



# **Sponsorship & Exhibition Prospectus**



## **The 37<sup>th</sup> Annual ACM SIGIR Conference**

**6 – 11 July 2014**

**Gold Coast Convention & Exhibition Centre**

[sigir.org/sigir2014](http://sigir.org/sigir2014)

## Invitation from SIGIR 2014 Chair

On behalf of the Organising Committee for the 2014 ACM SIGIR Information Storage and Retrieval Conference (SIGIR 2014), we would like to invite you to attend the Conference as a sponsor and/or exhibitor, where you will have unique access to promote your company and market your brand to influential information retrieval, search engine, social networking and related stakeholders.

SIGIR is the major international forum for the presentation of new research results and for the demonstration of new systems and techniques in information retrieval. At a time of exceptional growth in the importance of search technologies, the world's leading information retrieval experts from academia and industry will converge on the Gold Coast from 6 - 11 July for SIGIR 2014. Over six days, Conference delegates will attend doctoral consortiums, tutorials, workshops and sessions focused on research and development in the area of information retrieval, also known as search.

Sponsoring and exhibiting at SIGIR 2014 gives your organisation a unique opportunity to promote your brand and key messages to delegates from a wide range of backgrounds, expertise and influence across Australia and internationally. You will have extensive marketing exposure in the lead up to the Conference as well as during the Conference.

SIGIR 2014 is the 37th ACM Annual Conference on Information Retrieval. ACM SIGIR addresses issues ranging from theory to user demands in the application of computers to the acquisition, organisation, storage, retrieval, and distribution of information. The Conference is attended by most leading researchers from academe, and by the major companies in the web based information services domain. Major global companies such as Google, Yahoo and Microsoft typically use the SIGIR Conference for staff recruitment activities as many PhD research students, as well as eminent researchers from all over the world attend the Conference.

As you can imagine, this rare opportunity will generate much interest from local and overseas businesses.

On behalf of the Organising Committee we welcome you to the Gold Coast, Australia in 2014 and encourage you to explore the benefits of participating as a sponsor and/or exhibitor and secure your preferred options.

Shlomo Geva and Andrew Trotman  
General Co-Chairs

Jimmy Huang  
Sponsorship Chair

## Scientific Program

The SIGIR 2014 Committee are planning a highly interactive and stimulating program over six days including papers, posters, demonstrations, tutorials, workshops and social events focused on research and development in the area of information retrieval. Sponsors will benefit from intimate business networking, strategic brand positioning and front line exposure at this premier industry event.

For updates on the program - <http://sigir.org/sigir2014/schedule.php>

## Delegate Profile

Based on past SIGIR Conferences, we are expecting over 500 Delegates from around the globe to attend SIGIR 2014. Approximately 30-40 countries will be represented and over 150 scientific peer reviewed papers are expected to be presented offering an excellent opportunity to pick up information about state of the art technologies in information retrieval and direct business networking opportunities for our sponsors and exhibitors.

## Previous Conferences

Year	Location	Delegate Numbers
2013	Dublin, Ireland	565
2012	Portland, USA	505
2011	Beijing, China	629

We would like to acknowledge the valued support of our past sponsors and exhibitors

### Sponsors



### Exhibitors



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## The Venue and Location

The Gold Coast is one of Australia's premier destinations and fastest developing region. Serviced by two domestic and international Airports (Coolangatta and Brisbane) travel to and from the Gold Coast has never been easier.

For more information visit [www.goldcoastairport.com.au](http://www.goldcoastairport.com.au) or to fly in via Brisbane [www.bne.com.au](http://www.bne.com.au)

The Gold Coast Convention and Exhibition continues to be one of the most advanced venues in the country offering flexible space and maximum light coupled with advanced technological infrastructure and award winning service. Ideally located for sponsors and exhibitors to meet at venues close by or to host your own corporate functions. For further information on hosting your own function, contact the Conference Managers.

