

PERTH CONVENTION BUREAU

14 November 2018

Dr Neville Binning
International Vice President & National Chairman Australia
Chartered Institute Of Logistics & Transport
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ABN 30 008 766 541

Dear Dr Binning

Offer of CONFERENCE MARKETING SUPPORT - Western Australia

We are delighted to support the proposal for Western Australia to host 2020 CILT International Conference in 2020.

If Western Australia is chosen as the destination for the conference and one of our industry partners is chosen as the venue, we would put a formal offer of financial support to you in the enclosed terms.

Please note there will be no binding commitment on our part, and no funds will be committed to support the marketing of the conference, until we have received written confirmation from you of the following and the parties have signed and returned the attached documents for marketing support:

- (a) The destination, proposed venue and proposed dates of the conference in Western Australia;
- (b) The contact details of the organising committee representative; and
- (c) A completed conference summary form

It is also very important for you to keep us fully informed of any changes to any proposed venue, dates of the conference, delegate numbers and the contact details of your organising committee representative.

We look forward to working with you in the future.

Yours sincerely



Gareth Martin
General Manager - EDBD

PERTH CONVENTION BUREAU

Terms and Conditions of CONFERENCE MARKETING SUPPORT

Background

- A. Dr Binning (the “**Convenor**”) has submitted a Conference Summary Form to hold a conference entitled 2020 CILT International Conference (“**Conference**”) in Western Australia.
- B. Perth Convention Bureau (“**PCB**”) wishes to encourage the holding of the Conference in Western Australia.
- C. Should the Convenor decide to hold the Conference in Western Australia, PCB offers to financially support the Convenor in accordance with these Terms and Conditions.

Offer

1. PCB, in conjunction with our Industry Partner, offers to provide financial support of AU\$8,000 (“**Support Funds**”) to the Convenor for the purpose of marketing the Conference in Western Australia (“**Offer**”) subject to the Convenor’s compliance with the provisions of these Terms and Conditions (“**Terms and Conditions**”).

| Partner Venue | Partner Contribution | Total Contribution incl. PCB |
|-------------------------|----------------------|------------------------------|
| Pan Pacific Perth Hotel | \$4,000 | \$8,000 |
| Hyatt Hotel | \$4,000 | \$8,000 |
| Parmelia Hilton | \$4,000 | \$8,000 |

2. The Convenor may accept the Offer by returning an original signed copy of these Terms and Conditions to PCB by agreement to be 14th December 2018.
3. If the Convenor fails to accept the Offer within the period prescribed by clause 2, the Offer will lapse.
4. By accepting the Offer, the Convenor accepts these Terms and Conditions, which will constitute a complete, valid and binding agreement between the parties and which contain the entire agreement between the parties, superseding all prior negotiations, contracts, arrangements or understandings with respect to the subject matter dealt with in these Terms and Conditions. No future agreement is necessary between the parties. There will be no representations warranties, undertakings or agreements between the PCB and the Convenor, expressed or implied, except as set out in these Terms and Conditions.

Conditions Precedent

5. This offer is subject to and conditional upon, the Convenor:
 - (a) choosing Western Australia as the destination for the Conference; and
 - (b) choosing or proposing an Industry Partner (Conference venue) noted in **Offer 1**. (“**Industry Partner**”) for the conference, and advising PCB upon contractual arrangement with chosen Industry Partner.
 - (c) Permitting PCB to release information pertaining to confirmation of the conference occurring in Western Australia in the form of a press release and/or within our membership.

Use of funds

6. The Convenor may only use the Support Funds in relation to the Conference outlined in the Conference Summary Form and may not in any way change the subject matter, or character of the Conference in any way without PCB's consent in writing.
7. The Convenor may use up to 50% of the Support Funds as detailed in Offer 1 - Partner Contribution - towards costs at the confirmed Partner Venue. The convenor must use the remaining PCB contribution of Support Funds solely for the marketing of the Conference, and for no other purpose. The marketing of the Conference includes, but is not limited to, work for the purposes of:
 - (a) developing an effective marketing strategy; and
 - (b) increasing national and international delegate attendance.

