



Every Queensland
community deserves
to be a liveable one

LGAQ ANNUAL CONFERENCE

SPONSOR & TRADE
PROSPECTUS

21-23

October 2024

Brisbane Convention
and Exhibition Centre



YOUR OPPORTUNITY

The LGAQ provides a unique platform for your business to:



understand the current local government environment



strengthen your brand with industry investors



target potential clients



explore latest market insight and approaching growth



develop synergies and connections



showcase and profile your products



find new business or launch new projects



network with industry and discover emerging trends



gain valuable perspective on industry directions

ATTENDEE PROFILE

The attendee profile is expected to be varied and will encompass: Queensland-wide



Mayors and councillors



Senior managers



Private sector innovation and technology leaders



Chief Executive Officers



Peak body and government representatives



ABOUT THE LGAQ

The Local Government Association of Queensland Ltd (LGAQ) is the peak body for local government in Queensland. We are a not-for-profit association set up solely to serve the state's 77 councils and their individual needs. The LGAQ is 100 percent council-owned and has been advising, supporting and representing local councils since 1896, assisting them to improve their operations and strengthen relationships with their communities.

We do this by

- ✘ connecting them to people and places that count
- ✘ supporting them to strive to innovate and improve service delivery through smart services and sustainable solutions
- ✘ delivering them the means to achieve community, professional and political excellence
- ✘ offering a range of support services and solutions to all council employees.

ABOUT ANNUAL CONFERENCE

The LGAQ Annual Conference is the largest and most important event in the local government calendar. Delegates who attend the conference have a unique opportunity to see how councils and the private sector are driving innovation and improving service delivery through smart and sustainable solutions.

As a sponsor or exhibitor of the LGAQ conference you have the exclusive opportunity to demonstrate your products and services to LGAQ members from across the state. The rapport your organisation will build with the delegates will serve your organisation well into the future, and as key decision makers push for the local government sector to stay ahead of trends and developments.

Opportunities for trade exhibitors and sponsorships are now available for this event and are limited, so please book early to avoid disappointment.

For those of you who are returning as a sponsor or exhibitor of the LGAQ Annual Conference, welcome back. To those of you who are joining us for the first time, welcome on board. We hope you find your partnership with the conference a rewarding experience from a relationship and networking perspective.

PROPOSED PROGRAM

Please note these timings are subject to change.

Sunday 20th October

2.00pm – 5.00pm Bump in & registration

Monday 21st October

8.00am – 9.00am Registration

10.30am – 11.00am Morning tea

12.30pm – 1.30pm Lunch

2.45pm – 3.15pm Afternoon tea

5.15pm – 7.30pm Welcome ceremony and networking drinks

Tuesday 22nd October

8.00am – 8.30am Registration

10.00am – 10.30am Morning tea

12.30pm – 1.30pm Lunch

4.05pm Day sessions end

6.15pm – 11.30pm Gala dinner



CONTINUED PROGRAM

Please note these timings are subject to change.

Wednesday 23rd October

8.30am Registration




10.15am – 10.35am Morning tea

12.30pm – 1.30pm Lunch

2.15pm Afternoon tea



SPONSORSHIP PACKAGE

Platinum Partner \$33,000.00 (incl GST)	Gold Sponsorship \$21,000.00 (incl GST)	Silver Sponsorship \$13,000.00 (incl GST)
SOLD	SOLD	SOLD
Five minute speaking opportunity to plenary.	Five minute speaking opportunity to plenary.	Logo displayed within the plenary throughout the conference.
Your logo on all conference communication material. Company profile and logo on the conference app.	Your logo on all conference communication material. Logo displayed within the plenary throughout the conference.	Your logo on all conference communication material.
Opportunity to network with key council delegates.	Opportunity to network with key council delegates.	Opportunity to network with key council delegates.
Company TVC to be played on a sponsor loop between breaks in the plenary throughout the conference.	Company profile and logo on conference app.	Company profile and logo on conference app.
		
