

10th-13th September 2017
BCEC, Brisbane, Queensland

Trade Exhibitor Registration Form and Tax Invoice

REGISTRATION TERMS AND CONDITIONS

EXHIBITION BOOKING, CANCELLATION & PAYMENT POLICY

A 50% non-refundable deposit per booth must accompany booth request. NO SPACE WILL BE CONFIRMED UNTIL PAYMENT AND A SIGNED EXHIBITION CONTRACT IS RECEIVED. After 30 May 2017, you may reserve your exhibit space by paying a non-refundable deposit of 75% of the cost of space. After 30 June 2017, a non-refundable payment in full must accompany your contract. Balance due: If you have paid with a deposit, your non-refundable payment of the remaining balance must be made no later than 1 August 2017. Make cheques payable to RIM Professionals Australasia in AUD\$ funds.

REGISTRATION CANCELLATION & NO SHOW POLICY

All cancellations must be notified in writing to the 2017 inForum Convention Secretariat. Cancellations more than 30 days prior to the event will be charged 25% of the registration fee to cover Administration, cancellations less than 30 days prior to the event will be charged 50% of the registration fee to cover Administration and cancellations less than 7 days prior to the event will be charged 75% of the registration fee to cover Administration. Delegate bookings are transferable only by contacting the 2017 inForum Convention Secretariat in writing. Where a delegate fails to attend and does not advise of cancellation prior to the event the registration fee will be charged in full.

EXPLANATION OF CONVENTION REGISTRATIONS

Full registrations include access to all sessions, convention satchel, morning & afternoon tea and lunch each day, and Welcome and Gala Dinner social events (not workshops or breakfast sessions).

Non Member registrations are as above and also include Individual membership to RIM Professionals Australasia for 2017/2018.

Student registrations include access to all sessions, convention satchel, morning & afternoon tea and lunch each day. They do not include social events, which may be purchased separately. Students must provide Student Membership Identification to the Convention Secretariat at the time of registering.

Additional Trade Exhibition registration is only available to Trade Exhibitors. It is additional to the two complimentary trade exhibitor registrations provided with each Stand and covers the cost of day catering. It does not include access to sessions, the convention satchel or social events, which may be purchased separately. To register booth staff refer to the Trade Exhibition Registration Form.

Trade Exhibition Upgrade registration is only available to Trade Exhibitors. It allows a maximum of two people who must also be registered as Trade Exhibitor staff to attend the presentations during inForum. The upgrade is only valid for staff who work for the same company as is exhibiting.

Trade Visitor registration only allows free access to the Trade Exhibition during specified times, there are no further inclusions.

DEFINITION OF MEMBER

The term member means current financial members of Records and Information Management Professionals Australasia (RIM Professionals Australasia).

LIABILITY

In the event of any disruption or event leading to losses or added expenses being incurred in respect to the 2017 inForum Convention and Optional Workshops, there shall be no liability attached to RIM Professionals Australasia, or the 2017 inForum Convention or the inForum Convention Secretariat. It is therefore important that each delegate organise travel and/or health insurance.

SOCIAL EVENTS

Complimentary tickets are included for 2 trade representatives per trade stand for the Welcome Reception and Gala Dinner, however these are supplied as an opt-in, numbers are limited and seats are not guaranteed. If capacity is reached and/or if you fail to opt-in by 30th August you will be unable to attend.

In regard to complimentary company representatives please complete a separate form for each stand taken.
All other requirements can be included on one form.

STAND # _____

Registration

Each stand includes two (2) complimentary passes for your company representatives to be present on your Trade Stand throughout inForum. These complimentary passes include day catering and tickets to the Welcome Reception and Gala Dinner, but do not include access to the presentation sessions or workshops.

Additional staff are welcome on your Trade Stand at a cost of AUD\$250 incl GST per person for the three days. This cost includes day catering only. Additional tickets for the Social functions may be purchased separately.

As an exhibitor you are able to upgrade up to two (2) people to give them the ability to also attend the presentations during inForum. The cost of this is AUD\$250 incl GST per person. In order to take advantage of this the person must work directly for your company and must also be registered as one of the company representatives on your trade stand.

Organisation _____
Address _____
State _____
Country _____ Postcode _____
Day Telephone _____ Mobile Telephone _____
Facsimile _____
Contact Email _____

Stand Staff Member #1 (Complimentary)

Family Name _____ Title _____
Given Name _____ Special dietary requirements? _____
Email _____ Upgrade registration? Yes No
Position _____

Stand Staff Member #2 (Complimentary)

Family Name _____ Title _____
Given Name _____ Special dietary requirements? _____
Email _____ Upgrade registration? Yes No
Position _____

Additional Staff Member #1 (Additional Cost)

Family Name _____ Title _____
Given Name _____ Special dietary requirements? _____
Email _____ Upgrade registration? Yes No
Position _____

Additional Staff Member #2 (Additional Cost)

Family Name _____ Title _____
Given Name _____ Special dietary requirements? _____
Email _____ Upgrade registration? Yes No
Position _____

Additional Trade Stand Staff Member \$250.00 (incl \$22.72 GST) _____ tickets = \$ _____
Upgrade Registration of Staff Member (max 2) \$250.00 (incl \$22.72 GST) _____ tickets = \$ _____
Registration Cost: \$ _____

Included in Trade Registration (2 people per stand)

Welcome Reception - Sunday 10th September, 6.00pm-8.00pm Number Attending? _____
Gala Awards Dinner - Tuesday 12th September, 6.30pm-11.30pm Number Attending? _____

