

Exhibitor Information Pack

See pages
9-10 for
booking
form



CONFERENCE & EXPO 2024

Joondalup Resort, Connolly, WA | 6-8 August 2024

Introduction

The Local Government Works Association of Western Australia Inc (LG Works) will hold their Annual Conference & Trade Expo between the 6–8 August 2024 at the picturesque Joondalup Resort, Country Club Blvd, Connolly, WA. This will be the 27th year this significant event for Western Australia's Supervisors, Works Officers, Managers and others working within the industry has been held, and we would like to give your company the opportunity to be a part of this success story.

This pack has been produced to provide relevant information to potential exhibitors and sponsors of LG Works. It includes important contact information as well as details of exhibition stands (internal) and bays (external), bump in/bump out details and advertising/sponsorship opportunities.

External and internal display stands

All external bays will be positioned together in the top carpark, where there will be a coffee cart and marquee for your comfort. Extended breaks will be given to ensure the delegates have plenty of time to visit your stand. You will again have the opportunity to advertise your products during the roaming mic session which will be held on Wednesday 7 August. (Please see program for times.)

Internal stands will again be in the main auditorium where there will also be tea and coffee for your refreshment.

Prize draw

Any exhibitors holding a prize draw will have the opportunity to announce the winners prior to the AGM on Thursday 8 August in the Grand Ballroom. (Please see program for times.) You will have to register your prize draw at the registration desk to be given a timeslot. (Please ensure this draw is for delegates, who are present, and not for other exhibitors.)

Golf day networking and sponsorship details

We are committed to encouraging the interaction between exhibitors and the delegates so you might also like to consider a round of golf prior to the conference (Tuesday 6 August 2024).

All details and sponsorship options can be found from page 5 onwards.

Your support is valued

Your support not only assists us to bring together key members of the industry from around Western Australia but also enables us to invite eminent speakers to Perth from around Australia.

You are invited to sit in on any talks you are interested in. A program will be placed on your stand along with your generic name badges.

Accommodation

We have worked out a set price of \$235 per night for the accommodation at the Joondalup Resort which includes a buffet breakfast in the restaurant (and \$255 per night for breakfast for two) so please ensure you say you are with the LGWA when booking.

To ensure as many delegates as possible can attend, a room limit will apply to exhibitors.

Please do not invite any persons to visit your stand who have not registered and paid, as they will be asked to leave, and this may cause offence for all involved.

For more information please contact:

Jude Newberry

Administrative Officer
& Conference Coordinator

Local Government Works
Association of Western Australia Inc
(LG Works)

office@lgwa.com.au

www.lgwa.com.au

0414 996 431



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Venue

The Local Government Works Association Works and Parks conference is being held at the Joondalup Resort, Country Club Blvd, Connolly, Western Australia.

Nestled in natural bush land, just 25 minutes drive north of Perth Central Business District (CBD) and 5 minutes drive from Western Australia's coastline, Joondalup Resort offers a bar, restaurant, golf shop and cafe. There is an outdoor pool and a business centre.

Guests can enjoy a day of golf on the championship, 27-hole public golf course that has additional putting greens and a floodlit driving range. Free on-site parking will be provided as well as free WiFi throughout the resort.

All Exhibitors are to book their own accommodation.

Joondalup Resort

Country Club Blvd, Connolly, WA 6027

(08) 9400 8888

reservations@joondalupresort.com.au

www.joondalupresort.com.au

Remember to say you are with the conference to get the special price.

Interested in
sponsoring the
Golf Day?
See p10



Transport

Uber: Download the app and set up account prior to using

Swan Taxi: 13 13 30

Black and White Taxi: 13 32 22

Sponsorship Categories

Gold Sponsor \$10,000 + GST

- Major conference recognition on all promotional materials.
- Company name on all conference literature prior to and during the Conference (if sponsorship received early enough).
- Full page advertisement in *Access* (National members magazine).
- Company involvement to be noted on LGWA website for 12 months.
- One person from Major sponsor may sit on the conference committee.
- Conference registration for 10 people.
- Banner with Company's name and logo on prominently displayed at Exhibition area (sponsor to provide).
- Morning and afternoon tea for 10 people.
- Lunch for 10 people.
- 10 tickets to the Official Conference Dinner (invite partners or make up a table of 10 to entertain your clients).
- 4 free tickets to the Swan Valley Coach Tour including lunch (Tuesday 6 August).
- Preconference golf day for 6 company representatives (includes golf, pre-game food, lunch and drinks on course and presentation dinner)
- 4 display stands or bays (Internal or external or a mix of both).

