



# WFOT SPONSORSHIP PROSPECTUS

## CONGRESS 2018



# WELCOME

**As co-convenors of the 17th World Federation of Occupational Therapists (WFOT) Congress to be held in Cape Town, South Africa we would like to invite you to participate as a sponsor or exhibitor.**

We urge you to start making your preparations now to take part in this unique and historical event that will celebrate the first ever WFOT Congress to be held in Africa. You are promised a Congress like no other.

Our theme is CONNECTED IN DIVERSITY: POSITIONED FOR IMPACT that recognises the strength of our profession as this relates to different interpretations of occupational therapy concepts and practice.

We look forward to welcoming and learning from you and aim to maximise your involvement. We are excited about meeting you in Cape Town,



**Lana Van Niekerk and Ritchard Ledger**

Congress Co-convenors

# THE ORGANISERS

As the Congress Organiser for WFOT Congress 2018, the team at Think Business Events brings 15 years of experience, wealth of expertise and knowledge to the role of professional Congress organiser. They are looking forward to working with you to maximise the benefits of your involvement in the WFOT Congress 2018.

## The Delegates – Who will attend

- Occupational therapists
- Occupational therapy assistants
- Occupational therapy students
- Educators, researchers and academics
- Research and education facilities
- Private clinics and organisations

## Why you should be interested

The WFOT Congress 2018 will provide a great and diverse platform to interact and network with fellow industry colleagues in the Healthcare industry. This is the first time the WFOT Congress will be held in Africa, giving you great opportunities to form new partnerships and make a mark in the Africa market.

## Benefits in attending

- Strengthen your profile in the industry
- Creating brand awareness with the Africa / South Africa / Cape Town and OT profession
- Expand your network to a new area
- Show case your products/service face to face
- Meet key decision makers/influencers
- Show your support to the industry
- Direct access to over 1000 delegates in the healthcare profession



# PROGRAMME

## Monday 21 May 2018

- Exhibition bump in

## Tuesday 22 May 2018

- Delegate registration
- Welcome Reception
- 1st day of Congress - WFOT Programme
- 1st day of Exhibition

## Wednesday 23 May 2018

- 2nd day of Exhibition
- 2nd day of Congress – WFOT Programme
- Congress Dinner

## Thursday 24 May 2018

- 3rd day of Exhibition
- 3rd day of Congress – WFOT Programme

## Friday 25 May 2018

- 4th day of Exhibition
- 4th day of Congress – WFOT Programme
- Last day of WFOT
- Exhibition bump out



# EXHIBITION VENUE



## **Cape Town International Convention Centre**

Convention Square, 1 Lower Long Street, Cape Town 8001, South Africa

W: <http://www.cticc.co.za/>

## **Congress Office**

Think Business Events

Level 1, 299 Elizabeth Street, Sydney NSW 2000

P: +61 2 8251 0045

F: +61 2 8251 0097

E: [info@wfortcongress.org](mailto:info@wfortcongress.org)

**thinkbusinesssevents**  
*passionate about conferences*

# MAJOR SPONSORSHIP

| FEATURES  | GOLD SPONSORSHIP | SILVER SPONSORSHIP | BRONZE SPONSORSHIP |
|---|------------------|--------------------|--------------------|
| <b>HOSTED SESSIONS</b>  |                  |                    |                    |
| Opportunity to host one (1) 15 min workshop during one selected lunch break | ✓                |                    |                    |
| Naming rights to one selected concurrent session                            |                  | ✓                  |                    |
| Naming rights to one tea/lunch break  |                  |                    | ✓                  |
| <b>ACKNOWLEDGEMENT AND BRANDING OPPORTUNITIES</b>                           |                  |                    |                    |
| Company logo included on the Congress satchels                              | ✓                |                    |                    |
| Verbal acknowledgement at the Congress opening                              | ✓                |                    |                    |
| Company logo on title slides in the plenary room                            | ✓                |                    |                    |
| Opportunity to place one (1) banner in the plenary room                     | ✓                |                    |                    |
| Naming rights to one selected plenary session                               | ✓                |                    |                    |
| Company logo on all Congress signage  | Prominent        | ✓                  | ✓                  |
| Company logo on the Congress website and Congress app                       | ✓                | ✓                  | ✓                  |
| Sponsorship acknowledgement on all Congress marketing material              | ✓                | ✓                  | ✓                  |
| Acknowledgment as sponsor in the Programme handbook                         | ✓                | ✓                  | ✓                  |
| Company bio listed in the Programme handbook                                | 150 Words        | 100 Words          | 50 Words           |



