

# ORANA YOUTH FORUM

6 NOVEMBER 2024  
SPONSORSHIP  
& EXHIBITION  
PROSPECTUS





The inaugural **Orana Youth Forum 2024** provides an opportunity for **young people** in the region to hear from business, industry leaders, universities and training providers about **jobs for the future**.

The forum aims to provide employment opportunities and address the unique challenges faced by young people in today's competitive job market.

The Orana Youth Forum brings together a vast range of education and career providers to inspire our community, and students in years 10, 11, and 12 with their decision-making.

The event will include seminars and workshops as well as an exhibition space to showcase the variety of options available.

Our exhibitors consist of a large cross-section of vocational providers, apprenticeship and traineeship providers, and strong industry representation along with tertiary/University institutions who will be there to answer all your questions.

An outside exhibition space will provide a hands-on opportunity for students to see how machinery and robotics work in the industry to engage and entice them into the field.

The 2024 Orana Youth Forum is a unique opportunity to showcase your business, connect with prospective students and gain valuable exposure in the region. Don't miss out on this chance to promote your business.

## EVENT

### Forum Networking Meet & Greet

Tuesday 5 November 2024  
5pm - 7pm

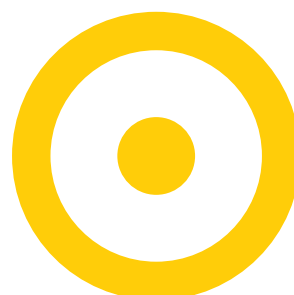
**The Exchange Orana**  
98 Macquarie St, Dubbo

---

### Orana Youth Forum

Wednesday 6 November 2024  
9am - 3pm

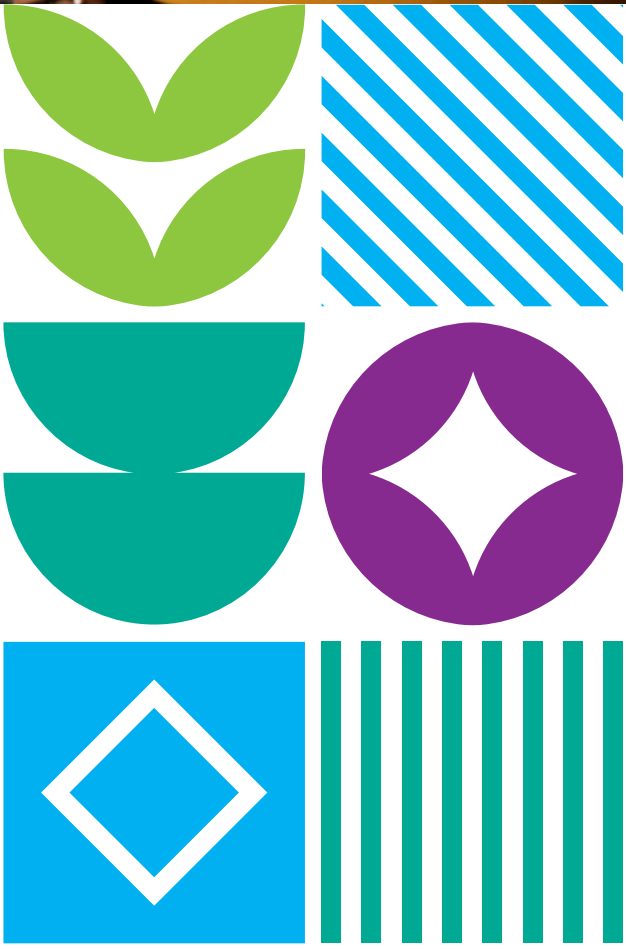
**Dubbo Regional Theatre and  
Convention Centre**  
155 Darling St, Dubbo







# SPONSORSHIP OPPORTUNITIES



# SPONSORSHIP OPPORTUNITIES

## OUR MARKETING CAMPAIGN: YOUR BRAND EXPOSURE

Your branding will be in front of thousands of people, guaranteeing enhanced reputation, profile and awareness amongst your target market.

