

# LGAQ Annual Conference 2022

## CAIRNS

17-19 OCTOBER  
CAIRNS CONVENTION CENTRE



SPONSOR & TRADE  
PROSPECTUS

#LGAQ2022



Every Queensland  
community deserves  
to be a liveable one

# 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-for-profit 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.

## 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.



## 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.

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 16th October

2.00pm – 5.00pm Bump in & registration

## Monday 17th October

8.00am – 9.00am Registration

10.30am – 11.00am Morning tea

12.30pm – 1.00pm Lunch

2.45pm – 3.15pm Afternoon tea

5.15pm – 7.30pm Welcome ceremony and networking drinks

## Tuesday 18th October

8.00am – 8.30am Registration

10.00am – 10.30am Morning tea

12.30pm – 1.30pm Lunch

4.05pm Day sessions end

6.15pm – 11.30pm Gala dinner



# CONTINUED PROGRAM

## Wednesday 19th October

8.30am Conference start

10.15am – 10.35am Morning tea


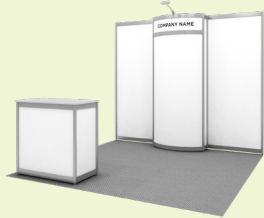

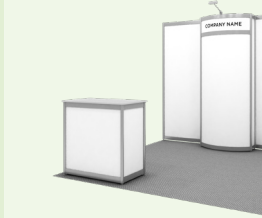
12.30pm – 1.30pm Lunch

3.45pm Conference ends



# SPONSORSHIP PACKAGE



Platinum Sponsorship \$33,000.00 (incl GST)	Gold Sponsorship \$18,700.00 (incl GST)	Silver Sponsorship \$12,100.00 (incl GST)	Coffee Partner Naming Rights Sponsorship \$13,000.00 (incl GST)
<b>SOLD</b>	<b>SOLD</b>	<b>SOLD</b>	<b>SOLD</b>
Five minute speaking opportunity to plenary.	Five minute speaking opportunity to plenary.	Logo displayed within the plenary throughout the conference.	Company logo placed on all disposable cups used at the conference.
Your logo on all conference communication material.  Company profile and logo on the conference app.	Your logo on all conference communication material.	Your logo on all conference communication material.	Branding on all coffee and tea carts.
Opportunity to network with key council delegates.	Logo displayed within the plenary throughout the conference	Opportunity to network with key council delegates.	Opportunity to network with key council delegates.
Company TVC to be played on a sponsor loop between breaks in the plenary throughout the conference.	Company profile and logo on conference app	Company profile and logo on conference app	Company profile and logo on conference app
			
Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.	Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.	Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.	Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.
Full conference registration for four representatives from your organisation, including: • networking drinks • daytime catering • four tickets to the conference dinner are included in this package.	Full conference registration for three representatives from your organisation, including: • networking drinks • daytime catering • three tickets to the conference dinner are included in this package.	Full conference registration for two representatives from your organisation, including: • networking drinks • daytime catering • two tickets to the conference dinner are included in this package.	Full conference registration for two representatives from your organisation including: • networking drinks • daytime catering.
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.

# COFFEE PARTNER NAMING RIGHTS SPONSORSHIP

## Conference coffee naming rights sponsor \$13,000.00 (incl GST)

Company logo on LGAQ  
Annual Conference page

Company logo placed on all  
disposable cups.

Branding on coffee menus

Opportunity to network  
with key council members

Company name and logo  
on the app



### Trade display pod(3m x 3m) Each pod area will feature:

- 20 letter fascia sign
  - 1 x light
- 1 x 10amp power point
- 1 x white cupboard