## REGISTRATIONS AND NETWORKING OPPORTUNITIES

|   |   |   |   |
|---|---|---|---|
| Full Congress registration (Inc. Welcome Reception) | 2 | 2 | 1 |
| Congress Dinner tickets                             | 2 | 2 | 1 |
| Exhibitor registration                              | 2 | 2 | 1 |

## EXHIBITION AND ADVERTISING OPPORTUNITIES

|   |                  |                  |                  |
|---|------------------|------------------|------------------|
| Exhibition booth  | 3m x 6m          | 3m x 3m          | 3m x 3m          |
| Priority site selection                                   | ✓                |                  |                  |
| Advertisement in the Programme handbook                   | Full page colour | Half page colour | Half page colour |
| Satchel Insert  | 1                | 1                | 1                |
| One (1) rotating banner advertisement in the WFOT website | For 3 months     |                  |                  |
| One (1) advertorial in the WFOT e-newsletter              | For 6 months     | For 3 months     |                  |
| One (1) sponsored link advertisement on the WFOT website  | For 6 months     | For 4 months     |                  |
| Promotional advertisement on WFOT's social media site     | 3 post           |                  |                  |
| <b>COST \$ (USD)</b>                                      | <b>\$15,000</b>  | <b>\$10,000</b>  | <b>\$8,000</b>   |

**Please note:** Any event outside of the official events included in the packages above that conflicts with WFOT Congress 2018 is not permitted without prior approval from the Organising Committee. All functions and events that coincide with the WFOT Congress 2018 must seek approval through WFOT Head Office.

# NETWORKING SPONSORSHIP

| FEATURE  | WELCOME RECEPTION | CONGRESS DINNER | SPEAKERS NETWORK LOUNGE |
|--|-------------------|-----------------|-------------------------|
| <b>ACKNOWLEDGEMENT AND BRANDING OPPORTUNITIES</b>                |                   |                 |                         |
| Logo on signage at the Congress venue                            | ✓                 | ✓               | ✓                       |
| Stand-up banner position at the sponsored event                  | 2                 | 2               | 1                       |
| Sponsorship acknowledgement on all Congress marketing material   | ✓                 | ✓               | ✓                       |
| Company Logo on the Congress website and Congress app            | ✓                 | ✓               | ✓                       |
| Acknowledgement as sponsor in the Programme handbook             | ✓                 | ✓               | ✓                       |
| Branding opportunities at the sponsored event (sponsors provide) | ✓                 | ✓               | ✓                       |
| 5 min welcome at the dinner opening                              |                   | ✓               |                         |
| Verbal acknowledgement at the sponsored event                    | ✓                 | ✓               |                         |
| <b>REGISTRATIONS AND NETWORKING OPPORTUNITIES</b>                |                   |                 |                         |
| Full Congress registration (Inc. Welcome Reception)              | 1                 | 1               | 1                       |
| Congress Dinner tickets  |                   | 4               |                         |
| Additional Welcome reception tickets                             | 4                 |                 |                         |
| <b>COST \$ (USD)</b>   | <b>\$4,000</b>    | <b>\$4,000</b>  | <b>\$1,500</b>          |