## Important Dates

Abstracts for full research papers due	20 January 2014
Program advertising booking deadline	02 June 2014
Sponsor and Exhibitor Manual released	30 April 2014
Public & Product Liability certificate due	31 May 2014
Signed Indemnity Form due <sup>^</sup>	31 May 2014

<sup>^</sup> It is a requirement of the Conference Managers that all exhibitors have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of A\$10 million or above. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. Exhibitors are required to submit their public liability insurance certificate along with their booking form. To assist you in locating your certificate within your organisation – it may often be found with the accounts / finance departments and is also often referred to as 'Broadform'.



## Major Sponsorship Entitlements at a Glance

	<b>Diamond</b>	<b>Platinum</b>	<b>Gold</b>	<b>Silver</b>
	<b>POA</b>	<b>A\$35,000</b>	<b>A\$25,000</b>	<b>A\$12,500</b>
Conference Delegate Registrations	6	6	4	2
Freestanding Banner at Registration Desk	Yes	Yes		
Delegate list	3 weeks prior	2 weeks prior	1 week prior	At Conference
Acknowledgement during opening and closing sessions	Yes	Yes	Yes	
Advertisement in Conference program	Full	Full	Half	Half
Exhibition Booths	6m x 3m	3m x 3m	3m x 3m	3m x 2m
Exhibitor Registrations	2	2	1	1
Satchel insert	Yes	Yes	Yes	Yes
Word profile in Conference program	Yes	75	75	75

## Sponsorship at a Glance

<b>Sponsorship Package</b>	<b>Number Available</b>	<b>Price A\$ incl. GST</b>
Gold Wi- Fi Sponsor	Exclusive	A\$25,000
Bronze Sponsor	Unlimited	A\$5,500
Poster Session Sponsor ~	2	A\$14,500
Refreshment Break Sponsor ~	6	A\$9,200
Newcomers Breakfast Sponsor ~	Exclusive	A\$7,300
Delegate Lounge Sponsor	Exclusive	A\$7,300
Program Proceedings Sponsor	Exclusive	POA
Website Sponsor	Exclusive	A\$6,400
Delegate Bags Sponsor ~	Exclusive	A\$6,400
Stationery Sponsor	Exclusive	A\$4,400
Name Badge/Lanyard Sponsor ~	Exclusive	A\$3,700
<b>Satchel Inserts</b>		
Print Material		A\$1,100
<b>Promotional Material</b>		
Advertising		Starting from \$800
<b>Exhibition Package</b>		
Shell Scheme 3mx3m		A\$3,300
Shell Scheme 3mx2m		A\$2,900

~20% discount on packages for Gold/Silver Sponsors

## Standard Sponsorship Acknowledgement Entitlements

All sponsors will receive the following standard entitlements in addition to those outlined in the individual packages:

- Recognition as a sponsor (with organisation logo) in the Conference program \*
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page\*
- Acknowledgement as a sponsor on the official sponsor acknowledgement board situated onsite at the Conference \*
- Use of the Conference logo until the end of July 2014

## Sponsor and Exhibitor Guidelines

- \* 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.
- \*\* The delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
- \*\*\* Banner advertisement specifications will be provided after the confirmation of booking.

