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Targeted Program Management + Australia Post

EVENT MANAGEMENT

5 STATE EXHIBITION ROADSHOW

Targeted Program Management (TPM Events) helps organisations **focus and grow** through adding **value, knowledge & experience.**

We transform how they **attract, engage and delight** their audiences.

Let us show you how we do it.

PROVIDED TO

Scott McNeice
Category Procurement Lead
Finance & Commercial Services
Australia Post
Lvl 20, 111 Bourke Street
Melbourne VIC 3000

March 2021

PREPARED BY

Janette Beedell
Targeted Program Management Pty Ltd ("TPM Events")
105 Showground Rd
Castle Hill NSW 2154
P: 02 8850 4200

YOUR SUPPLIER OF CHOICE

Targeted Program Management (TPM Events) is an established and trusted brand for more than 12 years in onsite event management and professional planning.

- We are an extension of your team, we will immerse ourselves in your brand, your culture and your events to allow us to collaborate and innovate!
- We are real people with personality, and are fun to work with.
- We ensure that your guest experiences are deeply immersive that will create a memory trace for your brand, key messages and create longevity well after the event concludes.
- Staff have worked for the past 24 years on thousands of events, installations, digital masterpieces, conferences and international symposiums, with audiences of five to five thousand, with budgets from $5k to $5m.
- We have worked all over Australia, New Zealand and Asia Pacific regions with a wide network of partners and suppliers in all locations that are tried and tested.

STREAMLINE AND ENGAGE WITH DIGITAL INTELLIGENCE

APP CREATION

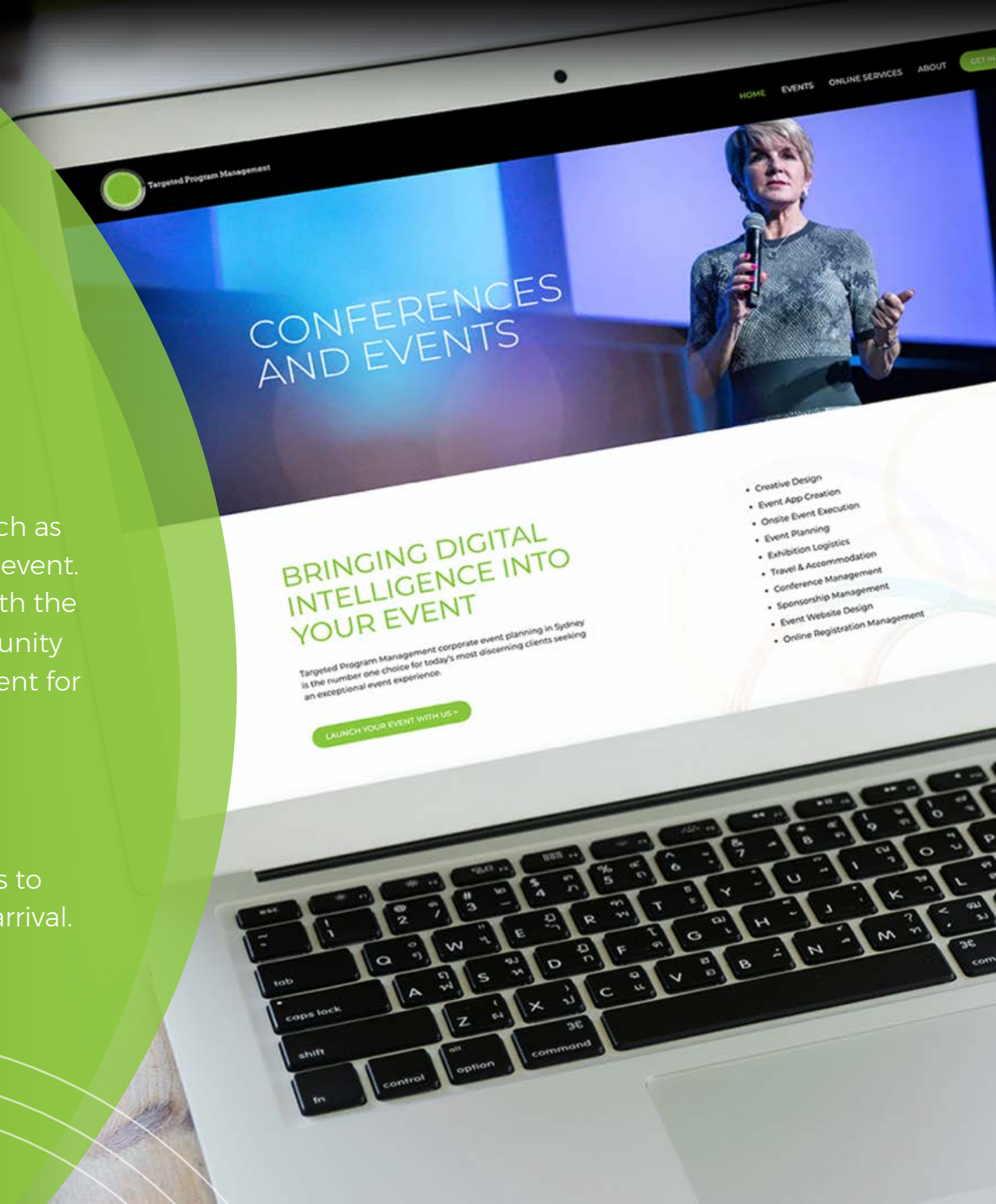
Event apps have replaced the old conference handbook with live up to minute information and 24 hour access.

- Communicate to your audience through push notifications ensuring all delegates have the latest information.
- Drive app engagement through live polling, Q&A and gamification.
- Offer delegate scanning for your exhibitors with real-time access to information.
- Through a customisable personal profile, inbuilt attendee networking allows delegates to connect prior to, during and 12 months post conference dates.
- Create and promote group discussions.
- Safety and secure, we know that discussions and privacy and security is paramount.

EVENT WEBSITES

Perceptive organisations demand bespoke websites that enhance the delegate experience.

- We deliver destination and program content that both entices and excites the delegate to register.
- During the bespoke build phase user experience is constantly monitored to ensure websites are built to be intuitively used.
- Sponsorship and marketing sales platform for exhibitor/sponsor engagement and payment.
- Integrated media elements such as videos that are specific to your event. These engage the audience with the speaker and creates an opportunity for prior dialogue and excitement for the conference.
- Engagement of speakers as a marketing tool pre event.
- Promotion of all event activities to engage your audience before arrival.



EXPERTLY MANAGED
EVENT DELIVERY

SPEAKER MANAGEMENT

The bar has been raised on speaker engagement and management, delivering on the delegate experience

- An online portal to capture all the elements of your speakers requirements prior to the event, ensuring all aspects of their technical requirements are met.
- Integrate media elements such as video stings that are specific to your event. These engage the audience with the speaker and creates an opportunity for prior dialogue and excitement for the conference.
- Social Media interaction with speakers engages your audience providing an understanding of the talent, their topic and their personality.
- Engagement of speaker to be a marketing tool pre event. Working with your speakers, they're provided a media kit to engage with delegates via social media prior to the conference, enhancing their value and attendance.
- Guided research and targeted approaches deliver on content and detail to build any educational or motivational program.

DESIGN & STYLE

DIGITAL 3D RENDERS

Gala dinner layout pre-approval render.

STAGE DESIGNS

Delivery of Gala Dinner concept.

TPM'S AGREEMENT TO YOU

ACCESSIBILITY TO THE PCO

TPM Events will maintain in constant contact with you throughout the conference management process. In the COVID world we hope some meetings will be in person, some via phone and if required online. You can contact the office 5 days a week between 9am and 5pm, should you wish to speak to any member of staff, they will be available during these hours via email or phone. If they are unavailable, please leave a message and a member of staff will return your call within 24hrs.

TPM Events is your dedicated conference resource to achieve and deliver your event goals on budget, on task and on time.

WE DO ALL THE HARD WORK FOR YOU

TPM Events provides dedicated event management services onsite and looks to take the hard work off the client.

The service provided by the TPM Events team is to ensure that the client is able to maximise their time at the conference with their clients or members, both building and maintaining relationships.

OUR DIGITAL INTELLIGENCE IS 2020

The suppliers that TPM Events have partnered with are second to none in their field of expertise. We'll connect you with influencers that you need to know. Whether it be speakers, Apps, audio visual, exhibition activations or marketing, TPM Events partners with suppliers that are reputable in all areas of the conference services industry.

Cloud systems, online access, dedicated support tools, the latest in registration technology means that we're able to integrate with technology companies that offer complimentary products and features, delivering innovative technology solution to streamline event management and enhance ROI.

YOUR AGREEMENT TO TPM EVENTS

All event discussions or changes to scope will discussed face to face or over the phone to ensure crystal clear clarity on reporting, ownership and expectations, so together we can move toward a favourable outcome. All payments are to be made in a timely manner.

