

# ISME 2022 - Sponsorship / Exhibition Booking Form



Sponsorship & Exhibition Managers  
 Arinex Pty Ltd  
 S3, The Precinct  
 12 Browning Street  
 West End, QLD 4101  
 Australia  
 Email: [sponsorship@arinex.com.au](mailto:sponsorship@arinex.com.au)

ABN: 28 000 386 676  
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Attention: Rosie Johansson

In respect of the **35<sup>th</sup> World Conference of the International Society of Music Education 2022**

Organisation name (for marketing purposes)		
Organisation name (for invoicing purposes)		
Address		City
Postcode	State	Country
Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:		
Name		Position
Tel		Mobile
Email		Website

**How did you find out about the Event?**

Website  Direct Marketing Email  Colleague or Friend  Other

If other, please specify: .....

Sponsorship / Exhibition Package(S) Requested	Cost A\$
1. ....	.....
2. ....	.....
3. ....	.....

<b>Amount Payable</b>	A\$
50% deposit payable thirty (30) days from date of invoice <b>(Full Payment/Balance due 15 April 2022) (incl. GST)</b>	A\$

**Credit Card Authorisation**

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

**Please note all transactions by credit card will appear on your statement as payment to: 'Event by Arinex'. A credit card surcharge may apply for payment processing.**

Please charge the total amount above to the following credit card

MasterCard  Visa Card  AMEX

Credit card number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date \_\_\_\_ / \_\_\_\_

CCV \_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Payment Details (please tick)

- We wish to pay via EFT. Bank details will be provided by the Sponsorship & Exhibition Managers with your tax invoice.
- We wish to pay via the above credit card. We have noted that a processing fee may apply.
- We wish to pay with a different credit card. (Please note - a separate payment form will be provided for you to include your credit card information)

***Please note: All bookings under \$2,500 must be paid via credit card and the full amount payable will be charged at time of booking.***

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by \_\_\_\_\_  
(please print name)

Date \_\_\_\_\_

Signature \_\_\_\_\_

Please note that your booking will not be processed unless all sections of this form are completed.

SEE OVER FOR TERMS AND CONDITIONS ►

# ISME 2022 Sponsorship / Exhibition Booking Form

## Sponsorship Booking Terms and Conditions

1. Where applicable, Goods and Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & Exhibition Managers.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms and Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable thirty (30) days from the date of the tax invoice. The balance is due and payable by **15 April 2022**. Applications received after **15 April 2022** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount following booking.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official Event material until full payment and a completed, signed booking form have been received by the Sponsorship & Exhibition Managers.
5. If sponsorship payment is not received by **15 April 2022** you will receive an email notifying you that the authorised credit card supplied on the Booking Form will be charged for the remaining unpaid amount.
6. **Cancellation Policy** - In the event of cancellation by the sponsor, a service fee of 50% of total fees applies for cancellations prior to **17 January 2022**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be payable within seven (7) days. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Sponsorship & Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Event in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Event.
9. Sponsorship entitlements including organisation logo on the Event website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Nomination of speakers will be subject to written approval by the speaker and the Program Committee. Furthermore, at the sole discretion of the Program Committee, sponsored speakers may be asked to speak at additional keynote and/or concurrent sessions.
11. The speaker's contract will specify that speakers must present leading edge, non-commercial papers with no obvious product endorsement and specify that speakers must act ethically, not commenting on other speakers, their presentations or sponsors' products.
12. Following approval from the Program Committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to the speaker's attendance at ISME 2022.
13. Sponsors may have the sponsored speaker present at breakfasts, optional workshops and/or commercial sessions within the Event but at no other public, external or by invitation appearances pre or post the Event for a period of thirty (30) days.
14. After the sponsor has agreed with the speaker to commit to the program and associated costs have been negotiated, the Event Managers will then conduct the speaker liaison in relation to obtaining abstracts, papers, copyright waiver, speaker a/v requirements and any other appropriate arrangements.
15. Sponsors whose agreed entitlements include the right to host an endorsed private function will do so at their own expense and at a time and date approved by the Sponsorship & Exhibition Managers and the International Society for Music Education.
16. Hosting of private functions in conjunction with the Event is limited to those sponsors who have obtained such a right within their sponsorship entitlements. The purpose of this condition is to avoid conflict between official Event functions and private functions.
17. The Delegate List may be used by the sponsor (if entitled to do so under their sponsorship entitlements) for the purpose of contacting Event delegates only. The list must not be used by the sponsor for any purpose related to future events and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Event. The inclusion of email addresses is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have refused consent of their information in accordance with Privacy Acts.
18. You agree that no promise, warranty or representation has been made to you by the Sponsorship & Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
19. The Sponsorship & Exhibition Managers will have no liability to you of any kind if anything not of their doing occurs that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Event, the Sponsorship & Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Event venue.

