



ARMS
Australasian Research Management Society

ARMS 25

10 – 12 SEPTEMBER 2025

PULLMAN MELBOURNE ALBERT PARK

Sponsorship and Exhibition Prospectus

**Navigating the Playing Field:
Innovation in a Complex Landscape**

About ARMS

The Australasian Research Management Society (ARMS) supports research management professionals from across the Australasian region including Australia, New Zealand and Singapore.

Since its founding in 1999, the ARMS network has grown to involve more than 4000 members from universities, independent research institutions, government and health and research organisations.

ARMS is dedicated to the development of research management professionals, the promotion of the profession of research management, and the advancement of the research enterprise. It does this through professional training and development, including a professional accreditation program; knowledge exchange through regional chapters, SIGs, Networks, regular events, the annual conference and a suite of online resources; as well as advocacy for the profession.

www.researchmanagement.org.au



Contact

Australasian Research Management Society (ARMS) Executive Office

Kaeisha Kilmister,
ARMS Conference and
Major Events Coordinator

T: +61 8 8201 2911

E: ARMSEvents@researchmanagement.org.au

Invitation to Sponsor

The Australasian Research Management Society (ARMS) annual conference is the premier event for Research Management Professionals in Australasia and Singapore.

We are thrilled to be hosting the ARMS 2025 Conference in Melbourne at the Pullman Melbourne Albert Park Hotel and Resort.

Melbourne is a vibrant, cosmopolitan city, renowned for its rich arts scene and diverse cultural experiences, offering a plethora of unique neighbourhoods to explore and a thriving food culture that delights every palate.

The theme of the ARMS 2025 Conference is **“Navigating the Playing Field: Innovation in a Complex Landscape”**. Set to take place in Melbourne, our conference sub-committee has creatively embraced the spirit of the Australian Football League (AFL) to enhance the experience. Get ready for a unique blend of innovation and sportsmanship!

We invite you to join us, and fellow colleagues from across Australia, New Zealand, Singapore and globally at the Conference from **10-12 September 2025**.

The conference will build on the outstanding programs of previous years and will deliver a novel and exciting program of knowledge sharing, networking and presentations by inspiring leaders and innovators in the research environment.

Join us in Melbourne for the ARMS 2025 conference!

Connie Killey & Vesna Stefanovski
Co-Convenors, ARMS 2025 Conference Sub-Committee



Connie Killey



Vesna Stefanovski



Venue

**The Pullman Melbourne
Albert Park Hotel and Resort,
Victoria, Australia**

Get away from it all or get down to business at Pullman Melbourne Albert Park, a premier venue for conferences and events.

Their comprehensive Conference & Events Centre features 32 adaptable function spaces, accommodating up to 1,600 guests, making it one of the largest and best-equipped event facilities in Melbourne.

Located just steps from picturesque Albert Park Lake and near vibrant St Kilda and Chapel Street, the hotel offers easy access to Melbourne's top attractions, enhancing your event experience, and stylish rooms to provide a comfortable space for attendees to rejuvenate and collaborate!

Attendees

Conference attracts **600+** delegates with representatives from

Universities

Research centres

Industrial R&D teams

Funding bodies

R&D corporations

Research agencies and institutes

Service providers

Medical research institutes

Research agencies and institutes

Commercialisation bodies and consultancies

The delegates positions vary in the research sector from Director of research through to research support coordinators at an array of research organisations.

Benefits of Collaborating with ARMS 2025 Delegates

ARMS has a network of over **4000** members representing leading Australasian research organisations.



Receive wide acknowledgement to the ARMS database through electronic promotions, social media campaigns and at various ARMS committees and special interest group meetings.



Generate leads whilst raising your profile in the industry and add value to your brand.



Inform and update delegates on new initiatives and developments within your organisation.



Connect face to face with the most influential people, bodies and organisations in research and research management.