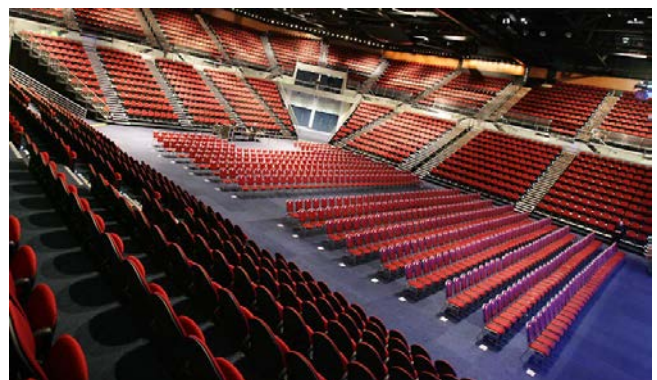


## Diamond Sponsor Exclusive

- Standard sponsorship entitlements outlined on page 6
- Six (6) Conference delegate registrations
- One (1) 6m x 3m exhibition booths located in a prominent position
- Two (2) exhibitor registrations
- Full page advertising space in the Conference Program (artwork to be supplied by the sponsor)\*
- Delegate list supplied two weeks prior to the Conference\*\*
- 100 word profile and sponsor logo in the Conference Program \*. Sponsor logo to be at least 20%larger than all other sponsor logos
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Verbal acknowledgement as the Diamond Sponsor during the opening and closing sessions
- The sponsor may provide a freestanding banner which will be positioned in the registration area for the duration of the Conference (maximum size 2m high x 1m wide)

In addition to the entitlements outlined above, the Diamond Sponsor may choose to sponsor as Poster Session to add to their package. As a Poster Session sponsor you will receive:

- Logo displayed on poster boards numbers
- The sponsor may provide a freestanding banner which will be positioned in a prominent location at the scientific poster display (maximum size 2m high x 1m wide)
- Sponsor may be provided with four (4) poster locations to position a promotional poster (supplied by sponsor)
- Two (2) complimentary passes for nominated guests to attend the sponsored poster session (these passes are for the sponsored session only, attendance to other sessions and catering breaks is not included)





## Platinum Sponsor Exclusive

**A\$35,000 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Six (6) Conference delegate registrations
- One (1) 3m x 3m exhibition booths located in a prominent position
- Two (2) exhibitor registrations
- Full page advertising space in the Conference Program (artwork to be supplied by the sponsor)\*
- Delegate list supplied two weeks prior to the Conference\*\*
- 100 word profile and sponsor logo in the Conference Program \*. Sponsor logo to be at least 20% larger than all other sponsor logos.
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Verbal acknowledgement as the Platinum Sponsor during the opening and closing sessions
- The sponsor may provide a freestanding banner which will be positioned in the registration area for the duration of the Conference (maximum size 2m high x 1m wide)

In addition to the entitlements outlined above, the Platinum Sponsor may choose to sponsor a workshop to add to their package. The additional option must be selected at the time of submitting the sponsorship booking form.

- Verbal recognition by the session Chair prior to and at the conclusion of the workshop
- Your organisation logo will be displayed on the projection screen in the session room prior to and at the conclusion of the workshop
- Two (2) complimentary passes for nominated guests to attend the sponsored workshop (these passes are for the sponsored session only, attendance to other sessions and catering breaks is not included)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the sponsored workshop (maximum size 2m high x 1m wide)





## Gold Sponsor

**Maximum: 6**

**A\$25,000 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Four (4) Conference delegate registrations
- One (1) 3m x 3m booth located in a prominent position
- One (1) exhibitor registration
- Delegate list supplied one week prior to the Conference\*\*
- Half page advertising space in the Conference Program (artwork to be supplied by sponsor)\*
- 75 word profile and logo in the Conference Program \*
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Verbal acknowledgement as a Gold Sponsor during the opening and closing sessions

In addition to the entitlements outlined above, each Gold Sponsor may choose to sponsor a refreshment break to add to their package. The additional option must be selected at the time of submitting the sponsorship booking form.

- Corporate literature may be displayed at the sponsored refreshment break station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the catering break area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored catering stations (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored catering break (these passes are for the sponsored refreshment break only, attendance to other sessions and catering breaks is not included)



## Gold Wi-Fi Sponsor

**Maximum: 1**

**A\$25,000 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Logo displayed on Wi-Fi signage
- Name included in Wi- Fi name
- Sponsor name to be included into the password
- Delegate list supplied one week prior to the Conference\*\*
- Half page advertising space in the Conference Program (artwork to be supplied by sponsor)\*
- 75 word profile and logo in the Conference Program \*
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)
- Verbal acknowledgement as a Gold Wi – Fi Sponsor during the opening and closing sessions