# ISME 2022 Sponsorship / Exhibition Booking Form

## 20. Privacy Statement

YES, I consent to my details being shared with suppliers and contractors of the Event to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.

NO, I do not consent.

## 21. Force Majeure Event

- (a) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
- (i) such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.
  - (ii) such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.
  - (iii) if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.
  - (iv) if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.
- (b) If the Event is delayed, postponed, altered, or cancelled by a Force Majeure:
- (i) neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Event.
  - (ii) Arinex will not be obliged to refund to the sponsor any part of payments already made under the Agreement.
- (c) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.

22. Late Bookings are possible, but choices may be limited. Sponsors and exhibitors contracted less than four (4) weeks prior to the conference start date will be charged a 15% surcharge.

## Online Exhibition Booking Terms and Conditions

1. Where applicable, Goods and Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & Exhibition Managers.
2. A letter of confirmation will be provided to confirm the booking together with a tax invoice for the required 50% deposit. The deposit is payable thirty (30) days from the date of the tax invoice. The balance is due and payable by **15 April 2022**. Applications received after **15 April 2022** must include full payment. Payments for exhibition of \$5,000 and under will be required to be paid by credit card and will be charged the full amount following booking.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the event. No exhibitor will be permitted online access to commence showcase set up or be listed as an exhibitor in the online publications until full payment and the signed Booking Form and Terms & Conditions have been received by the Sponsorship & Exhibition Managers.
5. If exhibition payment is not received by **15 April 2022** you will receive an email notifying you that the authorised credit card supplied on the Booking Form will be charged the remaining unpaid amount.
6. **Cancellation Policy** - In the event of cancellation by the exhibitor, a service fee of 50% of total fees applies for cancellations prior to to **17 January 2022**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be payable within seven (7) days. All communications regarding cancellation must be made in writing.
7. The Sponsorship & Exhibition Managers will not discount or refund for any facilities not used or required.
8. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Event premises, you must: (a) exercise due care for the persons and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Sponsorship & Exhibition Managers reserve the right to terminate your use of the exhibition Showcase allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Sponsorship & Exhibition Managers, if any of these things occur or are threatened by you.

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9. No exhibitor shall assign, sublet or apportion the whole or any part of their Showcase except upon prior written consent of the Sponsorship & Exhibition Managers.
10. The Delegate List may be used by the exhibitor (if entitled to do so under their exhibition entitlements) for the purpose of contacting Event delegates only. The list must not be used by the exhibitor for any purpose related to future events and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Event. The inclusion of email addresses is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have refused consent of their information in accordance with Privacy Acts.
11. You agree that no promise, warranty or representation has been made to you by the Sponsorship & Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the exhibition package chosen by or allocated to you.
12. The Sponsorship & Exhibition Managers will have no liability to you of any kind if anything not of their doing occurs that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Event, the Sponsorship & Exhibition Managers will have no liability to you.
13. Privacy Statement
23.  YES, I consent to my details being shared with suppliers and contractors of the Event to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.
24.  NO, I do not consent.
25. Force Majeure Event
- (a) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
- (i) such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.
  - (ii) such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.
  - (iii) if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.
  - (iv) if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.
- (b) If the Event is delayed, postponed, altered, or cancelled by a Force Majeure:
- (i) neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Event.
  - (ii) Arinex will not be obliged to refund to the sponsor any part of payments already made under the Agreement.
- (c) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.
26. Late Bookings are possible, but choices may be limited. Sponsors and exhibitors contracted less than four (4) weeks prior to the conference start date will be charged a 15% surcharge.