



2024 NATIONAL CONFERENCE MELBOURNE

16 - 18 OCTOBER 2024

SPONSORSHIP & EXHIBITION PROSPECTUS





Table of Content

03	CEO's message & about the AICM & 2024 Conference details
04	AICM members & conference audience
05	Destination & venue
06	Exclusive opportunities
07	Engagement opportunities
08	Conference floor plan
10	Booking form
11	Terms & conditions



2024 NATIONAL
CONFERENCE
MELBOURNE
16 - 18 OCTOBER 2024

Showcase your products or services to over 450 delegates!

Message from the CEO



AICM invites your organisation to participate in the 2024 AICM National Conference, the most anticipated event of the year for the credit profession.

Our conference offers a unique opportunity for attendees to

learn from leading experts about the latest developments, tools, ideas, knowledge, and innovations in the credit management industry. It creates an interactive forum where professionals can connect with industry peers, thought leaders, and innovative credit solution providers, fostering a collaborative environment to exchange cutting-edge strategies and insights that are essential to improve business performance and advance the credit profession.

Now more than ever, credit professionals are looking at ways of working smarter not harder, they are yearning for information to help them improve the outcomes of commercial and consumer credit functions.

The 2024 conference will be held in Melbourne. Our chosen venue is Melbourne Pullman on the Park. The hotel has spacious exhibition and conference facilities providing abundant networking opportunities.

Looking forward to seeing you there.

Nick Pilavidis FICM CCE
Chief Executive Officer,
Australian Institute of Credit Management

About the AICM

The Australian Institute of Credit Management (AICM) is Australia's leading professional member body for commercial and consumer credit management professionals across all industries and sectors, and the only credit industry-specific Registered Training Organisation in the country.

The AICM was founded in 1937, incorporated in 1967 and has established a trusted reputation as the professional body for setting professional standards and providing for the education, career needs and interests of all who work in the Credit Industry.

Conference details

Venue:
Melbourne Pullman on the Park,
Victoria

Date:
Wednesday 16 - Friday 18 October
2024

Exhibition times:
Wednesday 16 October, 1 pm - 6pm
Thursday 17 October, 8am - 5pm
Friday 18 October, 8am - 2pm

Leadership Forum:
Wednesday 16 October, 9am -
12pm

Welcome Reception:
Wednesday 16 October, 5pm -
6pm

President's Dinner:
Thursday 17 October, 7pm - 11pm



2024 NATIONAL CONFERENCE
MELBOURNE
16 - 18 OCTOBER 2024



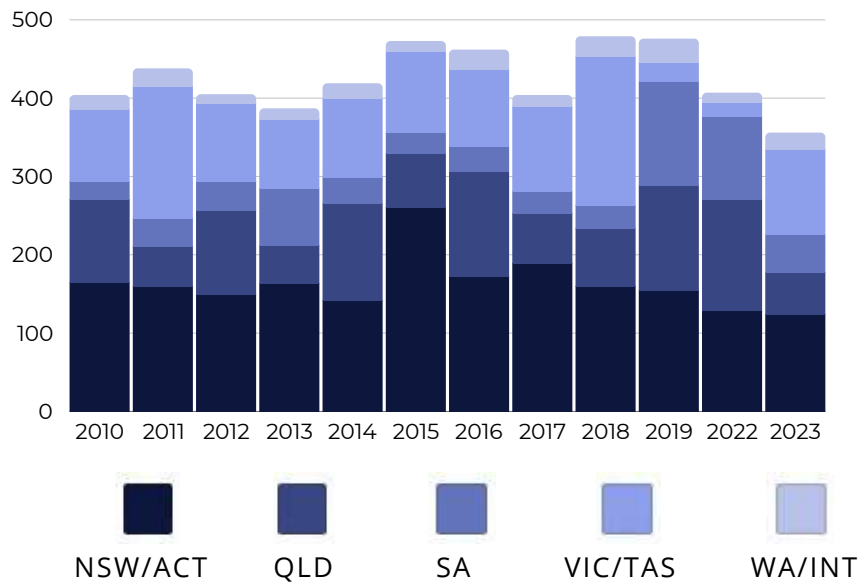
Conference audience

Target audience within Australia and overseas

- Credit Managers
- Chief Accountants
- Chief Financial Officers
- Account Receivable Managers
- Loss and Recovery Managers
- Insolvency Practitioners
- Lawyers
- Collection Personnel
- Compliance Managers
- Credit Analysts
- Risk Officers
- Debt Recovery Professionals