## Silver Sponsor

**A\$12,500 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Two (2) Conference delegate registrations
- One (1) 3m x 2m exhibition booth located in a prominent position within the exhibition
- One (1) exhibitor registration
- Delegate list supplied at the Conference\*\*
- Half page advertising space in the Conference Program (artwork to be supplied by sponsor)\*
- 75 word profile in the Conference Program and Conference website\*
- Promotional brochure (maximum four (4) x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)

## Bronze Sponsor

**A\$5,500 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- One (1) Conference delegate registrations
- Delegate list supplied at the Conference\*\*
- 50 word profile in the Conference Program and Conference website\*
- Promotional brochure (maximum four (4) x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)

## Poster Session Sponsor

**A\$14,500 (incl. GST)**

### Maximum: 2

- Standard sponsorship entitlements outlined on page 6
- The sponsor may provide a freestanding banner which will be positioned in a prominent location at the scientific poster display (maximum size 2m high x 1m wide)
- Logo displayed on poster boards numbers
- Sponsor may be provided with four (4) poster locations to position a promotional poster (supplied by sponsor)
- Two (2) complimentary passes for nominated guests to attend the sponsored poster session (these passes are for the sponsored session only, attendance to other sessions and catering breaks is not included)

## Refreshment Break Sponsor

**A\$9,200 (incl. GST)**

### Maximum: 6

- Standard sponsorship entitlements outlined on page 6
- Corporate literature may be displayed at the sponsored refreshment break station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the refreshment break area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored refreshment break stations (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the sponsored refreshment break (these passes are for the sponsored refreshment break, attendance to other sessions and refreshment break is not included)

## Newcomers Breakfast Sponsor

**A\$7,300 (incl. GST)**

### Exclusive

Tuesday morning – approx. 150 attendees

- Standard sponsorship entitlements outlined on page 6
- Opportunity for organisation representative to present a three (3) minute speech at the breakfast (microphone will be provided – additional audio visual is at the expense of the sponsor)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location during the sponsored breakfast (maximum size 2m high x 1m wide)
- Your organisation logo will feature on the audio visual screen in the session room prior to and at the conclusion of the breakfast session
- Two (2) complimentary passes for nominated guests to attend the sponsored breakfast (these passes are for the sponsored breakfast only, attendance to sessions and catering breaks is not included)
- Opportunity to provide breakfast catering\*\* (provided at the expense of the sponsor and organised in consultation with the Conference Managers)
- RSVP's and event management coordinated by the Conference Managers

## Delegate Lounge Sponsor

**A\$7,300 (incl. GST)**

### Exclusive

- Standard sponsorship entitlements outlined on page 6
- A 6m x 3m space within the exhibition area, with a lounge and coffee table provided
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the Delegate Lounge (maximum size 2m high x 1m wide)
- Corporate literature may be displayed in the Delegate Lounge (sponsor to supply)

The sponsor is welcome to customise the Delegate Lounge (at an additional cost). Suggested options may include massage therapy, herbal tea or a juice bar, subject to approval by the Conference Managers

## Conference Program Proceedings Sponsor Exclusive

- Standard sponsorship entitlements outlined on page 6

## Website Sponsor Exclusive

**A\$6,400 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Banner advertisement and hyperlink to organisation website, will be placed on every page of the Conference website\*\*\*

## Delegate Bags Sponsor Exclusive

**A\$6,400 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Logo to appear on the satchel alongside the SIGIR 2014 logo. The Organising Committee reserves the right to source and select the satchel
- Promotional brochure (maximum four (4) x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)

## Stationery Sponsor Exclusive

**A\$4,400 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Pens provided by the sponsor will be included in the satchel
- Notepads provided by the sponsor will be included in the satchel

## Name Badge / Lanyard Sponsor Exclusive

**A\$3,700 (incl. GST)**

- Standard sponsorship entitlements outlined on page 6
- Logo to appear on all name badges alongside the SIGIR 2014 logo
- Opportunity for the sponsor to provide branded lanyards (provided at the sponsors expense)

## Advertising Opportunities

These following cost-effective advertising opportunities are the perfect mediums to communicate your corporate message, products and services.



