**Sponsorship terms**

***‘Full conference registration’*** includes lunch, morning and afternoon tea, (excluding alcoholic beverages), name badge and conference program.

***Conference program*** all sponsorship packages include recognition in the conference program. It is the responsibility of the sponsor to send company / service logos to the ENPA secretary no later than 04/08/2025. Late submissions cannot be guaranteed program inclusion.

***Organisation signage*** while every effort will be made to accommodate sponsors requests regarding display of signage, final approval is dependent on the available space and physical constraints of the venue.

***Trade display*** includes power, one trestle table, 2 chairs and space for pop-up style company banner / display.

***Site allocation*** will be allocated by the conference managers prior to conference commencement.

***Public and product liability insurance*** it is an Australian legislative requirement for all exhibitors to have adequate public and product liability insurance cover based on a level of indemnity to the value of AUD $20 million or above. Please include a copy of your current Public Liability Insurance **Certificate of Currency** with your booking form.

***Satchel Inserts*** should not exceed one A4 size for paper products plus one promotional product e.g. pen, magnet, cup, hat etc. For inclusion in delegate satchels promotional material should be shipped to PO Box 775, Kingswood, 2747.

***Cancellation and Refunds*** once a booking form is received any cancellation must be notified in writing. If the booking cancellation is received 6 weeks before the conference date 25% of the booking fee will be retained. If the cancellation is received less than 6 weeks before the conference date the full booking fee will be retained.

***Disclaimer*** every effort has been made to present the information contained in this prospectus as accurately as possible. The Enrolled Nurse Professional Association reserves the right to alter any or all of the information in this document.

To confirm sponsorship please complete the ***‘Sponsorship Confirmation Agreement’*** on the next page and email it & the deposit receipt to: [enpasecretary@gmail.com](mailto:enpasecretary@gmail.com)

**Sponsorship and Trade Booking Form**

Complete & return to: [enpasecretary@gmail.com](mailto:enpasecretary@gmail.com)

Name:

Organisation:

Position:

Address:

Town / Suburb:

State: Postcode:

Daytime phone:

Email:

Website:

|  |  |  |
| --- | --- | --- |
| ***Tick*** | ***Description*** | ***Cost (incl GST)*** |
|  | Gold | $3000 |
|  | Silver | $2000 |
|  | Bronze | $1500 |
|  | Excellence Award | $1500 |
|  | Supporter  Value of donated prize= | Goods / services for raffle or awards or thank you gifts. |
|  | Trade Table | $450 (2 days) |
|  | Payment Made | Date: |

**ENPA prefers payment via Direct Deposit to: BSB:** 814-282 **Acc No:** 10161865

Please add: <your business name: Conference> as the reference.

Bank Receipt number: Or attach screenshot of back receipt.

Signature: Date: