



# LABCON 2024

Bringing Excellence to Science Education

## SPONSORSHIP & EXHIBITION PROPOSAL

### LABCON Conference Dates

Thursday 14 November 2024

- Registration, Exhibition, Conference sessions/workshops, Dinner

Friday 15 November 2024

- Registration, Exhibition, Conference sessions/workshops

### LABCON Conference Venue

Pullman Melbourne Albert Park

65 Queens Road

Melbourne Victoria 3004

### LABCON – Need more information?

Marg Scarlett – Conference Manager

LABCON Conference Secretariat

PO Box 208, Lynbrook, Vic 3975

Telephone: 0419 805 362

Email: [info@margscarlett.com](mailto:info@margscarlett.com)

## Invitation to be part of LABCON 2024

The Laboratory Technicians Association of Victoria is pleased to invite our colleagues in this field to participate as a sponsor and or exhibitor at LABCON 2024, the Annual Conference for Lab Techs.

The venue for LABCON will be Pullman Melbourne Albert Park located in Queens Road, Melbourne. We are delighted that the exhibition will again have dedicated space on Level 1. This space will include sponsors, exhibitors, delegate Registration and catering, a great central meeting place for all.

Bookings are now open and space will be allocated - as applications/payments are received. Allocation of space is at the discretion of the Conference Manager and is subject to availability of “best available” location at time of booking.

The Conference and Exhibition will be held on Thursday 14 and Friday 15 November 2024 – with exhibitors moving in on the morning of Thursday 14 November 2024.

This proposal outlines the Sponsorship and Trade Exhibition opportunities available. Choose the package that suits you best, complete the application form and forward it to [info@margscarlett.com](mailto:info@margscarlett.com) to secure your preferences.

The LABCON 2024 Committee is also willing to discuss other proposals that you might wish to suggest.

We look forward to working with you to ensure that the LABCON 2024 Conference is a successful event for all involved.

Mary Jones  
President, LTAV

## The exhibition

The LABCON 2024 Trade Exhibition is an important focal and meeting point during the conference. Historically, it has been a centre of activity, with high attendance levels throughout the duration of LABCON.

The exhibition space on Level 1 will be the location for conference registration and all delegates catering throughout the event, including morning teas, lunches, afternoon teas, ensuring high delegate attendance.

### Why Delegates Will Attend Your Stand

- Exhibitors are encouraged to display information, services and products of direct relevance to the professional interests of the delegates.
- Exhibitors are encouraged to display or have information available on the “latest” developments
- Exhibitors are encouraged to provide “giveaways” at their displays (not just lollies)
- Exhibitors are encouraged to provide an Exhibition Passport Prize (if possible)
- Morning/afternoon teas and lunches will be served on Level 1.
- Delegates will be encouraged to visit all exhibits by way of constant referral throughout the conference.
- Exhibition Passport will be issued to all delegates encouraging them to visit all exhibitors during the conference.

## Conference & Display Dates

- **Thursday 14 November 2024**      **Conference & Exhibition plus Conference Dinner**
- **Friday 15 November 2024**      **Conference & Exhibition**

## Exhibition costs and inclusions

One table \$990 includes the following:

- **One table (1.5m approx)**
- **No cloth**
- **Two chairs**
- **Registration for one person** (Includes: Morning tea; lunch; afternoon tea on Thursday and Friday. Conference Dinner not included, however, tickets can be purchased for this event.)

## Company branding and promotion

- » Company logo featured in conference promotional material, registration brochure and program
- » Company logo on the LTAV website
- » Company logo featured on the Exhibition Passport distributed to all delegates.
- » Verbal acknowledgement of support as a LABCON 2024 EXHIBITOR by the conference chair during the conference
- » One (1) piece of promotional literature in each delegate satchel (provided by the exhibiting company)
- » Opportunity to provide a prize for the “Exhibitor Passport”

## EXHIBITOR EQUIPMENT (additional charges if required)

Poster Boards, Power Leads and Additional Display Tables. (Subject to space and availability).

### Cost:

- One additional table                      = \$330 (Includes additional registration for one person)
- One poster board                            = \$110
- One power outlet                            = \$33

## EXHIBITOR ALLOCATION OF SPACE:

*You are invited to nominate your preferred location (select 3 sites) However, the Conference Manager will allocate the best available space in order of bookings and payments received.*

## Sponsorship and Promotional Opportunities

The Conference will be promoted extensively to LTAV Members and to Laboratory Technicians throughout Victoria. Sponsors and exhibitors will receive acknowledgement on site during the conference, through branding and verbal announcements.

The program provides many and varied opportunities for sponsorship participation and is in no way limited. We would be pleased to discuss your marketing objectives and any further ideas you may have on marketing your products and/or services to Lab Techs.

