

Partnership and Sponsorship Prospectus

**UITP ASIA-PACIFIC DIVISION
MEETING AND CONFERENCE**
11 – 13 November 2019, Canberra, Australia





UITP ASIA-PACIFIC DIVISION MEETING AND CONFERENCE Canberra 2019

Partnership and Sponsorship

As a passionate champion of sustainable urban mobility, UITP is internationally recognised for its work to advance the development of this critical policy agenda. UITP has a long history to its name and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes.

UITP Asia-Pacific Division Meeting and Conference will be held in Canberra, Australia from 11-13 November 2019, generously hosted by Transport Canberra, Australian Capital Territory (ACT) Government.

The theme is
"Future Transport: Planning and Integrating New, Autonomous and E-Mobility".

You are invited to be a part of this prestigious event. It is a tremendous opportunity to learn about the latest transport development and initiatives in Australia, and to create business relationships through various networking activities.

For more information, please contact Conlog on email UITP@conlog.com.au or phone +61 2 6281 6624

Programme structure

Monday 11 November	Tuesday 12 November	Wednesday 13 November	Thursday 14 November
<p>UITP COMMITTEE MEETINGS Hotel Realm, Canberra from 8am</p> <p>TECHNICAL VISITS 3pm – 5pm</p> <p>WELCOME RECEPTION Museum of Australian Democracy, Old Parliament House 6pm – 8pm</p>	<p>DIVISION MEETING Hotel Realm, Canberra 9am – 4pm</p> <p>GALA DINNER National Gallery of Australia 7pm – 11pm</p>	<p>CONFERENCE Hotel Realm, Canberra 9am - 5pm</p>	<p>STUDY TOUR Sydney</p>

*UITP reserves the right to make amendments to the programme or any related activity.



Partner and Sponsor Benefits

- Increased business potential through networking with key industry players and prominent branding
- Exposure to local, national and international delegates
- Direct access to a captive audience of customers, both current and potential
- Opportunity for broad exposure to delegates through various partnership packages
- Opportunity to invite guests, colleagues or staff to be part of a dynamic networking, learning and knowledge sharing environment, and to hear from inspirational keynote speakers addressing key transport issues
- Acknowledgement on the Event & Institute websites
- Opportunity for Corporate tables at the Gala Dinner

Opportunities at a Glance

Package	Price Per Package (inc GST)	Opportunities Available
Premium Level Partnership Opportunities		
Platinum	\$30,000	Exclusive
Gold	\$20,000	2
Silver	\$11,000	4
Social Function Sponsorship Opportunities		
Gala Dinner Sponsor	\$20,000	Exclusive
Welcome Reception Sponsor	\$7,700	Exclusive
Programme Sponsorship Opportunities		
Division Meeting Plenary Session Sponsor (Tuesday 12 November only)	\$6,600	2
Conference Plenary Session Sponsor (Wednesday 13 November only)	\$6,600	2
Individual Sponsorship Opportunities		
Event App Sponsor	\$5,500	Exclusive
Coffee Cart Sponsor	\$5,500	Exclusive
Event Bag Sponsor	\$3,300	Exclusive
Merchandise Sponsor	\$1,100	Unlimited
Advertising Opportunities		
Event bag insert	\$440	Unlimited
Single EDM sponsor	\$550	Limited
Digital advert on event screen (Still)	\$660	Limited
Digital advert on event screen (Video)	\$770	Limited
Advertisement in Programme	\$350 - \$750	Unlimited
Exhibition Display		
Trestle table display – Two (2) day display	\$3,300	Limited
Trestle table display – Division Meeting	\$2,200	Limited
Trestle table display - Conference	\$2,200	Limited



Premium Level Partnerships

Platinum Partner

Investment Amount: \$30,000 inc GST

ACKNOWLEDGEMENT

- Invitation to attend a technical tour of your choice for networking opportunity
- Speaking opportunity in Conference program (on Wednesday 13 November). Speaker will be invited to speak on relevant topic by committee.
- Exclusive logo placement on lanyard and name badges with conference logo
- Verbal acknowledgement as the Platinum Partner during the opening and closing remarks at the Division Meeting and Conference
- Acknowledgement as the Platinum Partner in all official event marketing material
- Logo acknowledgement on home page and Partners' page of the event website with hyperlink to the Partner organisation's home page
- 100-word profile in the Partner section of the Event Programme
- Logo placement on pre and post-event electronic collateral
- Logo placement on digital presentations in the plenary sessions
- Logo placement on digital signage at the event venue
- One (1) full page colour advertisement in Event Programme (artwork to be supplied by the Partner)
- The opportunity to promote your business through a trestle table display or banner in a premium location, for high visibility for the duration of the event
- One (1) promotional brochure (maximum four A4 pages per brochure) or product to be inserted in the Event bag (Partner to supply material)
- A freestanding banner to be positioned in the registration area for the duration of the event (maximum size 2m high x 1m wide)
- Use of Event logo until end of the event