The **2024 Orana Youth Forum** has an integrated marketing campaign being executed through the use of different marketing media, which includes:

### Forum program

The forum program will include sponsor profiles, contact details and logos. The program will be available both online and to every attendee.

### Digital marketing

The forum will use digital marketing techniques to reach the target market, including email marketing and social networking tools, including LinkedIn, Twitter and Facebook. A weekly newsletter will also be circulated, with sponsor logos embedded.

### Web

We've established a dedicated website for the **2024 Orana Youth Forum**. Pages within the site will include a list of sponsors, conference program and an online registration facility.

### External parties

We will be working directly with participating businesses and organisations, such as the Dubbo Chamber of Commerce, local government agencies and departments, education providers and more, to augment our marketing and promotional efforts.

### Media releases

An extensive PR campaign is planned and will be disseminated via press releases to television, newspaper and radio; the media releases will announce the forum's progress and developments, as well as forum highlights.

### Sponsor branding

Sponsors will receive branding on the conference program, website, banner adverts and articles on the website and unprecedented branding at the forum.

### You

We will work closely with sponsors to discuss how we can help with your marketing and branding to ensure you reach the right audience.



# SPONSORSHIP OPPORTUNITIES

## NAMING RIGHTS

\$20,000 + GST | 1 OPPORTUNITY

As a Partner, your organisation's profile will be front and centre of the region's only Youth Forum. You will collaborate with RDA Orana to tailor a partnership package that reflects your objectives and ensures your commitment to the Orana region is reflected.

### Inclusions and benefits

- Naming rights
- MC sponsor acknowledgement
- Keynote speaker address
- Major banner display in entry area and outside digital signage
- Sponsorship acknowledgement
- Prime exhibition space of your choice.

### Marketing and promotion

- Logo placement on digital assets related to the Orana Youth Forum including webpage
- Acknowledgement and tagging on the Orana RDAs social media platforms
- Acknowledgement in all Orana Youth Forum EDMs with a dedicated EDM sent to Orana RDA members on signing.

## PLATINUM SPONSOR

\$10,000 + GST | 2 OPPORTUNITIES

### Inclusions and benefits

- Trade display
- Keynote speaker
- Verbal acknowledgment by the MC during the forum opening session
- Display of two (2) banners in the main conference room.

### Marketing and promotion

- Logo placement on digital assets related to the Orana Youth Forum including webpage
- Acknowledgement and tagging on the Orana RDAs social media platforms
- Acknowledgement in all Orana Youth Forum EDMs with a dedicated EDM sent to Orana RDA members on signing.

## GOLD SPONSOR

\$5,000 + GST | 6 OPPORTUNITIES

### Inclusions and benefits

- One exhibition space
- Opportunity to facilitate session panel
- Logo to be featured on the holding slide for the session

### Marketing and promotion

- Logo placement on digital assets related to the Orana Youth Forum, including website
- Acknowledgement and tagging on the RDA Orana's social media platforms
- Acknowledgement in all RDA Orana's EDMs

## Partnership advantages

As a partner of the RDA Orana, you will:

- Raise your business profile
- Be seen as an industry leader
- Engage with industry leaders, policy makers and more.

## Promote your company

Promote your company to key decision-makers. These leaders come prepared and focused on hearing about products and services that will help to meet their goals and run their business, and provide solutions to our communities.

