



Local Authorities Revenue Management Association

# Sponsorship Invitation 2023/24

## 21st Annual Conference

### Invitation

We invite your organisation to be part of the **21st LARMAQ Conference** in Marcoola at the Surfair Conference & Events Centre 4 to 6 October 2023.

Our conference provides a friendly and relaxed networking environment, where your organisation can connect with our members from across Queensland, increase awareness of your products or services, expand your network and market reach. Marcoola at the Surfair Conference & Events Centre 4 to 6 October.

### About LARMAQ

LARMAQ formed in 2002 and is recognised as a peak body representing local government revenue professionals across Queensland. Our members are passionate about supporting their community and delivering excellent outcomes for their councils, delivering excellent outcomes for their councils.

Our mission is to help local councils achieve their goals by **billing and collecting the right amount, from the right customer at the right time**; while ensuring we provide excellent customer service and use contemporary processes and systems.

The 2023 LARMAQ Committee appreciate your continued support and look forward to seeing you in Cairns. The 21st Anniversary Conference is shaping up to be a vibrant and informative event which our members are keen to attend.

**Please complete and return the attached application / booking form to:**

Please contact us at [larmaqcommittee@gmail.com](mailto:larmaqcommittee@gmail.com) to discuss further or complete and return the application form below.

### 2023 LARMAQ Committee

Sandy Goodall - President  
Narelle Stevens - Vice President  
Ken Hall - Treasurer  
Melissa Taylor - Secretary  
Drew Gatfield- Committee Member

### Platinum Sponsor - \$15,000 (one)

- Your logo on LARMAQ's website and newsletters all year
- Recognised as principal sponsor of LARMAQ's annual conference
- Your logo on all conference advertising and materials
- 30 minute keynote address at the annual conference
- Banners displayed in conference venue
- Platinum trade display booth at the conference
- Full conference registration and accommodation for three delegates over three nights, including evening networking functions
- Naming rights to conference gala dinner

### Gold Sponsor - \$10,000 (up to two - separate industries)

- Your logo on LARMAQ's website and newsletters all year
- Your logo on all conference advertising and materials
- 15 minute address at the annual conference
- Banners displayed in conference venue
- Gold trade display booth at the conference
- Full conference registration and accommodation for two delegates for three nights, including evening networking functions
- Naming rights (jointly if two) to the welcome evening function (Wednesday evening)

### Silver Sponsor - \$7,875 (up to three)

- Your logo on LARMAQ's website and newsletters all year
- Your logo on all conference advertising and materials
- 10 minute address at the annual conference
- Banners displayed in conference venue
- Silver trade display booth at the conference
- Full conference registration for one delegate for three nights, including evening networking functions
- Naming rights for either a lunch, morning or afternoon tea.

### Bronze Sponsor - \$5,000 (unlimited)

- Your logo on LARMAQ's website and newsletters all year
- Your logo on all conference materials
- Bronze trade display booth at the conference
- Full conference registration fee for one delegate, including evening networking functions, including evening networking functions
- Naming rights (joint) for a morning or afternoon tea

### Trade Partner - \$2,500 (unlimited)

- Your logo on LARMAQ's website all year
- Your logo on all conference materials
- Trade display booth at the conference
- Full conference registration for one delegate, including evening networking functions,



## Sponsor/ Trade Partner Application Form

### **Contact Details**

Contact Name-----

Company Name-----

Company ABN-----

Company website-----

Business address for invoice-----

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Phone number-----

Email address-----

### **Sponsor or Trade Partner (select option - see inclusions above)**

Platinum Sponsor - \$15,000

Gold Sponsor - \$10,000

Silver Sponsor - \$7,500

Bronze Sponsor - \$5,000

Trade Partner - \$2500\*\*

### **Payment**

An invoice will be forwarded to the listed contact upon receipt of a signed application form. A 20% deposit is required to secure partnership applications.

### **Terms and Conditions**

Please read, sign and return the following terms and conditions with the application form.



## **Terms and Conditions**

Please note the following Terms and Conditions apply to the LARMAQ 2022 Conference:

1. Completion and return of a booking form to LARMAQ confirms your intention to sponsor/exhibit. The committee will review and provide confirmation of your booking
2. A 20% deposit is required once your booking is confirmed by the Committee.
3. An invoice for the deposit will be issued with your confirmation and is payable within 14 days.
4. Following payment of the deposit the remaining balance is due and payable by 15 August 2023.
5. All conference sponsor / trade partner applications received after 1 July 2023 must include full payment.
6. Any damage by the sponsor / exhibitor / trade partner to provided items or the venue is the responsibility of the sponsor to resolve directly with the supplier or venue.
7. LARMAQ volunteers shall not be held responsible for any loss, damage or theft of the exhibitor stand or products.
8. The sponsor / exhibitor / trade partner must have in place Public Liability insurance to a minimum of AUD \$10 million . A copy of the certificate of insurance currency must be provided to LARMAQ if requested.

### **Cancellation policy:**

Cancellation by Sponsor/ Trader Partner

In the event of cancellation by a sponsor/exhibitor, the following fees will apply:

- Cancellation 32 - 60 days prior to the event will incur payment of the deposit, or the deposit can be carried over to the next conference,
- Cancellation 0 - 31 days prior to the event will incur payment of 100% of the contracted amount.
- All cancellations must be made in writing to [larmaqcommittee@gmail.com](mailto:larmaqcommittee@gmail.com)

### **Event Postponement**

In the event of postponement by the LARMAQ or the Pullman Reef Hotel Cairns, all sponsor/ exhibitor/ trade partner agreements will be carried over to the revised event dates. The LARMAQ is not liable for any expenses incurred by the sponsor/exhibitor any financial losses as a result of the postponement (eg travel related expenses etc).

### **Event Cancellation**

In the event of cancellation by the LARMAQ or the Surfair Conference & Event Centre, all sponsor/ exhibitor / trade partner payments will be fully refunded. LARMAQ is not liable for any expenses incurred by the sponsor/ exhibitor/ trade partner agreements or any financial losses as a result of the cancellation (eg travel related expenses etc).



**Coronavirus**

Should an Event Partner's attendance at the event be impacted by any pandemic related travel restrictions enforced by governments, the LARMAQ Committee will discuss the available options on a case by case basis and come to a mutual agreement with the Event Partner.

**Yes - our company / organisation would like to be part of the 21st LARMAQ Annual conference and the terms and conditions are accepted.**

Signed-----

Name -----

Date-----