



**NEXTGEN  
COUNCILS**

# Sponsor & Trade Prospectus

**19 – 21 OCTOBER 2020**

Gold Coast Convention &  
Exhibition Centre



## PLATINUM SPONSORS

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## GOLD SPONSORS

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## SILVER SPONSORS

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Part of Energy Queensland



QUEENSLAND  
TREASURY  
CORPORATION



# Your opportunity

The LGAQ provides a unique platform for your business to:



understand the current local government environment



strengthen your brand with industry investors



target potential clients



explore latest market insight and approaching growth



develop synergies and connections



showcase and profile your products



find new business or launch new projects



network with industry and discover emerging trends



gain valuable perspective on industry directions

## Attendee Profile

The attendee profile is expected to be varied and will encompass: Queensland wide



Mayors and councillors;



Senior managers;



Private sector innovation and technology leaders



Chief executive officers;



Peak body and government representatives;



# ABOUT THE LGAQ

The Local Government Association of Queensland Ltd (LGAQ) is the peak body for local government in Queensland. We are a not-forprofit association set up solely to serve the state's 77 councils and their individual needs. The LGAQ is 100 percent council-owned and has been advising, supporting and representing local councils since 1896, assisting them to improve their operations and strengthen relationships with their communities.

## About Annual Conference

The LGAQ Annual Conference is a key event in the local government calendar and the largest LGAQ event. Delegates who attend the conference have a unique opportunity to see how councils and the private sector are driving innovation and improving service delivery through smart and sustainable solutions.

As a sponsor or exhibitor of the LGAQ conference you have the exclusive opportunity to demonstrate your products and services to LGAQ members from across the state. The rapport your organisation will build with the delegates will serve your organisation well into the future, and as key decision makers push for the local government sector to stay ahead of trends and developments.

### We do this by

- 
- ✕ connecting them to people and places that count;
  - ✕ supporting them to strive to innovate and improve service delivery through smart services and sustainable solutions;
  - ✕ delivering them the means to achieve community, professional and political excellence;
  - ✕ offering a range of support services and solutions to all council employees

Opportunities for trade exhibitors and sponsorships are now available for this event and are limited, so please book early to avoid disappointment.

For those of you who are returning as a Sponsor or exhibitor of the LGAQ annual conference, welcome back. To those of you who are joining us for the first time welcome on board. We hope you find your partnership with the conference a rewarding experience from a relationship and networking perspective.





# PROPOSED PROGRAM

## Sunday 18th October

**2.00pm – 4.30pm**  
Bump in & Registration

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**4.00pm**  
Exhibitor Briefing

## Monday 19th October

**9.00am**  
Conference Start

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**1.00pm**  
Workshop

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**5.30pm**  
Welcome Ceremony

## Tuesday 20th October

**8.30am**  
Conference Start

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**12.30pm**  
Lunch

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**6.30pm**  
Predinner Drinks

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**7.00pm**  
Gala Dinner

## Wednesday 21st October

**8.30am**  
Conference Start

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**12.30pm**  
Lunch

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**3.00pm**  
Bump Out

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**4.30pm**  
Conference Concludes

# SPONSORSHIP PACKAGES

Platinum Sponsorship \$30,000.00 ex GST	Gold Sponsorship \$17,000.00 ex GST	Silver Sponsorship \$11,000.00 ex GST	Hydration Station's Naming Rights Partner \$10,000.00 ex GST
10 minute speaking opportunity to plenary.	Five minute speaking opportunity to plenary.	Branding on one of two refreshment stations	Company branded water bottle to be given to each delegate in conference satchel – 500 in total.
Your logo on all conference communication material Inclusion in conference social media communication.	Your logo on all conference communication material.	Your logo on all conference communication material.	Co-branding on 4 x hydration stations placed throughout the trade hall.
Opportunity to network with key council delegates.	Logo displayed within the plenary throughout the conference	Logo displayed within the plenary throughout the conference	Opportunity to network with key council delegates.
Company TVC to be played on a sponsor loop between breaks in the plenary throughout the conference.  Rolling banner ad on the conference app.	Branding on one of four quadrants. Rolling Banner ad on the conference app.	Rolling banner ad on the conference app.	Company profile and logo on conference app
			