EVENT SCOPE

The understanding of the event is as follows:

DATE	September, 2022 5 States: NSW: 2 day bump-in, 2 day event, 1 day bump-out VIC: 2 day bump-in, 2 day event, 1 day bump-out QLD: 1 day bump-in, 1 day event, 1 day bump-out SA: 1 day bump-in, 1 day event, 1 day bump-out WA: 1 day bump-in, 1 day event, 1 day bump-out
VENUES	TBC
GUESTS	Approx. 4,000 (across 5 states)
PREP TIME	Time of contract through to September 2022

(sample) 2 DAY EXPO TIMELINE FOR NSW				
DAY1 - FRIDAY	DAY2 - SATURDAY	DAY3 - SUNDAY	DAY4 - MONDAY	DAY5 - TUESDAY
Venue access		Opening – Day1	Day2	Exhibition build bump-out
Facilities setup Exhibition Build	Supplier setup Expo bump-in Exhibitor Rego	Conference & Exhibition	Conference & Exhibition	Pack Down
	Franchisees Dinner	Corporate Dinner	Exhibitor bump-out	

SERVICE AGREEMENT

Services will be provided for the following aspects:

- Accommodation Assistance
- Budget Administration
- Committee Engagement
- Delegate & Sponsor Communication
- Event Execution
- Event Planning
- Exhibition Management
- Exhibitor Communication
- Marketing
- Marketing & Promotion (PCO Partner)
- Partnerships
- Program Coordination
- Registration
- Reporting
- Site Visits
- Sponsors & Exhibitors
- Supplier Management
- Venue Management

ACCOMMODATION ASSISTANCE

Assistance with information and registration enquiries for accommodation:

- Source accommodation options / pricing
- Coordinate room bookings for Australia Post Team, Staff, Speakers, Suppliers & VIP's
- Promote accommodation options to VIP's and Delegates/Exhibitors

BUDGET ADMINISTRATION

Assist client with a comprehensive budget given all estimated expenses provided by suppliers:

- All expenses are to be paid by the client (unless otherwise contracted)
- TPM assist in the preparation and maintenance of an event budget covering the components TPM Events is contracted for
- Establish appropriate procedures for payment authorisation process, receipting and invoicing (i.e. fortnightly/monthly)
- Provide payment schedule for known event expenses
- Provide Australia Post access to online exhibitor accounting portal for LIVE reports
- Work with Australia Post for the provision of information for financial budgets and reviews
- Reconciliation of exhibitor payments received and outstanding payments with Australia Post, ensuring all outstanding exhibitor payments have been contacted prior to the conference

TPM Events has assisted clients for over 10years in budget administration of their events. Tracking, invoicing, income reports, EFT reconciliations, expense timelines. TPM Events partners with Matrix Norwest for enhanced budgetary requirements, whist maintaining event budgets internally with our own event team for the majority of events and exhibitions.

COMMITTEE ENGAGEMENT

Manage the reporting expectations of the client, exhibitors and suppliers:

- Set committee meeting dates and send/manage invitations and Zoom details
- Attend / Dial In to event steering committee meetings
- Monitor relevant committee activities
- Provide strategic input and support to committee for development of event enhancing concepts

DELEGATE & SPONSOR COMMUNICATION

Streamlining all communication requirements for the conference via online system

- Develop delegate communication plan in conjunction with Australia Post
- Develop sponsor communication plan in conjunction with Australia Post
- Work with Australia Post formulating conference materials
- Create sponsorship brochure
- Provide registration system delegate communication
- Procure and manage production of conference related material
- Execute all communication / invitations for Australia Post program and social events (where applicable with smaller groups)

EVENT PLANNING

The event planning guidelines coordinated directly with Australia Post to setup deadlines, targets and actions:

- Provide a timeline / critical path and put into place a reminder system for approaching deadlines
- Maintain open communication-line with Australia Post
- Prepare brief / tender documents, obtain quotes for sub contracted items as needed
- Manage relationship with suppliers for on-site activities
- Develop an exhibition floor plan encompassing all requirements
- Maintain and amend floorplan as needed
- Produce a timed access plan for all exhibitors onsite both for loading and setup and pack down
- Work with contracted supplier to manage loading dock access
- Manage venue catering and beverage requirements for all Australia Post activities
- Assist exhibitors with catering requirements for booth activities and services

EXHIBITION MANAGEMENT

Managing and coordinating all aspects of conference exhibition:

- With the venue & contracted exhibition builder, develop a floor plan that maximises all available space
- Provide strategic and operational advice to optimise exhibition floor plan
- Coordinate all loading and venue obligations in relation to exhibition
- Online portal created to capture exhibitor information
- Response data communicated and shared with venue & contracted builder
- Develop Move In and Move Out schedule
- Maintain communication with all exhibitors throughout planning and execution
- Create all relevant exhibitor communication and manuals
- Develop, review and seek approval on all exhibitor CAD designs, ensuring adherence to guidelines
- Management and administration of exhibitor deadlines, including:
    - Registration of exhibitor delegates
    - Adherence to entitlements
    - Stand information communication with exhibition builder
    - Onsite management of enquiries
    - Collection and storage of all Public Liability certificates
- Provision of an online invoicing platform for exhibition sales
- Facilitation of the invoicing for Australia Post of all exhibition sales
- Liaise with venue, security and suppliers for supply of services throughout the show
- Review exhibition setup (during bump-in and showtime) ensuring exhibitor adherence to all venue COVID, OH&S rules and obligations

EXHIBITOR COMMUNICATION

Streamlining all communication requirements for the event via exhibition system:

- TPM Events will produce an online Exhibitor Manual covering all bases such as:
    - Information required
    - Forms for completion
    - Contact details
    - Deadlines
    - COVID & OH&S venue requirements
    - Terms of access
- Communicate all pre-event information and confirmations
- Provide exhibitor check-list platform for response to all exhibitor required information
- Provide pre-event email reminders with detailed event information
- Maintain regular exhibitor communication throughout the pre-event time period.
- Provide exhibitors with confirmation of floor positioning, inclusions and assistance as required

<u>Exhibitor Portal</u>

- Connected to dedicated URL (i.e. www.australiapostexhibitionmanual.com.au)
- Provision for online portal capturing exhibitor information
- Provide information on table of Due Dates and downloadable documents for all related items
- Provide key contacts for Freight Management / Booth Catering options / Additional exhibition requirements
- Display all-inclusive and additional registration links and information
- Provide downloads for floorplans / bump in and bump out details / logistical guidelines
- Display key contact information for event/client
- Ensure creative layout is in line with event design
- Offer exhibitors the ability to have digital lead capture during the event

MARKETING

Creation of all event / exhibition material relating to promotion of event

Exhibition

- Develop and produce all venue signage and branding requirements for the event
- Develop registration booth concept with supplier
- Develop concept for Australia Post booth/s or areas
- Develop floor artwork displays (i.e. Entrance mosaics, activations, directions)
- Develop exhibition entrance features
- Assist committee on design / creation and implementation of event enhancements

Presentation Areas

- Develop all signage and branding requirements for the conference
- Assist committee on design / creation and implementation of conference enhancements

Event Website

- Production and management of dedicated event website for delegates
- Connection of a dedicated URL (i.e. www.australiapostexhibition.com.au)
- Develop a creative and interactive website for delegates
- Produce design concept that integrate with PDF downloads, videos, displays sponsor logos
- Detail program and event information
- Detail social event information
- Provide key contact information for all aspects of Australia Post
- Navigation Menu can include:
  Home / State / Program / Speakers / Exhibition / Accommodation
  Registration / Contact Us

MARKETING & PROMOTION

TPM Events has partnered with **Milestone Creative**, Managing Director, **Alana Hay** for the development and execution of a marketing and promotion strategy. See separate proposal.

MILESTONE CREATIVE AUSTRALIA

PARTNERSHIPS

Manage and coordinate all aspects of conference income opportunities:

- Assessing possibilities for additional income during event
- Developing and executing concepts and designs
- Work with conference partners to enhance and build their event experience and interaction
- Ensure suitable branding is positioned for Australia Post as well as sponsors/partners at events

PROGRAM COORDINATION

Overall management of the activities and program:

- Work in conjunction with Australia Post to develop program outline
- Provide access to online program creation portal with committee
- Provide advice on program structure and the scheduling of events
- Deliver all expected and compulsory items on the program
- Research and recommend speakers as required
- Communicate program with venue for delivery of all aspects

REGISTRATION

Online Registration

Online gateway for all delegate registrations for the event, delivering specific detail on both individuals and conference requirements:

- Determine online registration category requirements and inclusions (eg: Franchisee – Corporate – Staff – Sponsor – Exhibitor – Licensees etc)
- Individual state registration sites
- Delegate Categories: Full/Single Day/Visitor
- Exhibitor Categories: Full/Single/Stand Only Exhibitor
- Determine registration questions required (estimating 2 online pages through to confirmation)
- Optional connection of Australia Post e-Gateway for all online delegate and exhibition payments
- Ensure systems in place for timely response to delegate/client enquiries
- Provide regular statistics reports (both automated & as requested)
- Provide tools for nominated Australia Post personnel to access reporting portal of registration site
- Ongoing support and maintenance of registration site up to conference date
- Manage communication from dedicated Australia Post Events Conference email

Registration Coordinator

Dedicated registration staff supporting Australia Post registration process

- Australian based registration support staff
- Registration follow up for exhibitors
- Assistance with follow up of unpaid registrations
- Online support assistance for all delegate communication and enquiries
- Data management
- Report generation

Onsite Registration Support

Onsite registration for all delegate registrations for the conference and exhibition.

- Provision of registration staff (numbers dependent on each state event)
- All pre-registrations loaded

*Excl Name Badge and Lanyard costs

Reporting

Manage the reporting expectations of Australia Post.

