

2012 ARCS

Scientific Congresses

Sponsorship & Exhibition Opportunities

The must attend Congress for people employed in:

- Clinical Research
- CQC/Audit
- Data Management
- Management
- Medical Information
- Medical Writing
- Pharmacovigilance
- Project Management
- Statistics
- Study Coordination



Company Profile of Attendees:

- Academic
- Biotech
- Complementaries
- CROs
- Government
- Hospitals
- Medical Devices
- OTC
- Prescription

YOUR INVITATION

ARCS would like to invite you to participate as a sponsor and/or exhibitor at the Sydney ARCS Scientific Congress (ASC) to be held from 6 - 7 June 2012 at the Sydney Convention and Exhibition Centre. The ASC is the premier Australian event for those involved in the development of therapeutic goods. This meeting will focus on the development of therapeutic goods in Australia and the Asia Pacific region. Sessions will be of relevance to scientists in industry, research institutions, government and academia involved in R&D, clinical research, audit and compliance, data management and statistics and related disciplines.

WHO WILL ATTEND THE 2012 ARCS ASC?

At the Sydney Congress in 2011 we had 575 registered delegates from:

Discipline Employed In

- Academic
- Business Development
- Clinical Research
- CQC/Audit
- Data Management
- Health Economics
- Management
- Medical Information
- Medical Writing
- Pharmacovigilance
- Project Management
- Regulatory Affairs
- Statistics
- Study Co-Ordinators

Company Profile

- Academic Institution
- Biotechnology Products
- Complementary Medicines
- CROs
- Government Body
- Hospital
- Industry Suppliers
- Medical Devices
- OTC Products
- Prescription Products
- Self Employed

Level in Organisation

- Managers (27%)
- Associates (24%)
- Director/Senior Manager/CEO/General Manager (18%)
- Senior Associates (14%)
- Consultants (10%)
- Team Leaders (7%)

PREVIOUS SPONSORS/EXHIBITORS INCLUDE

Industry Suppliers

- BARC Australia
- Bellberry
- Bio-Bottle Australia
- Cancer Trials Australia
- Copyright Agency
- Cryosite
- Dorevitch Pathology
- Evado
- healthlinks.net
- HT Analysts
- Pharma in Focus
- Max Power Consulting
- Sonic Clinical Trials
- Statistical Revelations
- SydPath
- Synertec
- George Clinical
- Transperfect Translations
- University of NSW Drug Development

CROs

- Datapharm
- CMAX/IDT
- Covance
- CPR
- ICON Clinical Research
- IMS Health
- Novotech
- Omnicare Clinical Research
- PAREXEL International
- Phase Forward
- PRA International
- Pretium
- Q-Pharm
- Quintiles
- Trident Clinical Research

Couriers

- MNX
- Marken Time Critical Express
- QuickSTAT
- TNT Express
- World Courier

Pharmaceutical

- AstraZeneca
- Boehringer-Ingelheim
- Eli Lilly
- GlaxoSmithKline (GSK)
- Janssen-Cilag
- Pfizer Australia
- Roche Products
- Sanofi-aventis
- Solvay Pharmaceuticals

Recruiters

- Bio Pharmaceutical Solutions
- Daryl Alexander & Associates
- Hahn Healthcare
- Hays Pharma
- Healthcare Placement Solutions
- Hudson Global Resources
- i3 Pharma Resourcing
- Pharmaceutical & Medical Professionals
- On Q Recruitment
- Tardis Group

VENUE

Australia's leading business events venue, the Sydney Convention and Exhibition Centre, is superbly located on the Darling Harbour waterfront, adjacent to the bustling Sydney central business district.

REGISTRATION FOR SPONSORSHIP AND EXHIBITION OPEN!

We encourage you to send in your application quickly as opportunities are limited. Sponsorship opportunities and exhibition booths will be allocated strictly in order of receipt of application and payment of a 50% deposit. Application forms can be faxed, emailed, delivered in person or mailed but MUST arrive to the ARCS office. If payment is not made within 14 days of application, the opportunity will not be held.

Whatever the company and the budget we have something for everyone wishing to increase brand awareness to all Congress delegates.

SPONSORSHIP & EXHIBITION OPPORTUNITIES

This brochure provides a vast range of sponsorship opportunities - the most we have ever offered! We are also happy to work with you to customise packages to suit your budget and marketing objectives. For further information, please contact Berta Brein, Marketing & Communications Coordinator on +61 2 8905 0829 or email bertabrein@arcs.com.au.