# SPONSORSHIP AGREEMENT

## BUSINESS DETAILS

COMPANY NAME

POSTAL ADDRESS

STREET ADDRESS

PHONE

MOBILE

EMAIL

## SPONSORSHIP LEVEL

NAMING RIGHTS  
(\$20,000 + GST)

PLATINUM SPONSOR  
(\$10,000 + GST)

GOLD SPONSOR  
(\$5,000 + GST)

## CANCELLATION POLICY

Cancellations will only be accepted before Friday, 4 October 2024, in writing and must be signed by the person whose signature appears on this form (or their nominee) and mailed or emailed to RDA Orana. Please tick below to indicate you agree with the above terms and conditions:

I HAVE READ THE RDA ORANA CANCELLATION POLICY

SIGNATURE

DATE

## FOR FURTHER INFORMATION

Please contact the CEO of RDA Orana

JUSTINE CAMPBELL

PHONE: (02) 6885 1488

EMAIL: [ceo@rdaorana.org.au](mailto:ceo@rdaorana.org.au)

[WWW.RDAORANA.ORG.AU](http://WWW.RDAORANA.ORG.AU)







# EXHIBITION OPPORTUNITIES



# EXHIBITION SITE PACKAGES

## FIXED BOOTH INSIDE

\$1,500 + GST

### Inclusions and benefits

- 3m x 2m exhibition space
- Fascia signage
- Two lights
- 1 power outlet
- Display table
- 2 x chairs
- White tablecloth (if required)

## OUTSIDE SITE

\$1,000 + GST

We provide you with a site only which will be located outside the Dubbo Regional Theatre and Convention Centre where you are required to provide your own ezyup/popup tents and furniture.

Please submit an expression of interest for an outside site including:

- Required site size
- Power requirements
- If you wish to have any items on display (eg., heavy machinery, scissor lift, robotics etc.)





# EXHIBITION APPLICATION FORM

## EXHIBITION SITE PACKAGES

- FIXED BOOTH INSIDE (\$1,500 + GST)       OUTSIDE SITE (\$1,000 + GST)

## COMPANY DETAILS

COMPANY NAME

CONTACT NAME

POSTAL ADDRESS

STREET ADDRESS

OFFICE PHONE

MOBILE

EMAIL

ABN

## ACCOUNTS DETAILS

ACCOUNTS CONTACT

ACCOUNTS EMAIL

ACCOUNTS MOBILE

## REPRESENTATIVE ATTENDING 2024 ORANA YOUTH FORUM

CONTACT NAME

CONTACT EMAIL

CONTACT MOBILE

# EXHIBITION BOOTH DETAILS

## Booth location

If you have a preferred location or wish to be near another exhibitor, please indicate below. Refer to the Exhibitor Floor Plan (page 11) for available site options.

**Note: While we will do our best to accommodate your preferences, specific booth locations cannot be guaranteed.**

## Fascia signage

Signs are designed to fit on the site's fascia and follow a standard, non branded design. Please indicate below how your sign should read.

**Note: All signs are in uppercase letters, with a maximum of 30 characters, including spaces. Be sure to write clearly.**

## Power

**All electrical leads must be tested and tagged** according to AS/NZS 3760 Standards. Electrical leads must not impede the flow of pedestrians or vehicles.

Please specify your power requirements below and provide additional details if necessary.

**1 POWER OUTLET (STANDARD)**

**REQUIRE 15AMP POWER**

**2 POWER OUTLETS**

**OTHER - PROVIDE DETAIL BELOW**

## Exhibitor activity and requirements

Please inform us of the activities you'll be conducting within your exhibition space. For example: *"We will be making complimentary toasted sandwiches," "We need 15-amp power for a cement mixer," "We have a slushy machine and will offer free samples," or "We will be displaying a vehicle on-site."*

A white tablecloth is included, please indicate below if you require one for your site.

### TABLECLOTH REQUIRED

**Please provide a detailed description of your exhibitor activity below:**

## Insurance

All exhibitors are required to provide a **Certificate of Currency** with a minimum of **\$20 million** in insurance coverage, as mandated by venue regulations. You can obtain this document from your insurance provider.