Program at a Glance

09

TUESDAY
09 SEPTEMBER

EXHIBITORS BUMP-IN
PRECONFERENCE
WORKSHOPS & TOURS
CONFERENCE
WELCOME RECEPTION

10

WEDNESDAY
10 SEPTEMBER

DAY ONE
EXHIBITION OPENS
CONFERENCE SESSIONS

11

THURSDAY
11 SEPTEMBER

DAY TWO
CONFERENCE SESSIONS
CONFERENCE DINNER

12

FRIDAY
12 SEPTEMBER

DAY THREE
CONFERENCE SESSIONS
EXHIBITION CLOSES

Opportunities at a Glance

	Number Available	Investment \$AUD (inclusive GST)
Sponsorship Opportunities		
Platinum	Exclusive (1 Only)	\$27,100
Gold	Multiple	\$18,600
Silver	Multiple	\$14,600
Bronze	Multiple	\$10,000
Individual Opportunities		
Social Events and Catering		
Conference Dinner Sponsor	Exclusive (1 Only)	\$14,000
Welcome Reception Sponsor	Exclusive (1 Only)	\$10,000
Barista Coffee Cart Sponsor	Multiple (2 Maximum)	\$12,000
Conference Lunch Sponsor	Multiple	\$3,500
Morning or Afternoon Tea Sponsor	Multiple	\$2,500
Thursday Breakfast Session Sponsor	Multiple (4 maximum)	\$7,000
Educational		
Conference Plenary Session Sponsor	Multiple	\$5,500
Lunch & Learn Sponsor	Multiple (4 maximum)	\$6,000
Delegate Reach		
Conference App Sponsor	Exclusive (1 Only)	\$5,000
Lanyard Sponsor	Exclusive (1 Only)	\$5,000
Advertising		
E-Satchel Insert	Multiple	\$1,500
Exhibition		
Exhibition Booth 3m x 3m	Multiple	\$8,100

Reduced-waste Conference

Twelve million metric tonnes of plastic go into our oceans each year, and in many aspects of our lives we are now attempting to mitigate this damage. Major conferences can also play a role in reducing the excessive use of plastic, and in 2025 ARMS is aiming to reduce-waste and be an environmentally sustainable conference.

We are working with our venue and suppliers to reduce plastic use and would like to extend this commitment to our sponsors as well.

We encourage our sponsors to be more environmentally friendly when organising giveaways and marketing collateral.



Ways in which sponsors may wish to consider becoming more waste and plastic-free could include subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.



ARMS 25

10 – 12 SEPTEMBER 2025
PULLMAN MELBOURNE ALBERT PARK

Opportunities



Exclusive Opportunity – 1 Only

Platinum Sponsor

INVESTMENT:
AUD \$27,100



Sponsor Recognition

- ✓ Platinum Sponsor verbal acknowledgement at opening and closing of the conference.
- ✓ Organisation logo on Conference Name Badges.
- ✓ Organisation acknowledgement and logo on social media (Facebook, X & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation logo with hyperlink to company website and 200-word profile on the conference website.
- ✓ Organisation logo and 200-word profile on the conference app.
- ✓ Organisation logo on regularly distributed electronic conference newsletters in the lead up to Conference.
- ✓ Organisation acknowledgment on conference Sponsor slides during conference.
- ✓ Organisation provided one (1) pull up banner on display near conference registration desk.



Sponsor Promotion

- ✓ Two (2) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ Opportunity to present your product or service in a 5-minute presentation as part of the Conference program in the Sponsorship Forum.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ One (1) post conference email to delegates.



Registration Inclusions

- ✓ Six (6) conference registrations which includes Welcome Reception and Dinner tickets.



Exhibition Inclusions

- ✓ Two (2) 3m x 3m Exhibition Space.
- ✓ Power supply.
- ✓ Two (2) Clothed Trestle Tables.
- ✓ Four (4) Chairs.
- ✓ Public Liability Insurance through H2 Insurance Solutions.
- ✓ Access to delegate listing via conference app.
- ✓ Access to scan attendees leads via the conference app.

NB: Sponsor to hire any additional future at own cost via exhibition build company.

Multiple Opportunities

Gold Sponsor

INVESTMENT:
AUD \$18,600



Sponsor Recognition

- ✓ Gold Sponsor verbal acknowledgement at opening and closing of the conference.
- ✓ Organisation acknowledgement and logo on social media (Facebook, X & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation logo with hyperlink to company website and 150-word profile on the conference website.
- ✓ Organisation logo and 150-word profile on the conference app.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.
- ✓ Organisation provided one (1) pull up banner on display near conference registration desk.



Sponsor Promotion

- ✓ Two (2) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 4-minute presentation as part of the Conference Program in the Sponsorship Forum.



Registration Inclusions

- ✓ Four (4) conference registrations which includes the Welcome Reception and Dinner tickets.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Space.
- ✓ Power supply.
- ✓ One (1) Clothed Trestle Table.
- ✓ Two (2) Chairs.
- ✓ Public Liability Insurance through H2 Insurance Solutions.
- ✓ Access to delegate listing via conference app.
- ✓ Access to scan attendees leads via the conference app.

