



Every Queensland  
community deserves  
to be a liveable one

# STRONGER COUNCILS STRONGER COMMUNITIES

LGAQ ANNUAL CONFERENCE 2023

SPONSOR & TRADE  
PROSPECTUS

**Monday 16 - Wednesday 18  
October 2023**  
Gladstone Convention  
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



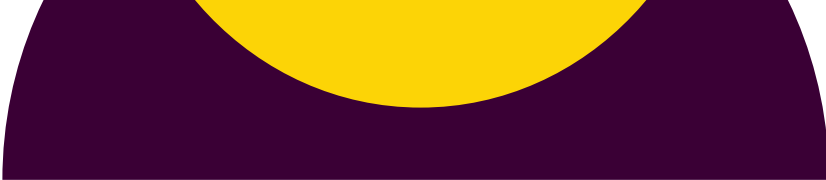
Private sector innovation and technology leaders



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.

## ABOUT ANNUAL CONFERENCE

The LGAQ Annual Conference is a key event in the local government calendar and the largest LGAQ event. 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.

## 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.

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 may change



## Sunday 15th October

2.00pm – 5.00pm      Bump in & registration

## Monday 16th October

8.00am – 9.00am      Registration

10.30am – 11.00am      Morning tea

12.30pm – 1.00pm      Lunch

2.45pm – 3.15pm      Afternoon tea

5.15pm – 7.30pm      Welcome ceremony and networking drinks

## Tuesday 17th 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 may change

Wednesday 18th October

8.30am Conference start



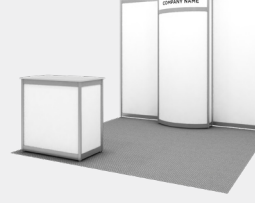
10.15am – 10.35am Morning tea

12.30pm – 1.30pm Lunch

10.15am – 10.35am Morning tea



# SPONSORSHIP PACKAGE

Platinum Partner \$33,000.00 (incl GST)	Gold Sponsorship \$20,000.00 (incl GST)	Silver Sponsorship \$13,000.00 (incl GST)
<b>SOLD</b>	FOUR AVAILABLE	THREE AVAILABLE
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.	Your logo on all conference communication material.
Opportunity to network with key council delegates.	Logo displayed within the plenary throughout the conference	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
		
Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.	Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.	Trade display pod (3m x 3m). Each pod area will feature:  20 letter fascia sign 1 x light 1 x 10amp power point 1 x white cupboard.
Full conference registration for four representatives from your organisation, including: • networking drinks • daytime catering • four tickets to the conference dinner are included in this package.	Full conference registration for three representatives from your organisation, including: • networking drinks • daytime catering • three tickets to the conference dinner are included in this package.	Full conference registration for two representatives from your organisation, including: • networking drinks • daytime catering • two 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 power-point 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  
\$7,150.00  
incl GST**

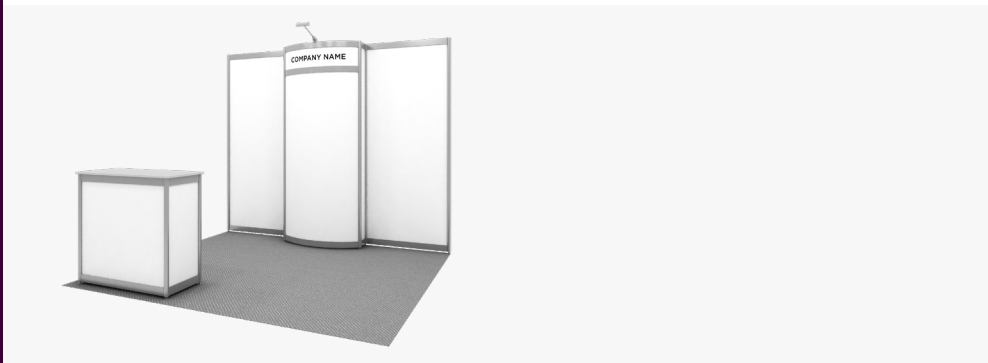
Opportunity to network with key council delegates

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

- 20 letter fascia sign
- 1 x light
- 1 x 10amp power point
- 1 x white cupboard

Full conference registration for two representatives from your organisations including:

- Network drinks
- Daytime catering
- Ability to contact all conference delegates via conference app.



