



HASTINGS SUSTAINABILITY SHOWCASE

1-2 MARCH 2019

PORT MACQUARIE RACECOURSE

PROSPECTUS FOR SPONSORS AND EXHIBITORS

The Port Macquarie Hastings Sustainability Network is a connection of individuals, businesses and organisations from the Port Macquarie Hastings area who are passionate about improving the social, environmental and financial sustainability of our region.

Event contact details: PMHSNevents@gmail.com

Website: pmhsn.org.au/hastings-sustainability-showcase

HASTINGS SUSTAINABILITY SHOWCASE

The Hastings Sustainability Showcase is organised by the Port Macquarie Hastings Sustainability Network, www.pmhsn.org.au. This event aims to educate, inform and inspire individuals and businesses on the latest ideas, products and trends in sustainability.

THE EVENT

The event is being run over two days:

- Friday 1st March 2019 between 12pm-5pm and afterwards a welcome reception between 5-8pm with guest speakers and networking opportunities.
- Saturday 2nd March 2019 between 9am-4pm.

The program will feature guest speakers, practical workshops, seminars and other events during the two days. Trade displays and food stalls will be located around the site.

Friday will include opportunities for local schools and other educational organisations and businesses. Saturday will have a more general focus.

The Showcase will focus on the following key sectors of sustainability:



Natural
environment



Built
environment



Goods &
services



Food &
agriculture



Transport &
infrastructure



Stationary
energy



Waste and
recycling



Health and
well-being



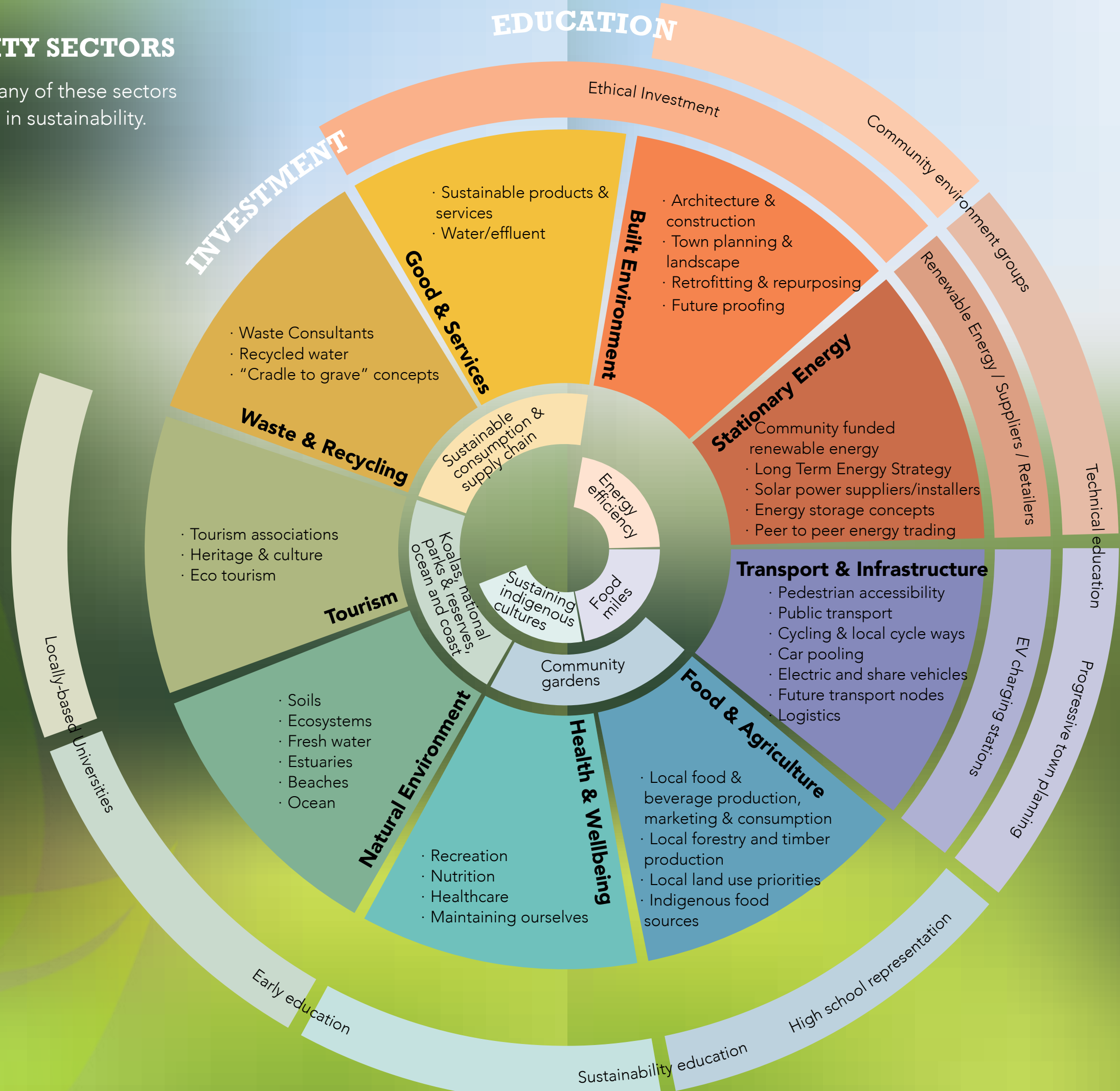
Tourism



Ethical
investment

SUSTAINABILITY SECTORS

If you are involved in any of these sectors then you are involved in sustainability.



VENUE

The Showcase and associated seminars will be held at Port Macquarie Racecourse, located adjacent to the Oxley Highway, Port Macquarie. The venue has comfortable indoor areas, undercover spaces and grassed areas for the use of delegates, exhibitors, and presenters. The Racecourse is conveniently located on a major road leading into town, has an abundance of parking and is easily accessible for visitors and exhibitors. Entry to the Showcase by the public will be by a gold coin donation.

WHO WILL BE THERE?

The Showcase is aimed at attracting the following groups:

- Local residents of Port Macquarie and surrounding area;
- Local community and Indigenous groups;
- Large and small businesses in our area;
- State and local government agencies; and
- Educational facilities from preschools to Universities.

ABOUT OUR REGION

Port Macquarie on the mid north coast of NSW, is experiencing strong residential growth and is a popular tourism destination. According to the 2016 ABS data, the population in this region was 620,000. The Port Macquarie Hastings Council Local Government Area (LGA) resident population is 81,202 (2017). Educationally, Port Macquarie is well served with three university campuses and TAFE.

The region has a well-developed health care sector and a growing small business sector. The value of agriculture to the mid north coast region in 2014-15 was \$930 million.

The town is a great location for conferences, seminars and expos as participants can learn while enjoying the beautiful natural setting. This includes fabulous beaches, an entertainment centre (art gallery and theatre), many restaurants and cafés and wilderness areas including rainforest.





SPONSORING & EXHIBITING

Our focus is on drawing exhibitors from around the Port Macquarie Hastings area and surrounding regions. We also welcome applications from organisations and exhibitors further afield.

Choosing to sponsor and/or exhibit at the Sustainability Showcase will provide an excellent opportunity to promote your name, organisation, business or agency, as well as your products, goods or services which offer benefits of sustainability practices. Exhibitors will be invited to hold workshops or seminars for attendees to experience your expertise in sustainability.

EXHIBITION AREAS

The exhibition areas will be laid out according to the site plan to the left. Exhibition sites will be available indoors, undercover, or outside on grassed areas. Indoor and undercover sites will have access to power.

For specific details please refer to the **Sponsor and Exhibitor Booking and Agreement Form** online at www.pmhsn.org.au/hastings-sustainability-showcase. Terms and Conditions are available at the end of this prospectus.

SPONSORSHIP & EXHIBITION OPPORTUNITIES

As a sponsor you will receive acknowledgements through logo placement, signage, links to your website, and recognition during announcements.

A range of sponsorship and exhibition opportunities is available and include:

- Major Sponsors
- Gold Sponsors
- Welcome Reception Sponsor
- Attendee Prize Sponsor
- Trade Exhibitors
- General Exhibitors – Market Stall /Food Vendor

MAJOR SPONSOR \$3000 (+GST)

- » Logo and hyperlink to your website on homepage of the Showcase website.
- » Logo and company profile on the exhibitors and sponsors pages of the Showcase website.
- » Logo on all promotional signage and marketing.
- » Verbal acknowledgement of your sponsorship during live radio advertisements.
- » Promotion on social media.
- » Opportunity to provide a speaker for one seminar session, with your logo displayed at the start and end of all seminars.
- » Logo prominently positioned on the sponsors and exhibitors thank you display, located at the entry to the exhibition.
- » Four complimentary tickets to the Welcome Reception on Friday evening.
- » Verbal acknowledgement of your contribution during the Reception.
- » Priority position and up to two 6x3m size exhibition sites for two days.

Your company needs to provide:

- » Company logo in high resolution JPG and EPS format.
- » 50 word company profile.
- » 1 minute promotional video on Showcase website (optional).
- » URL to be uploaded online.

GOLD SPONSOR \$2000 (+GST)

- » Logo and company profile on the Showcase website.
- » Logo on all promotional signage and marketing.
- » Promotion on social media.
- » Logo prominently positioned on the sponsors and exhibitors thank you display, located at the entry to the exhibition.
- » Three complimentary tickets to the Welcome Reception on Friday evening.
- » Verbal acknowledgement of your contribution during the Reception.
- » Priority position and one 6x3 size exhibition site, for two days.

Your company needs to provide:

- » Company logo in high resolution JPG and EPS format.
- » 50 word company profile.
- » 1 minute promotional video on Showcase website (optional).
- » URL to be uploaded online.

WELCOME RECEPTION SPONSOR - \$1500 (+GST)

The welcome reception will be held from 5pm – 8pm on the Friday evening in the exhibition area and will be open to sponsors, exhibitors, businesses and invited members of the public. This is an invitation-only event and we anticipate 200 attendees. A selection of light refreshments will be served.

Inclusions:

- » Logo and hyperlink to your website on the sponsorship page of the Showcase website.
- » Logo on signs placed on all food and beverage platters during the reception.
- » Option to provide promotional items, e.g. T-shirts, hats or aprons for the catering staff.
- » Four complimentary tickets to the Welcome Reception.
- » Option to supply a free-standing banner (approx. 1m x 2m high) for display in a prominent location as well as verbal acknowledgment as a Sponsor during the Reception.

Your company needs to provide:

- » Company logo in high resolution JPG and EPS format.
- » 50 word company profile.
- » 1 minute promotional video on Showcase website (optional).
- » URL to be uploaded online.

SHOWCASE ATTENDEE PRIZE SPONSOR

The Prize Sponsor provides a prize for an entry draw for attendees. Prize to be confirmed by organisers prior to approval of sponsorship. The sponsor has the right to obtain the contact details of those that have entered the draw to use for their own exclusive marketing purposes.

Inclusions:

- » Prize and sign at the main entry area. Attendees are given the option to provide contact details to go into the draw to win the prize.
- » Logo and hyperlink to your website on the Sponsors' page of the showcase website.
- » Acknowledgement of your company when announcing the prize winner (via website, email communication and media release).

Your company needs to provide:

- » Company logo in high resolution JPG and EPS format.
- » 50 word company profile.
- » 1 minute promotional video on Showcase website (optional).
- » URL to be uploaded online.

TRADE EXHIBITOR - \$100 (+GST)

- » Logo and company profile on the Showcase website (optional).
 - » Promoted at the Sponsors and Exhibitors thank you display, located at the main entry.
 - » Standard size (3x3m) exhibition site. Or large size (3x6m) for \$150 (+GST)
 - » Two complimentary tickets to the Welcome Reception on Friday evening.
- Your company needs to provide:
- » Company logo in high resolution JPG and EPS format.
 - » 50 word company profile.
 - » URL to be uploaded online.

GENERAL EXHIBITOR - \$75 (+GST)
(Market stall or food vendor only)

- » Standard (3x3m) exhibition site - outdoors undercover. Or Large (6x3m) for \$110 (+GST)
- » Sells local product or produce typically as a marketeer participant.
- » Complimentary ticket to the Welcome Reception on Friday evening.

DAILY RATES AVAILABLE - Friday only 35% full fee; Saturday only 70% full fee.
NOTE: **NOT-FOR-PROFIT** sustainability groups may be offered a site at the Sustainability Showcase at no cost on application.