NB: Sponsor to hire any additional furniture at own cost via exhibition build company.



Multiple Opportunities

Silver Sponsor

INVESTMENT:
AUD \$14,600



Sponsor Recognition

- ✓ Silver Sponsor verbal acknowledgement at opening and closing of the conference.
- ✓ Organisation logo with hyperlink to company website and 100-word profile on the conference website
- ✓ Organisation logo and 100-word profile on the conference app.
- ✓ Organisation acknowledgement and logo on social media (Facebook, X & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.



Sponsor Promotion

- ✓ One (1) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app.
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 3-minute presentation as part of the Conference Program in the Sponsorship Forum.



Registration Inclusions

- ✓ Two (2) conference registrations which includes the Welcome Reception and Dinner tickets.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Space.
- ✓ Power supply.
- ✓ One (1) Clothed Trestle Table.
- ✓ Two (2) Chairs.
- ✓ Public Liability Insurance through H2 Insurance Solutions.
- ✓ Access to delegate listing via conference app.
- ✓ Access to scan attendees leads via the conference app.

NB: Sponsor to hire any additional furniture at own cost via exhibition build company.



Multiple Opportunities

Bronze Sponsor

INVESTMENT:
AUD \$10,500



Sponsor Recognition

- ✓ Bronze Sponsor verbal acknowledgement at opening and closing of the conference.
- ✓ Organisation logo with hyperlink to company website and 50-word profile on the conference website.
- ✓ Organisation logo and 50-word profile on the conference app.
- ✓ Organisation acknowledgement and logo on social media (Facebook, X & LinkedIn), highlighting level of sponsorship.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.



Sponsor Promotion

- ✓ One (1) A4 (portrait), Single Page, PDF inserts in delegate e-satchel and app
- ✓ One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members).
- ✓ Opportunity to present your product or service in a 2-minute presentation as part of the Conference program in the Sponsorship Forum.



Registration Inclusions

- ✓ One (1) conference registration which includes the Welcome Reception and Dinner ticket.



Conference Dinner Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$14,000

The Dinner is the social highlight of the Conference! This event will provide you with an opportunity to sponsor the main social function that brings delegates together to network in a fun, relaxed environment.

Sponsor Recognition

- ✓ Conference Dinner Sponsor verbal acknowledgement at opening and closing of the conference.
- ✓ Opportunity to market your organisation by providing a 5-minute welcome address at the Conference Dinner.
- ✓ Organisation logo on Conference Dinner menus.
- ✓ Organisation logo on photo booth print outs.
- ✓ One (1) organisation banner displayed at the Conference Dinner (supplied by Sponsor).
- ✓ Organisation acknowledgment on the conference website with hyperlink to company website.

Sponsor Promotion

- ✓ Opportunity to provide promotional gifts/items for attendees on tables at the Conference Dinner (subject to prior approval and at sponsor's own expense).

Registration Inclusions

- ✓ Reserved tickets and table at Conference Dinner for five (5) attendees

Barista Coffee Cart Sponsor

Multiple Opportunities (2)

INVESTMENT:
AUD \$12,000

Delegates love good coffee and the opportunity to network! This Sponsorship opportunity will be well received by delegates within the prime exhibition space.

Sponsor Recognition

- ✓ Verbal acknowledgement as Barista Coffee Cart Sponsor at opening and closing of the conference.
- ✓ Branding of the coffee cart (Printed poster supplied by Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Organisation banners or other signage displayed next to coffee cart (supplied by Sponsor).
- ✓ Opportunity for Sponsor to provide promotional items to be distributed in the coffee cart area (supplied by Sponsor).
- ✓ Opportunity for further branding of barista station (signage, branded coffee cups (eco-cups preferred) at sponsor's own additional expense – ARMS can assist with organisation on Sponsor's behalf).

Inclusions

- ✓ Staffed barista station with supplies for Wednesday – Friday of the ARMS 2025 Conference



Welcome Reception Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$10,000

The Welcome Reception offers an exclusive opportunity to market your organisation at the initial opening event of the Conference. In 2025 we will be holding the welcome reception onsite in the exhibition hall, where you will be able to mingle amongst delegates.

