



2024 LGA

**Roads & Works
Conference**

28-30 August

Adelaide Hills



**Sponsorship
Proposal**



Local Government Association
of South Australia



The Event

Roads and Works is back for 2024!

The LGA Roads & Works Conference will be held on Wednesday 28 and Thursday 30 August 2024, and will be hosted by the Mount Barker District Council. You are invited to join us in the picturesque Hahndorf and Adelaide Hills, South Australia for the premier 'all things outdoors' event for the local government sector.

The event will feature an opening Welcome Reception in the exhibition area on Wednesday 28 August, and an all-day conference and exhibition on Thursday 29 August. The popular conference dinner will be held on Thursday 29 August, followed by offsite Technical Tours on Friday 30 August.

The Welcome Reception and conference catering breaks will be held in the indoor sponsor exhibition area, allowing for valuable networking time with delegates.

As a sponsor of the 2024 LGA Roads & Works Conference you will have the opportunity to meet and build relationships with current and potential customers face-to-face. CEOs, senior council engineers, works managers and staff, Mayors and council members from all 68 metropolitan and country councils are invited and encouraged to attend. These are the people who make decisions about how and where more than \$1 billion will be spent in South Australia in the coming year.

To secure your sponsorship package for 2024 please complete the enclosed sponsorship application and return to events@lga.sa.gov.au.

For more information please email events@lga.sa.gov.au or call Megan Down on 08 8224 2080.

Program Outline

Wednesday 28 August 2024

Sponsor/Exhibitor bump in and heavy equipment display bump in
5:30pm - 7:30pm Welcome Reception in the sponsor exhibition area

Thursday 29 August 2024

- 8:15am Conference registration open, tea and coffee in the sponsor exhibition area
- 9:00am Conference sessions
- 10:30am Morning Tea in the sponsor exhibition area
- 11:00am Conference sessions
- 1:00pm Lunch in the sponsor exhibition area
- 2:00pm Conference sessions
- 3:30pm Working Afternoon Tea
- 4:00pm Conference sessions
- 5:30pm Conference close
- 7:00pm Conference Dinner

Friday 30 August 2024

Technical Tours

* please note the timings approximate at this stage and are subject to change



Sponsorship Opportunities

| Sponsorship levels | Premier Welcome Reception | Premier Conference | Premier Sit-Down Conference Dinner | Major | Display | Supporter* |
|---|---------------------------|--------------------|------------------------------------|---------|-----------|------------|
| Sponsorships available | 1 | 1 | 1 | 10 | 30 | 20 |
| Investment (all prices are inclusive of GST) | \$6,900 | \$6,900 | \$6,900 | \$4,200 | \$2,780 | \$1,700 |
| Pass(es) Welcome Reception (Wednesday evening) | 6 | 6 | 6 | 4 | 2 | 1 |
| Pass(es) Conference Sessions | 6 | 6 | 6 | 4 | 2 | 1 |
| Pass(es) Sit-Down Conference Dinner (Thursday evening) | 6 | 6 | 6 | 4 | 2 | 1 |
| Expo display: Inside | 3m x 1m | 3m x 1m | 3m x 1m | 2m x 1m | 2m x 1m | No |
| Expo display: Outside (10m x 10m) | Yes | Yes | Yes | Yes | No | No |
| Expo display: **Additional outside space negotiable from 10m x 10m allocated based on sponsorship level | Yes | Yes | Yes | Yes | Extra fee | No |
| Speaking position: 5 minutes within Program time allocated by LGA | Yes | Yes | Yes | No | No | No |
| Branding: Banner on or next to the main stage or entrance at the Welcome Reception | Yes | No | No | No | No | No |
| Branding: Banner on or next to the main stage at the Conference | No | Yes | No | No | No | No |
| Branding: Banner on or next to the main stage or entrance at the Sit-Down Conference Dinner | No | No | Yes | No | No | No |
| Branding: Corporate branding on event program | Yes | Yes | Yes | Yes | Yes | No |
| Branding: Corporate branding on R&W webpage | Yes | Yes | Yes | Yes | Yes | No |
| Branding: Holding slide during sponsored event | Welcome Reception | Plenary | Sit-Down Conference Dinner | No | No | No |
| Delegate listing: (only to those that have agreed to be contacted) | Yes | Yes | Yes | Yes | Yes | No |

Display space inclusions

- Space in the exhibition area as indicated above (as space permits)
- 1.8m trestle table with table cloth
- 2 x chairs
- 1 x power outlet
- Company name and logo on fascia sign
- ** Additional outside display space - \$1,150.00 (incl GST) per 10m x 10m space

Other sponsor promotional opportunities



Coffee Bar

\$2,500 incl GST (additional) – two positions^

An outstanding way to build your company's profile is to be a sponsor of the Coffee Bar. Baristas will be positioned in high traffic areas with the opportunity to place your company banners either side of the Bar. This partnership activity attracts an elevated level of interest and brand awareness due to the consistent visitation by delegates.



Lanyard

\$1,160 incl GST (additional)
– one position only^

Your company branded lanyards will be worn by all attending delegates. The branded lanyards and required quantity will need to be supplied to the LGA office (Frome St, Adelaide) prior to the Conference.

Demo your product & services

Price on Application

Promote and sell your product / service range directly to an audience who have an interest in buying or just take the time to more subtly promote your brand via a hands on demo session. Topics can be anything that assists local government professionals in their day to day roles.



For further information please contact:

Megan Down

Manager - Events

phone: 08 8224 2080 or email: events@lga.sa.gov.au

^ Conditions

1. Interest in any of these options is required to be identified on the Sponsorship Application form on submission and prior to COB 2 April 2024.
2. Allocation will be based on the order of receipt to the Organiser.
3. Sponsors will be contacted by the Organiser to confirm and finalise commitment.
4. A formalised agreement will be forwarded for signing and due to be returned by 12 April 2024.
5. All costs associated with sponsoring the LGA Roads & Works Conference will be invoiced and payable within 14 days.
6. All sponsors are expected to keep waste to a minimum and recycle wherever possible.



Sponsorship Application

Deadlines for submissions is by 2 April to be considered. Email: events@lga.sa.gov.au

| | | | |
|--|--|----------------|------------------------|
| Company name | | ABN | |
| Fascia sign name | | | |
| Address | | | |
| Suburb | State | Postcode | Mb |
| Contact name | | Position title | |
| Email address | | | |
| Sponsor / Exhibitor level applying for | | | |
| Preferences (1 st and 2 nd) | Sponsorship level (Number your preference order) | | Total Amount (inc GST) |
| | Premier Welcome Reception (1 position available) | | \$ 6,900 |
| | Premier Conference (1 position available) | | \$ 6,900 |
| | Premier Sit-Down Conference Dinner (1 position available) | | \$ 6,900 |
| | Major (10 positions available) | | \$ 4,200 |
| | Display (30 positions available) | | \$ 2,780 |
| | Supporter (20 positions available) | | \$ 1,700 |
| | Additional outside display | | \$ 1,150 |
| Please tick | Other sponsor promotional opportunities | | Total amount (inc GST) |
| | Lanyard promotion (1 position available) | | \$ 1,160 |
| | Coffee promotion (2 positions available) | | \$ 2,500 |
| | Design your own (upon negotiation) | | TBC |
| We accept the sponsor package as outlined in this 2023 prospectus and agree to the terms and conditions outlined on this application form. We agree to pay the sponsorship fee indicated (incl. GST) in accordance with the Sponsorship Application. | | | |
| Authorised Signature | | Print name | |
| Please attach a copy of your public liability insurance to your Sponsorship Application. | | | |

- Complete the Sponsor Application Form and return to the Organiser by 2 April 2024 - events@lga.sa.gov.au
- LGA will confirm receipt of your Sponsorship Application within 5 working days.
- The LGA's Roads & Works Committee will review all compliant Sponsorship Applications.
- Successful sponsorship applicants will be emailed the following information:
 - a sponsorship agreement which must be signed and returned to the Organiser by 12 April 2024.
 - an invoice - which must be paid 14 days from invoice.
- If either of 1 or 4 is not completed your sponsorship agreement may be cancelled.

General Conditions:

- In relation to sponsorship, completing the Sponsorship Application form does not automatically guarantee that your application will be successful;*
 - All sponsorships are limited and will be offered at the discretion of the Organiser;*
 - Premier Sponsors are only entitled to product exclusivity at the discretion of the Organiser;*
 - Major, Display and Supporter Sponsors may not necessarily have exclusivity of product;*
 - The Roads and Works Conference Organiser reserves the right to refuse a Sponsorship Application if there are a number of similar products/services being displayed.*
- The outside display area is limited. The Organiser will approve outside display areas at its discretion.



Terms and conditions

1. Definitions

'The Event' is the **LGA Roads & Works Conference to be held in Hahndorf from Wednesday 28 to Friday 30 August 2024.**

'Application' means an application to be a sponsor or exhibitor.

'Sponsor' means any person, firm, body corporate, unincorporated association or authority allocated space by the organiser of the event and includes all employees, agents and representatives of such person, firm, body corporate, unincorporated association or authority.

'Organiser' means the Local Government of SA (LGA), its employees, agents and contractors.

'Venue' means any venue in which official conference activities take place.

2. Application for participation and acceptance

Email Sponsorship Application to sponsorship@lga.sa.gov.au by 2 April 2024.

If successful the Sponsor will enter into a Sponsorship Agreement.

The organiser has the right to reject or accept any Sponsorship Application.

3. Sponsor obligations

- The Sponsor must comply with COVID 19 restrictions at the time of the event.
- The Sponsor will provide all necessary information and material required for the Organiser to carry out its obligations to the Sponsor, by the dates stipulated by the Organiser.
- The Sponsor will make good and compensate Venue for damage caused by any act or omission of the Sponsor or other persons arising from or in connection with the use of the exhibition venue by the Sponsor.
- The Sponsor must have the display space ready with all exhibits completed and available for display by the time specified by the Organiser before the opening of the Exhibition. All sponsors are expected to keep waste to a minimum and recycle wherever possible.
- Sponsors are responsible for any damage or loss of own goods & equipment left in the function area prior to or after the function & must secure all goods & equipment during the Event.
- All Sponsor deliveries to the Venue must be prior advised to the Venue and must be marked with the name and date of the Event and Sponsor. The Sponsorship Agreement will be terminated if the Sponsor does not pay the required fee 14 days prior to the event.

4. Exhibition space - standard fittings, design and signs

The Organiser agrees to provide the exhibition space, as detailed in this application, whereby applicable to the sponsorship level selected. The Organiser will ensure that exhibition positions will be allocated according to sponsorship value and on a first served basis should value be equivalent.

5. Assignment

The Sponsor may not assign its rights under the Sponsorship Agreement without the Organiser's prior written consent.

6. Terms of payment

The Sponsorship Agreement will be terminated if the Sponsor does not pay the required fee 14 days prior to the event. In the event of termination by the Organisers, the Sponsor will not be entitled to any form of compensation.

7. Withdrawals

The Sponsor will not withdraw, cancel, alter or reduce in any way their Sponsorship Application.

In the event the Sponsor withdraws after receipt of signed Sponsorship Agreement, the following terms shall apply:

Withdrawal, cancellation or reduction of agreement 60 days before event 50% of sponsorship value will be charged.

Withdrawal, cancellation or reduction of agreement 30 days before event 75% of sponsorship value will be charged.

Withdrawal, cancellation or reduction of agreement <30 days before event 100% of sponsorship will be charged.

8. Insurance and indemnity

The Sponsor shall take out and maintain a policy of public liability insurance for an amount of not less than \$5,000,000 during the Event. Please attach a copy of your public liability insurance to your Sponsorship Application.

The Sponsor will indemnify the Organisers against any cost, claim, liability and expense to which the organisers are in any way subject arising from or in connection with any act or omission of the Sponsor.

9. Compliance

The Sponsor will comply with all applicable laws and regulations and all reasonable directions from the Organiser and the owner of the exhibition venue.

10. Payment conditions

If your organisation is selected as a Sponsor, we will confirm this in writing and provide a formal agreement for signing.

You will then be invoiced with **full payment** to be received no later than 14 days from the invoice date.

Failure to comply with payment conditions will risk the forfeiture of sponsorship.