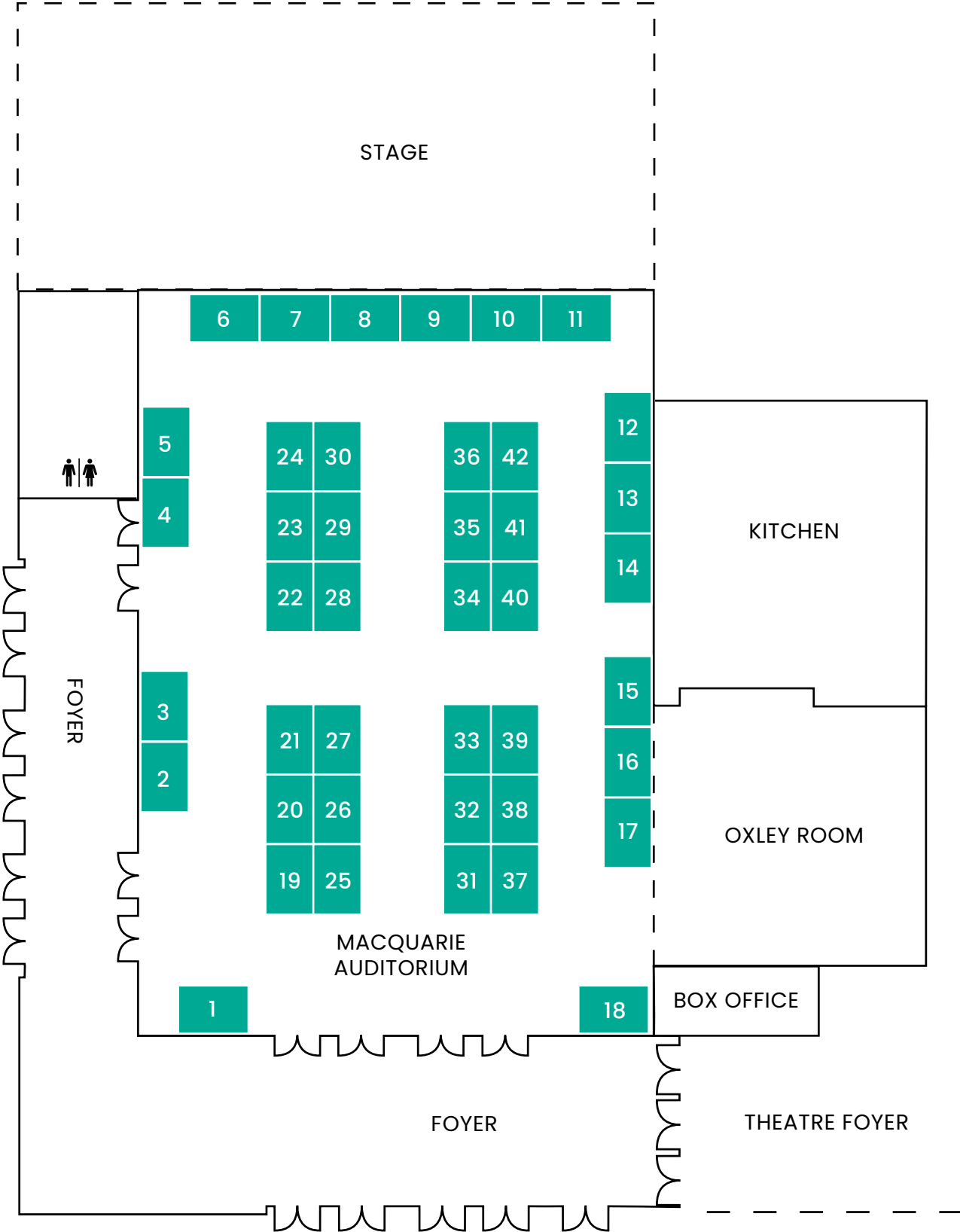
Please submit your Certificate of Currency with your application, or no later than **16 October 2024** as per the deadlines outlined below.

## Deadlines and times

Please be aware of the applicable application and payment deadlines as follows:

DATE	DETAILS
7 October 2024	Site applications close
11 October 2024	Last day to cancel without penalty
16 October 2024	Insurance certificate due Full site payment due

# FLOOR PLAN





# CHECKLIST

## APPLICATION CHECKLIST

I have emailed the following documents to [events@rdaorana.org.au](mailto:events@rdaorana.org.au):

Completed **Exhibitor Application Form**

Completed **Exhibition Booth Details Form**

Certificate of Currency (**\$20 million**)

Company logo (prefer PNG file)

## ACKNOWLEDGEMENT OF REQUIREMENTS

**Certificate of Currency and Full Payment** are due no later than **16 October 2024**.

I have read and understood all information pertaining to the Orana Youth Forum 2024, including the terms and conditions set out in this document.

## FOR FURTHER INFORMATION

Please contact the Event Manager

KATE WADE

PHONE: 0407 781 607

EMAIL: [events@rdaorana.org.au](mailto:events@rdaorana.org.au)

[WWW.RDAORANA.ORG.AU](http://WWW.RDAORANA.ORG.AU)



ORANA

# TERMS AND CONDITIONS

## EVENT AGREEMENT

- Regional Development Australia (RDA) Orana proposes to conduct an Event to facilitate information sharing, business, and networking opportunities to stakeholders within the Orana region.
- The Sponsor wishes to sponsor the event.
- Upon written acceptance by the Sponsor (by way of the Application Form).

## 1 SPONSORSHIP FEES

- The balance of the Sponsorship Fee is payable by the Sponsor to RDA Orana on completion of the Application Form.
- The terms of payment on the Application Form/Invoice may only be altered as agreed by RDA Orana.

## 2 PAYMENT OF EXHIBITOR FEES

- On confirmation of the Booking, the Organiser will:
  - a. issue an invoice to the Exhibitor for the Fee
  - b. arrange the Exhibitor's Site specifications with contractors;
  - c. upon receipt of the Fee, issue the Exhibitor an allocated area to set up its site at the Event
- The location of the Exhibitor's Site will be at the Organiser's sole discretion, and the Exhibitor will be notified of this location prior to the Event.
- If the Exhibitor fails to make full payment of the Fee by the due date, the Organiser reserves the right to make the site available to other exhibitors.
- The Exhibitor must not occupy a site at the Forum until all Fees owing to the Organiser have been fully paid.

## 3 SPONSOR INTELLECTUAL PROPERTY

- The Sponsor must provide an image of their logo in the format of .jpeg or .png in a resolution of no less than 940 x 780 pixels along with other details as required (e.g. contact details, trademarks, etc.) to RDA Orana within ten(10) days of the sponsorship becoming confirmed.
- The Sponsor shall indemnify RDA Orana from and against all claims, liabilities, losses (including fines and penalties), damages, and reasonable costs arising from any claim, suit, or action (including legal costs and expenses) arising from reliance on information provided by the Sponsor for use by RDA Orana or for any breaches of third party intellectual property.

## 4 SPONSOR OBLIGATIONS

- The Sponsor must exercise the rights and pursue the opportunities granted under this agreement in a manner consistent with the good name, goodwill, reputation and image of RDA Orana and the Event and in compliance with all applicable laws, regulations and industry standards.
- The Sponsor must comply with any brand guidelines or other reasonable directions provided by RDA Orana when using RDA Orana's intellectual property.
- In order to limit costs, RDA Orana may in its sole discretion limit the number of colours used to print sponsor logos.
- All sponsorship materials must be submitted to RDA Orana as directed by RDA Orana.

- The Sponsor:
  - a. grants to RDA Orana non-exclusive royalty-free license to use any of the Sponsor's intellectual property provided to RDA Orana to promote and market the Event.
  - b. warrant that it owns, is licensed to use and/or is solely entitled to use the Sponsor's intellectual property in Australia.
  - c. indemnifies RDA Orana against any claims, demand, suits, loss or damages(including legal costs on a full indemnity basis)
  - d. to the extent that such actions arise out of a claim that use by RDA Orana of the Sponsor's intellectual property under this clause infringes any intellectual property rights of a third party.
  - e. warrants that any Sponsor content published, displayed, broadcast, advertised, exhibited or otherwise promoted by the Sponsor:
    - i. shall comply with any specifications stated by RDA Orana
    - ii. is truthful and accurate in all respects with all applicable laws (including the provisions of the ACL and any relevant State or Territory Law)

## 5 SPONSORSHIP OPTIONS

- Sponsors may apply for sponsorship of single or multiple Sponsorship Packages. Should the Sponsor be interested in sponsoring an arrangement that is not listed within the Prospectus then it may contact RDA Orana to discuss possible preferences.
- RDA Orana may offer alternative Sponsorship Packages under this clause in its absolute discretion.

## 6 PARTICIPATION AND BOOKINGS

- Participation in the Event by the Exhibitor is subject to:
  - a. the acceptance of the Exhibitor by the Organiser at its complete discretion
  - b. the Exhibitor completing the booking, registration and payment process.
- Acceptance will be expressly confirmed in writing by the Organiser upon receipt of the fully completed booking form.
- Bookings will close on the Final Booking Date unless sold out prior. An Exhibitor's Booking cannot be transferred, shared with or on-sold to another organisation.

## 7 MANNING OF SITE

- The Exhibitor agrees to staff and continuously keep the Exhibitor's site open throughout the course of the Forum until close.
- Staff/volunteers will not solicit outside the allocated booth area
- Failure to man the site appropriately will result in the forfeiture of the security payment of \$250.

# TERMS AND CONDITIONS (CONTINUED)

## 8 EXHIBITOR OBLIGATIONS AND CONDUCT DURING EVENT

- The Exhibitor must not cause any obstruction to other exhibitors or public space at the venue, or modify their site and/or floor, or set up machinery or structures on their site without prior consultation with and approval from the Organiser. This includes, but is not limited to, the installation of coffee machines, popcorn machines or other food preparation devices.
- Exhibitors wishing to distribute any type of food or beverage item from their site must seek approval from the Organiser and the venue at least 8 weeks prior to the Event. Costs may apply. The Organiser takes no responsibility for allergic reactions, sickness, injury or death resulting from any food or beverages distributed by Exhibitors to attendees.
- The Exhibitor must ensure that its activities, furniture, promotional material and signage do not interfere with the good order and safety of the Event or with any other exhibitor. Furniture and promotional material must be contained within the space allocated to the Exhibitor. Aisles and public spaces must be kept clear. The Organiser reserves the right to take the appropriate action to enforce this requirement including, but not limited to, the removal of any signage, furniture or promotional materials.
- The Exhibitor is responsible for the safety and security of its products and site. Material at its site must not be left unattended at any time during the Event. Goods are left at the Exhibitor's site and/or Exhibitor storage area at the Exhibitor's own risk.
- The Exhibitor must confine its activities to the space allotted to it by the Organiser. The Exhibitor is not permitted to distribute promotional material or promote its organisation anywhere other than from its own site. This includes venue aisles and external areas of the Event venue. The Organiser reserves the right to take the appropriate action to enforce this requirement.
- The Exhibitor must not pack up its site partially or in any fashion before closing time on the day of the Event.
- The Exhibitor must not leave any goods or promotional material at its site after 6pm on the day of the Event.
- No site sharing, sub-letting or co-branding of sites is permitted. If the exhibitor wants to share, sub-let or co-brand their booth it must be approved by the Organiser in writing.
- The Exhibitor is only permitted to exhibit its own products or services at the Event.
- Trolleys and moving vehicles are not permitted in the venue while the Event is open to the public. Goods must be hand carried to the Exhibitor's site while the Event is open to the public. Restocking of goods using trolleys must be done before the Event opens and removal only after the closing time of 3.30pm.
- It is the responsibility of the Exhibitor to leave the site clean and tidy during the Event and on bumping out. The Exhibitor shall forfeit their security payment of \$250 in the Event that this condition is contravened.
- The Exhibitor must comply with all relevant occupational health and safety requirements and venue guidelines affecting its participation in the Event.
- The Organiser reserves the right to refuse admission to or eject

the Exhibitor or its representatives from the Event due (but not limited) to:

- a. failure to comply with these terms and conditions; or
  - b. representing a security risk, nuisance or in any way interfering with the operation or integrity of the Event.
- Exhibitors shall comply with all State and Commonwealth legal requirements as well as any rules of the venue.

## 9 CUSTOMISED SITES

- Any plans or request by the Exhibitor to erect a Customised Site on the allocated site, must be
- submitted in writing to the Organiser for approval by the Customised Site Booking date.
- A proposed plan of the Custom Site must accompany this request.
- Customised Sites must fit within the allocated area and must not impede or obstruct patrons and exhibitors
- No Customised Sites will be considered after this date.

## 10 BREACH OF AGREEMENT

- Any breach of this agreement will result in RDA Orana taking whatever action it considers appropriate against the Sponsor including, but not limited to, prohibiting in whole or in part or rejecting the Sponsor, its servants, agents, contractors, or employees from participating in the Event.
- Failure by the Sponsor to comply with this agreement will result in damages including but not limited to the Sponsor forfeiting any and all payments made to RDA Orana.
- The Sponsor agrees to pay RDA Orana any expenses reasonably incurred by RDA Orana in enforcing its rights against the Sponsor under this agreement, including but not limited to legal expenses.

## 11 ASSIGNMENT

- Sponsors agree to RDA Orana distributing promotional materials for the Event and regional or industry updates to their designated contact.
- The Sponsor agrees that their designated contact shall use all reasonable resources including but not limited to, social media, email to distribute promotional material to their networks on behalf of RDA Orana.

## 12 CANCELLATION AND REFUNDS

- RDA Orana reserves the right to cancel the Event in the event it receives an insufficient number of registrations, or for any other reasonable grounds, as determined by RDA Orana.
- If the Event is cancelled in accordance with clause 7.1, subject to applicable laws, the maximum liability of RDA Orana is limited to a refund of any payments made under this agreement.
- An Exhibitor may cancel its booking and receive a refund of 30% of the Fee paid, subject to providing written notice of the cancellation to the Organiser no later than the Final Cancellation Date.
- No refunds will be provided for cancellations made by an Exhibitor after the Final Cancellation Date
- If a Sponsor wishes to cancel a confirmed sponsorship, RDA Orana, without prejudice to any other rights under this agreement, shall agree to cancellation of confirmed sponsorship at the sponsors request if and only if all of the following conditions are met:



# TERMS AND CONDITIONS (CONTINUED)

- a. a request is received in writing by RDA Orana on or before 5.00pm on the cancellation date
  - b. the reason given for the request of cancellation is, in the opinion of RDA Orana, reasonable and well-founded as determined by RDA Orana acting in its sole discretion.
- If conditions of clause 12.4 are met, RDA Orana shall retain the following monies by liquidated damages and not by way of penalty:
    - c. 50% of the sponsorship fee in relation to the confirmed sponsorship; if the cancellation request is received on or before the cancellation date
    - d. 100% of the sponsorship fee in relation to the confirmed sponsorship if notice of the cancellation is given after the cancellation date.

## 13 CHANGES TO EVENT

- The Organiser reserves the right to amend the dates or venue for holding the Event, to close the Event or vary its hours, or to vary or add to the format of the Event as is necessary or required by law, and to the extent permitted by law will not be liable for any loss to the Exhibitor arising from such a change.
- The Organiser reserves the right to determine, amend or alter the location of the Exhibitor's site and the Exhibitor undertakes to agree to such.

