

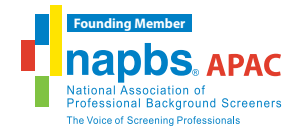


APAC CHAPTER AGM Conference

Swissotel Sydney, Australia

7 & 8 November 2019

Sponsor + Exhibitor Toolkit



Is the Asia Pacific region one of your markets?

The National Association of Professional Background Screeners APAC Chapter, offers you the opportunity to present your products and services to an audience of background screening professionals from the APAC region.

This toolkit contains exhibit and sponsorship options to benefit your company and get the most from the NAPBS APAC Annual General Meeting.

Special Offer APAC MEMBERS ONLY!

All APAC NAPBS members that purchase an exhibit or sponsorship option will be eligible to **one complimentary slide** on the Media Projector Advertising Wall (landscape). (if eligible, please email your slide to: apacsecretary@securesearch.co.in)

Sponsor + Exhibitor Options



Cocktail Party (8 November 2019)

US \$1000
1 available

Sponsorship for evening cocktail function.

- Function named after the sponsor
- 5 min speaker slot to open the cocktail function
- Logo on photo booth
- Standee Banners etc.

Sponsor to advise any specifics (such as signage, marketing material etc with their application).

We encourage you to get creative with your marketing materials and service promotion - email us with your ideas for any of the sponsorship options and we will try and make it happen.



Harbour Cruise (8 November 2019)

US \$1500 - 1 available
OR
US \$750 - 2 available
(first come, first serve!)

Sponsorship for sunset [harbour cruise](#).

- Event named after the sponsor
- 3 min speaker slot during function
- 1 x banner available (90cm x 180cm)
- 1 x flag spot available
- Smart TV available in boat cabin
- Marketing material suitable for a moving water vessel (such as cups, brochures, napkins, giveaways).



Photo Booth Backdrop (7 November 2019)

US \$3 00
3 available

Sponsorship for logo on photo booth backdrop available at cocktail Party.

(See example below from the 2018 AGM)





Registration Table

(7 November 2019)

US \$150
1 available

Display company banner at registration table.

Sponsor to provide:

- Marketing materials
- Company standee banner or table banner.



Exhibit Table

(7 & 8 November 2019)

US \$150
4 available

Display marketing material at a set-up booth/table. Booth can also contain provided company banner.

Sponsor to provide:

- Marketing materials
- Company standee banner
- Giveaways.



Event Guide & Media Projector Advertising Wall

US \$150 (full page + 4 slides) - 2 available
US \$100 (half page + 2 slides) - 4 available

Advertising in the event guide, plus a projector will be set up against a large wall to advertise sponsors.

The advertisements will play on rotation throughout the AGM.

Sponsors to provide:

- Allocated PowerPoint slides promoting their company (no sound)



Examples of marketing materials



Coffee/Tea Breaks (7 & 8 November 2019)

US \$150
1 available

Display company sign at morning & afternoon tea stations throughout conference (four in total).

Sponsor to provide:

- Table cards
- Cups with company logo
- Promotional business cards or brochures
- Pop-up banners etc.



NAPBS Attendee Gift

US \$100
5 available

Attendee gift (e.g. merchandise, office materials etc.

Something people will remember you by) to be placed on the tables for use during the conference.

Please no flyers, pamphlets or folders allowed.



Stationery

US \$100
1 available

Sponsorship of notepad and pen/pencil used by attendees during the conference.

Sponsor to provide:

- Notepad and pens/pencil



Examples of marketing materials

Deadlines

- Exhibit/Sponsorship order forms emailed and payment provided to APAC Secretary by **COB 20 September 2019**.
- Company logos for signs (coffee station, cocktail party, Harbour cruise) to be provided to APAC Secretary (detailed on the right) by **COB 4 October 2019**.
- PowerPoint slides to be emailed through to APAC Secretary by **COB 4 October 2019** (this can be sent via file for the committee to add to the Projector USB).
- You are responsible for delivering all of the required content/materials (not provided by NAPBS APAC Chapter) for set up prior to the AGM officially beginning (to be arranged).
- If you are posting any materials, please ensure they are delivered to the in-country Committee Representative detailed on the right by **25 October 2019**.