- Provide access to reporting on both Conference and Exhibition registrations
- Regular automatic reporting to be provided (weekly or fortnightly)
- Undertake overall registration management
- Communicate any budget and delivery deadline impacts
- Review with client on an ongoing basis for detailed planning approaching event deadline

Outsourced costs:

- Onsite registration kiosks (touchless, attendee numbers)
- Onsite self-registration kiosks
- Lanyards
- Name badges

Estimation of costs to be provided during planning stage, maximising savings on equipment based on event statistics

REPORTING

Manage the reporting expectations of Australia Post:

PRE EVENT

- Provide exhibitor updates on outstanding information for follow up
- Provide invoicing reports on exhibition sales
- Provide Australia Post with online portal access to exhibition booking reports
- Communicate any budget and delivery deadline impacts
- Review with client on an ongoing basis for detailed planning approaching event deadline

POST EVENT

- Provision of an exhibitor report
- Provision of registration report (registered v attended)
- Review of event budget
- Facilitation of a post-event exhibitor survey in consultation with Australia Post
- Sales and Leads results (from event App if information is transparent)

SITE VISIT

Coordinate and manage all aspects of pre-event site visits:

- Coordinate a detailed onsite TPM/Australia Post/AV site visit, undertaking all aspects of the event and suppliers
- Determine all parameters of event (not limited to technology, suppliers and permits)
- Identify any potential issues that the event may face (i.e. access)
- Run through event scope with venue and client

SOCIAL EVENT MANAGEMENT

Assist with registration requirements for franchisee and corporate social events:

- Offer additional registration booking opportunities for social events
- Reporting live up to date registration information

"...With TPM, direct owner involvement means that we not only enjoy industry leading expertise combined with reliable and efficient service; we also have a trusted advisor that in times of uncertainty is able to adapt rapidly and deliver effectively in highly fluid circumstances. Recent times have demonstrated the value of this capability starkly.

The HRIA has no hesitation in endorsing the capabilities and quality of service provided by TPM Events and we look forward to their continued involvement in delivering our upcoming HIRE21 show."

Nicolas Chiew
Operations Director – Hire and Rental Industry Association Limited

SPONSORS & EXHIBITORS

The coordination of all participation for client sponsors and event exhibitors:

- Assist with enquiries and forward sales leads for execution
- Coordinate and schedule planned exhibitor activities
- Manage all sponsor and exhibitor requirements
- Assessing possibilities for additional income during conference
- Develop detailed schedule by exhibitor, equipment and timeline
- Contract resources and work with logistics supplier to deliver on bump-in and bump-out requirements

SUPPLIER MANAGEMENT

Managing the roles and responsibilities of all tendered suppliers for delivery of the event:

- Tender suitable suppliers for all aspects of event delivery (as required)
- Maintain communication and event ownership
- Liaise with venue and exhibition booth contractor prior to and onsite at conference
- Liaise with exhibition booth contractor onsite for bump-in and bump-out
- Liaise with exhibition booth contract for all exhibition sales enquiries
- Brief all suppliers on delivery expectations and budget inclusions
- Ensure suppliers deliver the expectations of the client
- Suppliers can include (but not limited to):

  - Photographer
  - Videographer
  - Transport providers
  - Gift suppliers
  - Venue
  - Audio Visual
  - Security
  - Ushers
  - Printing / Signage
  - Guest Speakers
  - Entertainment
  - Caterers

VENUE MANAGEMENT

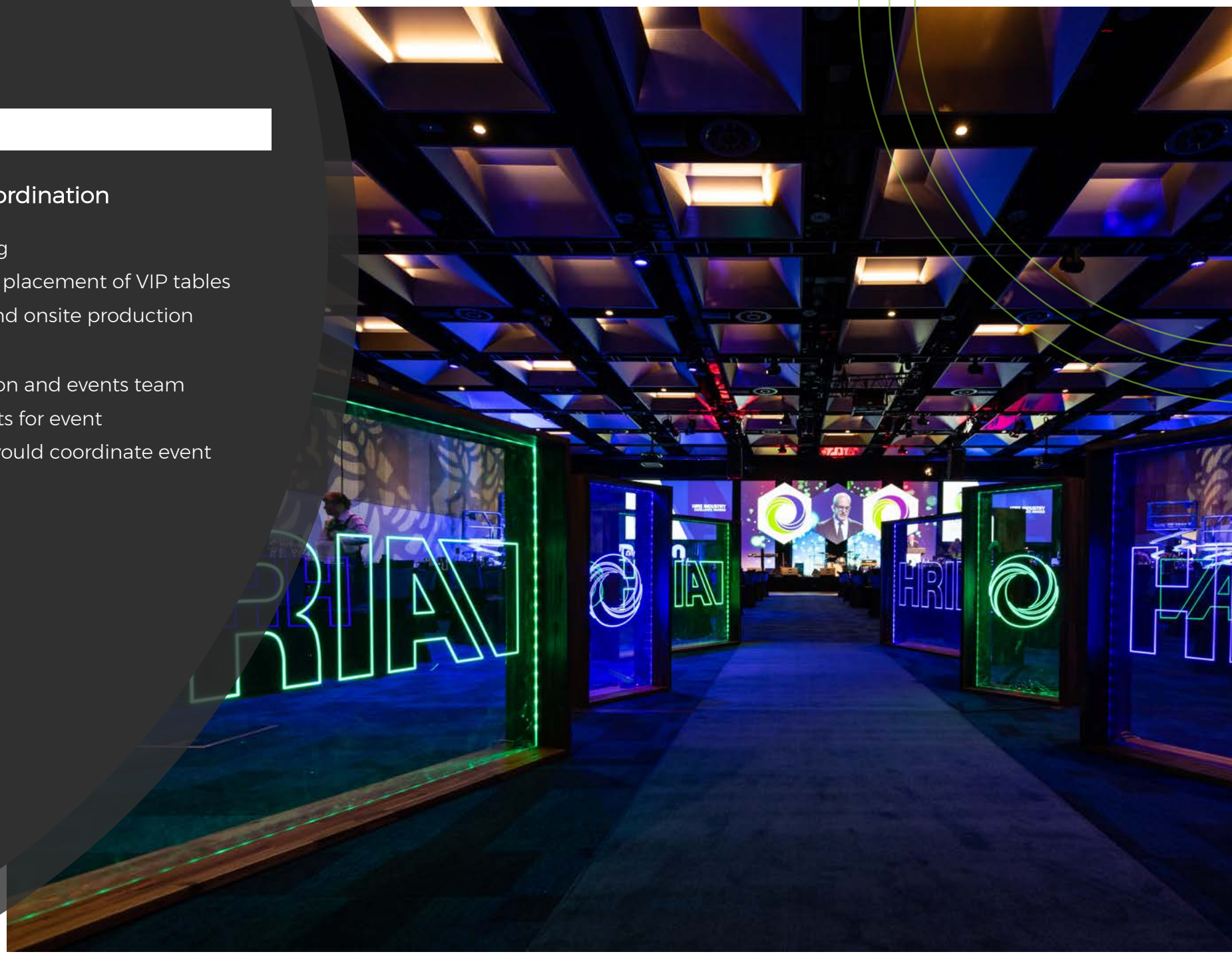
This is specifically to do with any venue providing event space for the conference:

- Negotiate on behalf of the client for the most suitable contract outcome
- Identify any event restrictions and provide alternatives
- Seek alternatives as required for delivery of event
- Discuss the loading dock access requirements, staffing, loading, timelines schedules
- Maintain communication with the venue through the enquiry and contract process
- Facilitate execution of contract agreement
- Establish daily venue rooming requirements and schedule of use for plenary, breakout and any social events
- Establish food and beverage requirements, provide to venue and confirm final numbers
- Establish daily room setups for plenary, breakout and any social events
- Liaise with venue prior to and onsite at conference for all exhibition requirements
- Manage all production, program and exhibitor requirements with the venue
- Liaise with the venue on an ongoing basis and onsite
- Provide at least two face to face meetings with venue prior to event to review schedule and programming
- Hold daily briefing meetings with the venue
- Provide all required floorplan layouts with updates and edits throughout planning
- Communicate event program, updates and changes

PLATINUM ADDITION

Franchisee & Corporate Dinner Co-ordination

- Venue research, quotes and contracting
- Management of seating allocation and placement of VIP tables
- Coordinate pre-production, theming and onsite production
- Work with partner for theme
- Prepare detailed runsheet for production and events team
- Coordinate entertainment requirements for event
- TPM Events staff onsite for Exhibition would coordinate event onsite



PLATINUM PLUS ADDITION

2023 Venue Sourcing

Destination research for suitable venues for future Australia Post Events:

- Session capability
- Breakout component
- Roadshow mapping
- Exhibition capacity & access

- Price comparison provided on nominated venues
- Event Comparison

TABLE OF VALUE

TPM Events offers you three (3) package options to choose from:

	STANDARD $228,575	PLATINUM $233,075	PLATINUM PLUS $243,075
Accommodation Assistance			
Budget Administration			
Committee Engagement			
Event Execution			
Event Production (AV)	Separate Proposal	Separate Proposal	Separate Proposal
Event Planning			
Exhibition Management			
Incl Exhibitor Portal			
Exhibitor Communication			
Marketing			
Incl Event Website			
Marketing & Promotional			
Marketing & Promotion Strategy			
Partnerships			
Program Coordination			
Registration			
Kiosks & Onsite Coordination	Separate Proposal	Separate Proposal	Separate Proposal
Reporting			
Site Visit			
Social Event Management			
Sponsors & Exhibitors			
Supplier Management			
Venue Management			
PLATINUM ADDITION			
Franchisee & Corporate Dinner Coordination			
PLATINUM PLUS ADDITIONS			
2023 Venue Sourcing			

MANAGEMENT FEE

The total fee for management for Australia Post is for management of the combined event with an exhibition display of approximately 100 partners, repeated across 5 states.

The pricing structure for a reasonable increase of exhibitors above this number will be negotiated.

Australia Post *Includes provision of 5 x on-site staff for event*	
TOTAL	
Includes GST	

ITEMS TO BE CHARGED IN ADDITION

- Onsite requirements (e.g. office admin, equipment, meals, flights, accommodation & expenses etc.)
- Meeting incidentals (i.e. parking, transfers etc.)
- Any additional event coordinator/assistance staff to be charged at $650p/d.

PAYMENT SCHEDULE

Upon contract acceptance: 25% deposit.
Monthly management invoice (up to and including event)
Upon completion: on-site extras.

SERVICES AGREEMENT

GENERAL CONDITIONS

CONFIDENTIALITY

'**Confidential information**' means the confidential information of a Party and includes:

a) The subject matter of this agreement including that information relating to the design and delivery of the Australia Post conference for the parties;
b) Information relating to personnel, policies, systems, operation, customers or business strategies;
c) Information relating to the terms upon which event management services have been supplied pursuant to this agreement;
d) Any documents marked as confidential;
e) Australia Post and Customer Data

'**Australia Post Data**' means that information relating to the Australia Post event and guests in respect of this agreement, including products, Australia Post marketing plans, corporate policies and procedures, reports and such other information as identified between the parties.

'**Customer Data**' means the information relating to Australia Post, including Personal Information;

'**Personal Information**' has the meaning set out in the Privacy Act 1988 as amended from time to time.

PRIVACY

Targeted Program Management (TPM Events) acknowledges that the provision of event management services may result in the collection of or access to **Customer Data** and **Australia Post Data** including the Personal Information of Members. The parties acknowledge that the collection, use and disclosure of such personal information is subject to the Privacy Act including the National Privacy Principles (as defined in that Act). Each Party will comply with their requirements under the Privacy Act.

CANCELLATION

Upon receipt of the signed agreement, Targeted Program Management (TPM Events) Targeted Program Management will commence providing event management services to Australia Post.

Should Australia Post postpone the event a review of work completed would be finalised in order that invoicing is able to transfer with the event to a new date.

Should Australia Post cancel the event and no longer require these services, the following cancellation fees apply:

ITEM	FEE
Six months prior to event start	Deposit & Paid Monthly Payments forfeited
Up to **120 days prior** to event start	50% of Conference Management Fee
Up to **90 days prior** to event start	75% of Conference Management Fee
Inside of **30 days prior** to event start	100% of conference management fee

FORCE MAJEURE

The performance of this Agreement is subject to the termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, a pandemic as declared by the World Health Organisation, disaster, strikes, civil disorder or curtailment of transportation facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the bases for such termination as soon as reasonably practical – but in no event longer than ten (10) days after learning of such basis.

TPM EVENT's FINANCIAL VIABILITY STATEMENT

MATRIX NORWEST
TAXATION & ACCOUNTING

MATRIX NORWEST
INTEGRATED ADVICE

8 March 2021

AUSTRALIA POST
Scott McNeice
Category Procurement Lead
Finance & Commercial Services

REF: Targeted Program Management
ABN: 36 966 376 265

We confirm that we are the tax agent for Janette Beedell Family Trust trading as Targeted Program Management. We also confirm that we provide real-time book-keeping services and are across all financial aspects of this business.

We understand that Targeted Program Management is currently tendering to Australia Post and that as a requirement of this confirmation is obtained as to the financial viability of the business.

We can confirm that whilst like many businesses in the event planning industry, they have been affected by the changes resulting from Covid-19, the business has continued to trade throughout the pandemic. No staff changes have been made, all debts are met when due and the business remains financially sound.

If further information is required, please contact Alison Stevenson or Lisa Sutton of our office.

Should you have any queries regarding this matter, please contact our office.

Yours faithfully
Matrix Norwest Taxation & Accounting Pty Ltd

Matthew Stevenson
Director

SMSF SPECIALIST

KEY EVENT TENDER QUESTIONNAIRE

Response to Australia Post Questions:

1. Can you tell us about your company and provide us with examples of events you've managed?

Targeted Program Management (TPM Events) is an established and trusted brand in onsite event management and professional planning. Known for smooth event delivery managing and digitising conferences, programs and celebrations. With an extensive supplier network underpinning an extraordinary ability to scale quickly and produce cost-effective strategic solutions in real time.

We are an extension of your team, immersing ourselves in your brand, your culture and your events to allow us to collaborate and innovate! We are real people with personality.

We have worked for the past 24 years on events, style installations, digital masterpieces, conferences and national symposiums, with audiences of five to five thousand, with budgets from $5k to $5m.

Many of these events include but not exhaustive:

- Association of Financial Advisers Conference
- Association of Financial Advisers Roadshow
- AIA Australia Conference
- Hire and Rental Association Conference and Exhibition
- Kennards Hire Conference and Exhibition
- Traffic Management Association of Australian Conference
- Your Money Your Life Exhibition

Our experience and our creativity is based on your brief, the goal of your event and the outcomes that you are wanting your audience to walk away with.

2. As an event management company what steps do you take to ensure the event is achieved on time and budget to the client's requirements?

Reporting and clear communication is mandatory to ensure that an event is achieved to budget. We have regular work in progress (WIP) meetings as well online project management software tools to keep a track of critical path tasks, detailed budget of expected costs, payments schedule. With regular internal team meetings, we're able to assess and adjust upcoming tasks, reviewing and adjusting according to progress.

TPM Events has assisted clients for over 10years in budget administration of their events. Tracking, invoicing, income reports, EFT reconciliations, expense timelines. TPM Events partners with Matrix Norwest for enhanced budgetary requirements as needed, whilst maintaining event budgets internally with our own event team for the majority of events and exhibitions.

TPM Events prides itself on negotiating with suppliers if require to ensure the best outcome for the client and the event.

KEY EVENT TENDER QUESTIONNAIRE (cont....)

Response to Australia Post Questions:

3. Liaising with the client is key to a successful event but who else do you liaise and organise with during an Expo? And if so, what do you jointly organise?

TPM Events liaise with a number of key suppliers, all who are critical to the process of an exhibition build:
- Venue (food/beverage, logistics, marketing, security & cleaning teams)
- Exhibition Contractor (exhibition build & signage)
- Exhibitors
- Freight Specialist
- Logistics Team (Bump In/Out, Fork Lifting & Carpeting)
- Audio Visual (including rigging)

All suppliers are brought in to the event either by Australia Post (preferred suppliers) or by TPM Events, working with our key event suppliers who we have established dedicated relationships with. TPM Events manage all supplier engagement and together plan all requirements, timelines and logistics to ensure the exhibition is executed seamlessly for the client and exhibitors.

4. Sponsorships are a key ingredient to all events – what would your company offer in the management of key sponsors?

Key Sponsor and Partner management is a key aspect of ensuring event success. TPM Events understands the requirements and inclusions of the sponsorship package and works one on one with the sponsor for all key areas. TPM Events can assist and coordinate all aspects of conference income opportunities.

We do this by:
- Assessing possibilities for additional income pre, during & post event
- Develop concepts and designs
- Develop and produce a partner sponsorship document
- Assist with engagement of sponsors
- Contracting and invoicing of sponsors
- Maintain a record of enquiries and sales for future opportunities

5. Exhibitors at the Australia Post Trade Expo are varied and include both external retailer partners and internal business units - how would your company manage these groups?

With external and internal exhibition clients, the processes work seamlessly alongside each other. Within TPM Events, all requirements are understood ahead of launch for different categories of exhibitors so coordination with each individual company is a smooth and effective process. Our internal tracking systems individually identify the deliverables required of each exhibitor and we will work with each company to ensure all information is received in a timely manner ahead of the event.

Our Exhibition Coordinators assist with all enquiries, mapping and planning. We have the tools and the skills to deliver with seamless integration with:
- Online exhibitor management portal
- Exhibitor management
- Floorplan design & layout
- Move in and move out schedules
- OH&S facilitation
- Stand build

KEY EVENT TENDER QUESTIONNAIRE (cont….)

Response to Australia Post Questions:

6. Communication plan is critical in event management – tell us what your company offers in terms of an overarching communication plan, including with key stakeholders, attendees and exhibitors at the event?

Communications for confirmation of exhibition stands, registration completion, reminders are all managed through the TPM Events team.