# OTHER SPONSORSHIP

| FEATURE   | PLENARY SESSION                        | CONCURRENT SESSION                    | POSTER DAY   | WORKSHOP     |
|---|--|---------------------------------------|--------------|--------------|
| <b>ACKNOWLEDGEMENT AND BRANDING OPPORTUNITIES</b>                           |  |                                       |              |              |
| Naming rights to the selected concurrent session                            |  | ✓                                     |              |              |
| Naming rights to the selected Plenary session                               | ✓                                      |                                       |              |              |
| Opportunity to host one (1) 15 min workshop during one selected lunch break |  |                                       |              | ✓            |
| Naming rights to the poster session   |  |                                       | ✓            |              |
| Verbal acknowledgment by the chair at the beginning of the session          | ✓                                      | ✓                                     |              |              |
| Company logo on title slides  | ✓                                      | ✓                                     |              |              |
| Workshop promoted through the Congress website and part of registration     |  |                                       |              | ✓            |
| Company logo positioned on the poster numbers                               |  |                                       | ✓            |              |
| Stand-up banner position at the sponsored event                             | 2                                      | 1                                     | 1            | 1            |
| Logo on signage at the Congress venue                                       | ✓                                      | ✓                                     | ✓            |              |
| Company Logo on the Congress website and Congress app                       | ✓                                      | ✓                                     | ✓            | ✓            |
| Acknowledgement as sponsor in the Programme handbook                        | ✓                                      | ✓                                     | ✓            | ✓            |
| <b>REGISTRATIONS AND NETWORKING OPPORTUNITIES</b>                           |  |                                       |              |              |
| Full Congress registration (Inc. Welcome Reception)                         | 1                                      | 1                                     |              |              |
| <b>COST \$ (USD)</b>  | <b>\$1500 or \$1800 with seat drop</b> | <b>\$750 or \$1050 with seat drop</b> | <b>\$750</b> | <b>\$750</b> |

| FEATURE   | CONGRESS APP SPONSOR | INTERACTIVE NETWORKING LOUNGE |
|---|----------------------|-------------------------------|
| <b>ACKNOWLEDGEMENT AND BRANDING OPPORTUNITIES</b>   |                      |                               |
| Acknowledged as Congress App sponsor  | ✓                    |                               |
| Prominent logo position on the Congress app and link to a web page of your choice               | ✓                    |                               |
| Opportunity for (1) one rotating banner on the Congress app                                     | ✓                    |                               |
| Opportunity to send out notifications to delegates via the Congress app                         | 1                    |                               |
| Pop up advertisement in the Congress App with link to prefer site*                              | 1                    |                               |
| Company logo on the Congress website and Congress app   | ✓                    | ✓                             |
| Exhibition space  |                      | 6m x 9m                       |
| Opportunity to brand the interactive networking lounge  |                      | ✓                             |
| Opportunity to host and run interactive sessions with delegates with high technology equipment* |                      | ✓                             |
| Naming rights to the Interactive Networking lounge  |                      | ✓                             |
| Company logo on all Congress signage  |                      | ✓                             |
| Sponsorship acknowledgement on all Congress marketing material                                  |                      | ✓                             |
| Acknowledgement as sponsor in the Programme handbook  |                      | ✓                             |
| Exhibitor registration  |                      | 2                             |
| <b>COST \$ (USD)</b>  | <b>\$2,000</b>       | <b>P.O.A</b>                  |

\* To be supplied by the sponsors

# BRANDING SPONSORSHIP

| FEATURE   | WI-FI          | LANYARDS       |
|---|----------------|----------------|
| ACKNOWLEDGEMENT AND BRANDING OPPORTUNITIES                              |                |                |
| Company logo printed on the name lanyards (lanyard supplied by sponsor) |                | ✓              |
| Opportunity to have Wi-Fi password as company name or your choice       | ✓              |                |
| Company logo on the Congress website and Congress app                   | ✓              | ✓              |
| Acknowledgement as sponsor in the Programme handbook                    | ✓              | ✓              |
| <b>COST \$ (USD)</b>  | <b>\$1,500</b> | <b>\$2,500</b> |

# EXHIBITION OPPORTUNITIES AT A GLANCE

| FEATURE   | 3M x 3M        |
|---|----------------|
| <b>EXHIBITION OPPORTUNITIES</b>                       |                |
| Exhibition booth                                      | ✓              |
| Exhibition registrations                              | 2              |
| Company logo on the Congress website and Congress app | ✓              |
| Company logo in the Congress Programme Book           | ✓              |
| <b>COST \$ (USD)</b>                                  | <b>\$2,500</b> |