Recognition

8. The Convenor must:
 - (a) use the logos of PCB, Tourism Western Australia ("TWA") City of Perth and the Industry Partner contained in Schedule 1 whenever reasonably possible on all material in relation to the Conference;
 - (b) provide media recognition of PCB in its marketing material;
 - (c) through mutual agreement and where relevant, allow PCB to attend the conference to conduct delegate surveys
 - (d) within 60 days of the last day of the Conference, submit to PCB a report containing statistical data confirming final delegate numbers and place of origin;

Insurance

9. The Convenor must take out the following insurances:
 - (a) Public Liability Insurance; and
 - (b) Conference and Exhibition Insurance which includes conference equipment and property cover.
10. The Convenor will at all times be responsible for all payments and obligations associated with the insurance.

Claiming Support Funds

11. In order to claim the Support Funds, the Convenor must issue a tax invoice to PCB for reimbursement with respect to the marketing costs of the Conference.
12. The tax invoice must contain:
 - (a) Supporting invoices containing details of relevant marketing expenditure with proof of payment for these items attached (payment receipt and/or bank statement).
13. The claim of Support Funds must be made after the staging of the conference and by agreement to be no later than **90 days after the event occurrence** in Western Australia

14. A failure by the Convenor to claim Support Funds within the time period specified in clause 13 constitutes forfeiture by the Convenor of any right or entitlement to the Support Fund.
15. If delegate numbers attending the actual conference (reported to PCB by the convenor as detailed in 8 (d) are less than 50% of those detailed on the supporting Conference Summary Form, Industry Partner funding portion may be withdrawn and the PCB allocated funding will be reduced accordingly. (Industry Partner funding forms up to 50% of any Conference Marketing support offer and is apportioned at the discretion of the Industry Partner.)
16. Within 60 days of the last day of conference, complete a materialisation form (provided), showing conference dates, final total delegate numbers and delegate origin (WA, interstate, international). Funding reimbursements will be processed upon the return of satisfactory materialisation reporting.

Withdrawal of offer

17. PCB may withdraw the offer on behalf of both PCB and the Industry Partner at any time before or after acceptance of these Terms and Conditions for any of the following reasons:
 - (a) A failure of the Convenor to keep PCB fully informed as to any changes to the proposed destination, venue, dates of the conference, delegate numbers, or contact details of the Convenor;
 - (b) A failure by the Convenor to satisfy any of the conditions precedent;
 - (c) A failure by the Convenor to fulfil any of its obligations or requirements under these Terms and Conditions;
 - (d) A withdrawal of funding by the Industry Partner which is not caused by the fault of PCB.

Indemnity

18. The Convenor indemnifies PCB, Tourism Western Australia ("TWA"), City of Perth and the Industry Partner against all claims and demands arising out of or in connection with the staging of the Conference resulting from personal injury or harm to the public or loss of or damage to the property of any third party.

General

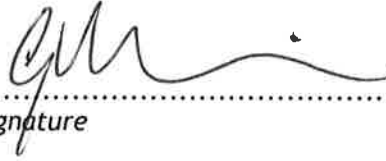
19. **(No Partnership)** The acceptance of these Terms and Conditions does not create a relationship of partnership, agency or employment between PCB and the Convenor or TWA and the Convenor or City of Perth and the Convenor or the Industry Partner and the Convenor. The Convenor has no authority or power to bind, contract in the name of or create a liability against the PCB, TWA, City of Perth or the Industry Partner.

Schedule 1

PCB to email logos on venue confirmation from client

Signed by PERTH CONVENTION BUREAU
ACN 008 766 541:

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Signature

GARETH MARTIN

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Name of signatory

GENERAL MANAGER - EDBD

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Position

Signed by Dr Neville Binning:

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Signature

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Name of signatory

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Position

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Date

CONFIDENTIAL