- TPM Events will produce an online Exhibitor Manual covering all bases such as:
    - Information required
    - Forms for completion
    - Contact details
    - Deadlines
    - COVID & OH&S venue requirements
    - Terms of access
- Communicate all pre-event information and confirmations
- Provide exhibitor check-list platform for response to all exhibitor required information
- Provide pre-event email reminders with detailed event information
- Maintain regular exhibitor communication throughout the pre-event time period.
- Provide exhibitors with confirmation of floor positioning, inclusions and assistance as required

<u>Exhibitor Portal</u>

- Connected to dedicated URL (i.e. www.australiapostexhibitionmanual.com.au)
- Provision for online portal capturing exhibitor information
- Provide information on table of Due Dates and downloadable documents for all related items
- Provide key contacts for Freight Management / Booth Catering options / Additional exhibition requirements
- Display all-inclusive and additional registration links and information
- Provide downloads for floorplans / bump in and bump out details / logistical guidelines
- Display key contact information for event/client
- Ensure creative layout is in line with event design

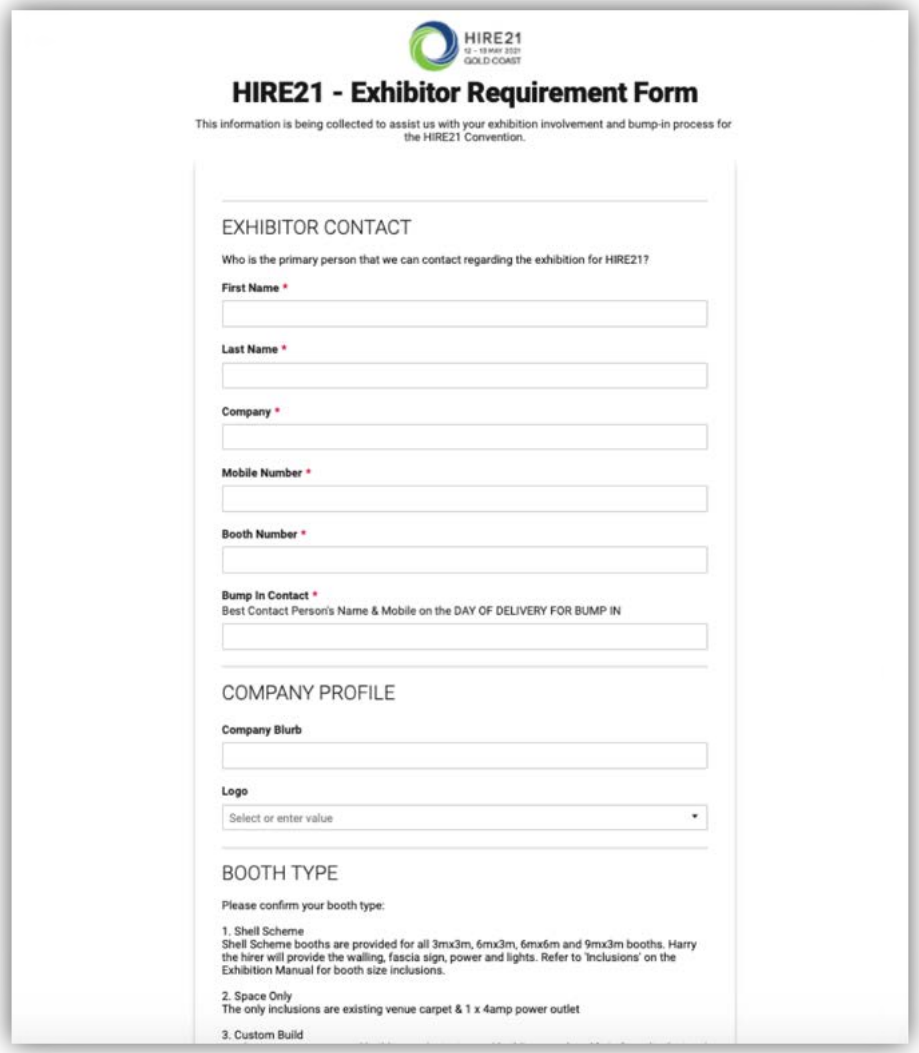
Streamlining all communication requirements for the conference via online system

- Develop delegate communication plan in conjunction with Australia Post
- Develop sponsor communication plan in conjunction with Australia Post
- Work with Australia Post formulating conference materials
- Create sponsorship brochure
- Provide registration system delegate communication
- Procure and manage production of conference related material
- Execute all communication / invitations for Australia Post program and social events (where applicable with smaller groups)

Our Marketing team partner, **Milestone Creative** is a key aspect of ensuring event success. Milestone Creative work to provide:

- Strategy (Strategic Input and Advice)
- Marketing Management (Account Manager – EDM's, SEO, Online)
- Digital Marketing (Campaigns, Social Media)
- Communications (Content & Copywriting, Press Release)
- Creative/Design

MILESTONE CREATIVE AUSTRALIA



HIRE21 - Exhibitor Requirement Form

This information is being collected to assist us with your exhibition involvement and bump-in process for the HIRE21 Convention.

EXHIBITOR CONTACT

Who is the primary person that we can contact regarding the exhibition for HIRE21?

First Name *

Last Name *

Company *

Mobile Number *

Booth Number *

Bump In Contact *
Best Contact Person's Name & Mobile on the DAY OF DELIVERY FOR BUMP IN

COMPANY PROFILE

Company Blurb

Logo

Select or enter value

BOOTH TYPE

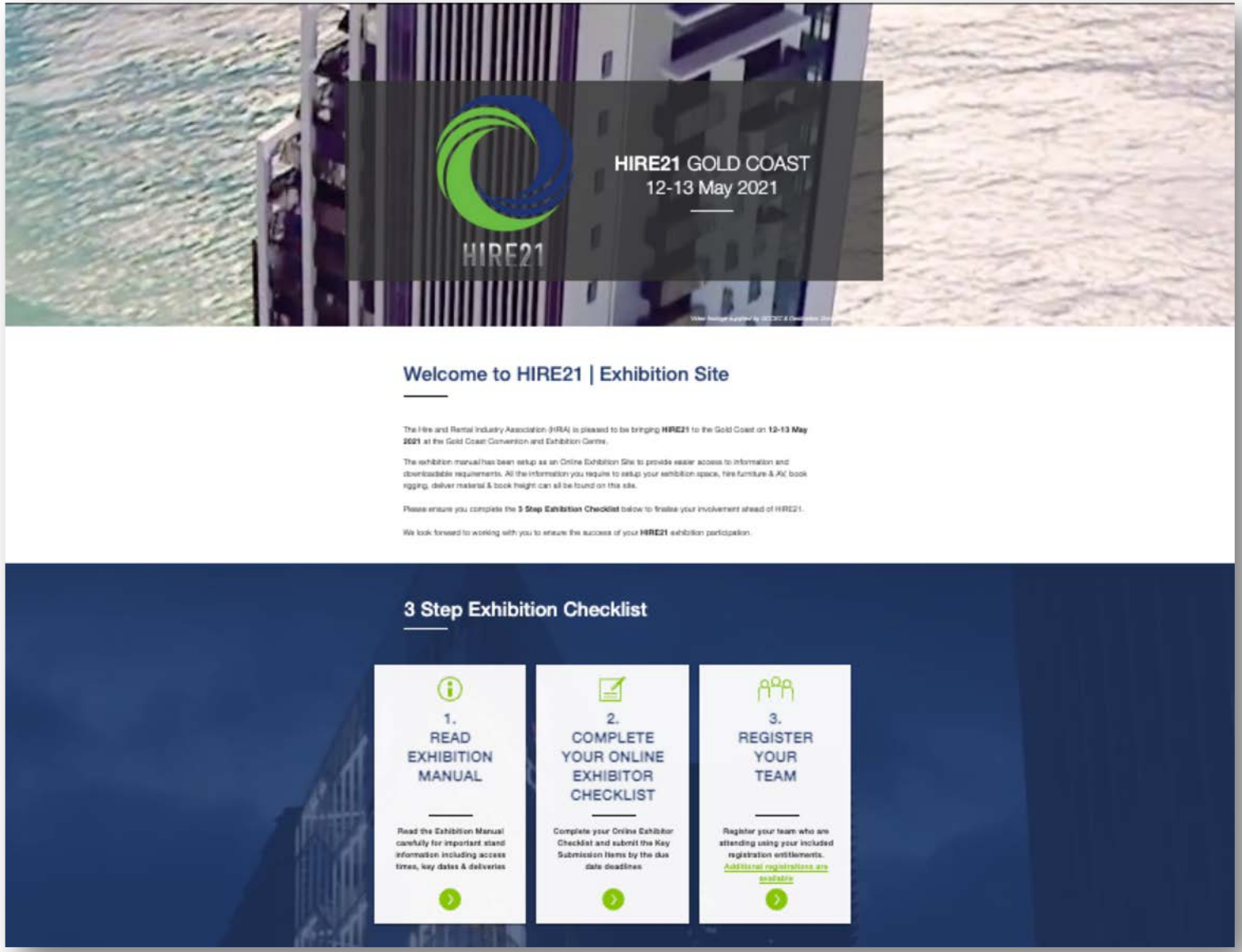
Please confirm your booth type:

1. Shell Scheme
Shell Scheme booths are provided for all 3mx3m, 6mx3m, 6mx6m and 9mx3m booths. Harry the hirer will provide the walling, fascia sign, power and lights. Refer to 'Inclusions' on the Exhibition Manual for booth size inclusions.

2. Space Only
The only inclusions are existing venue carpet & 1 x 4amp power outlet

3. Custom Build

< Exhibitor Requirement Form >



< Client Branded Online Exhibition Manual >

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KEY EVENT TENDER QUESTIONNAIRE (cont....)

Response to Australia Post Questions:

7. The Trade Expo is a closed event and restricted to AP licensees and Corporate staff only which we require pre-registration, what services do you offer for event registrations? And, we do have unregistered people attend on the day, how would your team manage this?

A bespoke and branded registration system accessible from the conference website would accommodate the information link for all online registrations. TPM Events has partnered with Aventri for more than 10 years in it's professional ability to build a seamless and customised event registration process for virtual, hybrid and live events.

Arriving onsite, the registration team is able to accommodate all pre-registrations with self-service Kiosks. Onsite, our registration staff are able to assist with the self-service Kiosks for all new registrants.

Along with our Kiosk Sister business is **EventFrog**. Guests can check in and print their name badge onsite with a quick barcode scan or name search option. With the largest screen offering in the business, we can customise design for your event.

EVENT FROG

Whilst the kiosks are impressive to look at, they're not just a pretty face! Equipped with leading technology, they are set for simple scan and print, or we can provide RFID and NFC chip pairing for ease in delegate lead retrieval and tracking.