**The Gold Sponsorship will ensure maximum exposure to all delegates during and leading up to the Congress.**

## **YOUR SPONSORSHIP ENTITLEMENTS**

- Opportunity to host one (1) 15 min workshop during one selected lunch break. (max 2 sessions per a day and limited seating)
- Company logo included on the Congress satchels alongside the Congress logo
- Verbal acknowledgement at the Congress opening
- Naming rights to one selected plenary session
- Prominent company logo positioning on all Congress signage
- Company logo acknowledged on the Congress web-page with link to your homepage
- Company logo on the Congress app
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo included in the Congress Programme handbook
- Company logo on title slides in the plenary room
- Opportunity to place one (1) banner in the plenary room (sponsors to provide)
- 150-word company bio listed in the Congress Programme handbook
- Two (2) full Congress registrations, includes Welcome Reception
- Two (2) tickets to the Congress Dinner
- Two (2) exhibitor registrations, includes morning and afternoon tea and lunch for duration of the Congress. Additional exhibition registrations can be purchased at a discounted rate.
- 3m x 6m exhibition space/booth
- Priority selection from the exhibition floor plan (based on order of application)
- Full page colour advertisement in the Congress Programme handbook (Artwork supplied by Sponsor)
- One rotating banner advertisement in the WFOT website for 3-months post/pre Congress
- One advertorial in the WFOT e-newsletter for 3-months post/pre Congress
- One (1) sponsored link advertisement on the WFOT website for 6 months
- Three (3) promotional advertisement on WFOT social media site
- Access to the database of all consenting delegates
- One (1) Satchel insert

## YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to one (1) concurrent session - (Selection - based on order of application)
- **Includes:**
  - Company logo on holding slides of the selected session
  - Opportunity to place one (1) pull up banner in the session room (sponsors to provide)
  - Verbal acknowledgment by the chair at the beginning of the selected session
  - Acknowledged as the session sponsor for the selected session in the Programme book and Congress website
- Company logo on all Congress signage
- Company logo acknowledged on the Congress web-page with link to your homepage
- Company logo on the Congress app
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo included in the Congress Programme handbook
- 100-word company bio listed in the Congress Programme handbook
- Two (2) full Congress registrations, includes Welcome Reception
- Two (2) tickets to the Congress Dinner
- Two (2) exhibitor registrations, includes morning and afternoon tea and lunch for duration of the Congress. Additional exhibition registrations can be purchased at a discounted rate.
- 3m x 3m exhibition space/booth
- Half page colour advertisement in the Congress Programme handbook (Artwork supplied by Sponsor)
- One advertorial in the WFOT e-newsletter for 2-months post/pre Congress
- One (1) sponsored link advertisement on the WFOT website for 4 months
- Access to the database of all consenting delegates
- One (1) Satchel insert

## YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to one (1) tea break - (Selection - based on order of application)
- **Includes:**
  - Opportunity to place one (1) pull up banner in the catering area during the selected tea break (Signage to be supplied / assembled by Sponsor at the event)
  - Sponsored tent cards on the catering tables for the selected break
  - Acknowledged as the tea break sponsor for the selected break in the Programme book and Congress website
- Company logo on all Congress signage
- Company logo acknowledged on the Congress web-page with link to your homepage
- Company logo on the Congress app
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo included in the Congress Programme handbook
- 50-word company bio listed in the Congress Programme handbook
- One (1) full Congress registration, includes Welcome Reception
- One (1) exhibitor registration, includes morning and afternoon tea and lunch for duration of the Congress. Additional exhibition registrations can be purchased at a discounted rate.
- 3m x 3m exhibition booth
- Half page colour advertisement in the Congress Programme handbook (Artwork supplied by Sponsor)
- Access to the database of all consenting delegates
- One (1) Satchel insert

# NETWORKING SPONSORSHIP

## WELCOME RECEPTION SPONSORSHIP

**\$4,000 USD**

The Welcome reception is held on the first day of the Congress as a social event. It's a great opportunity to get exposure and network.

### YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to the Welcome reception
- Company logo on all Congress signage
- Opportunity to place two (2) free standing pull up banners
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo on the Congress website, Congress app and in the Congress Programme handbook
- Branding opportunities at the Welcome reception (i.e. - branded napkins) - (Sponsors to provide)
- Verbal acknowledgment at the Welcome reception
- One (1) full Congress registration, includes Welcome Reception
- Four (4) tickets to the Welcome reception tickets

## CONGRESS DINNER SPONSORSHIP

**\$4,000 USD**

### YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to the Congress dinner
- Company logo on all Congress signage
- 5min welcome at the opening dinner
- Opportunity to place 2 free standing banners on stage and entrance of Congress dinner
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo on the Congress website, Congress app and in the Congress Programme handbook
- Branding opportunities at the Congress dinner - (Sponsors to provide)
- Branded menus (Sponsor to provide)
- Verbal acknowledgment at the Congress dinner opening
- One (1) full Congress registrations, includes Welcome Reception
- Four (4) Congress dinner tickets



## **SPEAKERS NETWORKING LOUNGE SPONSORSHIP**

**\$1,500 USD**

### **YOUR SPONSORSHIP ENTITLEMENTS**

- Naming rights to the speakers networking lounge
- Company logo on all Congress signage
- Opportunity to place one (1) free standing banner
- Logo acknowledgement on all Congress marketing material (e-blast, newsletters, brochures and flyers)
- Company logo on the Congress website and Congress app
- Company logo included in the Congress Programme handbook
- Opportunity to brand the speakers networking lounge (sponsors to provide)
- One (1) full Congress registrations, includes Welcome Reception

# BRANDING SPONSORSHIP

## PLENARY SESSION SPONSORSHIP

**\$1500 OR \$1800 USD** WITH SEAT DROP

### YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to one selected Plenary session of your choice
- Verbal acknowledgment by the chair at the beginning of the session
- Company logo on holding slides
- Opportunity to display two (2) pull up free standing corporate banner in a prominent position inside the session room. (Signage to be supplied / assembled by Sponsor at the event)
- Company logo on all Congress signage
- Company logo on the Congress website and Congress app
- Company logo acknowledged in the Congress Programme handbook as the concurrent sponsor

## CONCURRENT SESSION SPONSORSHIP

**\$750 OR \$1050 USD** WITH SEAT DROP

### YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to one selected concurrent session of your choice
- Verbal acknowledgment by the chair at the beginning of the session
- Company logo on holding slides
- Opportunity to display one (1) pull up free standing corporate banner in a prominent position inside the session room. (Signage to be supplied / assembled by Sponsor at the event)
- Company logo on all Congress signage
- Company logo on the Congress website and Congress app
- Company logo acknowledged in the Congress Programme handbook as the concurrent sponsor

## POSTER DAY SPONSORSHIP

**\$3,500 USD**

### YOUR SPONSORSHIP ENTITLEMENTS

- Naming rights to one selected poster session
- Company logo positioned on the poster numbers
- Opportunity to place one (1) pull up banner in the catering area during the poster session
- Company logo on all Congress signage
- Company logo on the Congress website and Congress app
- Company logo included in the Congress Programme handbook

## WORKSHOP SPONSORSHIP

**\$750 USD**

(Includes standard AV equipment. Any additional AV equipment/catering will be paid by the sponsor)

### YOUR SPONSORSHIP ENTITLEMENTS

- Opportunity to host one (1) 15 min workshop during one selected lunch break (max 2 sessions per a day and limited seating) (major sponsors get first priority)
- Workshop promoted through the Congress website and as part of registration process (Workshop can be selected during registration)
- Opportunity to display one (1) pull up free standing corporate banner in a prominent position inside the session room. (Signage to be supplied / assembled by Sponsor at the event)
- Company logo on the Congress website and Congress app
- Company logo acknowledged in the Congress Programme handbook as the workshop sponsor

# OTHER SPONSORSHIP

## WI-FI SPONSORSHIP

**\$1,500 USD**

### YOUR SPONSORSHIP ENTITLEMENTS

- Opportunity to have Wi-Fi password as company name or your choice
- Company logo on the Congress website and Congress app
- Company logo included in the Congress Programme handbook

## LANYARDS SPONSORSHIP

**\$2,500 USD**

### YOUR SPONSORSHIP ENTITLEMENTS

- Company logo printed on the lanyards
- Company logo on the Congress website and Congress app
- Company logo included in the Congress Programme handbook

## CONGRESS APP SPONSORSHIP

**\$2,000 USD**

### YOUR SPONSORSHIP ENTITLEMENTS

- Acknowledged as Congress App sponsor and prominent logo position with link to your web page
- (1) one rotating banner on the Congress app
- Opportunity to send out notifications to delegates via the Congress app
- Pop up advertisement in the Congress App with link to prefer site
- Company Logo on the Congress website and Congress app



## INTERACTIVE NETWORKING LOUNGE SPONSORSHIP

P.O.A

Opportunity to host and run interactive sessions with delegates with high technology equipment. Great opportunity for a company looking at show casing on how using technology can shape the healthcare industry.