MAJOR SPONSOR (6 opportunities)

AU\$14,500 (Value: \$35,000) 1 SOLD

The highest level of exposure for your company is through the Congress sponsorship which provides six (6) months pre-Congress promotion, prominent promotion throughout the 2-Day Congress and six (6) months post-Congress promotion.

Benefits to sponsor

Pre & Post Congress

- Full page colour advertisement in pre-Congress edition of The Source Document
- Full page colour advertisement in post-Congress edition of The Source Document
- 160pxl x 200pxl website banner to be displayed on the Congress website from confirmation to November 2012
- 160pxl x 200pxl banner to be included in the weekly Bulletins & Congress emails from confirmation until 6 June 2012
- 150 word description, company logo and website link in the Exhibitors List on the Congress website from confirmation to November 2012
- Email announcement of sponsorship confirmation to all 2,400 members

During Congress

- Preferred location for two 6sqm exhibition booths and 50% discount on any additional booths, on first come first serve basis - includes four (4) exhibitor passes
- Two Full Congress registrations including all social functions and and two ARCS Memberships until 30 June 2013
- Two minute speaking opportunity at the Dinner
- Full page advertisement in the Congress Handbook
- Complimentary inclusion of one promotional item in the Congress satchel
- Display of your company logo on Congress signage including prominent display at the Registration Desk
- Display of your company pull-up banner (2m x 1m) in the main auditorium & Sponsors' Lounge
- Prominent display of company logo in the Registration Brochure & Congress Handbook
- Display of your company logo on the Sponsorship PowerPoint slide during the Congress

1 SOLD to Pharmaceutical & Medical Professionals

GALA DINNER (1 opportunity)

AU\$10,000

The Dinner is the most popular social event of the Congress attracting over 300 delegates. To be held from 7.00pm to 11.30pm in The Ballroom, SSEC on 6 June 2012, the Dinner is a great sponsorship opportunity

Benefits to sponsor

- Preferred location for one 6sqm exhibition booths and 50% discount on any additional booths
- One Full Congress registration including all social functions and one ARCS Membership until 30 June 2013
- Two minute speaking opportunity at the Dinner
- Ten (10) complimentary tickets to the Dinner
- Display of your company logo on the PowerPoint slide at the end of all sessions directly before the Dinner
- Company logo on the signage directing people to the Dinner
- Company name and logo on the Dinner tickets and menu
- Display of one company banner (2m x 1m) on the stage during the dinner (sponsor to supply)
- Verbal acknowledgment from the dinner MC
- Complimentary inclusion of one promotional item in the Congress satchel
- Opportunity to display table cards on the Dinner tables (sponsor to supply)
- Opportunity to provide a small gift to delegates at the Dinner
- Opportunity to provide "lucky door prizes" (sponsors to supply)
- Display of your company logo in the Registration Brochure and Congress Handbook and Website with link back to company website

WELCOME RECEPTION (1 opportunity)

AU\$5,500

One opportunity exists for your company to sponsor the Welcome Reception to be held for one hour in the Ballroom on the 6 June 2011.

Benefits to sponsor

- One Full Congress registration including all social functions and one ARCS Membership until 30 June 2013
- Two minute speaking opportunity at the beginning of the Welcome Reception
- Display of your company logo on the PowerPoint slide at the end of all sessions directly before the Reception
- Opportunity to provide merchandising material/gift to delegates during the Reception
- Display of one company pull-up banner (2m x 1m) in the Exhibition Hall
- Opportunity to display table cards on the service tables and plates (sponsor to supply)
- One piece of promotional material in each satchel (Sponsor to provide. Excludes writing pads and pens and subject to approval)
- Display of your company logo in the Registration Brochure and Congress Handbook and Website with link back to company website

SACHELS (1 opportunity)

AU\$7,000

Needs to be confirmed by 1 February 2012

600 Congress Satchels will be produced and you have an exclusive opportunity to put a one colour version of your logo on the bags with the ARCS logo.

Benefits to sponsor

- Company logo printed on the delegate satchel
- One piece of promotional material in each satchel (excludes writing pads and pens and subject to approval)
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

INTERNET LOUNGE (1 opportunity)

AU\$4,400

Three computer terminals will be available in the Exhibition Hall for delegates to check their emails and view the internet. Showcase your website to the 600 attendees.