Pavillion Frame - (3mx3m) 3m ExpoFab rear wall, full colourprint - Artwork provided by trade exhibitor <ul style="list-style-type: none">1x LED light1x 4amp power2x side fascia, colouredconference logo with company name printed on both side panels in black textWhite open back counter. Furniture package included - 1 table + 2 chairs/stools	Pavillion Frame - (3mx3m) 3m ExpoFab rear wall, full colour print - Artwork provided by trade exhibitor <ul style="list-style-type: none">1x LED light1x 4amp power2x side fascia, colouredconference logo with company name printed on both side panels in black textWhite open back counter. Furniture package included - 1 table + 2 chairs/stools	Pavillion Frame - (3mx3m) 3m ExpoFab rear wall, full colour print - Artwork provided by trade exhibitor <ul style="list-style-type: none">1x LED light1x 4amp power2x side fascia, colouredconference logo with company name printed on both side panels in black textWhite open back counter. Furniture package included - 1 table + 2 chairs/stools
Full conference registration for four representatives from your organisation, including: <ul style="list-style-type: none">networking drinksdaytime cateringfour tickets to the conference dinner are included in this package.	Full conference registration for three representatives from your organisation, including: <ul style="list-style-type: none">networking drinksdaytime cateringthree tickets to the conference dinner are included in this package.	Full conference registration for two representatives from your organisation, including: <ul style="list-style-type: none">networking drinksdaytime cateringtwo tickets to the conference dinner are included in this package.
Opportunity for a four slide PowerPoint presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.	Opportunity for a two slide PowerPoint presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.	Opportunity for a one slide powerPoint presentation on a sponsor loop to be played on plasmas throughout the trade exhibition area.
Ability to contact all conference delegates via conference app.	Ability to contact all conference delegates via conference app.	Ability to contact all conference delegates via conference app.



TRADE EXHIBITOR BOOTH

Trade exhibitor booth \$8030.00 (incl GST)

Trade display booth (3m x 3m) each booth area will feature:

- Pavilion Frame – 3mx3m
- 3m ExpoFab rear wall, full colour print – Artwork provided by trade exhibitor
- 1x LED light
- 1x 4amp power
- 2x side fascia, coloured conference logo with company name printed on both side panels in black text
- White open back counter.

Furniture package included – 1 table + 2 chairs / stools

- Bar package
- Café Package
- Tolix Package
- Available colours – white, black, green, orange, red, yellow.

Full conference registration for two representatives from your organisation including:

- Networking drinks on day 1 of the conference
- Daytime catering all days
- Ability to contact all conference delegates via conference app
- Opportunity to network with key council delegates.



COFFEE PARTNER SPONSORSHIP

Conference coffee partner
\$15,500.00 (incl GST)

Company logo on LGAQ Annual Conference page

Company logo placed on all disposable cups

Branding on coffee cart

Opportunity to network with key council delegates

Company profile and logo on conference app



Trade display booth (3m x 3m) each booth area will feature:

- Pavilion Frame – 3mx3m
- 3m ExpoFab rear wall, full colour print – Artwork provided by trade exhibitor
- 1x LED light
- 1x 4amp power
- 2x side fascia, coloured conference logo with company name printed on both side panels in black text
- White open back counter.

Furniture package included – 1 table + 2 chairs / stools

- Bar package
- Café Package
- Tolix Package
- Available colours – white, black, green, orange, red, yellow.

**Full conference registration
for two representatives
from your organisation, including:**

- networking drinks
- daytime catering.



ICE CREAM PARTNER SPONSORSHIP

Conference ice cream partner
\$15,500.00 (incl GST)

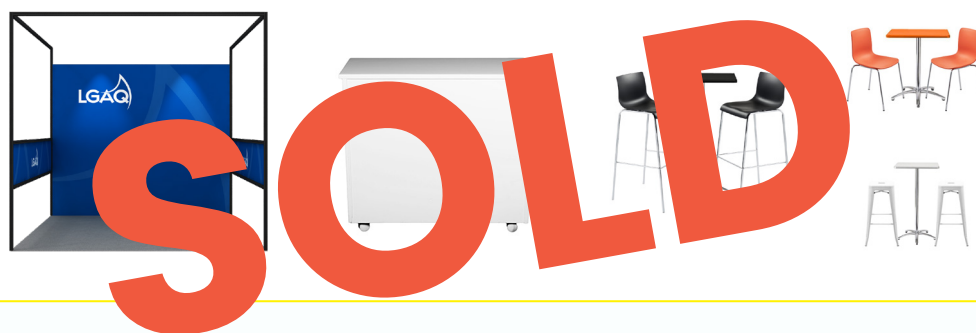
Company logo on LGAQ Annual Conference page

Company logo placed on branded serviettes

Company logo at ice cream cart

Opportunity to network with key council delegates

Company profile and logo on conference app



Trade display booth (3m x 3m) each booth area will feature:

- Pavilion Frame – 3mx3m
- 3m ExpoFab rear wall, full colour print – Artwork provided by trade exhibitor
- 1x LED light
- 1x 4amp power
- 2x side fascia, coloured conference logo with company name printed on both side panels in black text
- White open back counter.