Attendees by State 2010 - 2023 Conferences

- 2023 - Adelaide
- 2022 - Brisbane
- 2019 - Gold Coast
- 2018 - Melbourne
- 2017 - Canberra
- 2016 - Gold Coast
- 2015 - Sydney
- 2014 - Gold Coast
- 2013 - Adelaide
- 2012 - Gold Coast
- 2011 - Melbourne
- 2010 - Gold Coast



AICM members

The National Conference forms a core part of how the AICM achieves our goals of educating, developing and recognising the experience of over 3,000 individual members working in a broad spectrum of industries in both consumer and commercial credit.

AICM members hold positions in all sectors of the finance industry including credit control, business information, mercantile services, insurance, risk management, recruitment, business technology, insolvency and turn-around management.



Destination Melbourne



Melbourne, often acclaimed as the world's most liveable city, beckons travellers with its unique blend of cultural richness, sporting passion, and architectural splendour. This Australian city is a melting pot of cultures, where more than 200 nationalities contribute to a vibrant tapestry that is reflected in its food, art, and community events. Federation Square pulsates with the energy of exhibitions and concerts, while the historic laneways, adorned with street art, offer a glimpse into the city's creative soul.

Sports enthusiasts will find their haven in Melbourne, home to prestigious events like the Australian Open and the AFL Grand Final. The city's love for sports is palpable, especially at the iconic Melbourne Cricket Ground, which stands as a testament to its rich sporting history. For those seeking a serene escape, the Yarra River provides a picturesque backdrop against the city's stunning skyline, best admired from vantage points like the Eureka Tower's Skydeck.

In essence, Melbourne is a city that celebrates diversity and innovation, making it an irresistible destination for anyone looking for an urban adventure infused with culture, sports, and gastronomy.

Venue: Melbourne Pullman on the Park



With a stay at Pullman Melbourne on the Park, you'll be centrally located in Melbourne, a 6-minute walk from Melbourne Cricket Ground and 14 minutes by foot from Rod Laver Arena. This luxury hotel is 1.1 mi (1.7 km) from Princess Theatre and 1.6 mi (2.6 km) from Melbourne Central.

Make yourself at home in one of the 419 guestrooms featuring refrigerators and Smart televisions. Complimentary wired and wireless internet access keeps you connected, and digital programming provides entertainment.

Be sure to enjoy recreational amenities, including an outdoor pool, a sauna, and a 24-hour fitness centre. This hotel also features complimentary wireless internet access, concierge services, and a banquet hall.



Exclusive sponsorships



The following exclusive opportunities allow your business to partner with the AICM and be recognised as a headline partner across the Conference and its flagship functions.

SOLD

	Premium Sponsor	Supporting Sponsor	President's Dinner Naming Rights	CCE Lunch Sponsor	Welcome Reception Sponsor 2 available
	\$40,150 + GST	\$16,275 + GST	\$21,250 + GST	\$8,000 + GST	\$5,000 + GST
Acknowledgement as sponsor on all marketing material including emails and the Conference App.	●	●	●	●	●
Exhibition banner placed on plenary stage for the duration of the conference.	●	●	●	●	●
Full page colour advertisement in conference program.	●	●	●	●	●
Acknowledgement as premium sponsor on all conference signage and conference satchel.	●	●	●	●	●
Acknowledgement by the AICM President at opening and closing sessions.	●	●	●	●	●
Acknowledgement by the MC during conference.	●	●	●	●	●
Company logo displayed on conference website + direct link to company's website.	●	●	●	●	●
100 word company profile on conference website, app and printed program.	●	●	●	●	●
Opportunity to for company representative to welcome delegates at sponsored event.	●	●	●	●	●
Acknowledgement as sponsor on marketing material relevant to the activity.	●	●	●	●	●
Company logo on conference lanyard, worn by all delegates. <i>Cost of the lanyard and print to be covered by sponsor.</i>	●	●	●	●	●
Company logo on President's Dinner lanyard, worn by all attendees. <i>Cost of the lanyard and print to be covered by sponsor.</i>	●	●	●	●	●
Opportunity for up to 3 x exhibition booth/s with first choice of location <i>(with inclusions on page 8).</i>	●	●	●	●	●
Opportunity for up to 2 x exhibition booth/s in prime location <i>(with inclusions on page 8).</i>	●	●	●	●	●
Complimentary President's Dinner tickets.			10		
Complimentary CCE Lunch tickets.				2	
Complimentary Welcome Reception tickets.					5



