



**State Branch**  
**Event Sponsorship Prospectus 2020**





## Sponsorship Prospectus

The Facility Management Association of Australia is a peak industry body serving and promoting the interests of those who operate and maintain Australia's built environment.

As the peak national body for facilities management, we represent and advocate on behalf of the people and organisations who manage Australia's built environment. With more than 2000 members, a database of over 5000 FM contacts, and 12000+ LinkedIn followers, we are the authoritative source of information on facilities management in Australia.

### FMA State Events

The FMA State Branch Committees host several State based events each year and provides sponsorship opportunities for our members to actively promote and connect directly with key decision makers and professional within the facilities management industry.

Our event program includes special events, information sessions (breakfast or lunch), site tours, and networking events.

Our event sponsorship packages provide a cost-effective way to grow your business and professional networks. Benefits of Sponsorship include:

- Brand association with the peak industry body
- Brand leveraging with industry professionals
- Networking and business development opportunities
- Strategic win-win relationship with growing target group who require facilities management services
- Connecting to members and associates through FMA Australia

- *Please note this prospectus is constantly updated with new information, so please ensure you refer to the latest version available by contacting your FMA Branch committee member or the FMA office.*





## Information Sessions, Networking Events, International Women’s Day, World FM Day, NSW Melbourne Cup Lunch

These information sessions may include breakfast or lunches, and all sessions allow time for networking. These events are a great way of providing the FM Industry with technical information and updates on regulations, standards and practices. These sessions are very popular with our members. Duration 2-3 hours.

*“Very informative, relevant, topical and well run”*

FMA Event Attendee

BENEFITS	PRINCIPAL EVENT SPONSOR	MAJOR EVENT SPONSOR	SUPPORTING EVENT SPONSOR
Logo on all event marketing & website	■	■	■
Logo on event display slide	■	■	■
Complimentary registration	2	1	1
Corporate sign display (banner)	2	1	
Provision of Welcome Address	■		
Acknowledgement in welcome speech	■	■	■
Corporate sign display – Registration desk	■	■	
Delegate gift (optional)	■		
Optional introductory video	■		
<b>Total Investment (ex GST)</b>			
Vic	\$2,500	\$1,750	\$1,000
NSW	\$2,500	\$1,750	\$1,000
Qld	\$1,750	\$1,250	\$750
WA	\$1,750	\$1,250	\$750
SA	\$1,000	\$750	\$500
TAS	\$1,000	\$750	\$500
ACT	\$1,000	\$750	\$500

**Principal** – Exclusive - 1 only

**Major** – Up to 4 only

**Supporting** – Unlimited

Please contact us if you are interested in a tailored package.



## Sponsorship Options

### Site Tours

FMA site visits can be combined with either our breakfast or lunch events or can be a standalone event that provides our members and colleagues with the opportunity to see behind the scenes at unique and diverse locations and technical installations.

Site visits are approximately 1-2 hours duration and offer an insightful tour of some of the more dynamic and challenging workplaces for FMs.

**Past tours** have included locations and destinations such as: ICC Sydney, Parliament House, Sydney Opera House, The University of Melbourne, plus others.

BENEFITS	PRINCIPAL EVENT SPONSOR	MAJOR EVENT SPONSOR	SUPPORTING EVENT SPONSOR
Logo on all event marketing & website	■	■	■
Logo on event display slide	■	■	■
Complimentary registration	2	1	1
Corporate sign display (banner if applicable)	2	1	
Provision of Welcome Address	■		
Acknowledgement in welcome speech	■	■	■
<b>Total Investment (ex GST)</b>			
Vic	\$1,000	\$750	\$500
NSW	\$1,000	\$750	\$500
Qld	\$750	\$500	\$300
WA	\$750	\$500	\$300
SA	\$500	\$300	\$150
TAS	\$500	\$300	\$150
ACT	\$500	\$300	\$150

*“Great event, all round I was very impressed”*

FMA Event Attendee

**Principal** – Exclusive - 1 only

**Major** – Up to 4 only

**Supporting** – Unlimited

Please contact us if you are interested in a tailored package.



## Sponsorship Terms and Conditions

- All sponsorships will be awarded on a first come, first served basis. The Facility Management Association of Australia (FMA) retains the right to reject any sponsor that it deems inappropriate.
- FMA Australia does not provide exclusivity in any areas unless otherwise indicated in the sections of the agreement.
- The sponsor must provide the sponsorship funds, logo image (in the format required) and other details as required (such as correct use of sponsor's name, trademarks etc) to FMA **within 10 days** of receipt of acceptance.
- If payment has not been received within 10 days, FMA reserves the right to offer the sponsorship opportunity to another company.
- If sponsorship is taken up with less than **10 business days** before the event, the sponsor must fulfil all obligations, including payment, immediately.
- Any delegate lists provided will be in line with Privacy Laws and will only contain Name and Company of attendees
- Where there is opportunity to provide signage, gifts, materials or prizes to delegates; it must be provided by, and distributed by, the sponsor.
- All signage, gifts, materials and prizes for delegates must be approved by FMA Australia a minimum 10 days prior to the event.
- Sponsorships cannot be processed without payment. Funds must be payable in Australian dollars. Refunds are not available for sponsorships.
- FMA will not be liable for damage or loss to a sponsor's properties through fire, theft, accident or any other cause, whether the result of negligence or otherwise.
- Sponsors may sponsor single or multiple events.
- For sponsorship opportunities that include signage, please note that signage is the responsibility of the sponsor including drop off and pick up. FMA will inform each sponsor of the maximum size, number of signs etc.
- There are no refunds for cancellations by sponsors. If a sponsor cancels at any time, for any reason, the sponsor will be responsible for the entire sponsorship fee.
- FMA reserve the right to make changes to the event agendas. Unforeseen circumstances may result in the substitution of a presentation, venue, topic or speaker. FMA reserves the right to reject or rescind any registration and return registration fees accordingly. Registrant, speaker, sponsor, or other attendee or agent assumes all risks incidental to participation in all event activities, including loss or damage to property and/or personal injury.
- Where FMA takes photos / videos at events, by attending you give permission to use images taken at the event, as well as any written comments on our evaluation forms, in advertising and promotion.



## Sponsorship Form/Tax Invoice

### FMA State Branch Event Sponsor 2020

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Yes, we would like to support FMA Australia by becoming a sponsor of the selected event. By signing this document, we are agreeing to take part in a sponsorship arrangement, as per the terms and conditions, and confirm I have the authority of my organisation to do so.

Authorised By: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event State  Vic  NSW  Qld  WA

SA  TAS  ACT

Sponsorship  Principal  Major  Supporting  Tailored

Total Amount: \_\_\_\_\_ + GST



## Payment Details & Authority

EFT

Bank: CBA			BSB: 063 000	ACC: 10529527
EFT reference:				

Visa

Mastercard

American Express

Card Number

Expiry Date

CSV

Cardholders Name

Signature

Payment Amount

- To confirm sponsorship, payment must be received by FMA Australia upon receipt of the invoice, or within 10 days.
- Credit card payments will appear as 'FMA Australia' on your statement and payments may incur an additional 3% charge
- Tax Invoice: Please keep a copy of this form for your records.
- This will be a tax invoice for GST upon payment. ABN 57 003 551 844