REGISTRATIONS

- Four (4) delegate registrations inclusive of Welcome Reception, Division Meeting, Conference and Gala Dinner

OPTION TO PROVIDE

- A corporate gift to all delegates (eg: pen, event compendium etc.) for distribution (Partner to supply material)

POST EVENT

- A complete delegate attendance list which will include person's name, company and state/country (as per Privacy Act)
- Electronic copy of photos from the event



Gold Partner

Investment Amount: \$20,000 inc GST

ACKNOWLEDGEMENT

- Invitation to attend a technical tour for networking opportunity
- Speaking opportunity during the 'streamed' session in the Conference program or panel participation, (on Wednesday 13 November), in consultation with committee.
- Verbal acknowledgement as a Gold Partner during the opening and closing remarks at the Division Meeting and Conference
- Acknowledgement as a Gold Partner in the official event marketing materials
- Logo acknowledgement on home page and Partners' page of the event website with hyperlink to the Partner organisation's home page
- 60-word profile in the Partner section of the Event Programme
- Logo placement on digital event signage at the venue
- Half page colour advertisement in Event Programme (artwork to be supplied by the Partner)
- The opportunity to promote your business through a trestle table display or banner in a premium location, for high visibility for the duration of the event
- One (1) promotional brochure (maximum four A4 pages per brochure) or product to be inserted in the Event bag (Partner to supply material)
- Use of Event logo until end of the event

REGISTRATIONS

- Two (2) complimentary tickets to the Welcome Reception event to network.
- Two (2) delegate registrations inclusive of Welcome Reception, Division Meeting, Conference and Gala Dinner

OPPORTUNITY TO PROVIDE

- A corporate gift to all delegates (eg: pen, event compendium etc.) for distribution (Partner to supply material)

POST EVENT

- A complete delegate attendance list which will include person's name, company and job title.
- Electronic copy of photos from the event

Silver Partner

Investment Amount: \$11,000 inc GST

ACKNOWLEDGMENT

- Verbal acknowledgement as a Silver Partner during the opening and closing remarks at the Division Meeting and Conference
- Acknowledgement as Silver Partner in all official event marketing materials
- Logo acknowledgement on Partners' page of the event website with hyperlink to the Partner organisation's home page
- 30-word profile in the Partner section of the Event Programme
- Logo placement on digital signage at the event venue
- Quarter page colour advertisement in Event Programme (artwork to be supplied by the Partner)
- The opportunity to promote your business through a trestle table display or banner in a premium conference location, for high visibility for the duration of the event.
- One (1) promotional flyer (A4 double sided) or product to be inserted in the Event bag (Partner to supply material*)
- Use of Event logo until end of the event

REGISTRATIONS

- Two (2) complimentary tickets to the Welcome Reception event to network.
- Two (2) complimentary registrations at the Gala Dinner (for colleagues or clients)

OPPORTUNITY TO PROVIDE

- A corporate gift to all delegates (eg: pen, event compendium etc.) for distribution (Partner to supply material)

POST EVENT

- A complete delegate attendance list which will include person's name, company and job title.
- Electronic copy of photos from the event



Social Function Sponsorships

Gala Dinner Sponsor

Investment Amount: \$20,000 inc GST

BENEFITS

- Dinner Naming Rights – “UITP Asia Pacific and {Sponsor} Gala Dinner Canberra 2019”
- One (1) complimentary table of 10 to the dinner in premium location
- Verbal acknowledgement of Sponsorship in the welcome address at the dinner
- A three (3) minute welcome address at the function (basic audio will be provided – additional audio visual at the expense of the sponsor)
- Presentation role with the awards/acknowledgments
- Opportunity to provide a freestanding banner which will be positioned at the entrance to the dinner (maximum size 2m high x 1m wide)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- Opportunity to provide branded table decoration (Sponsor to provide. Prior approval by Transport Canberra and UITP required)
- Acknowledgement as a Sponsor in the official event marketing emails
- 50-word profile in the Sponsor section of the Event Programme
- Use of Event logo until end of the event