2024 NATIONAL
CONFERENCE
MELBOURNE
16 - 18 OCTOBER 2024

Engagement opportunities



The following opportunities enable your business to be promoted as a supporter of the industry and connect with delegates during the conference exhibition.

For further information on any of the listed sponsorship options, exhibition opportunities or to investigate an option not currently listed, please contact Claire Kasses on 1300 560 996 or claire@aicm.com.au for further discussion.

President's Dinner Entertainment \$10,650 + GST

Position your company with a splash of excitement with the opportunity to sponsor the entertainment portion of the President's dinner.

Benefits include:

- Branding at the Presidents dinner
- Opportunity to introduce the entertainment
- Acknowledgement on conference website as supporter
- 100 word company description/promotion in printed conference program
- 1 full conference registration
- 2 exhibition only and social program registrations
- 1 satchel insert

VIP Lounge \$8,680 + GST

SOLD

Set your company apart from the rest with the extra VIP Lounge. This unique option allows a private space for you to connect with your existing and prospective clients.

Benefits include:

- Room hire
- Acknowledgement on conference website as exhibitor
- 100 word company description/promotion in printed conference program
- 1 full conference registration
- 2 exhibition only and social program registrations
- 1 satchel insert.

Exhibition Booth \$7,000 + GST

The exhibition area forms the hub of the Conference and will be situated in the Gallery Level 1.

Benefits of exhibition booth include:

- 1 x 3m x 2m exhibition booth with fascia signage, lighting & power
- Acknowledgement on Conference website as exhibitor
- 100 word company description/promotion in printed conference program
- 1 full conference registration
- 2 exhibition only and social program registrations
- 1 satchel insert



2024 NATIONAL
CONFERENCE
MELBOURNE
16 - 18 OCTOBER 2024

Engagement opportunities



WiFi Sponsorship \$5,000 + GST

Internet access is critical to credit professionals connecting to the Conference app and keeping up to date with emails whilst out of the office.

Benefits of WiFi Sponsorship include:

- Logo included on signage throughout with WiFi information, Conference program and PowerPoint slides
- Acknowledgement on Conference website as sponsor
- 100 word company description/promotion in printed Conference program
- 1 full Conference registration
- 1 satchel insert

Conference Staff Polos \$4,000 + GST

Have your logo on the back of the Conference staff shirts. Each day the volunteers and staff of the AICM Conference will wear a polo shirt to enable delegates to identify them when in need of assistance.

Benefits of Conference staff polos include

- Logo printed on the back of polo shirts worn by up to 10 staff.
- Company description in the Conference Program.

Keynote Speaker Sponsorship from \$3,500 + GST

The keynote address is the most attended session of the conference.

Benefits of sponsorship:

- Logo displayed on the Conference Program with links to company website
- Logo displayed on all keynote speaker slides

Branded Table Gifts from \$2,250 + GST

Branded table gift for delegates in session of your choice

Benefits:

- Memorable takeaway of your company to delegates (options for logo/company description/contact details)

Satchel Insert \$1,100 + GST

All delegates will receive a Conference satchel, so be noticed by including a satchel insert. You are only limited by your imagination; it can be a flyer, brochure, or even a novelty item.