Benefits to sponsor

- Your company website as the home page on each terminal
- Display of a company sign or banner in the lounge area
- Complimentary attendance for two lounge personnel for the duration of the Congress
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

SOLD to DIIRTE

COFFEE BAR (2 opportunities)

AU\$6,600 **SOLD**

Due to overwhelming demand, you now have the opportunity to sponsor one of TWO coffee bars to be located at either end of the Exhibition Hall, where professional baristas will make café style coffees for Congress delegates and exhibitors. For extra exposure you could supply your own coffee mugs for delegates to take as a souvenir!

Benefits to sponsor

- Display of your company pull-up banner/s next to the coffee bar
- Two (2) bar tables next to the coffee bar to hold your promotional materials
- Tent cards with sponsor's name and logo on the tables near the bar
- Company logo on the Exhibitors' coffee tickets
- Complimentary attendance for two cart personnel for the duration of the Congress
- Opportunity for baristas to wear your company shirt or cap (sponsor to provide)
- Opportunity to provide branded mugs/cups (sponsor to provide)
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

SOLD to OnQ Recruitment & Roche

CLOSING DRINKS (1 opportunity)

AU\$5,000

One opportunity exists for your company to sponsor the Closing Drinks to be held for one hour on the 7 June 2012.

Benefits to sponsor

- One Full Congress registration including all social functions one ARCS Membership until 30 June 2013
- Two minute speaking opportunity at the end of the Final Session
- Display of one company pull-up banner on the stage during the Closing
- Opportunity to provide merchandising material/gift to delegates at the Closing
- Opportunity to display table cards on the service tables and plates (sponsor to supply)
- Verbal acknowledgment from the MC/Chair
- One piece of promotional material in each satchel (Sponsor to provide. Excludes writing pads and pens and subject to approval)
- Display of your company logo in the Registration Brochure and Congress Handbook and Website with link back to company website

REGISTRATION BROCHURE (1 opportunity)

AU\$3,000

Needs to be confirmed by 1 February 2012

Start your campaign from the Registration Brochure, that will be distributed to over 4,000 prospective delegates and members and available to download from the website for regular reference.

Benefits to sponsor

- One full page colour ad on the back page of the brochure
- Company logo on each page of the brochure
- One Exhibitor registration including daily catering and Welcome Reception
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

CONGRESS HANDBOOK (1 opportunity)

AU\$4,500

All 500 delegates and 100 speakers receive a Congress Handbook containing session details, speaker bios and notes area and is carried by delegates throughout the Congress.

Benefits to sponsor

- One full page colour ad in the Handbook
- Company logo on each page of the handbook (excluding ads)
- One Exhibitor registrations including daily catering and Welcome Reception
- Display of your company logo in the Registration Brochure and Congress Website with link back to company website

NAME BADGE POCKETS & LANYARDS (1

opportunity)

AU\$4,000

Needs to be confirmed by 1 April 2012

All delegates, speakers and exhibitors receive a name badge and lanyard to be worn for the duration of the Congress. Have your company logo printed on the front of the pocket as well as on the lanyard.

Benefits to sponsor

- Company logo on the name badge and lanyard with the ARCS logo
- One Exhibitor registration including daily catering and Welcome Reception
- One piece of promotional material in each satchel (excludes writing pads and pens and subject to approval)
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

SOLD to QuikSTAT

DRINK BOTTLE (1 opportunity)

AU\$3,800

We will organise reusable plastic drink bottles to be printed up with your company logo and will be included in each delegate satchel. This is an exclusive opportunity as exhibitors are no longer able to distribute water bottles at the venue.

Benefits to sponsor

- Drink bottle with your company logo on the front
- One Exhibitor registration including daily catering and Welcome Reception
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

SOLD to Evado

SACHEL NAME TAG (1 opportunity)

AU\$2,200

600 personalised luggage tags will be produced and distributed with each registration for easy identification of satchels by the delegates. The tags will be printed up with a one colour company logo on the front.

Benefits to sponsor

- One colour version of your company logo on the front
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

POCKET PROGRAM (1 opportunity)

AU\$2,200

All 500 delegates, 100 speakers and 100 exhibitors will receive a pocket size program which includes session times, rooms, venue maps and exhibitor floorplan and is a handy guide referred to regularly throughout the two days.