Welcome Reception Sponsor

Investment Amount: \$7,700 inc GST

BENEFITS

- Six (6) tickets for Sponsor's nominated guests to attend the Welcome Reception
- A three (3) minute welcome address at the function (basic audio will be provided – additional audio visual at the expense of the sponsor)
- Small table signs featuring the organisation name and logo displayed on tables at the function (Organisers to supply)
- Opportunity to provide guests with branded gifts upon arrival (Sponsor to provide gifts)
- Opportunity to provide a freestanding banner which will be positioned at the entrance to the function (maximum size 2m high x 1m wide)
- Acknowledgement as a Sponsor in the event marketing materials
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- 30-word profile in the Sponsor section of the Event Programme
- Use of Event logo until end of the event



Programme Sponsorships

Division Meeting Plenary Session Sponsor

Investment Amount: \$6,600 inc GST

BENEFITS

- Acknowledgement as the Keynote Speaker Sponsor during the session.
*Selection on keynote is chosen by Transport Canberra and UITP
- Opportunity for a two (2) minute welcome address, before introducing keynote speaker
- Three (3) complimentary session passes to the sponsored session
- Sponsor logo to be displayed on session room audio visual screen prior to session commencing
- Opportunity to provide a freestanding banner to be positioned in a prominent location during the sponsored session (maximum size 2m high x 1m wide)
- One (1) promotional brochure (maximum four x A4 pages per brochure) to be inserted in the event bag (Sponsor to supply material)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page and whenever sponsored keynote is mentioned
- Acknowledgement as a Sponsor in the official event marketing materials
- 60-word profile in the Sponsor section of the Event Programme
- Use of Event logo until end of the event

Conference Plenary Session Sponsor

Investment Amount: \$6,600 inc GST

BENEFITS

- Acknowledgement as the Keynote Speaker Sponsor during the session.
*Selection on keynote is chosen by Transport Canberra and UITP
- Opportunity for a two (2) minute welcome address, before introducing keynote speaker
- Three (3) complimentary session passes to the sponsored session
- Sponsor logo to be displayed on session room audio visual screen prior to session commencing
- Opportunity to provide a freestanding banner to be positioned in a prominent location during the sponsored session (maximum size 2m high x 1m wide)
- One (1) promotional brochure (maximum four A4 pages per brochure) to be inserted in the Event bag (Sponsor to supply material)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page and whenever sponsored keynote is mentioned
- Acknowledgement as a Sponsor in the official event marketing materials
- 60-word profile in the Sponsor section of the Event Programme.
- Use of Event logo until end of the event

Individual Sponsorships

Event App Sponsor

Investment Amount: \$5,500 inc GST

The Event app for iPhone, Android, iPad, Blackberry and any smartphone or iPad/laptop that has web browsing capability will showcase the full programme, speaker details, social programmes, sponsor and exhibitor listing, alerts and local Canberra maps. Once sponsorship of the Event app is confirmed, the app can be made live. The app remains a live interactive app for 3 years after the event.

BENEFITS

- Prominent branding on the Event app front page
- Acknowledgement of support during the opening session of the Division Meeting
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- One (1) promotional brochure (maximum four A4 pages per brochure) to be inserted in the event bag (Sponsor to supply material)
- One (1) novelty insert to be included in the event bag (Sponsor to supply)
- Acknowledgement as a Sponsor in the official event marketing materials
- 50-word profile in the Sponsor section of the Event Programme
- Use of Event logo until end of the event

Coffee Cart Sponsor

Investment Amount: \$5,500 inc GST

One coffee cart will be placed in prominent position around the venue and will be very popular with delegates. The cart would be available from the start of registration until the end of afternoon tea each day of the event. Supply of espresso machine, baristas and consumables included.

BENEFITS

- Coffee Cart to be branded with Sponsor's logo (core flute signage)
- Opportunity to provide a freestanding banner which will be positioned behind / beside the coffee cart (maximum size 2m high x 1m wide)
- Opportunity to provide branded coffee cups (additional expense for the sponsor. To be purchased and arranged by the organisers)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- One (1) promotional brochure (maximum four A4 pages per brochure) to be inserted in the event bag (Sponsor to supply material)
- One (1) novelty insert to be included in the event bag (Sponsor to supply)
- Acknowledgement as a Sponsor in the official event marketing materials
- 30-word profile in the Sponsor section of the Event Programme
- Use of Event logo until end of the event