*Satchel inserts must be printed on recycled paper and be in the spirit of sustainability. The Conference manager must approve the size and content of all satchel inserts

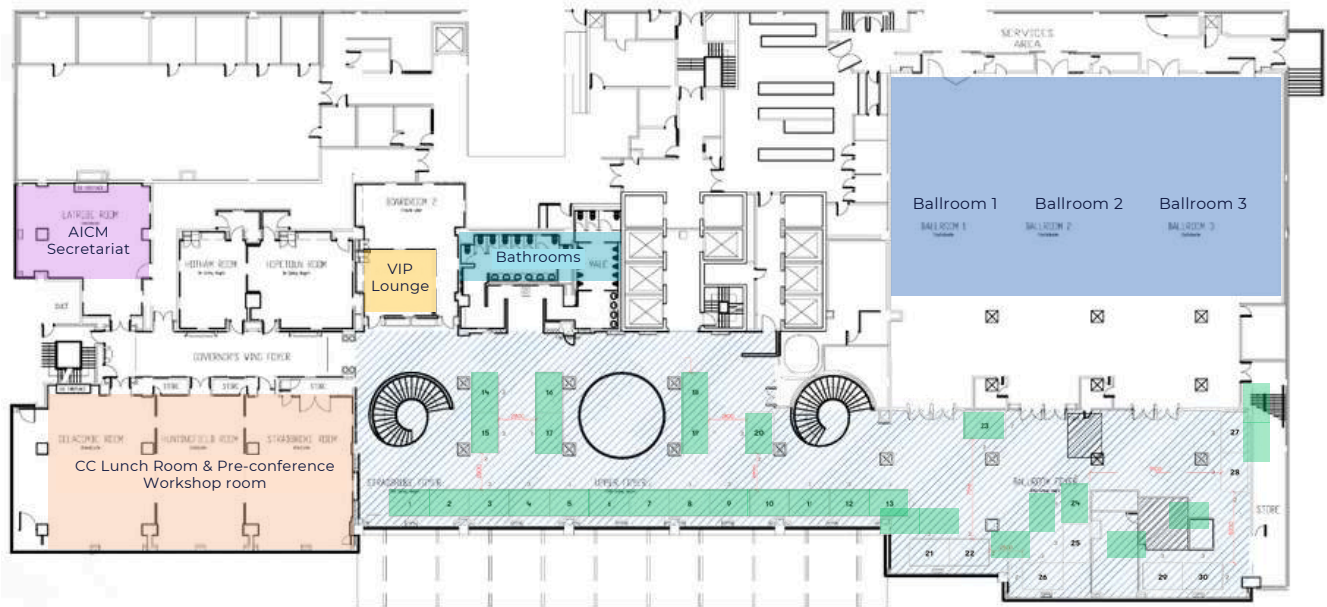


Conference floor plan

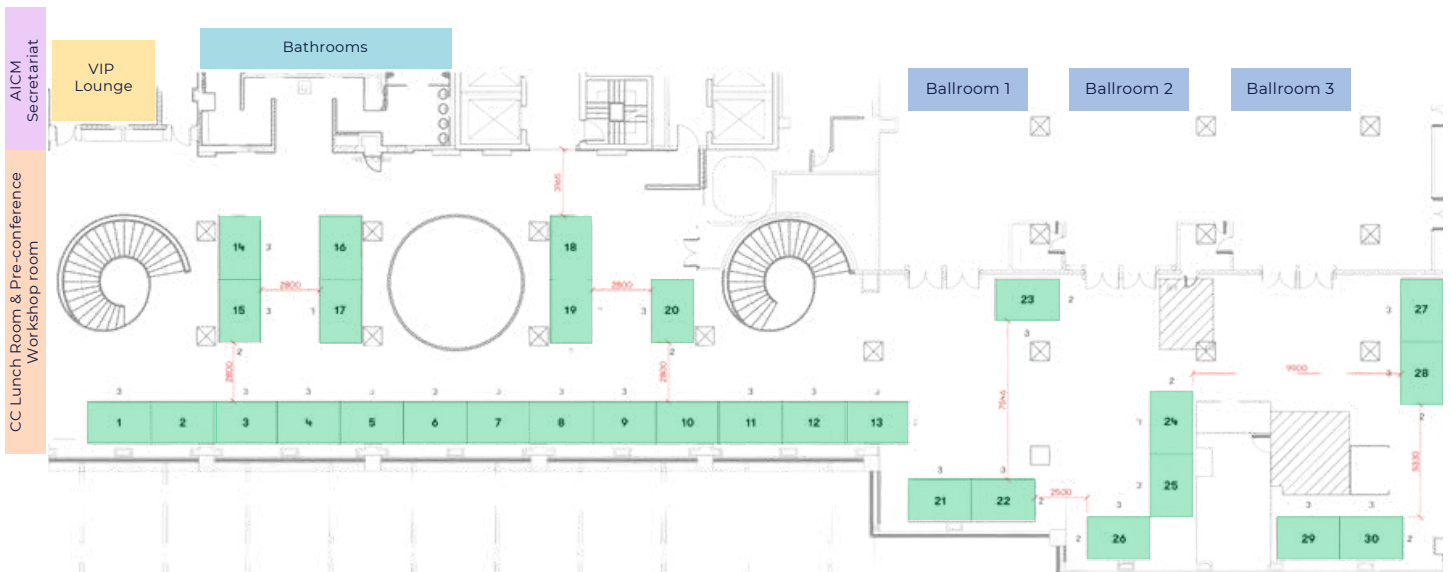
The 2024 Conference will be held on level 1.