# COFFEE PARTNER NAMING RIGHTS SPONSORSHIP

## Conference coffee naming rights sponsor \$14,500.00 (incl GST)

Company logo on LGAQ  
Annual Conference page

Company logo placed on all  
disposable cups.

Branding on coffee menus

Opportunity to network  
with key council delegates

Company profile and logo  
on conference app



### **Trade display pod(3m x 3m) Each pod area will feature:**

- 20 letter fascia sign
  - 1 x light
- 1 x 10amp power point
  - 1 x white cupboard

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

- networking drinks
- daytime catering



# HYDRATION PARTNER SPONSORSHIP



## Conference Hydration Partner \$14,500.00 (incl GST)

Company logo on LGAQ  
Annual Conference page

Company logo placed on  
reusable water bottles

Banding at water bubbler station

Opportunity to network  
with key council delegates

Company profile and logo  
on conference app

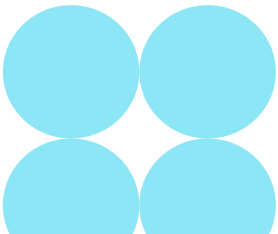


### Trade display pod(3m x 3m) Each pod area will feature:

- 20 letter fascia sign
  - 1 x light
- 1 x 10amp power point
- 1 x white cupboard

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

- networking drinks
- daytime catering



# ICE CREAM PARTNER SPONSORSHIP

## Conference Ice Cream Partner \$14,500.00 (incl GST)

Company logo on LGAQ  
Annual Conference page

Company logo placed on ice cream cups

Banding at ice cream cart

Opportunity to network  
with key council delegates

Company profile and logo  
on conference app



### **Trade display pod(3m x 3m) Each pod area will feature:**

- 20 letter fascia sign
  - 1 x light
- 1 x 10amp power point
  - 1 x white cupboard

### **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.

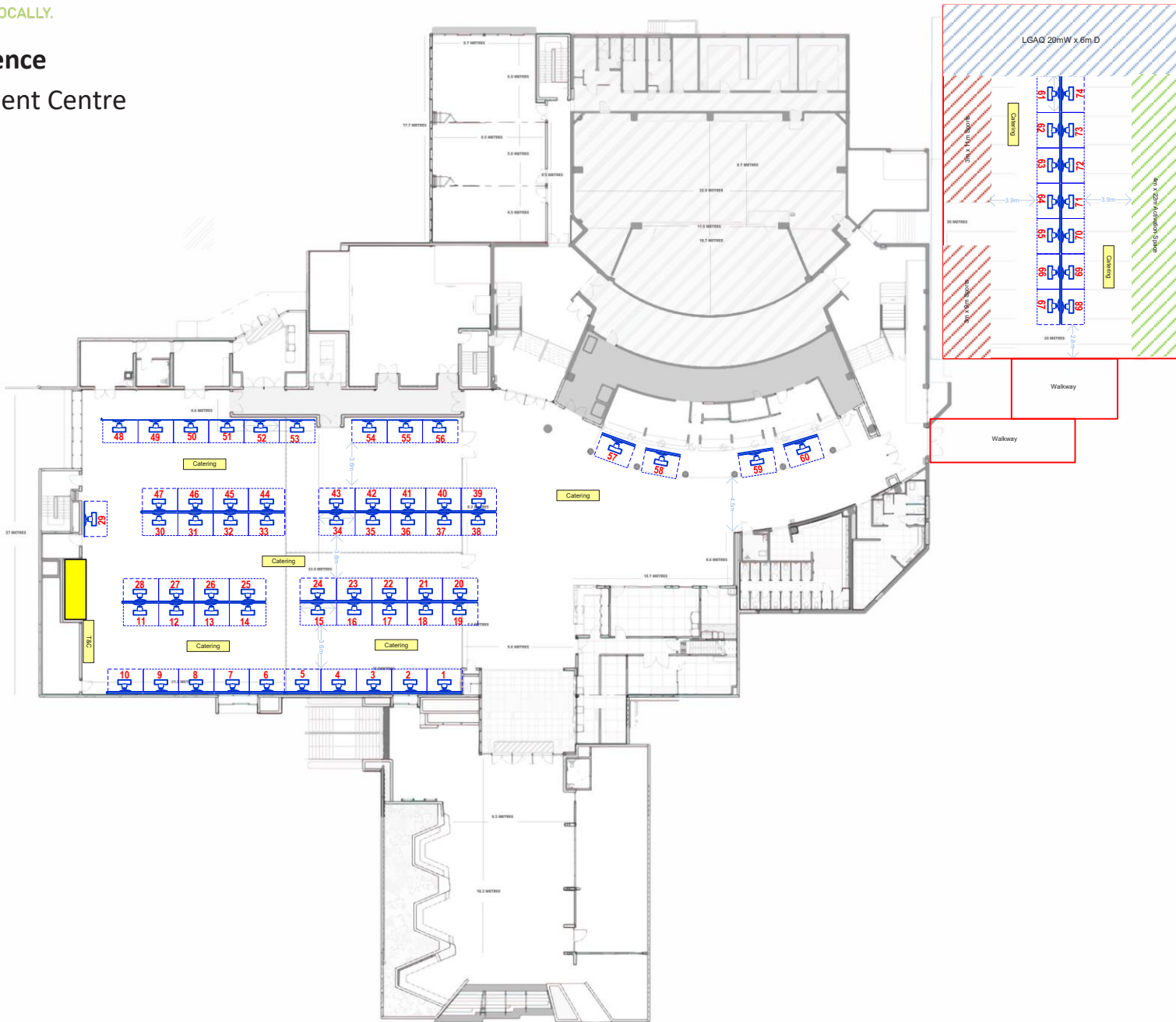
## The following terms and conditions are applicable to this event:

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 16<sup>th</sup> September 2023 – 50%
  - b. Written notification received after 16<sup>th</sup> September 2023 – 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 2<sup>nd</sup> October 2023. 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.

**LGAQ Annual Conference**  
Gladstone Entertainment Centre  
October 2023

**Legend**

- Exhibitor Booth
- Booth wall
- Fascia



**This plan is subject to venue approval.**

**Approved By** .....

**Name** .....

**Date** .....

**LGAQ 2023**  
Gladstone Entertainment Centre  
Plan: LGAQ23 Date Drawn: 07/06/2023  
Drawn By: BA Scale: 1:650mm

**Plan Specifications**  
74 - 3m x 2m Booths Networker Stands  
**This plan is subject to approval by the venue.**  
Copyright of this drawing is vested in NQ Exhibitions  
ABN 97 010 553 269

**NQ EXHIBITIONS**  
101 Newell St Cairns QLD 4870  
Tel: 07 4041 2703

# EXHIBITION BOOKING FORM

We wish to exhibit at the 2023 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):

1<sup>st</sup> Preference..... 2<sup>nd</sup> Preference..... 3<sup>rd</sup> Preference..... Amount \$ .....

Thank you for your expression of interest. We will provide you with further advice in due course.

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

I/We note that furniture, extra lighting and power is to be ordered from the Exhibition Contractor.

.....

Signed

.....

Date

# SPONSORSHIP BOOKING FORM

We wish to participate in the 2023 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):

1<sup>st</sup> Preference ..... 2<sup>nd</sup> Preference ..... 3<sup>rd</sup> Preference ..... Amount \$ .....

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

.....

Signed

.....

Date





Every Queensland  
community deserves  
to be a liveable one



## CONTACT US

### MEMBERS HOTLINE:

1300 542 700

### WEB:

[LGAQ.ASN.AU](http://LGAQ.ASN.AU)

### ADDRESS:

LOCAL GOVERNMENT HOUSE  
25 EVELYN STREET  
NEWSTEAD QLD 4006



TWITTER

@LGAQ



INSTAGRAM

@localgovqld



FACEBOOK

@localgovqld



LINKEDIN

[local-government-association-of-queensland/](http://local-government-association-of-queensland/)