Event Bag Sponsor

Investment Amount: \$3,300 inc GST

BENEFITS

- The branding of the Sponsor's logo on the Event bag alongside the Event logo (the sourcing and selection of the Event bag will be done by the Organising Committee)
- One (1) promotional brochure (maximum four A4 pages per brochure) to be inserted in the event bag (Sponsor to supply material)
- One (1) novelty insert to be included in the event bag (Sponsor to supply)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- Acknowledgement as a Sponsor in the official event marketing materials
- 25-word profile in the Sponsor section of the Event Programme
- Use of event logo until end of the event

Merchandise Sponsor

Investment Amount: \$1,100 inc GST

BENEFITS

- The branding of the Sponsor's logo on the merchandise, eg Keep Cup, etc (Sponsor to source and provide merchandise item, with approval by Organisers)
- One (1) promotional brochure (maximum four A4 pages per brochure) to be inserted in the event bag (Sponsor to supply material)
- One (1) novelty insert to be included in the event bag (Sponsor to supply)
- Logo placement on Sponsors' page of the event website with hyperlink to the Sponsor organisation's home page
- Acknowledgement as a Sponsor in the official event marketing materials
- 25-word profile in the Sponsor section of the Event Programme
- Use of event logo until end of the event



Advertising Opportunities

Event bag insert

Investment Amount: \$440 inc GST

BENEFITS

- Flyer/brochure (maximum four A4 pages per brochure and subject to approval by the Organising Committee)

Or

- Novelty item (subject to approval by the Organising Committee)

Single EDM Sponsor

Investment Amount: \$550 inc GST

BENEFITS

- Sponsor's banner included within scheduled EDM to event email database of registered attendees. (Sponsor to supply EDM banner, subject to approval by the Organisers)
- Banner hyperlinked to Sponsor's nominated website page

Programme Advertisement

FINISHED ARTWORK TO BE SUPPLIED BY SPONSOR

- Full page colour advertisement **\$750 incl GST**
- Half page colour advertisement **\$550 incl GST**
- Quarter page colour advertisement **\$350 incl GST**

Deadline dates and artwork specifications will be supplied when available.

Digital advert on Event screen (Still)

Investment Amount: \$660 inc GST

BENEFITS

- Logo advert on digital signage at the venue. To be displayed for approx. 10 seconds as the signage scrolls.

Digital advert on Event screen (Video)

Investment Amount: \$770 inc GST

BENEFITS

- Supplied (by sponsor) video (30 seconds max) to be displayed on digital signage at the venue (number of times displayed will be at the discretion of the Organisers)



Exhibition Display

Trestle table display - Division Meeting and Conference

Investment Amount: \$3,300 inc GST

BENEFITS

- Each table display package includes the following for two days:
 - Display space 2m wide x 1.5m deep (3m²)
 - One (1) trestle table with cloth and two (2) chairs
 - Space for company pull up banners
 - One (1) general power outlet
- Organisation name listed on the exhibition page of the event website
- 25-word profile in the Event Programme
- One exhibitor registration (includes attendance at Division Meeting and Conference, daytime catering for 2 days and event bag)

Trestle table display – Division Meeting

Investment Amount: \$2,200 inc GST

BENEFITS

- Each table display package includes the following for one day:
 - Display space 2m wide x 1.5m deep (3m²)
 - One (1) trestle table with cloth and two (2) chairs
 - Space for company pull up banners
 - One (1) general power outlet
- Organisation name listed on the exhibition page of the event website
- 25-word profile in the Event Programme
- One exhibitor registration (includes attendance at Division Meeting only, daytime catering for 1 day and event bag)

Trestle table display – Conference

Investment Amount: \$2,200 inc GST

BENEFITS

- Each table display package includes the following for one day:
 - Display space 2m wide x 1.5m deep (3m²)
 - One (1) trestle table with cloth and two (2) chairs
 - Space for company pull up banners
 - One (1) general power outlet
- Organisation name listed on the exhibition page of the event website
- 25-word profile in the Event Programme
- One exhibitor registration (includes attendance at Conference only, daytime catering for 1 day and event bag)

Terms and Conditions

UITP 2019 Committees and Conference Logistics will hereafter be referred to as 'the Organisers'. The Hotel Realm will hereafter be referred to as 'the venue'.

