure displays. You are at complete liberty to use your own suppliers for all your display, however shown below is the local company we use ourselves.

Furniture, Display & AV Equipment Hire

Should you wish to hire additional furniture (ie bookshelf, stools, brochure stands) or audio visual equipment you can make an online request for quotation. To upgrade or customise your booth please contact:

Pyramid Displays

Contact: Bruce McEwen

Phone: (07) 5522 1133

Email: info@pyramiddisplays.com.au

Web: www.pyramiddisplays.com.au

Pyramid Displays will supply you with an Exhibition Manual to assist with confirming your fascia board and ordering additional furniture for your booth. Please note the following deadlines :

- 27 June - Confirm Fascia Board signage with Pyramid Displays
- 4 July - Order and payment of additional furniture for booth

Appendix

1. Promotional Material Delivery Label (Goods for Delegate Bag)
2. Exhibition Material Delivery Label (Goods for stand at Exhibition)
3. Sponsor Prize Draw Details Form
4. Bump Out Form

PROMOTIONAL MATERIAL (for delegate bag)

Exhibitor Name: _____

Attention QUESTnet2011

c/- ConferenceIT

39 Tinarra Crescent

Kenmore Hills Qld 4069

Phone (07) 3878 2974

Box _____ of _____

*A copy of this form should be affixed to every box of promotional material you send to
ConferenceIT for inclusion in the delegate bag.*

EXHIBITION MATERIAL
(Required 12 July 2011)

Exhibitor Name: _____
Attention QUESTnet2011 Conference
c/- Banquets
Jupiters Hotel & Casino
Casino Drive
Broadbeach, Queensland, Australia
Phone (07) 5592 8100

Box _____ of _____

A copy of this form should be affixed to every box you send to the conference.

SPONSOR PRIZE DRAW DETAILS FOR PUBLIC ANNOUNCEMENTS

[illegible]

QUESTnet2011 BUMP OUT

As you know couriers often turn up with incomplete information. We can help you help them if you fill in the following details about the goods you are dispatching.

Who is sending it?	
Name	
Organisation	
Phone	
Email	

Who is the freight company?	
Courier Company	
Booking Reference	
Phone	
Booked Pickup Date and Time	
Number of Items	

Who is receiving it?	
Destination 1	Name:
	Organisation:
	Street:
	Suburb: State:
	Number of Items:
Destination 2	Name:
	Organisation:
	Street:
	Suburb: State:
	Number of Items:
Destination 3	Name:
	Organisation:
	Street:
	Suburb: State:
	Number of Items:

This form should be left in the booth with all the items you are despatching from the conference exhibition.