Easy to set up in any venue, these can be taken to both indoor and outdoor events. Features include:

- Massive 21.5" touch screen
- Colour printing in seconds
- 1D/2D/QR code scanning for easy check-in
- RFID/NFC pairing ability
- Compatible with Aventri, EventsAIR and Satellite TAG software
- Sleek white design perfect for any event
- Complete brand customisation available with easy decal application

*see separate costing (includes printed name badges)

KEY EVENT TENDER QUESTIONNAIRE (cont....)

Response to Australia Post Questions:

8. The Trade Expo is a closed event and has several streams that need to be considered as part of registration including Sponsors, Exhibitors, External Suppliers, Licensees and Corporate staff. Does your company have the ability to manage these different streams and options for attendance e.g. dinner, payments, expo, supplier appointments?

Our online gateway is suitable for delegate, sponsor and exhibitor registrations for the event, delivering specific detail on both individuals and conference requirements.

The purpose built registration platform will take into account all requirements for each category, their inclusions, optional purchase extras, necessary information required, event reporting requirements and attendance options.

The registration systems can be created individually for each state with up to date event data and offerings for 2 days events and single day events including registration and ticket purchase offerings for the Franchisee and Corporate dinner events.

Our online registration system will provide:

- Dedicated registration sites
- Branded event registration site
- Event email confirmations
- Pre-event reminders
- SMS capabilities
- Calendar download
- eGateway payment connection
- Automatic events reports
- Client portal access to reports 24/7

*Sample image of registration website above.
Categories can be hidden from view with dedicated links emailed out to required groups & contacts.

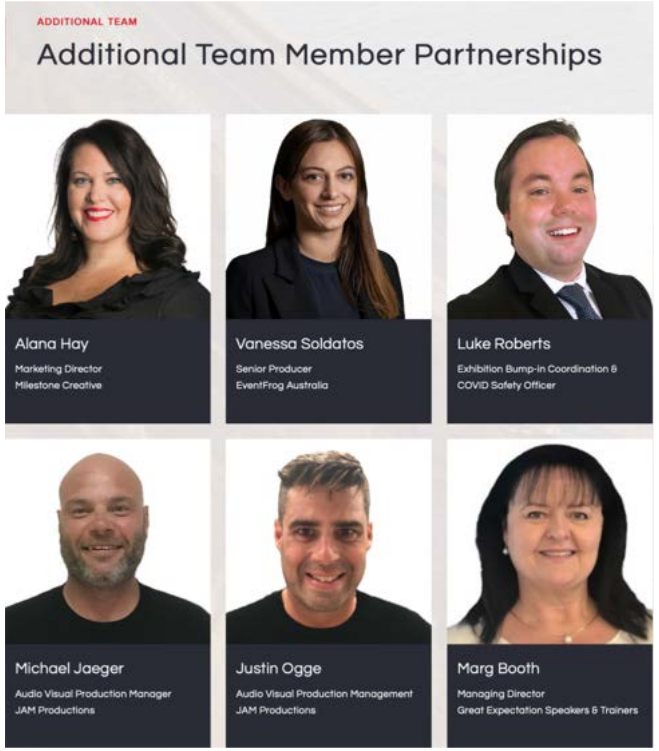
KEY EVENT TENDER QUESTIONNAIRE (cont....)

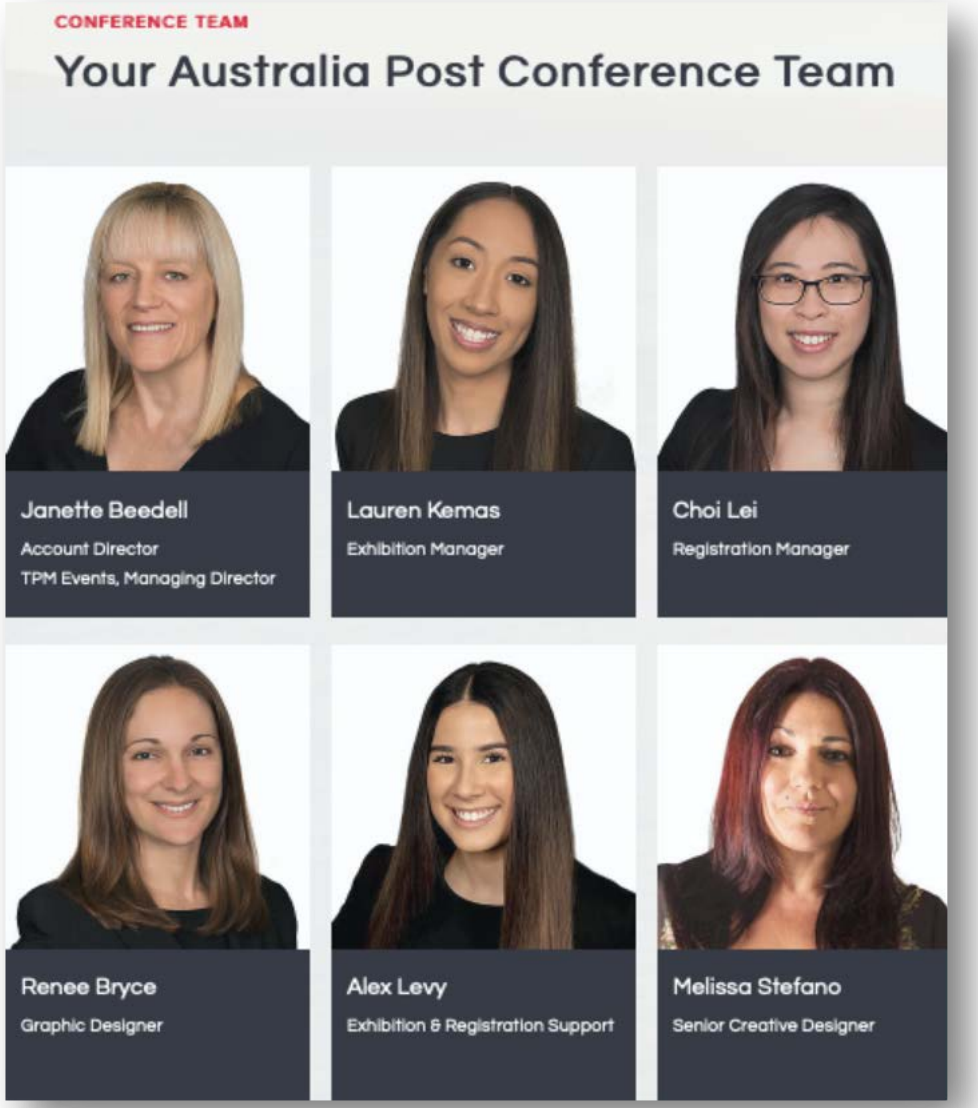
Response to Australia Post Questions:

9. Expos are held on a Sunday and Monday (for some states) in the 5 main states – does your organisation have the capacity to support the event for potentially 5 consecutive weeks?

With experience in multiple roadshows and large exhibitions across Australia, our team can deliver on the required Australia Post roadshow events and will ensure that you have the same critical team members across all events.

Our staff are equipped to rotate event deliveries ensuring all aspects of the event are delivered on for delegate, exhibitor and client requirements. A number of experienced casual staff are at the ready to complete the TPM Events Onsite team.





KEY EVENT TENDER QUESTIONNAIRE (cont...)

Response to Australia Post Questions:

10. Do you have experience in hybrid events?

Hybrid events have become very necessary during 2020 / 2021 and we have an experienced team of event staff who can assist in every clients event success.

Over the past 12 months we have run several hybrid events in the financial and medical space which has been accessed by over 600 people at anyone time. With virtual exhibitors, speaker information, pre-records and a dedicated library of conference material post event for the delegate.

With Hybrid events becoming popular as Australia opens up to people traveling and heading back into the office, TPM Events and it's production team are able to create and plan an experience that will both benefit the in-person delegate and the delegate watching from home.

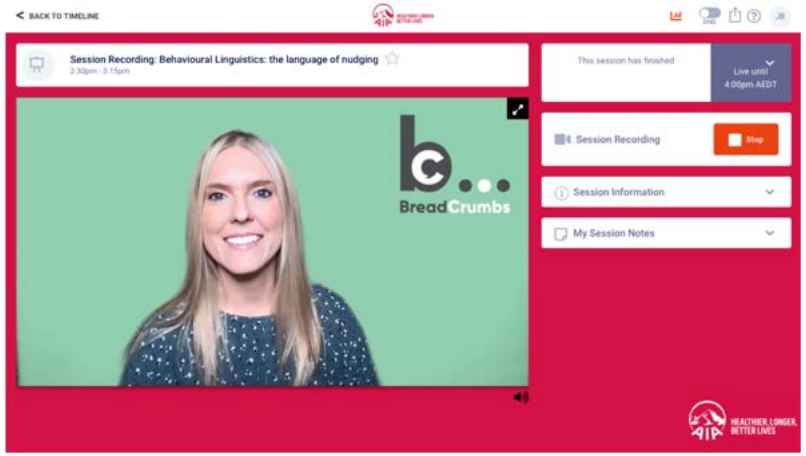
Not only are we able to draw a bigger audience for the event with virtual attendance, your audience size has grown without a huge budget to match and this allows the content you have provided for your franchisee and corporate clients to have a life beyond the event. Your content can be viewed online for an indefinite period of time.

KEY EVENT TENDER QUESTIONNAIRE (cont...)