1. Sponsor and exhibition display packages will be allocated in order of receipt of booking forms.
2. The Organisers accept no liability for damage to exhibits by loss, damage, theft, fire, water, storms, strikes, riots or any cause whatsoever. Sponsors and exhibitors are advised to insure against such liability.
3. The Organisers reserve the right to change the venue and duration if circumstances demand at their discretion. The sponsor will indemnify the Organisers in respect of any claims and demands in respect thereof. The sponsor must take out adequate insurance in respect of all claims.
4. The Organisers reserve the right to alter the exhibition display floorplan at their discretion.
5. Displays must not be removed and displays must not be dismantled either partly or in total before closing time on the last day of the exhibition display.
6. Sponsors may only conduct competitions or offer prizes with the permission of the Organisers.
7. The sponsor undertakes that they will not hold any events, educational or social functions at the same time as official conference program sessions or social functions.

Payment Details

1. An invoice will be sent on receipt of the booking form.
2. If payment is not received within 30 days of receipt of the invoice your booking may be cancelled.
3. For cancellation of sponsorship and/or exhibition at least 2 months prior to the commencement of the conference, full payments will only be refundable if the Organisers are able to re-sell the package.
4. For cancellations less than 2 months prior to the commencement of the exhibition, all payments are non-refundable.
5. All prices are Australian Dollars (AUD) and include Goods and Services Tax (GST).



Sponsorship and Exhibition Booking Form

Contact Name: _____

Position: _____

Organisation: _____

Postal Address: _____

State: _____ Country: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

Sponsorship Application

Please tick the preferred sponsorship opportunity (all prices inclusive of GST)

- | | | | |
|--|----------|--|-------|
| <input type="checkbox"/> Platinum Partner | \$30,000 | <input type="checkbox"/> Single EDM Sponsor | \$550 |
| <input type="checkbox"/> Gold Partner | \$20,000 | <input type="checkbox"/> Digital Advert on Event screen (still) | \$660 |
| <input type="checkbox"/> Silver Partner | \$11,000 | <input type="checkbox"/> Digital Advert on Event screen (video) | \$770 |
| <input type="checkbox"/> Gala Dinner Sponsor | \$20,000 | <input type="checkbox"/> Full Page Advertisement in Programme | \$750 |
| <input type="checkbox"/> Welcome Reception Sponsor | \$7,700 | <input type="checkbox"/> Half Page Advertisement in Programme | \$550 |
| <input type="checkbox"/> Division Meeting Sponsor | \$6,600 | <input type="checkbox"/> Quarter Page Advertisement in Programme | \$350 |
| <input type="checkbox"/> Conference Sponsor | \$6,600 | | |
| <input type="checkbox"/> Event App Sponsor | \$5,500 | | |
| <input type="checkbox"/> Coffee Cart Sponsor | \$5,500 | | |
| <input type="checkbox"/> Event Bag Sponsor | \$3,300 | | |
| <input type="checkbox"/> Merchandise Sponsor | \$1,100 | | |
| <input type="checkbox"/> Event Bag insert | \$440 | | |

Exhibition Display Booking

Division Meeting and Conference Table Display	Quantity _____ @ \$3,300 each
Division Meeting Table Display	Quantity _____ @ \$2,200 each
Conference Table Display	Quantity _____ @ \$2,200 each
Additional exhibitor staff	Quantity _____ @ \$220 each/day

Names of representative(s) are (please advise who will be utilising complimentary registrations and who will be using the additional registrations):

Payment Summary *(the balance of payment is due by Friday 11 October 2019)*

SPONSORSHIP TOTAL \$ _____

EXHIBITION DISPLAY \$ _____

ADDITIONAL EXHIBITOR STAFF \$ _____

TOTAL AMOUNT TO BE INVOICED \$ _____

Terms and Conditions

- I/we agree to the terms and conditions as relating to the Sponsorship and/or Exhibition of the UITP Asia-Pacific Division Meeting and Conference Canberra 2019 outlined on the previous page.

Signature _____

Date _____

Payment Details



I wish to pay by Electronic Funds Transfer. Bank details will be provided on your tax invoice
(Any and all applicable international transaction fees are the responsibility of the organisation and are not covered by the sponsorship/exhibition fee).

I wish to pay by credit card and hereby authorise Conference Logistics to charge the amount of \$_____ to my credit card
**Please note a 2% surcharge for credit card payments is applicable*

Please charge my: MasterCard Visa AMEX

Card Number: _____ Expiry Date: _____ CVV: _____

Card Holder Name: _____ Signature: _____

Conference Logistics will forward you an approval letter with tax invoice for completion within 7 days. The sponsorship and/or exhibition display will not be confirmed until a minimum deposit of 50% of the total sponsorship and/or exhibition display cost has been received.

Please send completed form to:

Conference Logistics
PO Box 6150, Kingston ACT 2604
Email: UITP@conlog.com.au