Benefits to sponsor

- Full colour version of your company logo on each page of the program
- Full A5 page ad on back cover of the program
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to your company website

SEAT DROP (1 opportunity per session) **AU\$800 per session**

- Display promotional material or giveaways on each delegate's seat prior to the selected session (Sponsors to provide. Excludes writing pads and pens and subject to approval)

NOTE PAD & PENS (1 opportunity) **AU\$2,000 each OR** **AU\$3,500 for both**

This is a great opportunity to create company awareness during the Congress and in the future as delegates continue to refer to their Congress notes.

Benefits to sponsor

- Inclusion of a note pad and/or pen into the delegate satchel (sponsor to supply)
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

LUNCH

AU\$1,800 per day 1 SOLD

The Lunch break is held in the Exhibition Hall each day of the Congress.

Benefits to sponsor

- Tent cards with sponsor's name and logo on the service tables
- Display of your company logo on a PowerPoint slide before each lunch
- Opportunity to provide one A4 promotional flyer at the sitting area tables (sponsor to supply)
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

1 SOLD to Eden Corporate Travel

MORNING AND AFTERNOON TEA

AU\$1,500 per day 1 SOLD

Morning Tea and Afternoon Tea breaks are both held in the Exhibition Hall each day of the Congress.

Benefits to sponsor

- Tent cards with sponsor's name and logo on the service tables
- Display of your company logo on a PowerPoint slide before each break
- Display of your company logo in the Registration Brochure, Congress Handbook and Congress Website with link back to company website

1 SOLD to PAREXEL International

SATCHEL INSERT

AU\$1,200

- One piece of promotional material in each satchel (excludes writing pads and pens and subject to approval. Sponsor to supply)

ADVERTISING - FULL PAGE

AU\$1,200 per publication OR **AU\$2,000 for both publications**

Distributed to each delegate at the Congress, the Handbook contains speaker details and session notes and is referred to both during and after the Congress.

- One full-page colour advertisement in the Congress Registration Brochure and/or Handbook

ADVERTISING - HALF PAGE

AU\$800 per publication OR **AU\$1,400 for both publications**

- One half-page colour advertisement in the Congress Registration Brochure and/or Handbook

ADVERTISING - WEBSITE TILE

AU\$500 - 160pxl x 150pxl

From 1 March 2011 to 1 October 2011 the Congress website receive 11,582 visits and 42,771 pageviews. Having a banner on the Congress website is a great way to create great exposure for your company and attract delegates to your booth during Congress. As the tile will be located on the right hand side of each page, your ad would be seen on all 42,771 page views

- 160pxl by 150pxl tile on the right side of all Congress pages
- Hyperlink back to company website

ADVERTISING - WEBSITE DESCRIPTION

AU\$150

Separate yourself from the crowd and add a description of your company, company logo and link back to the company website!

- 100 word description
- Colour version of Company logo
- Link back to company website

EXHIBITION BOOTHS

6sqm (3m x 2m) - **AU\$3,550**

9sqm (3m x 3m) - **AU\$4,550**

Benefits to exhibitor

- One standard shell Exhibition Booth with fascia for the duration of the Congress
 - Back and side walls
 - Carpeted floor space
 - Fascia sign
 - Two spotlights
 - 1 power point
- Two exhibitor registrations which include Welcome Reception and daily lunch and refreshments (four additional exhibitor registrations per booth can be purchased via the application form)
- Company listing in the Registration Brochure, Congress Handbook, Pocket Program and Congress website
- Barcode scanner to use for the duration of the Congress to collect delegates' full contact details
- Delegates list (Name and company only)

SMALL BUSINESS AREA TABLES

AU\$2,000

Benefits to exhibitor

- One trestle table with two chairs, one powerpoint and vertical display board with company name
- Two exhibitor registrations
- Barcode scanner to collect delegates' contact details
- Company listing in the Registration Brochure, Congress Handbook, Pocket Program and Congress website
- Delegates List (Name and company only)

STAFF - FULL CONGRESS & MEMBERSHIP UPGRADE

AU\$450 per Upgrade

You can upgrade your two stand passes to Full Congress Registration if they want to attend the sessions. This also includes ARCS Membership until 30 June 2012.

STAFF - EXTRA STAND STAFF

AU\$350 each (max. 4)

Need extra staff to help look after the stand? You receive two complimentary passes as part of your booth but you can purchase an additional four (4) to have a total of six (6) helping on the stand. Includes daily catering and Welcome Reception.