Furniture package included – 1 table + 2 chairs / stools

- Bar package
- Café Package
- Tolix Package
- Available colours – white, black, green, orange, red, yellow.

Full conference registration for two representatives from your organisation, including:

- networking drinks
- daytime catering.



DONUT VAN SPONSORSHIP

Donuts and Donut Van Partner \$15,500.00 (incl GST)

Company logo on LGAQ Annual Conference page

Recognition of conference donut and donut van partner

Company logo lining on all donut trays

Opportunity to network with key council delegates

Company profile and logo on conference app



Trade display booth (3m x 3m) each booth area will feature:

- Pavilion Frame – 3mx3m
- 3m ExpoFab rear wall, full colour print – Artwork provided by trade exhibitor
- 1x LED light
- 1x 4amp power
- 2x side fascia, coloured conference logo with company name printed on both side panels in black text
- White open back counter.

Furniture package included – 1 table + 2 chairs / stools

- Bar package
- Café Package
- Tolix Package
- Available colours – white, black, green, orange, red, yellow.

Full conference registration for two representatives from your organisation, including:

- networking drinks
- daytime catering.



TERMS AND CONDITIONS

All exhibitors acknowledge that participation at LGAQ conferences and events implies certain responsibilities.

All details provided with this package are subject to change. Information contained within is provided in good faith, and it is expected that details will not change greatly between now and when the conference commences, however this cannot be guaranteed. LGAQ reserves the right to amend trade booth locations and allocations as well as all other aspects of the event including the program, speakers and stated times, may change. Any exhibitor likely to be impacted by any change will be kept informed.

The following terms and conditions are applicable to this event:

1. Execution and return of the participation form represents the exhibitors offer to sponsor and exhibit at the LGAQ Annual Conference
2. LGAQ acceptance of the supplier's offer will be communicated in writing and be subject to these terms and conditions (the "Sponsorship Agreement").
3. Following acceptance of the exhibitors offer, LGAQ will forward a tax invoice for the sponsorship package (the "Sponsorship Fee") which must be paid in full by the supplier within 30 days.
4. LGAQ may terminate the Sponsorship Agreement for convenience at any time and will in such circumstances return the paid Sponsorship Fee.
5. LGAQ may immediately terminate a Sponsorship Agreement where:
 - a. payment has not been received within 30 days of the tax invoice date;
 - b. the supplier is in breach of the Sponsorship Agreement and such breach cannot be remedied;
 - c. the supplier is in breach of the Sponsorship Agreement and fails to remedy such breach within 14 days of notice by LGAQ;
 - d. the supplier brings LGAQ into disrepute; or
 - e. where the supplier ceases to trade.
6. The Contractor may terminate the Sponsorship Agreement immediately by written notice
 - a. LGAQ is in breach of the Sponsorship Agreement and such breach cannot be remedied;
 - b. LGAQ is in breach of the Sponsorship Agreement and fails to remedy such breach within 14 days of notice by the supplier; or
 - c. Subject to clause 8 where LGAQ ceases to trade.
7. Exhibitors may terminate the Sponsorship Agreement for convenience at any time in writing to the Manager Stakeholder Engagement.
8. Where the supplier terminates the Sponsorship Agreement for convenience, it will be entitled to the following refund:
 - a. Written notification received before 16th September 2024 – 50%
 - b. Written notification received after 16th September 2024 – 0%
9. LGAQ may at its discretion refund a higher proportion of the Sponsorship Fee where it is able to secure a replacement sponsor for the same sponsorship package.
10. Cancellations of Function tickets are non-refundable if LGAQ is advised any later than 2nd October 2024. Please note all conference related functions will be invoiced after the event.
11. It is the responsibility of the supplier to notify LGAQ of any change to participation or involvement.
12. Exhibitors must meet all deadlines reasonably set by LGAQ or the venue (including, but not limited to, signage, registrations, printing, etc).
13. Exhibitors are required to follow all reasonable instructions provided by LGAQ or the venue (including, but not limited to, workplace health and safety, insurance, noise restrictions, damages, cleaning, venue limitations, venue compliance elements as well as any actions that are considered contrary to standard professional ethics).
14. Attendance at the conference is at the suppliers risk. LGAQ accept no liability whatsoever (other than as required at law) for any losses that the supplier may suffer.
15. The exhibitors agrees to indemnify LGAQ for any injuries (including death) and property damage caused or contributed to by the supplier or its employees, sub-contractors or agents.
16. Additional support booth staff registrations (ie available only for supporting the booth and NOT attending plenary sessions) will be charged per person per day – there is a maximum of two extra registrations per booth. However, if additional support booth staff wish to attend conference sessions the corporate registration fees apply. Additional support booth staff registrations may be swapped between staff at the conference with a maximum of four staff permitted per booth at any one time.
17. All registrations must be completed online for additional staff registrations and functions.
18. Unregistered persons may visit booths for a maximum of one hour and only with a Visitors Pass. Visitors must report to registration with a business card for identification purposes.
19. Booths may only be represented by one organisation.
20. Any other organisations such as suppliers or joint venture partners must register as a corporate registration or purchase a trade exhibition booth.
21. LGAQ functions and events are open only to registered exhibitors, sponsors, delegates/observers/corporates and accompanying persons.
22. All vehicles or any large equipment must be approved before being brought into an event. Please send all dimensions of products/materials prior to conference. Approval must be received from LGAQ and the venue.
23. Each gift sponsor is responsible for the distribution of all of their cobranded merchandise at a LGAQ conference or event.
24. LGAQ warrants that it has public liability insurance of at least \$10 million each occurrence with a reputable insurer and in respect of the LGAQ Conference and will provide a copy of the Certificate of Currency in respect of such insurance upon request by exhibitors.
25. Privacy LGAQ agrees to comply with the Privacy Act 1988 (Cth) whether or not that legislation applies to it and will not collect, use, disclose any personal information provided under this Agreement without express consent from the data subjects concerned.
26. Should there be a requirement for an event to be rescheduled, the LGAQ will endeavour to hold the equivalent event within the subsequent 12 month period (of the original event date). Any monies paid to the LGAQ under this agreement to continue to be held by the LGAQ for allocation to the rescheduled event.
27. Should there be a circumstance where the event cannot be rescheduled within the subsequent 12 month period (of the original event date) it will be deemed to have been cancelled. The LGAQ will make a full refund of all monies paid under this agreement in relation to a cancelled event.



Client: **LGAQ ANNUAL CONFERENCE 2024**

Venue: **BCEC**

Design: **BF/SF**

Expo/Event: **LGAQ ANNUAL CONFERENCE 2024**

Event Date: **21-23 OCTOBER 2024**

Date: **24/07/24**

Revision: **5**

Artist impression only. Colours, finishes, sizes and furniture may be different to actual build.

© COPYRIGHT EXPO EVENT SERVICES



EXHIBITION BOOKING FORM

We wish to exhibit at the 2024 LGAQ Annual Conference.

COMPANY DETAILS

Contact Name

Position

Organisation

Postal Address

..... State Postcode

Telephone Mobile

Email

Please indicate your choice of stand number(s) in order of preference (refer to floorplan):

1st Preference 2nd Preference 3rd Preference Amount \$

I/We understand that booths will be allocated in order of receipt of booking form and payment.

I/We agree to the sponsorship terms and conditions (refer to terms on page 10)

.....
Signed

.....
Date

SPONSORSHIP BOOKING FORM

We wish to participate in the 2024 LGAQ Annual Conference

COMPANY DETAILS

Contact Name

Position

Organisation

Postal Address

..... State Postcode

Telephone Mobile

Email

I/WE WISH TO SPONSOR THE FOLLOWING:

Sponsorship Package:..... Amount \$

Please indicate your choice of stand number(s) in order of preference (refer to floorplan):

1st Preference 2nd Preference 3rd Preference

I/We agree to the sponsorship terms and conditions (refer to terms on page 9)

.....
Signed

.....
Date



Every Queensland
community deserves
to be a liveable one

CONTACT US

ENQUIRIES

1300 542 700

EMAIL:

events@lgaq.asn.au



X

@LGAQ



INSTAGRAM

@localgovqld



FACEBOOK

/LocalGovQld



LINKEDIN

local-government-association-of-queensland/