- Ballroom 1, 2 and 3 will be the spaces for the main and plenary sessions.
- VIP room will be situated in Ballroom 1.
- The Delacombe, Huntingfield and Stradbroke room will be used for the Pre-conference workshop
- The Delacombe, Huntingfield and Stradbroke room will be used for the VIP CCE sit down lunch.
- Exhibition booths are labelled 1 - 30

Floor plan



Close up of Exhibition booths





To confirm your company's participation in the Australian Institute of Credit Management National Conference 2024, please complete the details below and email to aicm@aicm.com.au

Company information

Company:	
Contact:	
Position:	
Address:	
City/suburb:	State:
Country:	Postcode:
Phone:	
Mobile:	
Email:	

Exclusive Sponsorship opportunities

<input type="checkbox"/> Premium Sponsorship	\$40,150+GST
<input type="checkbox"/> Supporting Sponsorship	\$16,275+GST
<input type="checkbox"/> President's Dinner Naming Rights	\$21,250+GST
<input type="checkbox"/> CCE Lunch Sponsorship	\$8,000+GST
<input type="checkbox"/> Welcome Reception Sponsorship	\$5,000+GST

Engagement Sponsorship opportunities

<input type="checkbox"/> President's Dinner Entertainment	\$10,650+GST
<input type="checkbox"/> VIP Lounge	\$8,680+GST
<input type="checkbox"/> Exhibition Booth	\$7,000+GST
<input type="checkbox"/> WiFi Sponsorship	\$5,000+GST
<input type="checkbox"/> Conference Staff Polos	\$4,000+GST
<input type="checkbox"/> Keynote Speaker Sponsorship	\$3,500+GST
<input type="checkbox"/> Branded Table Gifts	\$2,250+GST
<input type="checkbox"/> Satchel Insert	\$1,100+GST

Payment summary

All prices are in AUD

Total:

Payment terms

Full payment is due immediately upon receipt of invoice.

Payment method

<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<input type="checkbox"/> EFT
Card Number:			
Expiry Date:			
Name on Card:	CCV:		
Authorising Signature:			

Cancellation policy

Cancellations prior to 30 June 2024 will receive a full refund. Cancellations between 1 July and 31 August 2024 will receive a 50% refund.

Exhibition

Please refer to the exhibition floor plan on page 10 and indicate your preferred exhibition space.

1st choice booth no:	2nd choice booth no:	3rd choice booth no:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note we will allocate booths with reference to your preferences and to ensure a collegiate environment for all, with priority given to:

1. National Partners
2. Divisional Partners
3. Other supporting sponsors
4. Previous exhibitors

Acceptance of terms & conditions

On behalf of _____
<input type="checkbox"/> I confirm that I have read and understood the terms and conditions of my selected sponsor/exhibition options, as listed on page 11 & 12.