## Satchel Insert

**\$1,100 (incl. GST)**

Promotional brochure (maximum four (4) x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material)

## Conference Program Advertising

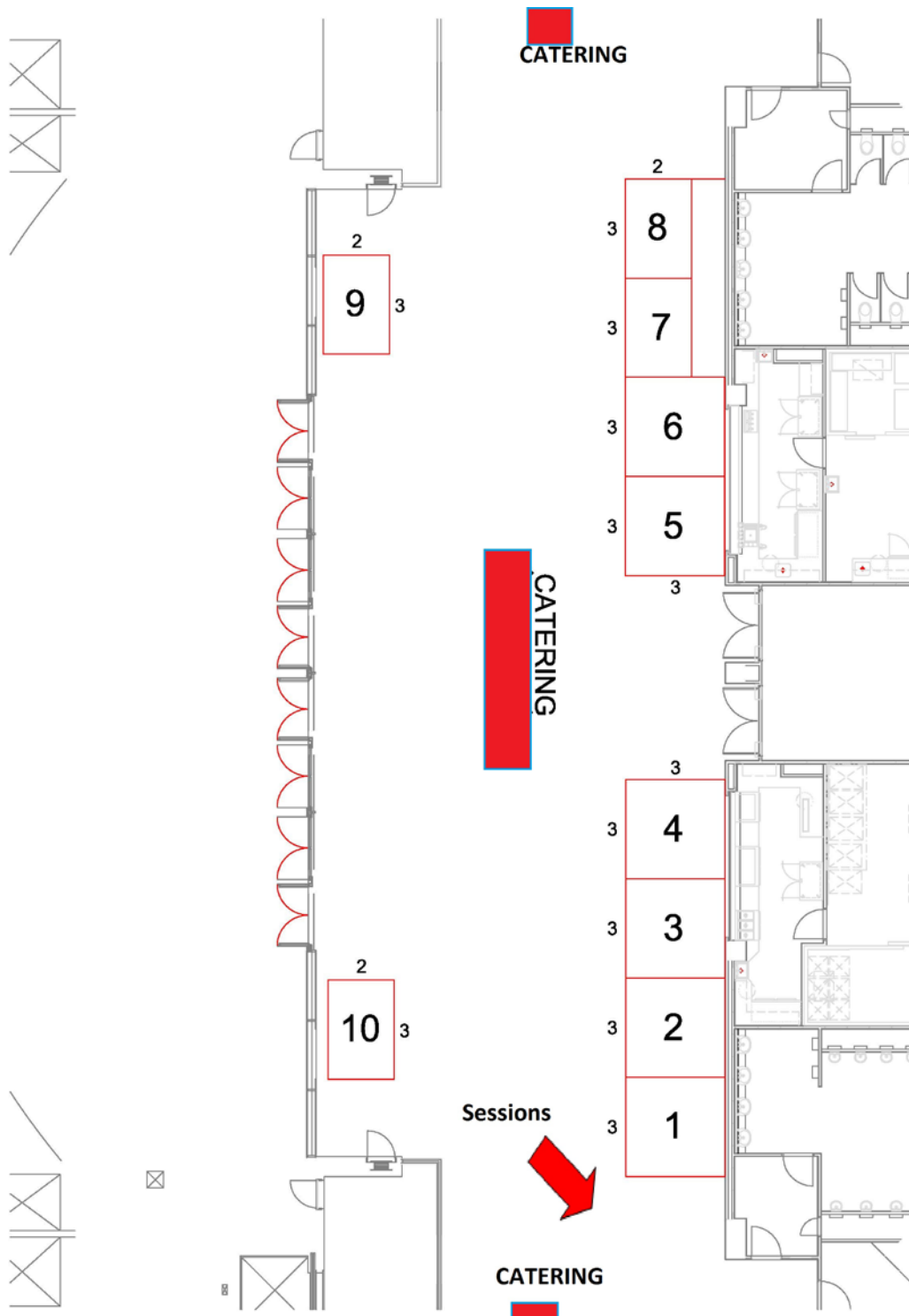
**Deadline for booking:** Monday 02 June 2014  
**Deadline for artwork:** Monday 08 June 2014