### **MAIN ANNOUNCEMENT & REGISTRATION BROCHURE (1200 distributed electronically)**

**AUD\$660 includes GST**

- Full page advertisement on the outside back cover of the Main Announcement and Registration Brochure (artwork supplied by your company)
- Acknowledgment in the Program and Handbook
- Acknowledgment in the Main Announcement and Registration Brochure
- One piece of promotional literature in the delegates kit (supplied by the sponsor)

### **PROGRAM AND HANDBOOK (400 distributed onsite)**

**AUD\$660 includes GST**

- Full page advertisement on the outside back cover of the Program and Handbook (artwork supplied by your company)
- Acknowledgment in the Program and Handbook
- Acknowledgment in the Main Announcement and Registration Brochure
- One piece of promotional literature in the delegates kit (supplied by the sponsor)

### **CONFERENCE DINNER - Wednesday 27 November 2019**

**AUD\$1100 includes GST**

- An invitation for two company representatives to attend the sponsored conference dinner
- Opportunity for company representative to address delegates at the conference dinner
- Acknowledgment in the Program and Handbook
- Acknowledgment in the Main Announcement and Registration Brochure
- One piece of promotional literature in the delegates kit (supplied by the sponsor)

### **CONFERENCE PENS (400 distributed in satchels)**

**AUD\$440 includes GST**

- Pens, as provided by your banded with your company/organisation logo included in delegate bags
- Acknowledgment in the Program and Handbook

### **SATCHEL INSERTS**

**AUD\$440 includes GST**

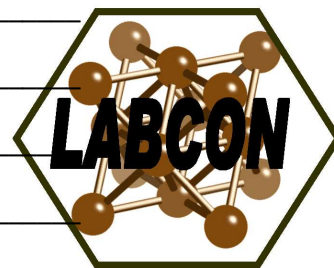
We have a limited number of satchel inserts available to ensure maximum benefit to those taking up the package. You have the opportunity to place one piece of promotional literature or approved product sample in each satchel (company to supply item). It can be, for example, general advertising material, a special Conference offer, an invitation to visit your Trade Display, a gift, etc.

#### **NOTE:**

*Acknowledgment in the Main Announcement and Registration Brochure and in the Conference Program and Handbook is subject to confirmation of your participation prior to printing. We reserve the right to approve satchel inserts and or promotional items.*

## LABCON 2024 Sponsor & Exhibitor Booking Form

Name (Mr/Mrs/Ms/Miss/Dr/Other) \_\_\_\_\_  
Position \_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email \_\_\_\_\_



### **SPONSORSHIP OPPORTUNITIES** *Prices include GST* Please tick sponsorship requested

- |   |        |  |       |
|---|--------|--|-------|
| <input type="checkbox"/> Conference Dinner Sponsor  | \$1100 | <input type="checkbox"/> Main Announcement Sponsor | \$660 |
| <input type="checkbox"/> Program & Handbook Sponsor | \$660  | <input type="checkbox"/> Conference Pens           | \$440 |
| <input type="checkbox"/> Satchel Insert             | \$440  |  |       |

**Cost of sponsorship package = \$ \_\_\_\_\_**

### **LABCON EXHIBITION PACKAGE** *Prices include GST* Please tick requirements

- |   |       |   |       |
|---|-------|---|-------|
| <input type="checkbox"/> Exhibition Package x 1 table | \$990 | <input type="checkbox"/> One additional table | \$330 |
| <input type="checkbox"/> One power outlet             | \$33  | <input type="checkbox"/> One poster board     | \$110 |
| <input type="checkbox"/> Internet Access Required     | \$0   |   |       |

I will provide an Exhibition Passport Prize: ITEM TO BE PROVIDED \_\_\_\_\_

If possible, in order of preference I would like to be located at site no: \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

**Cost of exhibition package = \$ \_\_\_\_\_**

### **PAYMENT DETAILS**

On receipt of the Form, confirmation will be sent with a tax invoice/receipt for the sponsorship amount.  
Payment is to be made by either:

- **Electronic Funds Transfer to:**
- Commonwealth Bank of Australia
- Laboratory Technicians Association of Victoria Inc (LTAV)
- BSB 063532
- Acc # 10401068

**EFT payments, please email remittance advice to [info@margscarlett.com](mailto:info@margscarlett.com)**

### **Conditions**

1. The organisers reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force as long as the Sponsor/ Exhibitor are informed at least one month before the changes.
2. The Conference Organising Committee reserves the right to accept or reject any application for sponsorship, allocate display space regardless of preference indicated and alter the floor plan depending on final allocation of site.
3. In the case of cancellation, notification in writing should be sent to the Conference Manager. Unless that particular area of sponsorship is resold the Committee reserves the right to retain deposit monies received.
4. The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor's display area, howsoever caused. The Exhibitor will indemnify the organisers in respect of any claim and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims.
5. I/We understand that the sponsorship packages are allocated as outlined and the decision of the Committee will be final.

### **I/WE AGREE TO THE ABOVE CONDITIONS**

**NAME OF PERSON RESPONSIBLE: (Please print)**

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**SIGNATURE:**

**Date:**

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**NOTE: Please scan and email the booking form and signed conditions to: [info@margscarlett.com](mailto:info@margscarlett.com)**

### **ALL ENQUIRES:**

Marg Scarlett

LABCON Conference Secretariat

Conference Organising Group

PO Box 208, Lynbrook 3975

Mobile : 0419 805 362

Email: [pcs@cogroup.com.au](mailto:pcs@cogroup.com.au)