

RECORDS AND  
INFORMATION MANAGEMENT  
PROFESSIONALS  
AUSTRALASIA  
PRESENTS

# RIMPA LIVE 2019

TRADE VENDOR  
INFORMATION KIT

CELEBRATING 50 YEARS  
3 DAY CONFERENCE  
GALA AWARDS DINNER  
TRADE EXHIBITION

8 – 11 OCTOBER  
MARVEL STADIUM  
MELBOURNE

**RIMPA**

[www.rimpa.com.au](http://www.rimpa.com.au)

# MELBOURNE 2019

Now in its 35th year, the annual **Records and Information Management Professionals Australasia** conference is widely recognised as the largest dedicated records and information event of its type in Australia. Each year hundreds of delegates take advantage of the three-day packed program attending exceptional presentations from local and cutting-edge speakers, make connections and build relationships with industry peers whilst weaving their way around the dedicated trade exhibit displays. Moving from state to state each year, the RIMPA Live convention brings diversity and opportunity for all trade exhibitors to showcase and increase their brand exposure to an anticipated audience of up to 300 delegates who are specialists in the records and information management disciplines.

## **RIMPA Live 2019 will be held in - Melbourne on 8 -11 October 2019**

*Packages for exhibition and sponsorship are available as follows:*

### **CONVENTION EXHIBITION STAND**

**\$4,200 (+GST)**

The convention program and exhibition space have been designed to offer you maximum contact with convention delegates.

#### **As an exhibitor you receive:**

##### **CONVENTION TRADE STAND**

- 3m x 3m quality designed exhibition stand
- 2 x 75w spotlights
- 1 x 4-amp power supply
- Back & sidewalls
- 1 x standard company sign for aisle frontage

##### **EXHIBITION PASS**

Attendance by up to two (2) of your company representatives for the duration of the convention - includes catering for all morning and afternoon teas, lunches.

##### **SOCIAL AND NETWORKING EVENTS**

- Welcome Reception and Official Dinner tickets supplied for two (2) of your company representatives
- Extra tickets to the social events and for exhibition staff can be arranged at additional cost\*

##### **CONFERENCE APP**

- Listing in our Conference App which includes your logo, and if provided to us a 50 word spiel, website hyperlink and a PDF document