Sponsor Recognition



- ✓ Verbal acknowledgment as Welcome Reception Sponsor at opening and closing of the conference.
- ✓ Opportunity to market your organisation by providing a 3-minute welcome address at the Welcome Reception.
- ✓ One (1) organisation banner displayed at the Welcome Reception (supplied by Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.

Registration Inclusions



- ✓ Two (2) conference registration including Welcome Reception and Dinner ticket.
- ✓ Two (2) additional Welcome Reception tickets for nominated guests by sponsor.



Conference Lunch Sponsor

Limited to Three (3) Only

INVESTMENT:
AUD \$3,500

Lunch breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Companies have the opportunity to be named as Sponsors for a selected lunch break.

Sponsor Recognition



- ✓ Verbal acknowledgment as Conference Lunch Sponsor at opening and closing of the conference.
- ✓ Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor).
- ✓ Opportunity to display brochures, flyers or promotional items at catering stations during the selected break.
- ✓ Opportunity to provide self-branded napkins (to be provided by the Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.



Morning or Afternoon Tea Sponsor

5 Opportunities Available
(limited to 1 Sponsor per break)

INVESTMENT:
AUD \$2,500

Morning tea and afternoon tea coffee breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Your organisation will be named as the official sponsor for either the morning or afternoon tea break or both on a selected day.

Sponsor Recognition

- ✓ Verbal acknowledgment as Morning/Afternoon Tea Sponsor at opening and closing of the conference.
- ✓ Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor).
- ✓ Opportunity to display brochures, flyers or promotional items at catering stations during the selected break.
- ✓ Opportunity to provide self-branded napkins (to be provided by the Sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.



Thursday Breakfast Session Sponsor

4 Opportunities Available

INVESTMENT:
AUD \$7,000

Start the day off hosting a breakfast session at the Pullman Melbourne Albert Park Hotel and Resort. A great way to host a select audience for you to be able to showcase your organisation. Sponsor will be responsible for providing communication to selected attendees about breakfast format.

Sponsor Recognition

- ✓ Verbal acknowledgment as Conference Breakfast Sponsor at opening and closing of the conference.
- ✓ Organisation acknowledgment on the conference website with hyperlink to company website.
- ✓ Organisation acknowledgment on Conference Sponsor slides during conference.
- ✓ Meeting Room for breakfast session at the Pullman Melbourne Albert Park Hotel.
- ✓ Includes the cost of the breakfast catering for 20 attendees (ARMS to arrange catering, if more than 20 attendees, sponsor will be liable for additional catering costs).
- ✓ 1 x Email Invitation to selected attendees (identified by job position by sponsor) inviting them to attend (Sent through ARMS, content supplied by sponsor).
- ✓ 2 x Reminder emails sent to selected attendees. 1 to be used the day before and only sent to delegates who have RSVP'd as a reminder (Sent through ARMS, content supplied by sponsor).
- ✓ Post breakfast thank you email to delegates (Sent through ARMS, content supplied by sponsor).
- ✓ Breakfast Attendee list (not including contact details).



Conference Plenary Session Sponsor

Limited to one (1) Sponsor per speaker

INVESTMENT:
AUD \$5,500

ARMS 2025 will have a range of presentations and high-profile speakers to deliver plenary sessions. Sponsorship of a keynote speaker will provide opportunity for maximum exposure of your brand.

Sponsor Recognition



- ✓ Verbal acknowledgement of Sponsorship at the start and finish of the relevant session.
- ✓ Opportunity to chair session and provide introduction to selected keynote speaker.
- ✓ Organisation's name and logo on holding slides during the relevant session.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Organisation provided pull up banner displayed at session where speaker is appearing.

Lunch & Learn Sponsor

Multiple Opportunities

INVESTMENT:
AUD \$6,000

20-minute thought leadership session presented on a topic of relevance to the Research Management Profession over a scheduled lunch break during the 2025 Melbourne Conference.

Sponsor Recognition



- ✓ Verbal acknowledgment as Conference Lunch & Learn Sponsor at opening and closing of the conference.
- ✓ Organisation acknowledgment on the conference website with hyperlink to company website.
- ✓ Organisation logo and 50-word profile in the conference app and on website.
- ✓ Organisation acknowledgement on Conference Sponsor slides during conference.
- ✓ 100-word session synopsis on the conference website and in the conference handbook.



Individual Opportunities >
Delegate Reach Sponsorship

Conference App Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$5,000



Individual Opportunities >
Delegate Reach Sponsorship

Lanyard Sponsor

Exclusive Opportunity

INVESTMENT:
AUD \$5,000

Delegates gain access to the ARMS Conference App which can be downloaded to smartphone devices offering wide exposure. App content includes information on the program, speakers, and exhibition and is offered to delegates prior to the conference.