### Publication Advertising Rates

Size	Cost (inc GST)
Full page mono A4 size	\$1,200
Half page mono A4 size	\$800

## Industry Exhibition

The SIGIR industry exhibition will run in conjunction with the Conference program. The exhibition has been designed to provide the best possible promotional and business networking opportunities to participating organisations. With refreshment breaks being served in the area, the exhibition will create the ideal platform on which to network with key people and to promote your products and services to delegates.



*Note: Floor plan is subject to change*

## Exhibition Packages

**Premium Shell Scheme Package 3m x 3m**

**A\$3,300 (incl. GST)**

**Standard Shell Scheme Stand Package per 3m x 2m**

**A\$2,900 (incl. GST)**

*Please note that lunch is not being provided to delegates*

### **Premium Shell Scheme Package 3m x 3m**

### **Standard Shell Scheme Package 3m x 2m**

Each Raw Space package includes the following:

- Shell scheme stand 3m wide x 3m deep (9m<sup>2</sup>)
- White octanorm panels 2.4m high
- Organisation name in vinyl lettering on fascia board
- Two (2) x 150 watt spotlights
- One (1) x 4 amp power point
- The venue is carpeted
- Two (2) complimentary exhibitor pass ~
- A comprehensive exhibition manual
- Organisation name listed on exhibition page of Conference website
- 50 word profile in the Conference Program \*

Each Shell Scheme stand package includes the following:

- Shell scheme stand 3m wide x 2m deep (6m<sup>2</sup>)
- White octanorm panels 2.4m high
- Organisation name in vinyl lettering on fascia board
- Two (2) x 150 watt spotlights
- One (1) x 4 amp power point
- The venue is carpeted
- One (1) complimentary exhibitor pass ~
- A comprehensive exhibition manual
- Organisation name listed on exhibition page of Conference website
- 50 word profile in the Conference Program \*



*Diagram of two standard 3m x 3m shell scheme booths*



*Diagram of two standard 3m x 3m shell scheme*

### **Complimentary exhibitor pass**

FOC

- Morning and afternoon catering breaks
- Conference satchel
- Conference Program

### **Additional exhibitor pass**

\$220.00 incl. GST

- Morning and afternoon catering breaks
- Conference satchel
- Conference Program

*Additional exhibition staff wishing to attend Conference sessions must register as a Conference delegate and pay the applicable registration fee.*

## Preliminary Exhibition Timetable

Monday 7 July 2014	Exhibitor move-in and set-up	13:00 – 17:00
Tuesday 8 July 2014	Exhibition open	08:30 – 16:00
Wednesday 9 July 2014	Exhibition open	09:30 – 16:00
Thursday 10 July 2014	Exhibition open	09:30 – 16:00
Thursday 10 July 2014	Exhibition close	16:00
Thursday 10 July 2014	Exhibition move-out	16:30 – 19:30

*Note: this is a preliminary schedule and is subject to change.*

## Conference Managers

**arinex pty limited** has been appointed as the official Professional Conference Organiser and looks forward to delivering an inspiring experience.