##### **EXTRA BONUS**

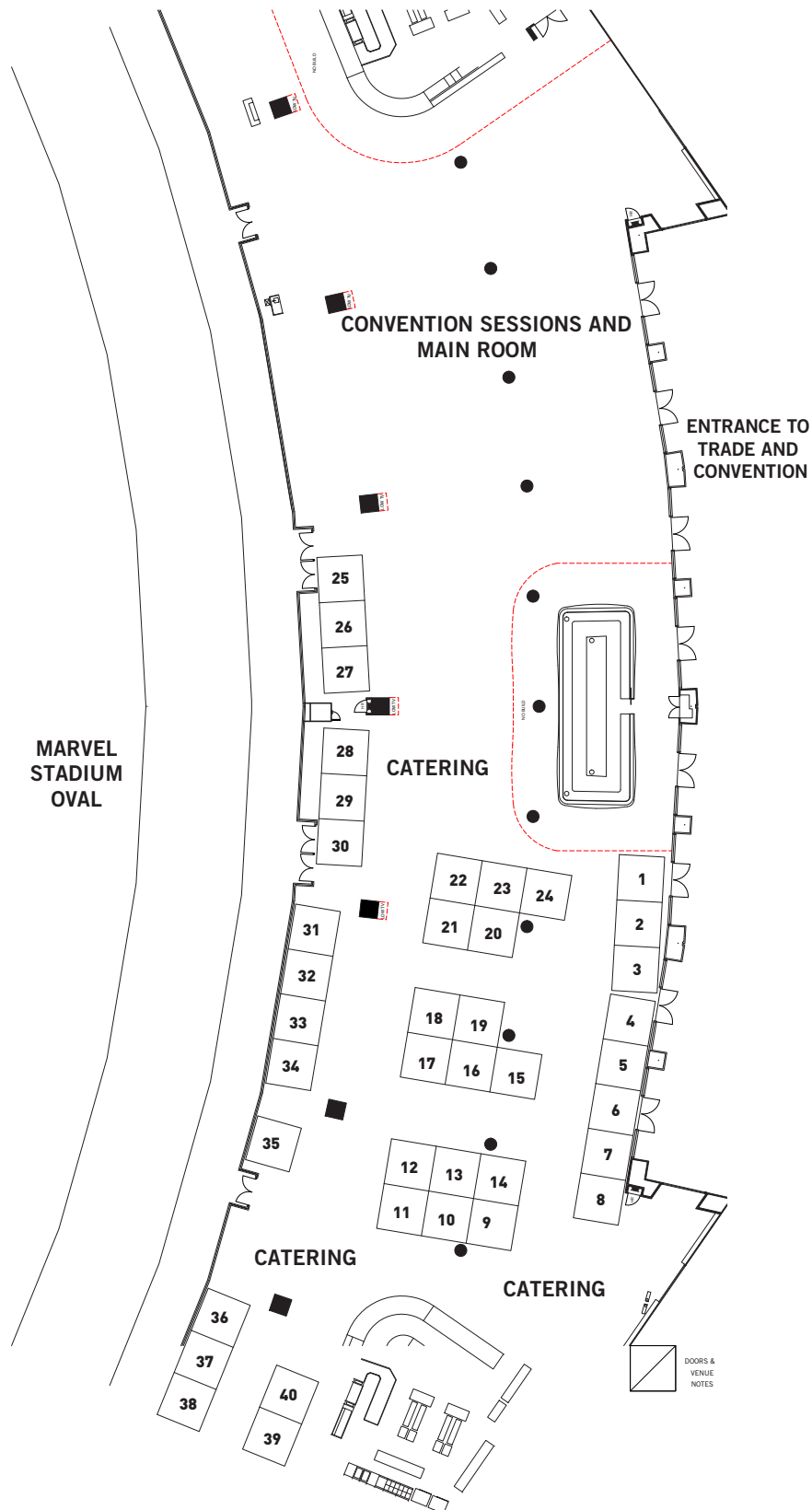
- 1 x free advertisement in the RIMPA monthly newsletter

##### **DELEGATE LIST**

Access to the consenting delegate list. Lists will be provided twice, 4 weeks prior and 2 weeks after the conference with permission to communicate once only with each list, prior to the commencement of the convention and once thereafter

Please refer to the floor plan to nominate your top 3 choices (Please note: sponsor package trade exhibitors get first preference). An exhibition kit will be forwarded to you on acknowledgement of confirming exhibition space. Space will not be reserved until a 50% deposit and a signed exhibition contract are received, with the remainder due no later than 1st August in the Convention year. Penalty clauses apply for cancellations and exhibitors are not allowed to set up at the event if full payment has not been received.

## CONVENTION EXHIBITION FLOORPLAN





# CONVENTION SPONSORSHIP

By choosing the right sponsor package, you can put your organisation in the best possible position to reach the industry decision makers and conference delegates. With exposure for up to six months or more coverage in the lead up to the event as well as branded promotional materials and strong acknowledgement at the event, there are a number of levels of sponsorship available.

## **EXPLOSIVE RIMPA LIVE SPONSOR** (2 ONLY/1 SOLD) **\$10,000 (+GST)**

### OFFICIAL GALA AWARDS DINNER

The Convention Dinner is well attended by delegate and trade representatives with up to 250 guests enjoying the celebratory atmosphere of the national awards ceremony in a spectacular waterfront setting. The theme for the gala awards dinner is 'RIMPA in Time' 1969 with a black and gold black tie theme and will be held in the Peninsula C, Docklands Central Pier on Wednesday 9th October. Be the host that delegates long remember for the spectacular night of fine food and wine; and live entertainment.

#### Benefits:

##### CONVENTION TRADE STAND

- 3m x 3m quality designed exhibition stand including all the benefits

##### EXHIBITION PASS

- Attendance by up to two (2) of your company representatives for the duration of the convention - includes catering for all morning and afternoon teas, lunches.

##### SOCIAL AND NETWORKING

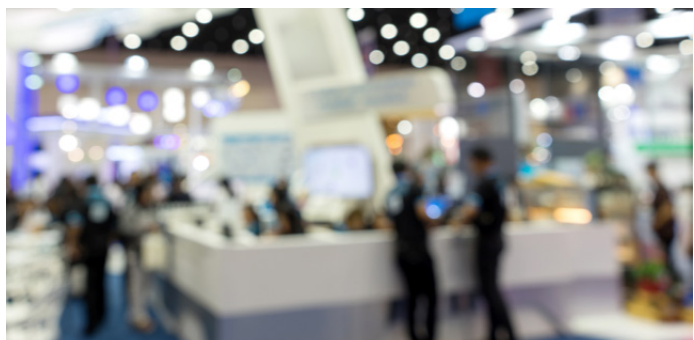
- 2 Tickets to Welcome Reception and Official Dinner
- Attendance at networking drinks

##### PROMOTIONAL OPPORTUNITIES

- Full page advertisement space in IQ magazine
- 5 minutes to address delegates at Awards Dinner
- Company Logo on RIMPA Live Website under Sponsors
- Logo featured in RIMPA Live Slide as Explosive sponsor
- Banner advertisement on Conference App

##### EXTRA BONUS

- 1 x 40-minute speaker spot in convention program (educational and informative, no product or service sales pitch)





## ULTIMATE RIMPA LIVE SPONSOR

**\$7,000 (+GST)**

### WELCOME RECEPTION

This is an excellent opportunity for the Sponsor to promote their company name at the Opening event of the convention. This premiere networking event is a social highlight of the convention and in 2019 will be held in the spectacular setting of Marvel Stadium. The Welcome Reception is well attended by delegates and trade exhibitor and is a great opportunity to meet and mingle with industry colleagues, and establish early connections with the delegates, whilst sipping on refreshments and enjoying delicious canapés.

OR

### BARISTA COFFEE CART

Available at all breaks, Barista made coffee is always one of the most popular items with delegates. Be the organisation that steams ahead in exposure with this little piece of caffeine heaven.

#### Benefits:

#### ► CONVENTION TRADE STAND

- 3m x 3m quality designed exhibition stand including all the benefits

#### ► EXHIBITION PASS

- Morning and afternoon teas and lunch supplied for one (1) of your company representatives – a great opportunity to network with conference delegates.

#### ► SOCIAL AND NETWORKING

- 2 Tickets to Welcome Reception and Official Dinner
- Attendance at networking drinks

#### ► PROMOTIONAL OPPORTUNITIES

- Half page advertisement space in IQ magazine
- Company Logo on RIMPA Live Website under Sponsors
- Logo featured in RIMPA Live Slide as Ultimate sponsor

#### ► CONFERENCE APP

- Banner advertisement on Conference App

# CONVENTION SPONSORSHIP



## EXTREME RIMPA LIVE SPONSOR

**\$5,000** (+GST)

### ► SOCIAL AND NETWORKING

- Choice of 2 Tickets to Welcome Reception OR 2 Tickets to Official Dinner OR 1 Ticket to each
- Attendance to networking events

### ► PROMOTIONAL OPPORTUNITIES

- Quarter page advertisement space in IQ magazine
- Branding of sponsored item
- Company Logo on RIMPA Live Website under Sponsors
- Logo featured in RIMPA Live Slide as Explosive sponsor
- Banner advertisement on Conference App

Choose any one of the following opportunities:

### KEYNOTE SPEAKER

Make a big impact on the delegates and be identified as the sponsor of a keynote speaker. Hold a Q & A with the keynote speaker at your trade stand during morning tea or lunch break. Your company signage will be visible in the main plenary sessions for the duration of the keynote's presentation.

### TRADE NETWORKING HAPPY HOUR

Shake hands with all the convention delegates as they take advantage of the free drinks during YOUR trade happy hour. Drinks will be served directly in front of your trade stand at your very own branded bar. Convention delegates and the trade exhibitors will get the chance to really connect with you and your team.

### CONVENTION SACHEL

Presented to each delegate attending the convention this quality satchel will be branded with your company logo on the front. Carried by every delegate throughout the period of the convention, your company will be exposed at all times and will continue to stay in the mind of delegates after the convention as they continue to use their satchel for years to come.

### DELEGATE CONVENTION SURVIVAL KIT

Presented to each delegate attending the convention, the kit will be branded with your company logo on the front. Each delegate will be given a cloth bag filled with mini survival items to get them through the convention.

### CONFERENCE ID BADGE & LANYARD

Every delegate will wear a conference neck wallet or lanyard with the sponsors name prominently displayed.

### LUNCH - 2 DAYS

A casual buffet style lunch will be served Monday and close. Delegates are always happier on full stomachs and they'll have you to thank!

### CHOOSE YOUR OWN

Choose any 2 Bronze Sponsorship and we will upgrade you to a Silver sponsor



## ILLUMINATED RIMPA LIVE SPONSOR

**\$2,500 (+GST)**

### ► SOCIAL AND NETWORKING

- 2 x Attendance to networking events

### ► PROMOTIONAL OPPORTUNITIES

- Branding of sponsored item (choose option below)
- Company Logo on RIMPA Live Website under Sponsors
- Logo featured in RIMPA Live Slide as Explosive sponsor
- Banner advertisement on Conference App

**Choose any one of the following opportunities:**

### NOTEPAD & PEN

Delegates will receive a branded notepad and pen with your organisations message and logo on it in their conference satchel to use daily at the RIMPA Live convention. Delegates will never forget your name when they take notes on the notepad branded with your company's logo and special convention message

### RECHARGE BAR

Everyone needs to charge their phone or tablet at the RIMPA Live convention at some stage. Take advantage of this brand exposure opportunity and have a standalone recharge bar positioned in the trade exhibition space OR add this to your own trade exhibition stand and really connect with the convention delegates as they sit and wait for the battery charge bar to increase.

### BREAKFAST PRESENTATION (2 OPPORTUNITIES)

Be the bell of the breakfast table conversation and present your product or service in a guaranteed 40-minute speaker presentation (must be educational and informative). Breakfast presentation sessions includes plated hot breakfast for convention delegates (opt in during registration) for up to 50 convention delegates. Presentation and abstract must be confirmed by 1st March.

### MORNING TEA & AFTERNOON TEA

Be recognised as the sponsor of the morning and afternoon teas on all three days and really connect with the delegates as they mingle and mix with colleagues and explore the trade exhibit during the key breaks of the convention sessions. Your logo will be placed on the catering stations and also be displayed on the digital screens in the main trade event space as well as in the convention program.

### LUNCH WEDNESDAY

As the official closure of the convention, the Wednesday sit down lunch is the last thing on delegates minds as they enjoy a formal 2 course seated lunch. Please note the lunch also includes any trade exhibitor prize draws.

### CONFERENCE APP & POCKET PROGRAM

Eco friendly and available to all delegates, speakers and attendees at the convention the conference app is the online tool that keeps the delegates connected. Be recognised as the sponsor of the app and the printed pocket program with your own dedicated A6 or DL size advertisement placed on the back cover (pocket programs are given to every participant)



# EXHIBITION CONTRACT

Complete this form if you wish to book 'Convention Exhibition Trade Stand' or any other sponsorship type  
To confirm your booking, please complete the contract below and return to: [jo.kane@rimpa.com.au](mailto:jo.kane@rimpa.com.au)

Name

Company

Phone

Mobile Phone

Email

Address

State / Country

Postcode

Stand and/or Sponsorship Preferences

☐

We hereby confirm that we will exhibit at the RIMPA Live convention, 8 - 11 October 2019..

☐

We agree to abide by the "Terms & Conditions" as outlined by the Records and Information Management (RIM) Professionals Australasia.

Signed

Date

A non-refundable deposit of 50% is required to secure your booking. Full payment is due by 1 August 2019. Companies with outstanding accounts will not be permitted to set up at the convention.

We will not charge your credit card unless a stand is available CREDIT CARD:

I authorise a charge of \$\_\_\_\_\_ to my credit card. ☐ Visa ☐ MasterCard

Card Number

Expiry Date

CCV Number

Authorised Signed

Date

☐

Please tick if you would like to charge the balance to your credit card on 1 August 2019

## DIRECT DEPOSIT DETAILS:

Commonwealth Bank, Account Name: RIM Professionals Australasia, BSB: 064-000, Account number: 1077 6171

Please provide Remittance Advice if undertaking direct deposit, please forward to [rimpa@qgr.com.au](mailto:rimpa@qgr.com.au) or post to

RIM Professionals Australasia, PO Box 581 Varsity Lakes QLD 4227

## CHEQUE:

Cheques made out to the RIM Professionals Australasia and drawn in AUD\$ can be posted to PO Box 581 Varsity Lakes QLD 4227.



# TERMS AND CONDITIONS

## THE CONTRACT

1. The term “Organiser” refers to Records and Information Management Professionals Australasia herein referred to as RIMPA.
2. The term “Exhibitor” include any person, firm, company or corporation and its employees and agents identified in the application form or other written request for sponsorship and/or exhibition space.
3. The term “event” relates to inForum 2019
4. A “contract” is formed between the organiser and exhibitor when the organiser accepts the signed application form and receives a minimum of 50% of the total owing as a deposit. By signing the contract, you have committed your company to exhibiting at the Records and Information Management Professionals Australasia Convention, inForum. **All invoices which remain outstanding after the 30 day payment term will be referred to a debt collection agency and all fees associated with collection of the debt will be added to the outstanding invoice total.**

## TERMS

**A non-refundable deposit of 50% is required to secure your booking. Full payment is due 60 days prior to convention. Companies with outstanding accounts will not be permitted to set up at the convention.**

1. **ALLOCATION OF SPACE AND SPONSORSHIP** – Sponsorship and exhibition spaces are limited and allocated on a first come, first served basis. The exhibition floor plan is tentative and the Exhibition Manager reserves the right to adjust the floor layout. The Exhibition Manager reserves the right to reserve certain stands which may be offered to certain sponsors at the Manager’s discretion.
2. **CANCELLATION** – Cancellations must be received in writing. Deposits will not be refunded or transferred. For cancellations made after 31 July 2019, you will be liable for the full cost of the stands you have booked, regardless of whether you, RIMPA, or a third party finds a replacement exhibitor.  
For cancellation of sponsorship agreements where collateral (for example pens, satchels, or other printed material) forms part of the sponsorship benefits, RIMPA reserves the right to charge the sponsor a fee to cover re-printing of the collateral without the sponsor’s name or logo.  
RIMPA reserves the right to immediately cancel, refuse and withdraw from the Sponsor the Sponsorship Rights, without notice, where the Sponsor is in breach of the Sponsorship Agreement or the Events Terms. If the Sponsorship Rights are withdrawn then the Sponsor shall immediately withdraw from publication, display, broadcast, advertisement, exhibition or otherwise all Sponsor Content promoted by the Sponsor pursuant to the Sponsorship Rights. If the Sponsor is in breach of the Sponsorship Agreement or Events Terms and RIMPA withdraws from the Sponsor the Sponsorship Rights, any price paid to RIMPA for the Sponsorship Rights by the Sponsor (including the Sponsorship Fee) will be non- refundable.

In the event that the exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the organiser is authorised to occupy this space in any manner deemed to be in the best interest of the exhibition. The exhibitor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.

3. **CONTENT** – The Exhibitor warrants that all Sponsor Content published, displayed, broadcast, advertised, exhibited or otherwise promoted by the Exhibitor pursuant to the Sponsorship Rights:
  - shall comply with the specifications (if any) stated in the Registration Form;
  - is truthful and accurate and complies in all respects with all applicable legislation, regulations, rules and standards (including, but not limited to, decency, privacy and intellectual property rights); and
  - complies with these Sponsorship Terms
4. **LIABILITY** – Exhibitor agrees to protect, save and hold RIMPA and the Venue and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Exhibitor of those holding under the Exhibitor, as well as, strictly comply with the applicable terms and conditions contained in the agreement between the RIMPA and the Venue regarding the exhibition premises; and further, Exhibitor shall at all times protect, save and hold RIMPA and the Venue against and from any and all losses, costs, damage, liability or expense arising from, or out of, or by reason of any accident or bodily injury or by reason of said Exhibitor’s occupancy and the use of the Exhibition premises or part thereof. RIMPA and the Venue cannot assume responsibility for the safety of property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident, other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect them against loss.  
RIMPA accepts no liability for diminution in the Sponsorship Rights caused by or arising out of:
  - adverse weather and other conditions or events beyond the reasonable control of RIMPA which result in the Sponsor being unable to exercise the Sponsorship Rights in full or in part; or
  - participation in activities and use of facilities at the Event location, including activities and facilities where the Sponsorship Rights may be exercised, being necessarily limited to the number of persons who can (for safety or other reasons) participate in the activities or use the facilities at any one time.



5. **USE OF EXHIBITION SPACE** – The Exhibition Manager reserves the right to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibition. Space is assigned to the exhibitors and may not be sublet or reassigned.
6. **STAND LIMITATIONS** – Exhibition stands will be installed so that they will not extend beyond the space allotted. Any portion of an exhibition stand that obstructs or interferes with the privileges of other exhibitors, or for any reason becomes objectionable at the discretion of the Exhibition Manager, must be immediately modified or removed by the Exhibitor.
7. **CARE OF EXHIBITION SPACE** – The exhibitor will keep the space occupied by him/her in good order. Exhibitors may not place anything in the aisles during the open hours of the event.
8. **PROTECTION OF VENUE** – Exhibitors will not deface any part of the exhibition facility. Nothing may be posted, nailed, affixed or otherwise attached to any part of the facility. Any costs arising out of negligence on the part of the exhibitor, its agents, or employees will be the sole responsibility of the exhibitor.
9. **INSTALLATION & DISMANTLING** – Exhibits must be installed and dismantled at the times specified by RIMPA.
10. **RIGHT TO PRIVACY** – Cameras, audio and video recording equipment are prohibited in the exhibition area, unless given exclusive permission by the RIMPA.
11. **MERCHANDISE PASS** – We will require a pass from all persons leaving the Exhibit Hall with any merchandise or display material at any time other than official exhibition hours. Passes may be obtained from service desk. This applies until the official close of the convention.
12. **FORCE MAJEURE** – RIMPA shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of the RIMPA.
13. **REGISTRANTS** – Exhibit occupants are entitled to attend social events as per the agreed registration conditions, i.e. 2 representatives per trade stand/table.
14. **ADMISSION POLICY – EXHIBITOR PERSONNEL**  
Admittance badges may be requested only for personnel in your employ that will staff your exhibit booth. All persons attending the convention must be registered. Should any exhibitor fraudulently register, as being a representative of his or her firm, any individual or individuals who are not actually connected with their firm, RIMPA reserves the right to cancel the privileges extended without liability or obligation to the exhibitor. **Badges are restricted to official registrants: Exhibitors, Conference Participants and invited guests of RIMPA.**
15. **FAILURE TO COMPLY** – If the Exhibitor or Table Occupant fails to install a product or display in the assigned space, or fails to man the space, or fails to pay the rent, or fails to comply with any other provision of this agreement, RIMPA shall have the right without notice to the Occupant to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem appropriate, and the Occupant agrees to pay any deficiency or any other loss or damage suffered by RIMPA resulting from such failure to comply.
16. **MANAGEMENT** – Should it be deemed advisable to transfer the management of the Convention or any part of it to a separate corporation set up by the Management for that purpose, the Management reserves the right to assign this agreement to such corporation.
17. **RULES** – The Organiser shall make rules and regulations and amend the same from time to time, and shall have exclusive final determination in the matter of the interpretation and enforcement of all such rules, regulations and amendments. Every agreement and representation must be in writing and signed by RIMPA to be binding, and this agreement cannot be altered, modified or cancelled by the Exhibit Occupant without the written consent of the RIMPA.
18. **CHANGE OF BOOTH** – Any successful requests for a change of stand will attract a fee of \$100 plus GST per stand change. Any cancellation fees that may apply will be levied on top of this charge.