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**SPONSORSHIP/ trade exhibitor APPLICATION FORM**

**54th Annual Conference of the Human Factors and Ergonomics Society of Australia**

**Canberra 24th- 26th November 2019**

In sponsoring, or exhibiting at, these event relevant details may be incorporated into a delegate list for the benefit of all delegates and may also be made available to parties directly related to the event including the host organisation, the database contractor, event and accommodation venues, speakers and sponsors.

**SPONSOR INFORMATION** (Please print clearly)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sponsor/Trade Exhibitor** | | | | | | | | | | |
| Title: |  | Given Name: | | |  | | | Surname: | |  |
| Organisation: |  | | | | | | | | | |
| Postal Address: |  | | | | | | | | | |
| Suburb: |  | | | State: | |  | | Postcode: | |  |
| Telephone: | ( ) | |  | | | | Mobile: | |  | |
| Email: |  | | | | | | | | | |

**SPONSORSHIP PACKAGES**

We wish to promote our organisations by purchasing the following packages (Please tick and if an “other sponsor” please write the item being sponsored and the amount

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Platinum Sponsor | $10,000 |
|  |  |  |
|  | Gold Sponsor | $7,000 |
|  |  |  |
|  | Silver Student Sponsor | $5,000 |
|  |  |  |
|  | Silver Welcome Reception Sponsor | $5,000 |
|  |  |  |
|  | Exhibitor | $3,500 |
|  | Bronze Sponsor | $3,000 |
|  |  |  |
|  | Other sponsor for | $ |
|  | Friends of HFESA | $100 - $1,000 |
|  |  |  |

**TRADE EXHIBITION BOOKINGS**

The name of our primary booth representative is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | As a Platinum / Gold sponsor, I wish to reserve a Trade Exhibition Booth at no charge |

|  |  |  |  |
| --- | --- | --- | --- |
|  | I wish to book a place for an additional representative/s at a cost of $100 inc GST per person per day.  Representatives name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |
|  | Additional Representative/s badge/s to indicate:  This additional representative will attend the trade booth (only) on the following days (please tick): |  | Day 1: 24h Nov 2019 |
|  |  | Day 2: 25h Nov 2019 |
|  | Day 3: 26th Nov 2019 |

**PAYMENT SUMMARY**

|  |  |  |
| --- | --- | --- |
| **SPONSORSHIP** | Sponsorship Package | **$** |
| **TRADE EXHIBITION** | Booth booking/s | **$** |
|  | Additional Representative/s | **$** |
|  |  |  |
| **TOTAL:** |  | **$** |

**P**

**PAYMENT METHOD**

Please complete this form and return to: [sponsorship@hfesaconference.org.au](mailto:sponsorship@hfesaconference.org.au) and [office@ergonomics.org.au](mailto:office@ergonomics.org.au)

**ease tick method chosen)**

|  |  |  |
| --- | --- | --- |
|  | **PAYMENT BY DIRECT TRANSFER (EFT)** | Please contact Secretariat for an invoice with bank account details  [office@ergonomics.org.au](mailto:office@ergonomics.org.au) |
|  |
|  | **PAYMENT BY CREDIT CARD** |  |
|  |

*I hereby authorise the payment of the Sponsorship and/or Trade Exhibition packages as indicated in this Application Form (including GST) to be deducted from my credit card with reference to the Human Factors and Ergonomics Society of Australia Conference 2019.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please charge my: |  | Mastercard |  | Visa | $ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card number: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Expiry date: | / |
| CCV |  |
| Cardholder’s signature: |  | |

I hereby apply to be a sponsor/exhibitor to the 54th Annual conference of the Human Factors and Ergonomics Society of Australia and acknowledge the following conditions:

* All opportunities are strictly allocated in order of receipt of payment.
* If booked prior to 1 October 2019, 50% of the total committed is to be paid as a deposit within 2 weeks of acceptance as a sponsor or exhibitor, with the balance to be paid by 31st October 2019.
* If booked from 1 October 2019, the total must be paid within 2 weeks of acceptance as a sponsor or exhibitor.
* Cancellation of bookings must be made in writing and forwarded to:

[office@ergonomics.org.au](mailto:office@ergonomics.org.au).

* Cancellations received by 30th September 2019 will receive a refund less a non-refundable deposit of $330 (incl. GST).
* Cancellations received after 30th September 2019 and by 31st October 2019 will receive a refund less a non-refundable deposit of 50% of the total committed (incl. GST).
* Cancellations received after 31st October 2019 will not receive any refund.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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