Drew Whait  
Sponsorship & Exhibitions Manager  
SIGIR 2013  
**arinex pty limited**  
Tel: + 61 2 9265 0700  
Email: [dwhait@arinex.com.au](mailto:dwhait@arinex.com.au)  
Website: [www.sigir.org/sigir2014/](http://www.sigir.org/sigir2014/)

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# SPONSORSHIP / ADVERTISING / EXHIBITION BOOKING FORM

6 – 11 July 2014, Gold Coast Convention and Exhibition Centre

Drew Whait

Sponsorship & Exhibitions Manager

SIGIR 2014

**arinex** pty limited

Level 10, 51 Druitt Street

SYDNEY NSW 2000, Australia

Tel: +61 2 9265 0700

Fax: +61 2 9267 5443

Email: [sponsorship@arinex.com.au](mailto:sponsorship@arinex.com.au)

Web: [www.sigir.org/sigir2014/](http://www.sigir.org/sigir2014/)

## A. SPONSORSHIP PACKAGE(S) REQUESTED

COST A\$

1. ....
2. ....

## B. EXHIBITION BOOTH REQUESTED

Please reserve the following booth type (please tick):

### Shell Scheme

3m x 3m (9sqm) premium booth ☐ A\$3,300 (incl. GST)

3m x 2m (6sqm) standard booth ☐ A\$2,900 (incl. GST)

Preferred booth position(s) (refer to floor plan) ..... **TOTAL A\$:** .....

Please indicate companies you do not wish to be placed near: .....

AMOUNT PAYABLE A & B	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: Friday 11 April 2014) (incl. GST)	A\$

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address:

City:

Postcode:

State:

Country:

Booking authorised by:

Signature:

Date:

Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name:

Position:

Tel:

Fax:

Email:

Website:

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

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 company cheque. Note all cheques must be made payable to: arinex on behalf of SIGIR 2014, and should be forwarded to the Conference Managers at the above address.

☐ We wish to pay via EFT. Bank details will be provided by the Conference Managers with your tax invoice.

☐ MasterCard ☐ VISA ☐ American Express

Credit Card Number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_ CCV \_\_\_\_

Name on Card \_\_\_\_\_ Cardholder

Signature \_\_\_\_\_

**Please note, for all bookings up to \$5,000 and paid via credit card, the full amount will be charged.**

SEE OVER FOR TERMS AND CONDITIONS ►

# SPONSORSHIP / ADVERTISING / EXHIBITION BOOKING FORM

## 6 – 11 July 2014, Gold Coast Convention and Exhibition Centre SPONSORSHIP BOOKING TERMS AND CONDITIONS

1. Where appropriate, Goods and Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
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 **Friday 11 April 2014**. Applications received after **Friday 11 April 2014** must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to arinex Pty Limited for and on behalf of SIGIR 2014 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the Conference. No organisation will be listed as a sponsor in any official Conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **Friday 17 January 2014**. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable and the Conference 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 the above cancellation policy.
6. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
7. Sponsorship monies will facilitate towards the successful planning and promotion of the Conference 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 Conference.
8. 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.
9. The delegate list may be used by the sponsors up to and not beyond August 2014 for the purposes of contacting 2014 Conference delegates. The list must not be used in conjunction with any other non-related conference matters nor is the list to be used for future conference marketing.
10. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the Conference to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant conferences organised by arinex Pty Limited.  
[ ] NO, I do not consent.

## EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, the Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition space will be allocated only on receipt of 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 **Friday 11 April 2014**. Applications received after **Friday 11 April 2014** must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to **arinex on behalf of SIGIR 2014** and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Conference Managers.
5. Public insurance to a minimum of A\$10 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Conference Managers at the time of submitting their booking form or by no later than **Friday 11 April 2014**.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or shell scheme stand booking to cancellations on or before **Friday 17 January 2014**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable and the Conference Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibit space at the discretion of the Conference Managers. Any space not claimed and occupied before 0900 on Monday 7 July 2014 will be reassigned without refund.
7. The Conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Conference Managers will not discount or refund for any facilities not used or required.
8. If the exhibitor intends to install a custom built stand, the Conference Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than 16 May 2014. All display construction requires the approval of the Conference Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Conference Managers.
10. 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 to other relevant events organised by **arinex Pty Limited**.  
[ ] NO, I do not consent.