Each delegate will receive a name badge and lanyard upon registration to wear for the entire duration of the Conference. This Sponsorship provides exclusive, highly visible level of exposure during the event.

Sponsor Recognition



- ✓ Verbal acknowledgment as Conference App Sponsor at opening and closing of the conference.
- ✓ Prominent organisation branding on the ARMS 2025 Conference App Home screen.
- ✓ Organisation profile prominently featured on app.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.
- ✓ Opportunity to have documents available for delegates to download via the App (subject to prior approval and App capabilities).

Sponsor Recognition



- ✓ Verbal acknowledgment as Lanyard Sponsor at opening and closing of the conference.
- ✓ Logo printed on all lanyards (to be supplied by the sponsor).
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.

Individual Opportunities >
Advertising Opportunities

E-Satchel Insert

Multiple Opportunities

INVESTMENT:
AUD \$1,500 EACH

The e-satchel will be available to all delegates/exhibitors/Sponsors attending the conference.

Opportunity



- ✓ Opportunity to include an A4 (portrait), single page, PDF insert within the E-satchel and in the conference app

Exhibition Space

Multiple Opportunities

**INVESTMENT:
AUD \$8,100**

The exhibition area is set to be the primary networking arena for delegates, sponsors, and exhibitors. The program will be designed to maximise the opportunity for delegates to visit the exhibition, poster sessions, refreshment breaks, and barista station will be located within the exhibition area.



Exhibition Inclusions

- ✓ One (1) 3m x 3m Exhibition Space.
- ✓ Power supply.
- ✓ One (1) Clothed Trestle Table.
- ✓ Two (2) Chairs.
- ✓ Public Liability Insurance through H2 Insurance Solutions.
- ✓ Access to delegate listing via conference app.

NB: Sponsor to hire any additional future at own cost via exhibition build company.



Exhibitor Promotion

- ✓ Distribution of promotional items from your booth to delegates.
- ✓ One (1) A4 (portrait), single page, PDF inserts in delegate e-satchel.
- ✓ Organisation acknowledgement on conference website with hyperlink to company website.



Exhibitor Registration

- ✓ Two (2) conference registrations including Welcome Reception and Dinner tickets.

NB: Additional exhibitor registrations are available for purchase at a discounted rate.



Exhibitor Bonus

- ✓ Sponsor lead generation feature within conference app.



Application to Sponsor/Exhibit



Primary Contact

All correspondence including invoices will be sent to the contact supplied below

Company/Organisation Name

Contact Person

Position

Email

Telephone

Mobile

Address

State

Postcode

Country

Company Website

Conference Sponsorship Packages (please tick to indicate your choice)

<input type="checkbox"/>	Platinum Sponsor	\$27,100	<input type="checkbox"/>	Silver Sponsor	\$14,600
<input type="checkbox"/>	Gold Sponsor	\$18,600	<input type="checkbox"/>	Bronze Sponsor	\$10,500

Individual Opportunities (please tick to indicate your choice)

Social Events & Catering

<input type="checkbox"/>	Conference Dinner Sponsor	\$14,000
<input type="checkbox"/>	Barista Coffee Cart Sponsor	\$12,000
<input type="checkbox"/>	Welcome Reception Sponsor	\$10,000
<input type="checkbox"/>	Conference Lunch Sponsor	\$3,500
<input type="checkbox"/>	Morning or Afternoon Tea Sponsor	\$2,500
<input type="checkbox"/>	Thursday Breakfast Session Sponsor	\$7,000

Educational

<input type="checkbox"/>	Conference Plenary Session Sponsor	\$5,500
<input type="checkbox"/>	Lunch & Learn Sponsor	\$6,000

Delegate Reach

<input type="checkbox"/>	Conference App Sponsor	\$5,000
<input type="checkbox"/>	Lanyard Sponsor	\$5,000

Advertising

<input type="checkbox"/>	E-Satchel Insert	\$1,500
--------------------------	------------------	---------

Conference Exhibition Packages

<input type="checkbox"/>	Exhibition Space 3m x 3m	\$8,100
--------------------------	--------------------------	---------

Confirmation

I have read and accept the terms and conditions set out in this Sponsorship and Exhibition Prospectus

Signed:

Date:

Sponsorship agreement and tax invoice will be sent upon receipt of your application form, your sponsorship is not confirmed until this is received. Prices quoted are in AUD and inclusive of GST.