Silver Sponsor \$7,000 + GST

- Company name on all conference literature prior to and during the Conference (if sponsorship received early enough).
- Quarter page advertisement in *Access* (National members magazine).
- Company involvement to be noted on LGWA website for 12 months.
- One person from company may sit on the conference committee.
- Conference registration for 4 people.
- Morning and afternoon tea for 4 people.
- Lunch for 4 people.
- 6 Tickets to the Official Conference Dinner (so invite partners or entertain your clients).
- Preconference golf day for 4 company representatives (includes golf, pre-game food, lunch and drinks on course and presentation dinner).
- 3 display stands or bays (internal or external or a mix of each).

Bronze Sponsor \$5,000 + GST

- Company name on all conference literature prior to and during the Conference (if sponsorship received early enough).
- Company involvement to be noted on LGWA website for 12 months.
- Conference registration for 2 people.
- Morning and afternoon tea and lunch for 2 people.
- 4 tickets to the Official Conference Dinner (so invite partners or your clients).
- Preconference golf day for 2 company representatives (includes golf, pre-game food, lunch and drinks on course and presentation dinner).
- 2 display stands or bays.



Exhibitors

Internal Stand

Exhibition Stand—Shell Scheme Style Booths

3 metres wide x 2 metres deep with 2.4 metres high walls.

All internal exhibition stands will be provided with power (one 5 amp power supply per stand) and rear and side panelling (1 side and rear panel for corner stands) unless two side panels are requested).

Panelling will be covered with front-runner material, which is velcro and pin receptive.

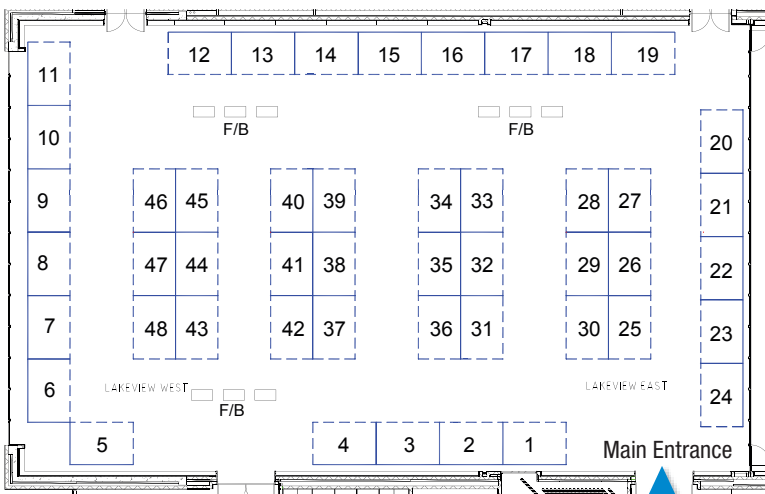
Fascia boards containing your company name will be *in situ* in your allocated booth along with a 1.5 metre trestle table, tablecloth and two chairs. (Please advise if you do not need these.)

All other exhibition furniture may be hired from Advans Exhibition hire, our appointed conference furniture supplier. Their catalogue will be emailed to you.

Remember to bring enough pins, velcro etc to enable you to showcase your products professionally.



Map of Internal Exhibition area



Set up and bump down times

Access to the Internal Exhibition area for set up will be from 2.00 pm on Monday 5 August (for those exhibitors playing golf on the Tuesday).

If setting up on Tuesday 6 August (and not playing golf) the area will be available from 7.30 am.

Please ensure you wear high visual vests while setting up and bumping down.

Please **do not** take any signage which is **not** yours, as they are hired and will have to be paid for.



External Bay

Exhibition Bay

External Bay—8 metres deep x 4 metres wide at front (the size of two car bays)

You will be met on the day of bump in (Monday 5 August, if playing golf or Tuesday 6 August if you are not) by Graham Rutter our LGWA WA Inc external bay coordinator, who will assist you in finding your allocated bay/s (which will be clearly marked with your company name and cones indicating your area).

All equipment brought onto site must fit within your allocated bay. If bringing larger equipment please ensure you purchase two bays to accommodate it.

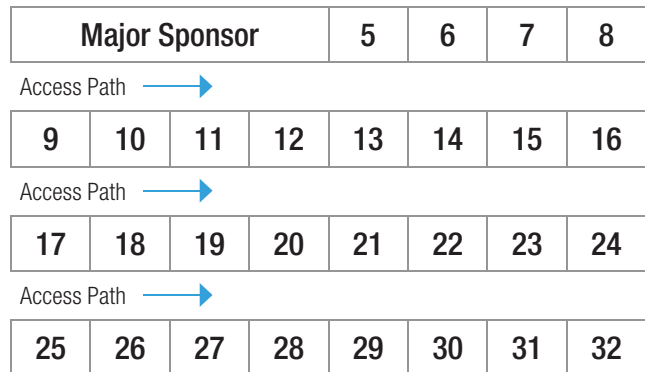
No other equipment will be allowed on site and will have to be removed prior to event and parked in the far paddock (signposted).