Trade display pod (3m x 3m). Each pod area will feature: <ul style="list-style-type: none"> <li>• 2.4m high matt anodized aluminium frame with white laminated infills.</li> <li>• Flag fascia with company name</li> <li>• 1 x white laminate cupboard</li> <li>• 1 x vario light on arm per shell</li> <li>• 1 x 4amp powerpoint.</li> </ul>	Trade display pod (3m x 3m). Each pod area will feature: <ul style="list-style-type: none"> <li>• 2.4m high matt anodized aluminium frame with white laminated infills.</li> <li>• Flag fascia with company name</li> <li>• 1 x white laminate cupboard</li> <li>• 1 x vario light on arm per shell</li> <li>• 1 x 4amp powerpoint.</li> </ul>	Trade display pod (3m x 3m). Each pod area will feature: <ul style="list-style-type: none"> <li>• 2.4m high matt anodized aluminium frame with white laminated infills.</li> <li>• Flag fascia with company name</li> <li>• 1 x white laminate cupboard</li> <li>• 1 x vario light on arm per shell</li> <li>• 1 x 4amp powerpoint.</li> </ul>	Trade display pod (3m x 3m). Each pod area will feature: <ul style="list-style-type: none"> <li>• 2.4m high matt anodized aluminium frame with white laminated infills.</li> <li>• Flag fascia with company name</li> <li>• 1 x white laminate cupboard</li> <li>• 1 x vario light on arm per shell</li> <li>• 1 x 4amp powerpoint.</li> </ul>
Full conference registration for four representatives from your organisation, including: <ul style="list-style-type: none"> <li>• networking drinks</li> <li>• daytime catering</li> <li>• four tickets to the conference dinner are included in this package.</li> </ul>	Full conference registration for three representatives from your organisation, including: <ul style="list-style-type: none"> <li>• networking drinks</li> <li>• daytime catering</li> <li>• three tickets to the conference dinner are included in this package.</li> </ul>	Full conference registration for two representatives from your organisation, including: <ul style="list-style-type: none"> <li>• networking drinks</li> <li>• daytime catering</li> <li>• two tickets to the conference dinner are included in this package.</li> </ul>	Full conference registration for two representatives from your organisation including: <ul style="list-style-type: none"> <li>• networking drinks</li> <li>• daytime catering.</li> </ul>
Opportunity for a four slide PowerPoint presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.	Opportunity for a two slide PowerPoint presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.	Opportunity for a one slide power-point presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.	-
Ability to contact all conference delegates via conference app.	Ability to contact all conference delegates via conference app.	Ability to contact all conference delegates via conference app.	Ability to contact all conference delegates via conference app.

# TRADE EXHIBITOR

Opportunity to network with key council delegates

Trade display pod (3m x 3m) each pod will feature

- 2.4m high matt anodized aluminium frame with white laminated infills
- 1 x white laminate cupboard
- 1 x 4amp power point
- Flag fascia with company name
- 1 x vario light on arm per shell

Full conference registration for two representatives from your organisations including.

- Network drinks
- Daytime catering.
- Ability to contact all conference delegates via conference app



**TRADE  
EXHIBITOR**  
**\$5000.00**  
ex GST





# TERMS AND CONDITIONS

All exhibitors acknowledge that participation at LGAQ conferences and events implies certain responsibilities.

All details provided with this package are subject to change. Information contained within is provided in good faith, and it is expected that details will not change greatly between now and when the conference commences, however this cannot be guaranteed. LGAQ reserves the right to amend trade booth locations and allocations as well as all other aspects of the event including the program, speakers and stated times, may change. Any exhibitor likely to be impacted by any change will be kept informed.