FUTHER INFORMATION

For further information, please visit the ARCS Congress website www.arcsconferences.com or contact Berta Brein, Marketing & Communications Coordinator on +61 2 8905 0829 or email bertabrein@arcs.com.au.

OPPORTUNITIES

For more images and ideas, please visit <http://www.arcs.com.au/defaultImageLibrary.aspx?FolderID=23&PageID=631>

Internet Cafe



Satchel Name Tag



2012 ASC SYDNEY SPONSORSHIP & EXHIBITION APPLICATION FORM

Please send completed form to ARCS Australia on fax 02 8905 0830 or email arcs@arcs.com.au by 1 May 2012

CONTACT DETAILS

Company _____

Contact Name _____

Position _____

Address _____

City _____ State _____ Post Code _____

Telephone _____ Fax _____

Email _____

Website _____

I agree to the attached Terms and Conditions

\$ _____
Total amount

Please send me an invoice Visa MasterCard

AMEX Diners

Credit Card Number _____

Expiry Date _____ Name on Card _____

CCV _____ (3 or 4 digit security code)

Signature _____

SPONSORSHIP OPPORTUNITIES

Opportunity	Price
Major Sponsor 1 SOLD	<input type="checkbox"/> \$14,500
Gala Dinner	<input type="checkbox"/> \$10,000
Welcome Reception	<input type="checkbox"/> \$ 5,500
Satchel	<input type="checkbox"/> \$ 7,000
Internet Cafe SOLD	<input type="checkbox"/> \$ 4,400
Coffee Cart SOLD	<input type="checkbox"/> \$ 6,600
Closing Drinks	<input type="checkbox"/> \$ 5,000
Registration Brochure	<input type="checkbox"/> \$ 3,000
Congress Handbook	<input type="checkbox"/> \$ 4,500
Name Badge & Lanyard SOLD	<input type="checkbox"/> \$ 4,000

Drink Bottle	SOLD	<input type="checkbox"/> \$3,800
Satchel Name Tag		<input type="checkbox"/> \$2,200
Pocket Program		<input type="checkbox"/> \$2,200
Note Pad		<input type="checkbox"/> \$2,000
Pen		<input type="checkbox"/> \$2,000
Note Pad & Pen		<input type="checkbox"/> \$3,500
Lunch (1-day)		<input type="checkbox"/> \$1,800
Lunch (both days) 1 DAY SOLD		<input type="checkbox"/> \$3,000
Tea Breaks (One day) 1 DAY SOLD		<input type="checkbox"/> \$1,500

ADVERTISING

Opportunity	Price
Seat Drop	<input type="checkbox"/> \$ 800
Satchel Insert	<input type="checkbox"/> \$1,200
Full Page <input type="checkbox"/> Handbook <input type="checkbox"/> Registration	<input type="checkbox"/> \$1,200
Full Page - Both	<input type="checkbox"/> \$2,000
Half Page <input type="checkbox"/> Handbook <input type="checkbox"/> Registration	<input type="checkbox"/> \$ 800
Half Page - Both	<input type="checkbox"/> \$1,400
Website - Tile 160x150pxl	<input type="checkbox"/> \$ 500
Website - Description, logo and link back to website	<input type="checkbox"/> \$ 150

EXHIBITION BOOTHS

Opportunity	Price
Consultant Table Display	<input type="checkbox"/> \$2,000
6sqm Booth	<input type="checkbox"/> \$3,550
9sqm Booth	<input type="checkbox"/> \$4,550
Upgrade to Full Congress Registration & ARCS Membership	<input type="checkbox"/> \$450
Extra Exhibitor Passes Number Required _____	<input type="checkbox"/> \$350 (max 4)

BOOTH PREFERENCES

Consultant tables (please mark 1-5 against booths)

45 N/A 46 N/A 47 N/A 48 N/A

6sqm Preferences (please mark 1-5 against booths)

1 N/A 2 N/A 3 N/A 4 N/A 5 N/A
6 ___ 7 ___ 8 N/A 9 N/A 10 N/A
11 N/A 12 N/A 13 N/A 14 N/A 15 N/A
16 ___ 17 N/A 18 N/A 19 N/A 20 N/A
21 N/A 22 N/A 23 N/A 24 N/A 25 ___
58 ___

9sqm Preferences (please mark 1-5 against booths)