### Full conference registration for two representatives from your organisation, including:

- networking drinks
- daytime catering

# TRADE EXHIBITOR BOOTH



TRADE  
EXHIBITOR  
BOOTH  
\$7,150.00  
incl GST

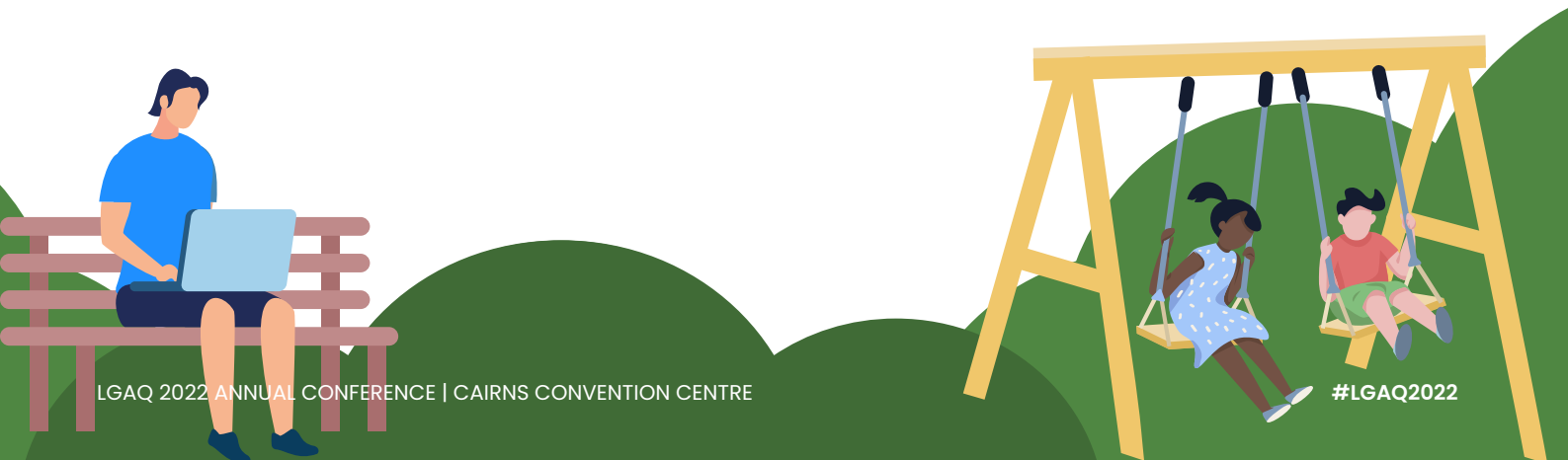
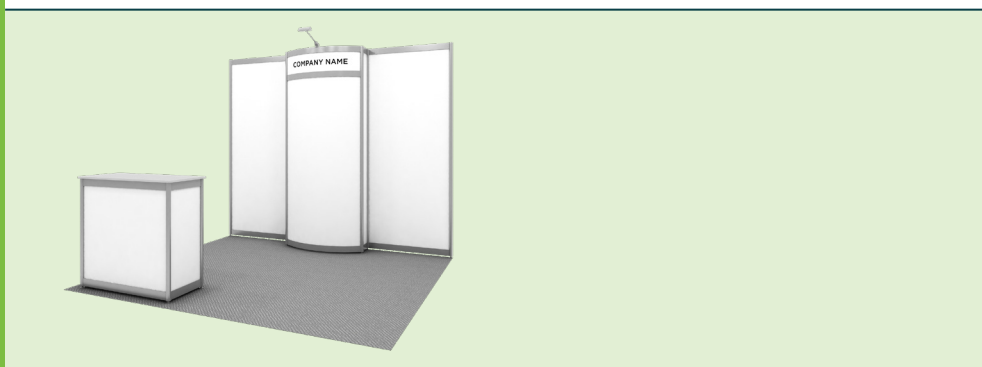
Opportunity to network with key council delegates

Trade display booth (3m x 3m) each pod area will feature:

- 20 letter fascia sign
- 1 x light
- 1 x 10amp power point
- 1 x white cupboard

Full conference registration for two representatives from your organisations including:

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





# 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 9 September 2022 – 50%
  - b. Written notification received after 9 September 2022 – 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 Function tickets are non-refundable if LGAQ is advised any later than 3 October 2022. 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 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 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 a LGAQ conference or event.
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

17 - 19 OCTOBER 2022

Booth positions are allocated on a 'first in' basis. Once this form is received by LGAQ, 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:**

PACKAGE	AMOUNT DUE		
<input type="checkbox"/> Platinum sponsorship	\$33,000.00 inc GST (includes four Gala dinner tickets)		
<input type="checkbox"/> Gold sponsorship	\$18,700.00 inc GST (includes three Gala dinner tickets)		
<input type="checkbox"/> Silver sponsorship	\$12,100.00 incl GST (includes two Gala Dinner tickets)		
<input type="checkbox"/> Coffee naming rights sponsorship	\$13,000.00 incl GST (includes two Gala Dinner tickets)		
<input type="checkbox"/> Trade/exhibitor only	\$7,150.00 incl GST		
<input type="checkbox"/> Vehicle/machine space	\$550.00 incl 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**  
17 - 19 OCTOBER 2022

## 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.

## ADDITIONAL COSTS

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

Additional welcoming ceremony **\$70 per person**

Annual Conference dinner **\$175 per person**



**Every Queensland  
community** deserves  
to be a liveable one

#### **CONTACT US**

**MEMBERS HOTLINE:**

1300 542 700

**WEB:**

[LGAQ.ASN.AU](http://LGAQ.ASN.AU)

**ADDRESS:**

LOCAL GOVERNMENT HOUSE  
25 EVELYN STREET  
NEWSTEAD QLD 4006



**TWITTER**

[@LGAQ](https://twitter.com/LGAQ)



**INSTAGRAM**

[@localgovqld](https://www.instagram.com/localgovqld)



**FACEBOOK**

[@localgovqld](https://www.facebook.com/localgovqld)



**LINKEDIN**

[local-government-association-of-queensland/](http://local-government-association-of-queensland/)