For more information please contact Graham Rutter on 0417 3200 12

Please ensure high visual vests are used during set up and bump down to ensure everyone's safety during this time.

Please ensure you **do not** remove the corrugated sign with your company name on it after the conference as these are the property of Advans (a charge **will** apply to any missing).

Map of External Bay area



Insurance

All Exhibitors should ensure their **public liability policy covers their activities whilst away from their principal place of work**. Whilst all care is taken, exhibitors should make their own decision as to whether fire and theft cover is required.

Security

A security guard will be on site after hours to ensure your equipment is kept safe.

If you have any concerns please see Jude at the registration desk or call 0414 996 431.

LGWA WA Inc and the Joondalup Resort cannot accept any responsibility of any items lost, stolen or damaged, or injury that may occur to the exhibitors during this event.

Exhibitors Badges

Two generic name badges (for each stand) with your company name on them will be placed in your allocated stand/s and must be worn for the duration of the event to gain access to talks, refreshments and the exhibition area.

If you are rotating your staff, please ensure you leave the area and give your name badge to the staff member relieving you for them to gain access. All extra people on stands will be invoiced for.

Guests/Visitors

No persons will be admitted to any area without a name badge and lanyard so please **do not** invite other non-paying visitors to your stand as refusal may cause embarrassment and frustration for all.

Conference Program

All Exhibitors are encouraged to attend any of the talks. The programme will be available on-line and a copy placed on your stand/bay.



2024 LG Works and Parks Annual Golf Day Sponsorship

Tuesday 6 August 2024 | To play golf you will need to be a Sponsor

Sponsorships include:

- A game of golf on the prestigious Joondalup Resort course.
- Your Company name on all conference literature prior to and during the conference.
- Pre-game hot food.
- Lunch and drinks on the course.
- Company involvement to be noted on LGWA website for 12 months.
- Attendance to the Golf Day Presentation Dinner.
- Presenting your prize and photo opportunity (apart from hole sponsors).

Flags/Banners will be placed around the driving range to acknowledge the support of the Major, First, Second, Third, NAGA and Drink Sponsors. Banners and flags need to be supplied by the sponsor.

First, Second, Third and NAGA Sponsors will have the opportunity to present their award at the Presentation Dinner. Please ensure to come to the podium when your company name is called.

Signs organised by LGWA will be placed at Tee Boxes acknowledging the support of the Novelty and Hole Sponsors.

Motorised Buggy Sponsors will have their logo placed on every buggy used for the day.

Custom course guide is now electronic, so please bring your phone.

**For more information please contact
Scott.herbert@replas.com.au or 0409 081 095.**

Social Calendar

Official Conference Dinner

The Fawltly Towers Dinner Experience includes:

- Three course dinner.
- Drinks.

Dress:

Cocktail wear—Ladies.

Shirt and tie—Men.

Swan Valley Coach Tour

The Swan Valley Coach Tour includes:

- Pick up and drop off from Joondalup Resort (at reception).
- Airconditioned coach.
- All tastings at the wineries and breweries.
- Includes lunch.
- This trip is great for those not wishing to play golf or for plus 1's.

Find the itinerary online at www.lgwa.com.au

Important Contact Details

LGWA Conference Coordinator/Sponsors and Exhibitors

Jude Newberry

0414 996 431 | office@lgwa.com.au

Golf Coordinator

Scott Herbert, Replas WA

0409 081 095 | scott.herbert@replas.com.au

Accommodation

Joondalup Resort, Country Club Blvd, Connolly, WA 6027

(08) 9400 8888 | reservations@joondalupresort.com.au

www.joondalupresort.com.au

Special price for the Conference so make sure you tell reception when booking.

Advans Exhibition Hire

Ed Schimmel

12 Moriarty Rd, Welshpool WA 6106

9451 8322 or 0418 944 858 | info@advanswa.com.au

LGWA President

Judd Hobson, Manager of Works, Shire of Kulin

9880 1204 or 0427 801 241 | works@kulin.wa.gov.au

External stand coordinator (for bump in and bump down)

Graham Rutter

0417 3200 12

Exhibitor Booking form (All prices exclude GST)

Sponsor/Exhibitor Contact Details

Company: Preferred stand/bay #: or or

Attendee 1—Name: Mob: Email:

Attendee 2—Name: Mob: Email:

Admin/Accounts (if applicable) Name: Email:

Plus 1—Name: Mob:

Please indicate your choices by ticking the boxes and providing quantities where applicable.