Exhibitor Declaration
<input type="checkbox"/> I/we acknowledge that exhibitors are not to dismantle booths until 2pm on Friday 18 October 2024.

Signature: _____

Date: / /



The contract

1. The term 'Organiser' refers to – the Australian Institute of Credit Management and its employees, agents and representatives.
2. The term 'Exhibitor' and 'Sponsor' include any person, firm, company or corporation and its employees and agents identified in Booking Form or other written request for Exhibition Space or Sponsorship.
3. The term 'Exhibition' – the event the 2024 AICM National Conference, which will take place from 16 - 18 October 2024 at the Melbourne Pullman on the Park.
4. A binding contract is formed between the Organiser and Exhibitor and /or Sponsor when the Organiser accepts the signed booking form.
5. The organiser may reject any application or accept such application in respect of reduced display space or different stand location or both.
6. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact location, size shape or position of the stand at any time.
7. The Organiser reserves the right to change the exhibition floor layout if necessary.
8. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of activities at their discretion.
9. The Organiser reserves the right to specify the heights of walls and coverings for display areas.
10. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for setting up and dismantling.
11. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
12. The Organiser will accept no liability for loss or damage of equipment displayed or used by the exhibitor.
13. The Organiser reserve the right to change any part of the prospectus.
14. The fee does not include connections for electricity, water, gas, waste, compressed air, loading and handling equipment and staff, advertising catalogue or handbill, telephone, insurance, dressing of stand, electric current, cleaning of exhibits or any State and Federal taxes levied on this agreement including stamp duty, unless otherwise stated by the organiser in writing.
15. Official contractors will be appointed by the Organiser to undertake stand construction plus supply furniture and IT equipment. All non-official contractors wishing to enter the exhibition are required to provide current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

Rental of stand, fitting and design

16. The organiser will provide the standard booth build as described and displayed on page 8 of the prospectus.

17. The organiser waves any responsibility to the build of custom stands, associated charges and building costs including forklift hire.
18. The Exhibitor must submit plans and visuals of custom-designed exhibits to the Organiser for approval no later than 14 days from commencement of the exhibition build.
19. The design of all stands, exhibits, their weight and character is subject to the prior approval of the organiser. The organiser may, at the Exhibitor's expense, remove or alter any stand or exhibit that does not meet with the organiser's approval.
20. The exhibitor must liaise directly with the venue to ensure stands and exhibits meet their specifications when not supplied by the AICM's recommended contractor.
21. The Exhibitor must have their display space ready, with all exhibits completed and available at the time specified by the organiser before the opening of the Exhibition.
22. The Exhibitor must use allocated space only for the display and promotion of goods and /or services within the scope of the exhibition.
23. It is the responsibility of the Exhibitor to ensure that the space hired for their exhibition complies with their company policy or codes of conduct.
24. **The Exhibitor is, at all times during the Exhibition:**
 - Required to keep their stand open to view properly staffed by competent representatives.
 - Maintain their stand in a clean and tidy condition.
 - Conduct any business from their booth only and keep passageways in front of their display space free from obstruction.
 - Prohibited from disposing of or parting with stock on display for cash payment (including food, drink, tobacco or promotional aides), unless prior written consent is obtained from the organiser.
 - Prohibited from holding or allowing to be held an auction, lottery, game of chance or sideshow without the permission of the organiser.
 - Prohibited from sublicensing, sharing or parting with possession of their display space.
 - Prohibited from operating any type of machinery or equipment at a sound level, which in the organiser's sole opinion, is likely to cause nuisance or annoyance to other Exhibitors or visitors.
 - Prohibited from doing anything, which, in the opinion of the organiser, may bring discredit upon the Exhibition.
 - Responsible for the security of all items left on the stand at all times.

Exhibition

25. The organiser will send the Exhibition Manual to all Exhibitors. The Exhibition Manual forms an integral part of these Terms and Conditions. The Exhibitor must comply with all directions /requests issued by the Organiser including those outlined in the manual.
26. Prior to the conference, all advertisements and printed matter to be distributed are subject to the approval of the organiser.