Maximise Your Sponsorship

A few tips to help you make the most out of your sponsorship:

- Use social media to announce your sponsorship and what you will be offering.
- Send everyone on the electronic pre-registration list a notice that you are a sponsor.
- Put notices in your company newsletters/notifications sent to customers announcing your sponsorship.
- Add a tag line to your email signature announcing your sponsorship.

Committee Representative
(APAC Secretary)

Chetan Desai
apacsecretary@securesearch.co.in

Committee Representative
(In-country)

Layla Tilley
PeopleCheck
First Floor
37 Main Road
Boolaroo NSW 2284
Australia
layla@peoplecheck.com.au

Sponsor + Exhibitor Form

Company: _____

Contact: _____

Email: _____

Address: _____

City/State: _____

Country: _____

Sponsor/exhibitor option(s) chosen:

Payment Information

Check No: _____

Please make checks payable to: NAPBS

Mail to: NAPBS
110 Horizon Drive
Ste. 210
Raleigh, NC 27615 US

AMEX **Visa** **MasterCard** **Discover**

Card No: _____

Exp Date: _____ **Sec Code:** _____

Name on Card: _____

Billing Post/Zip code: _____

Total Charged: _____

Authorised Signature: _____

Guidelines + Regulations

Exhibit Hours

Table exhibitors will be allowed on the floor during non-scheduled exhibitor hours. Exhibit set-up time will be announced closer to the conference. Displays/demos/handouts are prohibited by Virtual Exhibitors within the exhibit and pre-exhibit areas.

Liability

Neither the Management, their affiliates, their staffs, other employees thereof; the conference hotel, nor its representatives or employees; will be held responsible for any injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract, and the Exhibitor signing this contract expressly releases all of the aforesaid from and agrees to indemnify each of them against any and all claims for such loss, damage or injury.

Uncontrollable Liabilities

In case the premises to be used by the Exhibitor shall be destroyed by fire or the elements, or by any other cause, or in case any other circumstances shall make it impossible for Management to permit the said premises to be occupied by the said Exhibitor for use herein specified, then and thereupon this agreement shall terminate. Except for this assumption of risk by the Exhibitor, booth rental would be substantially greater. In consideration of the lesser payment agreed upon, the Exhibitor shall and hereby does waive any claim for damages or compensation. It is agreed that Management reserves the right to retain such part of the payments made by Exhibitors for the booth space as would be necessary to cover all expenses incurred by Management incidental to the opening of the exhibit up to the time of any cancellation.

Displays

No goods or equipment may be displayed in the exhibit hall areas within the limits of the exhibit space contracted for with the Management and assigned to the Exhibitor. All music is strictly prohibited on the exhibit floor. Models shall be attired only in conventional clothes and must be acceptable to the Director and in good taste for the event. No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All decorations and booths must be of flame proofed materials. Any food items distributed at the exhibit space must be provided by the hotel or convention centre.

Solicitations or Demonstrations

The taking of photographs or tape recordings by anyone in the exhibit hall is prohibited except in the case of official photographers, the news media or with the written consent of the Exhibitor in whose booth the photos or recordings are being made. The Management reserves the right to forbid the distribution of any souvenirs or other material which in its opinion may be objectionable. Exhibitors will not be permitted to use strolling entertainment or moving advertisements.

Entertainment During Convention or Sanctioned Events

Exhibitors expressly agree not to entertain during the official hours of the exhibit and other scheduled activities. This will prohibit Exhibitors from holding private functions for conference attendees during exhibit hours, educational programs and all social and recreational activities listed in the official conference program.

Damage to Property of Others

Any damage caused by the Exhibitor to the exhibit hall or to the property of other Exhibitors must be paid for in full by the Exhibitor or Exhibitors causing such damage.

Contract for Assignment of Space

Exhibitors and sponsors must file a written Exhibitor & Sponsor Form with the Management. Full payment for the exhibit space must be received 60 days after the contract is received. Any booths or sponsorships that are not paid in full after 60 days will be released for sale. Exhibit space cannot be occupied if there is any outstanding balance due on said space. There are no refunds on exhibit space or sponsorships.