COMPARISON OF ENTITLEMENTS

ENTITLEMENT	MAJOR	GOLD	OTHER
Logo and hyperlink to your website on Showcase website	Home page + Sponsors and exhibitors pages	Sponsors and Exhibitors pages	Sponsors and Exhibitors pages
Logo printed on all promotional signage and marketing	Yes	Yes	No
Verbal acknowledgement of your sponsorship during live radio advertisements	Yes	No	No
Promotion via social media	Yes	Yes	No
Logo displayed at the start and end of seminars	Yes	No	No
Logo included on the Sponsors and Exhibitors thank you display, located at the main entry	Yes	Yes	No
Complimentary tickets to the Welcome Reception	Four	Three	Two
Acknowledgement of your sponsorship at Welcome Reception or Prize Draw	Yes	Yes	Yes

SPONSORSHIP AND EXHIBITION TERMS AND CONDITIONS

1. Applications and payment

The organisers reserve the right to accept or reject any application. All transactions processed in AU\$.

Sponsors and exhibitors will be contacted to discuss your requirements, confirm your attendance and status on receipt and review of your agreement booking form.

Sponsors and Exhibitors will be invoiced directly by Charles Sturt University upon processing of your agreement form with payment due within 30 days of the date of the invoice. Exhibitors may obtain a full refund up to 7 days prior to the event following you notifying us in writing of you being unable to attend.

If full payment is not received by the due date, the organisers reserve the right to cancel your booking and to resell your exhibition booth/sponsorship category. Note: Daily rates are available.

2. Exhibits

Exhibition positions will be allocated at time of booking. The organisers reserve the right to change the Trade Exhibition Area Layout and/or the allocation of booth positions.

All exhibition materials such as furniture, marquees, signage etc. must be supplied by the exhibitor and kept within the exhibition booth or display space perimeter, unless approved by the organisers. Sub-letting and /or sharing of exhibition space is not permitted unless prior approval is given by the organisers.

If you need to organise contractors to assist in setting up your booth or display, it is essential you contact the organisers in advance and provide details, so that we can ensure a relevant insurance is held.

Care must be taken during setup, pack down and throughout the event to protect the floor. Carpet or felt must be used and attached to any internal hard surfaces and this is the responsibility of the exhibitor.

3. Cancellations

Cancellations by Sponsors must be made in writing to the organisers. Sponsors cancellation fee is 80% of total sponsorship payment value.

If the organisers cancel the event (e.g. due to insufficient interest), a full refund will be made.

Neither the organisers nor its employees, managers or agents shall have any liability

to sponsors or exhibitors if the event is cancelled, postponed or relocated due to circumstances outside the organisers' control.

Exhibitors may cancel up to 7 days prior to the event and will receive a full refund.

4. Liability & safety

The organisers take no responsibility for goods or materials lost, damaged or stolen at, or in association with the Hastings Sustainability Showcase. Sponsors and exhibitors are liable for any damage they cause to the venue or other exhibitions and exhibitors.

All exhibitors are required to prove they hold their own public liability (minimum 10 Million or 5 Million if your activities are deemed low risk (please discuss with the organiser) and product liability insurance. Details must be provided at time of booking

Food vendors are also required to carry a valid food supervisor certificate and notify NSW Food Authority with their details (refer to Food Safety Authority website).

Exhibitors cooking on site are to bring appropriate fire blanket and fire extinguishers.

All electrical appliances and leads used at the Showcase must carry safety inspection tags.

5. Showcase theme

In keeping with the sustainability focus for this event, all sponsors and exhibitors are expected to comply with the following conditions:

- Company can identify with at least one of the sustainability areas listed at the start of this prospectus.
- No plastic bags, plastic straws or balloons allowed on site please.
- No disposable polystyrene packaging allowed on site please
- Utilise the Showcase's waste-free food and beverage service systems
- Dispose responsibly of all waste at the end of the day.

(Port Macquarie Hastings Council and Midwaste will be assisting with waste management for this event).

The **Sponsor and Exhibitor Booking and Agreement Form** is available online at www.pmhsn.org.au/hastings-sustainability-showcase

Information in this prospectus is correct at the time of publication. The organisers



HASTINGS
SUSTAINABILITY
SHOWCASE

reserve the right to alter, remove or change any part of this document if the need arises. None of the aforementioned parties will be liable for actions based on information provided in this prospectus.

Publication Date: 14 January 2018