Please complete this form and return for invoicing to:

Kaeisha Kilmister, ARMS Conference and Major Events Coordinator
Email: ARMSevents@researchmanagement.org.au | T: +61 08 8201 2911

Terms and Conditions of Sponsorship/Exhibition

These terms and conditions constitute a contract between you ('the Exhibitor/Sponsor'), and **Australasian Research Management Society** (ABN 57 334 849 485) ('ARMS') in relation to the sponsorship and/or use of exhibition space for the **2025 ARMS Conference** ('the Conference') at the Pullman Melbourne Albert Park Hotel and Resort ('the Venue') from 10 – 12 September 2025. By signing the application form you are indicating your acceptance of these terms and conditions.

General

- An official Application Form must be received to reserve Sponsorship or Exhibition space.
- ARMS reserves the right to refuse application or prohibit any Sponsors/exhibitors from participation.
- Exhibition booths will be allocated based on level of sponsorship confirmed and at the discretion of ARMS. Deposit monies must have been received prior to booth allocation. ARMS' decision will be final.
- Should the exhibition floor plan need to be altered, ARMS has the right to make necessary changes.
- ARMS agrees to provide exhibitors with a full Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of being an exhibitor.
- ARMS will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
- Exhibitors must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition. Exhibitors must comply with all directions/requests outlined in the provided Exhibition Manual.
- Unless otherwise communicated, storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.
- Exhibition furniture, extra lighting, power and all other items are to be ordered from the exhibition build contractor at exhibitors own additional expense.
- **Where applicable, a delegate list will be provided featuring delegate name, organisation and position information only.**

Exhibitor Display Rules

- ARMS shall determine the hours during which the Exhibition shall be conducted and the hours of access for Exhibitors, including any variations of access times as may be necessary.
- The allocated exhibition space must always be staffed during the exhibition and removal of any exhibition display must not commence until after the exhibition closes.
- All advertising material, such as banners, must be displayed within the designated booth area.
- Excessive noise that inconveniences other exhibitors or the conference must be avoided.
- Exhibitors must not obstruct aisles and walkways.
- While Exhibitors are encouraged to pursue novel methods of attracting people with their stand, practices disadvantaging other exhibitors or detracting from the Exhibition are not permitted.
- Exhibitors are encouraged to be mindful of being more environmentally friendly when organising giveaways and marketing collateral. Ways in which sponsors may wish to consider becoming more waste and plastic-free could include subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.

Insurance and Liability

- All exhibitors must have Public Liability Insurance for the period of the exhibition. ARMS has included public liability Insurance in for all exhibitors under the ARMS Conference and Exhibition Insurance. ARMS will send through an application form that must be completed and signed by the Exhibitor and returned to H2 Insurance Solutions.
- ARMS will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, ARMS and the Organising Committee cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever. The Exhibitor is responsible for all items within their allocated exhibition space.
- ARMS will not be liable and makes no guarantee of the number of visitors to the exhibition.

Detailed Requirements and Due Dates:

- ARMS requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of E-satchel inserts, or other arrangements will be sent to you at a later date with relevant due dates.
- Logos will be requested in both .jpg and .eps format, high resolution 300dpi. If logos in other formats are received, ARMS is not responsible for the quality of the logos displayed in any of the promotional material.
- If materials, information, content or artwork required by ARMS is not received by the designated due date, their use for their intended purpose cannot be guaranteed and ARMS will not be responsible for any losses sustained as a result.

Payment and Cancellation

- A 50% deposit is required upon confirmation of your Sponsorship/exhibition for the ARMS 2025 Conference. The deposit is non-refundable and organisation information will only feature on the conference website once the initial deposit has been paid.
- The remaining 50% balance is due no later than 30 days prior to the ARMS 2025 Conference.
- Sponsors/exhibitors must ensure that all accounts are finalised and paid prior to the Conference. Failure to make payment may result the space being available for sale to another company.
- Exhibitors will not be permitted to bump in until full payment is received.
- In the event of cancellation of a Sponsorship/exhibition booking, ARMS must be notified in writing as soon as possible.
- A refund of fees paid (less a 50% deposit) will be made to parties who wish to cancel no later than 30 days prior to the ARMS 2025 Conference. After this date, all fees paid will automatically be forfeited and no refund will be made.