27. The organiser reserves all photographic rights in relation to the Exhibition.
28. No article of a dangerous character can be taken into the Exhibition.
29. The organiser reserves the right to refuse any person admission to the Exhibition without assigning any reason.
30. The Exhibitor will ensure that passes, which will be supplied to their staff on request, are not misused or lent to other persons.
31. The Exhibitor acknowledges that the Organiser will not be able to provide assistance in tracking lost deliveries and the Exhibitor agrees that the Organiser is not liable for any goods rejected by the venue or lost or damaged prior to the delivery date specified or on return.
32. Instructions regarding the storage of goods will be outlined in the Exhibitor Manual distributed prior to the exhibition.
33. The Exhibitor is responsible for the expenses of transporting exhibition equipment and resources to the Exhibition venue, security of the stand and exhibits and storage and warehousing of the stand and exhibits, subject to the approval of the organiser.
34. The Exhibitor will follow the organiser's directions about access to the Exhibition venue, the use of particular entrances and exits, the delivery and removal of stands and exhibits at particular dates and times and the short and long term parking of vehicles.
35. The Exhibitor will ensure that no stand or exhibit is removed from the Exhibition venue before the conclusion of the Exhibition.

Insurance and liability

36. All Exhibitors must obtain insurance, including public liability insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser. The Exhibitor will not be allowed to exhibit without proof of insurance.
37. The Organiser and the venue cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
38. The Exhibitor will indemnify the organiser against any cost, claim, liability, loss, damage, proceeding and expense whatsoever to which the organiser, its directors, officers, contractors, employees and agents are in any way subject arising from or in connection with any act or omission of the Exhibitor, contractor, director, officer, employee, or agent of the Exhibitor) including, without limitation, liability in relation to personal injury, damage to or theft of property, or economic loss.
39. The organiser will not be liable in any way whatsoever for any cost, claim, liability, loss, damage, proceeding and expense whatsoever arising from or in connection with the Exhibition or the Exhibitor, including, without limitation, liability in relation to personal injury, damage to or theft of property, economic loss, any conditions or restrictions that affect the construction, erection, completion, alteration or dismantling of a stand or exhibit, the failure of any service at the Exhibition venue and the cancellation or part-time opening of the Exhibition either as a whole or in part.

40. The Exhibitor will take good care of and will not cause any damage or permit or suffer any damage to be done to the Exhibition venue or to any part or parts thereof or to any fittings, equipment or other property therein. The Exhibitor will make good and compensate the owner of the Exhibition venue for damage (including accidental damage and damage by fire) caused by any act or omission of the Exhibitor or other persons arising from or in connection with the use of the Exhibition venue by the Exhibitor.
41. The Exhibitor will comply with all applicable laws and regulations and all reasonable directions from the organiser and the owner of the Exhibition venue.
42. Any breach of this agreement by the Exhibitor will result in the exclusion of the Exhibitor from the Exhibition, and the organiser may, at the Exhibitor's expense, remove the Exhibitor's stand and exhibits from the Exhibition, and the Exhibitor will have no right to claim compensation or demand refund of the fee, loss or expenses, nor shall the Exhibitor be released from their contractual obligations. All exhibits are subject to a general lien in favour of the organiser for sums, whether for unpaid fees or otherwise, due from the Exhibitor to the organiser.

Payment and cancellation

43. The Exhibitor must pay the fee on the due date set out in the booking form and associated invoice.
44. The Exhibitor's agreement may be terminated if the Exhibitor defaults in the payment of the fee by the dates specified in the application. The Exhibitor will not be entitled to any form of compensation whatsoever, whether for loss of profits or otherwise.
45. The Exhibitor will not withdraw, cancel, alter or reduce in any way their application. However, the organiser may, in its sole discretion, grant partial refunds to Exhibitors who give the organiser written notice of their intention to withdraw.
46. No exhibitor shall occupy allocation space until all monies owing to the Organiser by the Exhibitor are paid in full.
47. **The Exhibitor and or Sponsor accepts that:**
- Cancellations prior to 30 June 2024 will receive a full refund.
 - Cancellations between 1 July and 31 August 2024 will receive a 50% refund.
 - The Organiser will retain 100% of the total contracted cost if withdrawal occurs after 31 August 2024.