### YOUR SPONSORSHIP ENTITLEMENTS

- Acknowledged as Congress App sponsor
- 6m x 9m exhibition space
- Opportunity to brand the interactive networking lounge (Sponsor to provide)
- Opportunity to host and run interactive sessions with delegates with high technology equipment – (Sponsors to provide and subject to approval)
- Naming rights to the Interactive Networking lounge
- Company logo on all Congress signage
- Sponsorship acknowledgement on all Congress marketing material
- Acknowledgement as sponsor in the Programme handbook
- Two (2) Included exhibitor registration

The exhibition will be open to delegates for the duration of the Congress. Site allocations are based on order of application, after priority selection from sponsors, preferences, positioning of booths and other factors.

# EXHIBITION

## EXHIBITION BOOTH – 3M X 3M

**\$2,500 USD**

Includes standard power supply, fascia signage and 2 spot lights

### YOUR SPONSORSHIP ENTITLEMENTS

- Company logo acknowledged on the Congress web-page
- Company logo included in the Congress Programme handbook
- Two (2) exhibitor registrations, includes morning and afternoon tea and lunch for duration of the Congress. Additional exhibition registrations can be purchased at discounted price. Details will be included in the Exhibitor Manual.

# ADVERTISEMENTS

## **FULL PAGE AD IN PROGRAMME HANDBOOK**

**\$850 USD**

Full Colour – Artwork supplied by sponsor. Position determined by the Organising Committee

## **HALF PAGE AD IN PROGRAMME HANDBOOK**

**\$550 USD**

Full Colour – Artwork supplied by sponsor. Position determined by the Organising Committee

## **SATCHEL INSERT**

**\$650 USD**

Opportunity to include one insert in the delegate satchel – corporate literature or promotional merchandise. Must be no larger than A4 double sided sheet and content to be approved by the Organising Committee prior to production

## **WEB BANNER**

**\$500 USD**

Rotating banner displayed on the home page of the Congress website

## **ADVERTISEMENT ON THE WFOT WEBSITE**

**P.O.A**

Please ask us about the advertising opportunities for WFOT website only

# SPONSORSHIP COSTING AT A GLANCE

| SPONSORSHIP PACKAGE                       | COST (USD)                      |
|---|---------------------------------|
| Gold sponsorship                          | \$15,000                        |
| Silver sponsorship                        | \$10,000                        |
| Bronze sponsorship                        | \$8,000                         |
| Welcome Reception sponsorship             | \$4,000                         |
| Congress dinner sponsorship               | \$4,000                         |
| Speakers networking lounge sponsorship    | \$1,500                         |
| Plenary session sponsorship               | \$1500 or \$1800 with seat drop |
| Concurrent session sponsorship            | \$750 or \$1050 with seat drop  |
| Poster day session sponsorship            | \$750                           |
| Workshop sponsorship                      | \$750                           |
| Wi-Fi sponsorship                         | \$1,500                         |
| Lanyard sponsorship                       | \$2,500                         |
| Congress app sponsorship                  | \$2,000                         |
| Interactive networking lounge sponsorship | P.O.A                           |
| Exhibition booth 3m x 3m                  | \$2,500                         |
| Full page advertisement                   | \$850                           |
| Half page advertisement                   | \$550                           |
| Satchel Inserts                           | \$650                           |
| Web banner                                | \$500                           |
| Advertisement on the WFOT Website         | P.O.A                           |

# HOW TO MAKE A BOOKING

The preferred method to make a booking is via the online booking form on the Congress website at [www.wfotcongress.org](http://www.wfotcongress.org)

## Booking Terms & Conditions

The term 'Congress Organiser' refers to Think Business Events Pty Ltd and includes associations, corporate and government bodies who have engaged Think Business Events as their representative.

The term 'Exhibitor' includes any person, firm, company or corporation and its employees and agents identified in the Booking Form or other written request for exhibition space.