## The following terms and conditions are applicable to this event:

1. Execution and return of the participation form represents the exhibitors offer to sponsor and exhibit at the LGAQ Annual Conference
2. LGAQ acceptance of the supplier's offer will be communicated in writing and be subject to these terms and conditions (the "Sponsorship Agreement").
3. Following acceptance of the exhibitors offer, LGAQ will forward a tax invoice for the sponsorship package (the "Sponsorship Fee") which must be paid in full by the supplier within 30 days.
4. LGAQ may terminate the Sponsorship Agreement for convenience at any time and will in such circumstances return the paid Sponsorship Fee.
5. LGAQ may immediately terminate a Sponsorship Agreement where:
  - a. payment has not been received within 30 days of the tax invoice date;
  - b. the supplier is in breach of the Sponsorship Agreement and such breach cannot be remedied;
  - c. the supplier is in breach of the Sponsorship Agreement and fails to remedy such breach within 14 days of notice by LGAQ;
  - d. the supplier brings LGAQ into disrepute; or
  - e. where the supplier ceases to trade.
6. The Contractor may terminate the Sponsorship Agreement immediately by written notice
  - a. LGAQ is in breach of the Sponsorship Agreement and such breach cannot be remedied;
  - b. LGAQ is in breach of the Sponsorship Agreement and fails to remedy such breach within 14 days of notice by the supplier; or
  - c. Subject to clause 8 where LGAQ ceases to trade.
7. Exhibitors may terminate the Sponsorship Agreement for convenience at any time in writing to the Manager Stakeholder Engagement.
8. Where the supplier terminates the Sponsorship Agreement for convenience, it will be entitled to the following refund:
  - a. Written notification received before 14 August 2020 – 50%
  - b. Written notification received after 14 August 2020 – 0%.
9. LGAQ may at its discretion refund a higher proportion of the Sponsorship Fee where it is able to secure a replacement sponsor for the same sponsorship package.
10. Cancellations of Dinner tickets are non-refundable if LGAQ is advised any later than 5th October 2020. Please note all conference related functions will be invoiced after the event.
11. It is the responsibility of the supplier to notify LGAQ of any change to participation or involvement.
12. Exhibitors must meet all deadlines reasonably set by LGAQ or the venue (including, but not limited to, signage, registrations, printing, etc).
13. Exhibitors are required to follow all reasonable instructions provided by LGAQ or the venue (including, but not limited to, workplace health and safety, insurance, noise restrictions, damages, cleaning, venue limitations, venue compliance elements as well as any actions that are considered contrary to standard professional ethics).
14. Attendance at the conference is at the suppliers risk. LGAQ accept no liability whatsoever (other than as required at law) for any losses that the supplier may suffer.
15. The exhibitors agrees to indemnify LGAQ for any injuries (including death) and property damage caused or contributed to by the supplier or its employees, sub-contractors or agents.
16. Additional support booth staff registrations (ie available only for supporting the booth and NOT attending plenary sessions) will be charged \$365.00 per person per day – there is a maximum of two extra registrations per booth. However, if additional support booth staff wish to attend conference sessions the corporate registration fees apply. Additional support booth staff registrations may be swapped between staff at the conference with a maximum of four staff permitted per booth at any one time.
17. All registrations must be completed online for additional staff registrations and functions.
18. Unregistered persons may visit booths for a maximum of one hour and only with a Visitors Pass. Visitors must report to registration with a business card for identification purposes.
19. Booths may only be represented by one organisation.
20. Any other organisations such as suppliers or joint venture partners must register as a corporate registration or purchase a trade exhibition booth.
21. LGAQ Annual Conference functions and events are open only to registered exhibitors, sponsors, delegates/observers/ corporates and accompanying persons.
22. All vehicles or any large equipment must be approved before being brought into an event. Please send all dimensions of products/materials prior to conference. Approval must be received from LGAQ and the venue.
23. Each gift sponsor is responsible for the distribution of all of their cobranded merchandise at the LGAQ Annual Conference.
24. LGAQ warrants that it has public liability insurance of at least \$10 million each occurrence with a reputable insurer and in respect of the LGAQ Conference and will provide a copy of the Certificate of Currency in respect of such insurance upon request by exhibitors.
25. Privacy LGAQ agrees to comply with the Privacy Act 1988 (Cth) whether or not that legislation applies to it and will not collect, use, disclose any personal information provided under this Agreement without express consent from the data subjects concerned.
26. Should there be a requirement for an event to be rescheduled, the LGAQ will endeavour to hold the equivalent event within the subsequent 12 month period (of the original event date). Any monies paid to the LGAQ under this agreement to continue to be held by the LGAQ for allocation to the rescheduled event.
27. Should there be a circumstance where the event cannot be rescheduled within the subsequent 12 month period (of the original event date) it will be deemed to have been cancelled. The LGAQ will make a full refund of all monies paid under this agreement in relation to a cancelled event.