Sponsorship Packages (full details on page 5)

Gold Sponsor \$10,000 | Silver Sponsor \$7,000 | Bronze \$5,000

Exhibitors

\$1,400	Internal Stand	1 stand (2 representatives). Includes access to conference am and pm teas, lunches, refreshments	<input type="checkbox"/>
\$1,100	External Bay	1 stand (2 representatives). Includes access to conference am and pm teas, lunches, refreshments	<input type="checkbox"/>
\$100	Conference Dinner	Fawly Towers Dinner Experience Wednesday 7 August . Includes dinner, drinks and entertainment. (Please specify how many tickets required).	<input type="checkbox"/> Tickets <input type="checkbox"/>
\$250	Extra person on stand	Does not include entry to the Fawly Towers Dinner Experience	<input type="checkbox"/>
\$100	Swan Valley Coach Tour	This trip is for plus 1's and non-golf players. The full day coach trip includes tastings and lunch. See our web site for full itinerary www.lgwa.com.au	<input type="checkbox"/>
\$150	Golf BBQ Dinner ticket	Ticket for non-golf players. Don't play golf? you can still be part of the fun by attending the presentation Dinner—includes buffet dinner, entertainment, and drinks	<input type="checkbox"/> Tickets <input type="checkbox"/>

Refreshment Sponsorship

\$3,000	Official Conference Dinner	Your company significantly promoted as the evening's sponsor on banners and promotional items. <i>It will also include 10 of your guest's entry to the evening.</i>	<input type="checkbox"/>
\$1,500	Lunch	Recognition of your sponsorship on promotional items	<input type="checkbox"/>
\$1,200	Morning Tea	Recognition of your sponsorship on promotional items	<input type="checkbox"/>
\$1,200	Afternoon Tea	Recognition of your sponsorship on promotional items	<input type="checkbox"/>
\$1,000	Pre-Dinner Drinks	Recognition of your sponsorship on promotional items	<input type="checkbox"/>
\$2,000	Coffee Cart	Have your company well-advertised around the cart and on promotional material	<input type="checkbox"/>

Plus 1 Activities (Please provide Plus 1 name and mobile number in the contact details section above)

\$60	Swan Valley Coach Tour	This trip is for plus 1's and non-golf players. The full day coach trip includes tastings and lunch. See our web site for full itinerary www.lgwa.com.au	<input type="checkbox"/> Tickets <input type="checkbox"/>
\$150	Official Conference Dinner	Includes dinner, drinks and entertainment.	<input type="checkbox"/>

Please be advised: Final numbers will need to be provided 2 weeks prior to the Conference

Sponsorship Agreement

I agree with the package indicated and accept that I will be invoiced for the stated amount and will return payment prior to conference.

Date: Signed:

Please ensure all areas of the form are completed. If you have opted for more reps on your stand please provide additional information. Return the completed sponsorship form to office@lgwa.com.au and Scott.Herbert@replas.com.au

Golf Sponsorship Booking Form see over 

Golf Sponsorship Booking Form

For the 2024 LG Works and Parks Annual Golf Day
Tuesday 6 August 2024 | Joondalup Resort Golf Course

Please indicate your choices by ticking the boxes and providing quantities where applicable.

\$4,000	Major Sponsor	Includes 4 players	<input type="checkbox"/>
\$2,500	1st Place Sponsor	Includes 2 players	<input type="checkbox"/>
\$1,500	2nd Place Sponsor	Includes 1 player	<input type="checkbox"/>
\$1,000	3rd Place Sponsor	Includes 1 player	<input type="checkbox"/>
\$1,000	Drinks Sponsor	Includes 1 player	<input type="checkbox"/>
\$1,000	Motorised Buggy Sponsor	Includes 1 player	<input type="checkbox"/>
\$1,000	Motorised Buggy Sponsor	Includes 1 player	<input type="checkbox"/>
\$750	NAGA Sponsor	Includes 1 player	<input type="checkbox"/>
\$750	Novelty Sponsor	Includes 1 player	<input type="checkbox"/>
\$500	Hole Sponsor	Includes 1 player	<input type="checkbox"/>

Player Information

Please note: There is a cost of \$250 per extra player beyond those that are included as part of the purchased Sponsorship package. Please fill out one form per player.

Player name:

Do you require a set of hire clubs: Yes No

If hiring clubs, do you require: Left hand Right hand

Hire clubs will be organised for you. These clubs will need to be paid for, by you.

I have a current Golf Australia handicap: No Yes, my golf link number is

I do not have a handicap but play golf: Regularly Occasionally I have never played golf

Please ensure all areas of the form are completed.

Return the completed sponsorship forms to

office@lgwa.com.au and **Scott.Herbert@replas.com.au**