Value Added Tax (VAT) at 14% is applicable to all goods and services offered by the WFOT Congress 2018. All prices listed in the Sponsorship Prospectus includes VAT and are in US Dollars.

1. A signed booking form is required to allocate sponsorship and exhibition booth/s.
2. Space will be allocated on a 'first come' basis, as close as possible to the desired location. Payment does not have to accompany the Booking Form.
3. Upon receipt of signed booking form, the Congress Organiser will confirm entitlements in writing and forward acknowledgement of receipt, together with a tax invoice.
4. The deposit will be 50% of the full amount, and payment is due 14 days from date of invoice. After this time, the space will be available for sale to another company.
5. The balance of the full amount will be due at a date specified on invoice by the Congress Office and must be paid prior to the Congress start date. NO exhibitor shall occupy allocated exhibition space until all monies owing are paid in full.
6. All amounts are payable in \$USD. Cheque / direct deposits must be made payable to 'WFOT 2018' and forwarded to the address below. Credit card payments will incur a 4% service fee.
7. All payments must include the 14% VAT component.
8. Acceptance of sponsorship and exhibition offers is at the discretion of the organising committee.
9. The Congress Organiser agrees to promote the exhibition to maximise participation.
10. Cancellation Policy: In the event of a cancellation, the sponsor / exhibitor must submit the request in writing to the Congress Organiser. A fee of 50% of total fees applies for cancellations prior to Friday 5th May 2018. No refunds will be made for cancellations after this date. After bookings have been confirmed and accepted, a reduction of the sponsorship package is considered a cancellation.
11. Sponsors / Exhibitors are not permitted to assign, sublet or apportion the whole or any part of their package / booked space unless prior consent in writing from Congress Organisers is provided.
12. Privacy Statement: In order to assist with your participation, your organisation and contact details may be shared with suppliers and contractors, and be included in the participant lists and for the information distribution in respect to other related events organised by Think Business Events Pty Ltd. If you object to your details being shared, please inform the Congress Organiser – [info@wfotcongress.org](mailto:info@wfotcongress.org)
13. Any event that conflicts with WFOT Congress 2018 is not permitted without prior approval from the Organising Committee. All functions and events that coincide with the WFOT Congress 2018 must seek approval through the Congress Organiser.
14. Major Sponsors must choose options by Friday 3rd February 2018 or options will be open to other sponsors / exhibitors. (If applicable)
15. All exhibitors must produce a valid Insurance Certificate of currency for the period of the exhibition and this must be submitted to the Congress Organiser by Friday 20 April 2018.
16. The Congress Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Congress Organiser.
17. The Congress Organiser reserves the right to change the exhibition floor layout if necessary.

18. The Congress Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
19. The Congress Organiser agrees to provide the exhibitor with an Exhibitor Manual prior to the exhibition for the purpose of communicating required actions on the part of the exhibitor.
20. The Congress Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and / or agents entry to the exhibition if they do not hold a Congress name badge.
21. The Congress Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
22. The Congress Organiser will arrange security onsite during the period of the exhibition but will accept no liability for loss or damage.
23. The Congress Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Congress Organiser will not be accountable for the level of commercial activity generated.
24. The exhibitor must comply with all the directions / requests issued by the Organiser including those outlined in the Exhibitor Manual.
25. The exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
26. The exhibitor agrees to adhere to all WFOT Congress 2018 venue rules and regulations.
27. The exhibitor acknowledges that the Congress Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the exhibitor acknowledges that the Congress Organiser will not be able to provide assistance in tracking lost deliveries. The exhibitor agrees that the Congress Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified.
28. Official contractors will be appointed by the Congress Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics and IT equipment. This is for insurance and security reasons.
29. Discounts for any entitlements not used or required will not be provided.
30. The exhibitor will submit plans and visuals of custom designed exhibits to the Congress Organiser by no later than Friday 3rd February 2018. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building.

---

## Congress Office

Think Business Events

Level 1, 299 Elizabeth Street, Sydney NSW 2000

P: +61 2 8251 0045

F: +61 2 8251 0097

E: [info@wfotcongress.org](mailto:info@wfotcongress.org)

**thinkbusiness**events  
*passionate about conferences*

For further information, please contact the Congress Office, or visit

[www.wfotcongress.org](http://www.wfotcongress.org)