25 N/A 26 N/A 27 N/A 28 N/A 29 N/A
30 N/A 31 N/A 32 N/A 33 N/A 34 N/A
35 N/A 36 N/A 37 N/A 38 N/A 39 N/A
40 N/A 41 N/A 42 N/A 43 N/A 44 N/A
49 ___ 50 N/A 51 ___ 52 N/A 53 N/A
54 N/A 55 ___ 56 N/A

SPONSORSHIP AND EXHIBITION TERMS AND CONDITIONS

1. All information contained in this prospectus is current at time of production.
2. Applications will be processed strictly in order of receipt of application and 50% deposit.
3. Advertising of the exhibiting company will take place only after the deposit has been paid.
4. The remaining 50% payment must be received by 31 March 2012 or the booth will be resold.
5. Bookings made after 31 March 2012 require full payment at time of booking, by credit card.
6. ARCS Australia reserves the right to reject any sponsorship and exhibition applications.
7. The Major Sponsors will have first preference over booth location, until COB 30 December 2011). All others will be allocated in order of application.
8. Cancellations must be in writing and if the sponsorship and/or exhibition space is not resold, the full 50% deposit will be retained. No monies will be refunded if cancellation is requested after 1 April 2012.
9. Exhibition floor plan is subject to change however if changes occur exhibitors will be notified.
10. ASC Exhibitors must adhere to all relevant Privacy Regulations in relation to the collection of personal data from delegates. The purpose for which the data are being collected must be clearly displayed, and the data only used for these purposes. Business cards collected for a prize draw should be used only for this purpose, unless delegates are clearly informed that the cards may be used for follow-up contact.
11. Delegate Satchel Sponsor must provide their logo in EPS format to ARCS Australia by 1 February 2012.
12. Acknowledgement in the Registration Brochure and Conference Proceedings is dependant on confirmation of sponsorship prior to printing. If confirmation is received afterwards, the sponsor will be acknowledged via the website only.
13. The Satchel, Drink Bottle and Satchel Name Tags will be printed with a one colour version of your logo. If extra colours are requested the extra costs will be charge to the sponsor.
14. Logo placement and size on all Congress literature will be decided by ARCS Australia.
15. All promotional items, delegate gifts, advertisements, satchel inserts, prizes and giveaways must be sent to ARCS Australia for approval by 28 April 2012. The venue does not allow food (other than confectionary etc) or beverages, including bottled water to be provided to delegates by Exhibitors or Sponsors so these may not be included as promotional materials.
16. Exhibition Booth Staff are required to register, via the form in the Exhibitor Manual. They are registered for daily refreshments, lunch and Welcome Reception drinks. They are not registered to attend any Sessions or the Gala Dinner. Full Congress Registrations must be completed online and can attend all sessions and social functions.
17. All Congress Proceeding advertisements must be supplied as high resolution PDF by the sponsor and will be printed black and white. If you would prefer colour you will need to pay the full page costs and supply pre-printed materials for all delegates.
18. Satchel inserts are limited to a maximum of one A4 page and must be delivered to ARCS Australia by 7 May 2012. Courier costs are at exhibitor's expense.
19. Decoration and themeing for the Gala Dinner remains the right and responsibility of ARCS Australia. Complementary additions may be made by the sponsor, subject to approval by ARCS Australia.
20. Any exhibitor not using 3m x 2m or 3m x 3m shell scheme must seek approval from ARCS Australia.
21. Exhibitors must not use pins, staples, screws, nails, bolts, glue or paint on their exhibition booth walls. If damage occurs from the use of any of these products, a repair bill will be sent to the Exhibitor for payment.
22. Exhibitors wishing to conduct a trade competition, which involves the chance to win a prize, are required to adhere to all state laws and regulations. For more information and to apply for a permit visit:
www.olgr.nsw.gov.au/promos_trade_promos.asp.
23. ARCS Membership is subject to ARCS Board approval. It is recommended that sponsors put forward a candidate who is likely to satisfy the conditions of ARCS membership when taking up this opportunity.
24. Exhibitors must ensure they hold a Public Risk and Property Damage Insurance Policy in respect to its space, in the amount of twenty million dollars (A\$20,000,000) for the duration of the Congress - including move in/out schedules. Copy of the insurance must be provided to ARCS by 1 May 2011.
25. Exhibitors agree to make good any damage caused by their employees or third parties.
26. Any sub-contractors utilised must be identified to ARCS and appropriate evidence of Workers Compensation Insurance Provided to us.



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