# AGREEMENT CONFIRMATION

## ANNUAL CONFERENCE

19-21 OCTOBER 2020

Booth positions are allocated on a 'first in' basis. Once this form is received by LGAQ services your organisation will be considered for exhibition space indicated on the form.

<b>Key Contact</b>			
<b>Company Name for invoices</b>			
<b>Mailing address</b>			
<b>Email Address</b>			
<b>Name for booth signage</b>			
<b>Phone</b>	<b>B</b>	<b>M</b>	

As an authorised company representative, please sign here as confirmation of your involvement in the and that you agree to adhere to all terms and conditions.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PACKAGE	AMOUNT DUE		
<input type="checkbox"/> Platinum sponsorship	\$30,000.00 ex GST (includes four Gala dinner tickets)		
<input type="checkbox"/> Gold Sponsorship	\$17,000.00 ex GST (includes three Gala dinner tickets)		
<input type="checkbox"/> Silver Sponsorship	\$11,000.00 ex GST ( includes two Gala dinner tickets)		
<input type="checkbox"/> Hydration Station's Naming Rights Partner	\$10,000.00 ex GST		
<input type="checkbox"/> Trade/Exhibitor only	\$5000.00 for 1st booth ex GST		
<input type="checkbox"/> Number of booths required	\$3000.00 for subsequent booths ex GST.		
Booth Preference	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Please list any special booth or vehicle requirements and attach dimensions and measurements of any machinery:			

Please email your agreement confirmation and registration form to:  
**Adrienne Coats, Sponsorship and Trade Sales Officer, LGAQ**  
**Email:** – Adrienne\_coats@lgaq.asn.au **Phone:** (07) 3000 2224

# REGISTRATION FORM

ANNUAL CONFERENCE  
19-21 OCTOBER 2020

## STAFF DETAILS

Please provide details of the staff you wish to register as part of your package.

1	Name: Mobile Email: Dietary requirements:	Monday Lunch (included in the package at no additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/> Welcome Ceremony (included in package at no additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/> Annual Conference Dinner (additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Name: Mobile Email: Dietary requirements:	Monday Lunch (included in the package at no additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/> Welcome Ceremony (included in package at no additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/> Annual Conference Dinner (additional cost) YES <input type="checkbox"/> NO <input type="checkbox"/>

Additional booth staff may attend the conference at an extra cost and must be registered as per terms and conditions #16.

Extra tickets to either the Welcome Ceremony or Annual Conference Dinner for trade booth staff can be arranged at additional cost via online registration.

## ADDITIONAL COSTS

Additional booth staff **\$365 per person per day**

Corporate Registration **\$1500**

Additional Welcoming Ceremony **\$75 per person**

Annual Conference Dinner **\$175 pp**

# PAYMENT FORM



**ANNUAL CONFERENCE**  
19th – 21st OCTOBER 2020

**Local Government Association of Queensland Ltd**

**ABN 11010 883 293**

This document will be a **TAX INVOICE** when you make payment

## **CHEQUE**

☐ Enclosed is a cheque for \$  To Local Government Association of Queensland Ltd

## **CREDIT CARD**

If wanting to pay on a credit card please contact our Member Services Centre direct on **1300 542 700**

## **ELECTRONIC FUNDS**

☐ Electronic funds Transfer (EFT)

**Bank** National Australia Bank

**Account Name** LGAQ Imprest Account

**Payment reference**

**BSB** 084004 **ACCT** 51666 1205

Please email [accounts\\_receivable@lgaq.asn.au](mailto:accounts_receivable@lgaq.asn.au) with a copy of the remittance advice and reference invoice number

Please email back to  
**Adrienne Coats, Sponsorship and Trade Sales Officer, LGAQ**  
**Ph:** (07) 3000 2224 **Em:** [Adrienne\\_coats@lgaq.asn.au](mailto:Adrienne_coats@lgaq.asn.au)



**Annual Conference 2020**

For all Sponsor & Trade, enquiries contact

**Adrienne Coats**  
**Sponsorship and Trade Sales Officer**

**P** (07) 3000 2224

**E** [Adrienne\\_coats@lgaq.asn.au](mailto:Adrienne_coats@lgaq.asn.au)