## 14 CONFIDENTIALITY

- Neither party may disclose any confidential information of the other party without obtaining the prior written consent of the other party.
- A party may disclose any confidential information:
  - a. to its employees, officers, and agents on a need-to-know basis provided that they comply with the obligations of this clause.
  - b. if required to do so, to the extent that the disclosure is required by law
  - c. to any professional advisors, provided that they comply with the obligations of this clause.

## 15 TERMINATION

- RDA Orana fully reserves its rights to immediately cancel, refuse and withdraw the Sponsor from the Event and any rights it may have under this agreement, without notice, where the Sponsor is in breach of this agreement, in which event the Sponsor will immediately withdraw from publication, display, broadcast, advertisement, exhibition or otherwise any Sponsor owned content in relation to the Event.

## 16 FORCE MAJEURE

- RDA Orana will not be liable to the Sponsor for any loss suffered, nor be in default under this agreement for any delay, failure or interruption resulting directly or indirectly from industrial action, blackouts, fire, war, terrorism, civil or military unrest, explosions, earthquakes, floods, labour disputes, acts of God or any other event or cause beyond the control of RDA Orana, or if the attendance at the Event is adversely impacted by any of the causes nominated by this clause. In all such circumstances, RDA Orana shall be entitled to retain all payments paid by the Sponsor.
- An event under clause 16.1 will not affect or prejudice the right of RDA Orana to pursue outstanding payments owed to RDA Orana by the sponsor.

## 17 LIABILITY

- The Sponsor, to the fullest extent permissible under law, indemnifies and releases RDA Orana, its employees, contractors and agents from and relation to all actions, suits, proceedings, losses, claims, demands and costs which may be brought against RDA Orana, its employees, contractors and agents by any person, firm or entity for all damage, loss, injury (including death), costs or expenses caused directly or indirectly to or suffered by any person, firm or entity as a result of or arising out of any breach of this agreement or any actual or alleged default by the Sponsor of the agreement or resulting directly or indirectly from the Sponsor's sponsorship or participation in the Event.
- RDA Orana, to the fullest extent permissible under law, will not in any circumstances be liable for any loss, damage or injury which may occur to the Sponsor, its employees, or any third party, or for any damage to property including damage to exhibits, plant, equipment, fixtures, fittings, display stock or other property whatsoever or for any loss of profits suffered however caused.
- RDA Orana, to the fullest extent permissible under law, will not be liable for any damage or loss to Sponsor's properties by fire, theft, accident, or any other cause or for any indirect or consequential damages arising from any breach of this agreement or otherwise relating to or arising from the sponsorship of the Event.

## 18 INSURANCE

- The Exhibitor shall affect public liability insurance of at least \$20 million for the Exhibitor's Site covering loss from public risk, fire and theft with the Organiser's interest under this clause noted on the policy, and the Exhibitor will produce the certificate of currency and the policy relating thereto along with their application to exhibit at the Event.

## 19 INTELLECTUAL PROPERTY

- The Sponsor shall indemnify RDA Orana from and against all claims, liabilities, losses (including fines and penalties), damages and reasonable costs arising from any claim, suit or action (including legal costs and expenses) arising from reliance on information provided by the Sponsor for use by RDA Orana or any breaches of third party intellectual property.

## 20 VARIATIONS

- No agreement as between the parties varying or amending this agreement shall have any force or effect unless it is committed to writing and signed by the parties.

## 21 RELATIONSHIP

- The parties agree that nothing in this agreement shall constitute a partnership, agency, employer/employee relationship or joint venture arrangement between them.

## 22 SEVERABILITY

- If any clause or part thereof in this agreement becomes invalid or is rendered unenforceable or prohibited then such clause(s), or part thereof, will be severable without invalidating or affecting the validity of the remainder of this agreement, which shall continue in full force and effect.

## 23 SURVIVAL ON TERMINATION

- All indemnities survive termination of this agreement.