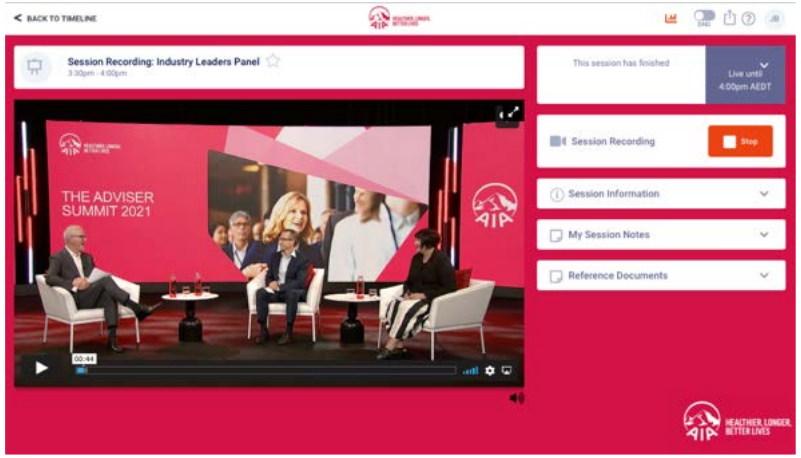
Response to Australia Post Questions:

11. If we wanted to prepare on demand videos or live stream and pre book appointments with suppliers how would you build this into an event?

On demand videos from speakers, sponsors or Australia Post can be recorded prior to the event and be placed on the web platform that we can create for your event. TPM Events delivers online virtual conferencing solutions for many clients, all with different requirements. Live stream links can be built into this environment ensuring that the messages are able to be delivered.



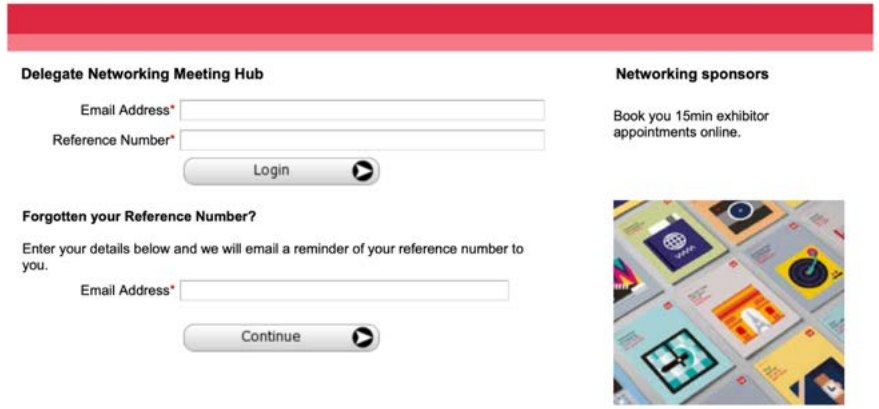
< Pre-Record >



< LIVE >

Exhibitor & Supplier pre-bookings are all managed within the registration system. Specific to each supplier, dependant on the length of time for each meeting and frequency.

Australia Post



KEY EVENT TENDER QUESTIONNAIRE (cont...)

Response to Australia Post Questions:

12. What else does your event management company offer to make you stand out from competitors?

TPM Events offer a range of additional services that can accompany not only your event but the running of your event.

Mobile App

As a licensed App Provider, TPM Events are replacing the old conference handbook for live up to minute information 24/7 access. Gamification is a compelling quality maximising engagement and providing another platform for revenue.

With instant access to programs, speakers, floorplans, attendee to attendee communication and more, the increased platform also generates additional sponsorship opportunities. Networking is less awkward and more long-term business partnerships are made with Apps maintaining a shelf life for 12months.

*App cost additional

Event Website

At TPM Events, we know that each event website needs to be different and suit not only the client but the event. The event website needs to be engaging, easy to use and most importantly have all the relevant information on hand.

We assist with:

- Production of branded and interactive event website
- Connection of a dedicated URL (i.e. www.australiapostexhibition.com.au)
- Ability to integrate with PDF downloads, videos, displays sponsor logos etc
- Detailed program and event information
- Exhibitor & Sponsor information
- Navigation Menu tabs

Fitness Bootcamp

In recent times both employers and employees are becoming increasingly vigilant about their health. Why not increase the learning capacity of delegates for the conference by providing an onsite fitness bootcamp for all levels of activity.

Alternatively a session on health and well-being habits that your delegates can implement into their daily routine to improve the balance of work and life rewards the business owners, employees and their families.

Provision of a morning (optional) bootcamp for delegates or available for delegates and/or partners to hold individual PT sessions with qualified trainer during conference duration.

In-House Design Service

Unlike a lot of event management agencies, TPM Events is proud to have an in-house qualified designer at the ready to create event specific branding, provide visual renders on virtual platform design, create communication banners for implementation across all marketing and ensure that throughout the entire Australia Post event experience, your brand is on point.

A DEDICATED TEAM

TPM Events is an established and trusted brand in onsite event management and professional planning. We are an extension of your team, immersing ourselves in your brand, your culture and your events to allow us to collaborate and innovate.

All TPM Events staff are employees who work and reside in Sydney.

KEY EVENT TENDER QUESTIONNAIRE (cont...)

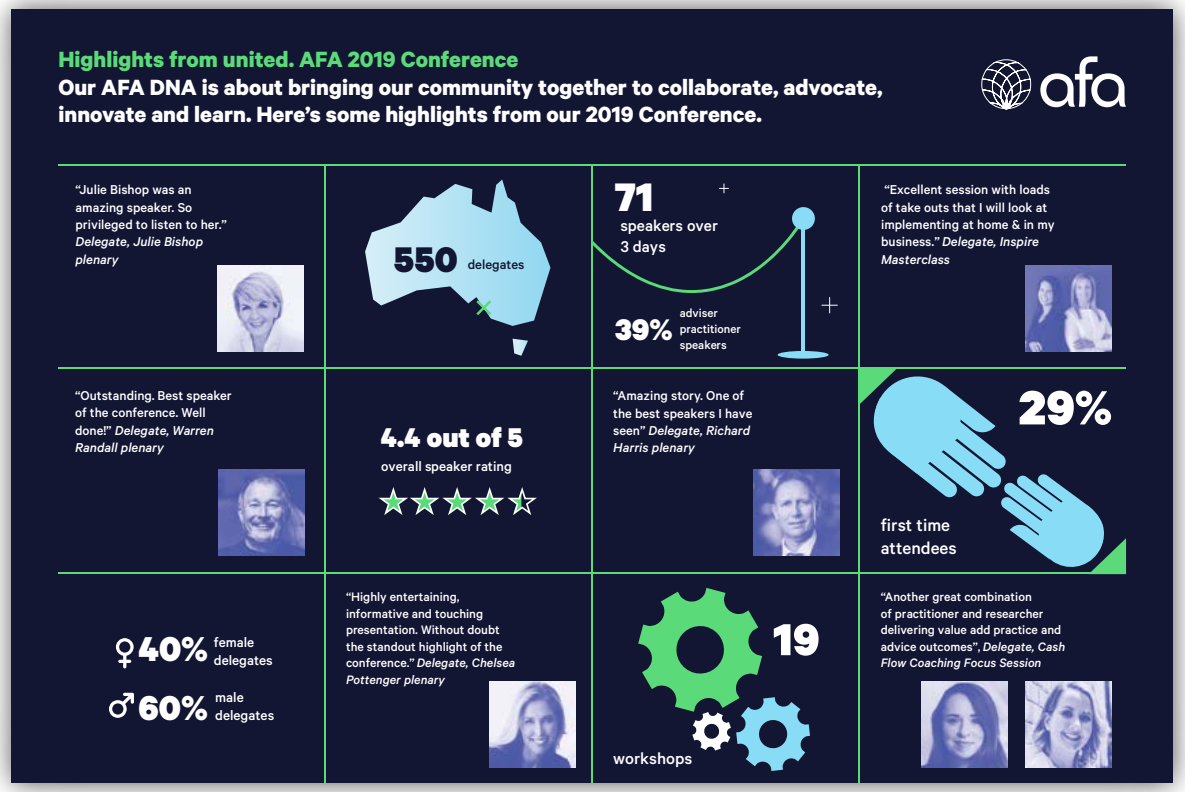
Response to Australia Post Questions:

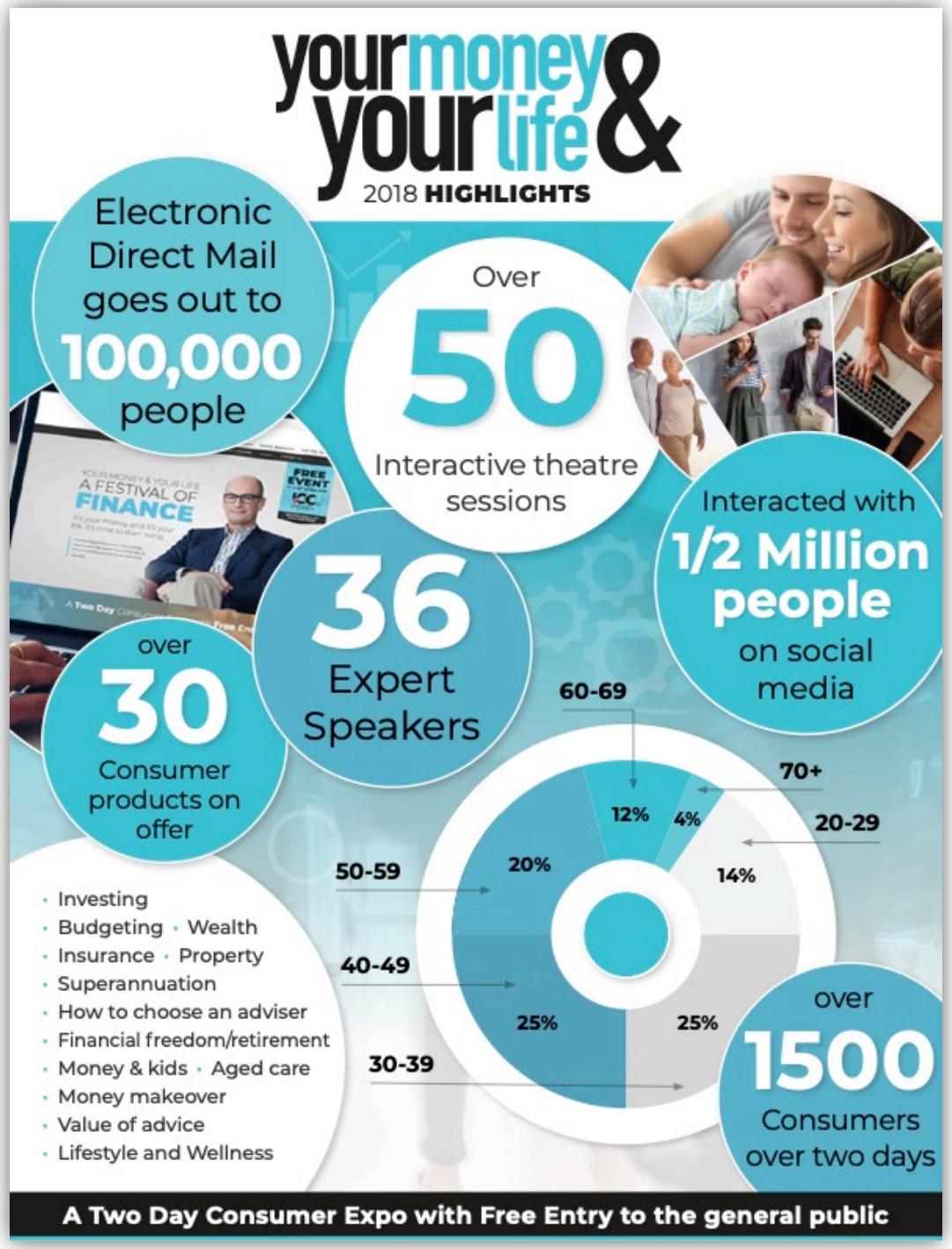
13. What kind of reporting do you offer pre / during and post event?

Reporting can be tailored to your requirements for the event.

Event reporting can include, but not limited to:

- Venue and onsite reporting – including pre planning, event duration and post event
- Registration numbers
- Exhibition numbers
- Budget updates
- Post event debrief and report
- Exhibitor & Sponsor Infographics





KEY EVENT TENDER QUESTIONNAIRE (cont....)

Response to Australia Post Questions:

14. If we require guest speakers at the events, does your company have the capacity to assist? If so, what do you offer as part of this service?

TPM Events will assist with the coordination of all participation for speakers throughout the program where required. Integrating the speakers into your program and promoting them to your audience both pre-event and onsite. With their travel, AV and presentation logistics taken care of, your speaker will be prepped and motivated to deliver to your audience.

Through this coordination we will:

- Confirm speaker information for program inclusion
- Manage and coordinate speaker rehearsals and/or briefings
- Work with conference committee on allocation of session hosts and coordinate responsibilities
- Research speakers for your program
- Ensure all sessions hosts and MC's are equipped with speaker information
- Collect speaker presentations, assets and information and coordinate with production team
- Maintain a full record of presentations (post conference) for Australia Post

KEY EVENT TENDER QUESTIONNAIRE (cont...)

Response to Australia Post Questions:

15. Our licensed (franchise) network are particularly sensitive about data sharing – can you tell me how your organisation ensures the privacy of attendee data?

TPM Events acknowledges that the provision of event management services may result in the collection of or access to Customer Data and Australia Post Data including the Personal information of members.

We acknowledge that the collection, use and disclosure of such personal information is subject to the Privacy Act including the National Privacy Principles (as defined in the Act). Everyone involved will comply with their requirements under the Privacy Act.

Our registration software (Aventri) with Privacy Shield readiness ensures your event data is in safe hands and with GDPR Compliance. TPM Events

16. Audio Visual is an important part of any major event and a good understanding of capabilities is critical. Tell us how you would put together an AV plan for an Expo that is a combination of Exhibition and presentation spaces?

TPM Events has a strategic business partnership with **JAM Productions**, an industry experienced team with 26 years developing a specific working knowledge of audio visual and event production. We will work with you to bring together your AV plan for your event and ensure the consistency of the look and feel for each state.

There are multiple ways of utilising a presentation space within an exhibition. This can be done with exhibition walls around and having a PA system to suit the area ensuring that it is suitable for that area alone without distracting the exhibition.

Alternatively, the presentation space can be kept in the open and the use of headsets can be used by the delegates to listen into the presentation. Each participant would carry a receive and headphone and selects the desired channel.

Marketing activations bring positive feelings to your delegates, drawing them in and inviting them to be part of your event with that perfect picture spot, an integrated tech activity for the kids area, silent headphone presentations...

If the decision was made to transform the event into a hybrid or virtual event the technology required is easily integrated with the existing setup to accommodate this.

Transport and logistics would be part of the execution of audio visual, the system would be packaged up and shipped between destinations in a 20" shipping container.

KEY EVENT TENDER QUESTIONNAIRE (cont....)

Response to Australia Post Questions:

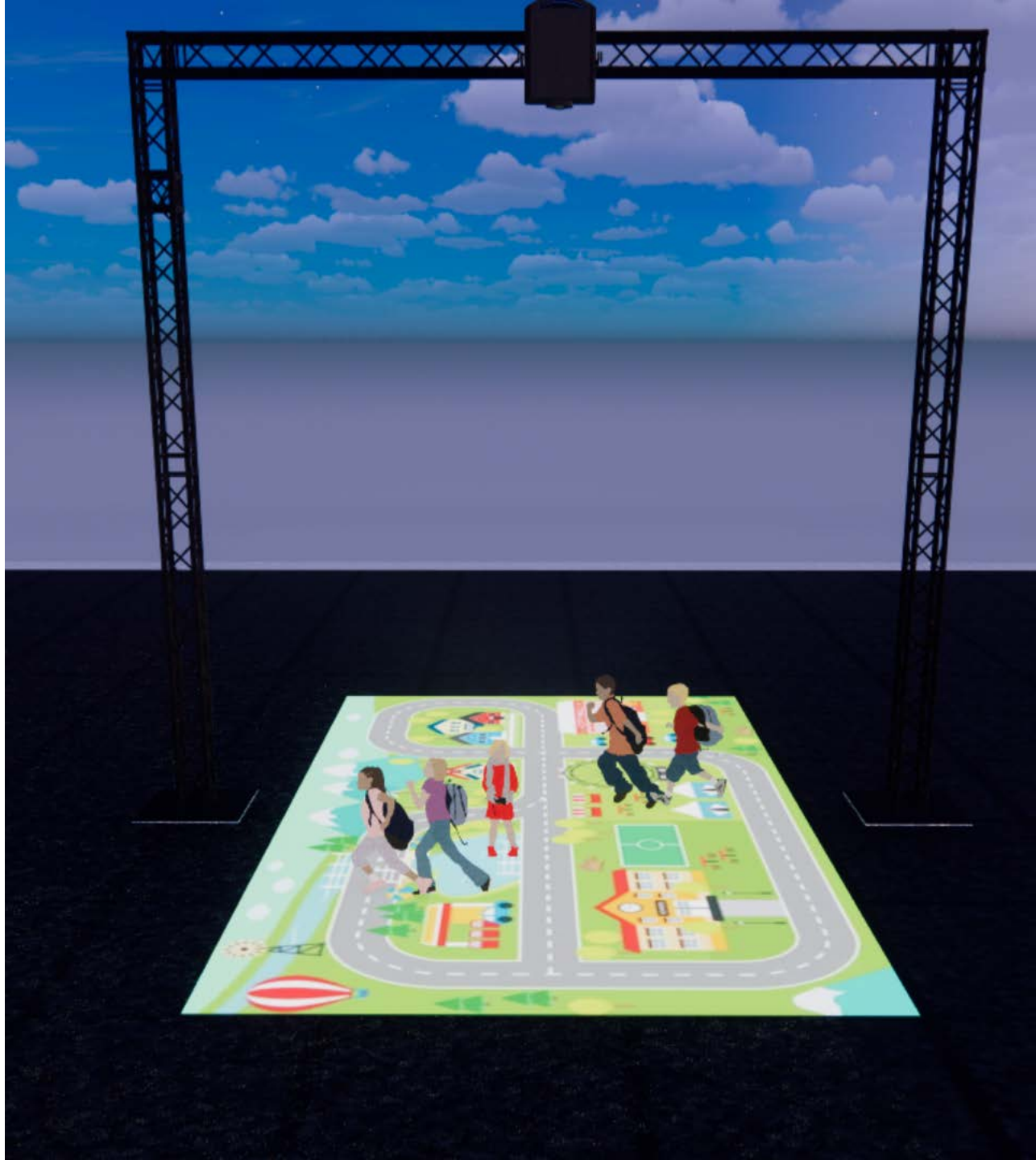
Event Renders for Australia Post Roadshow

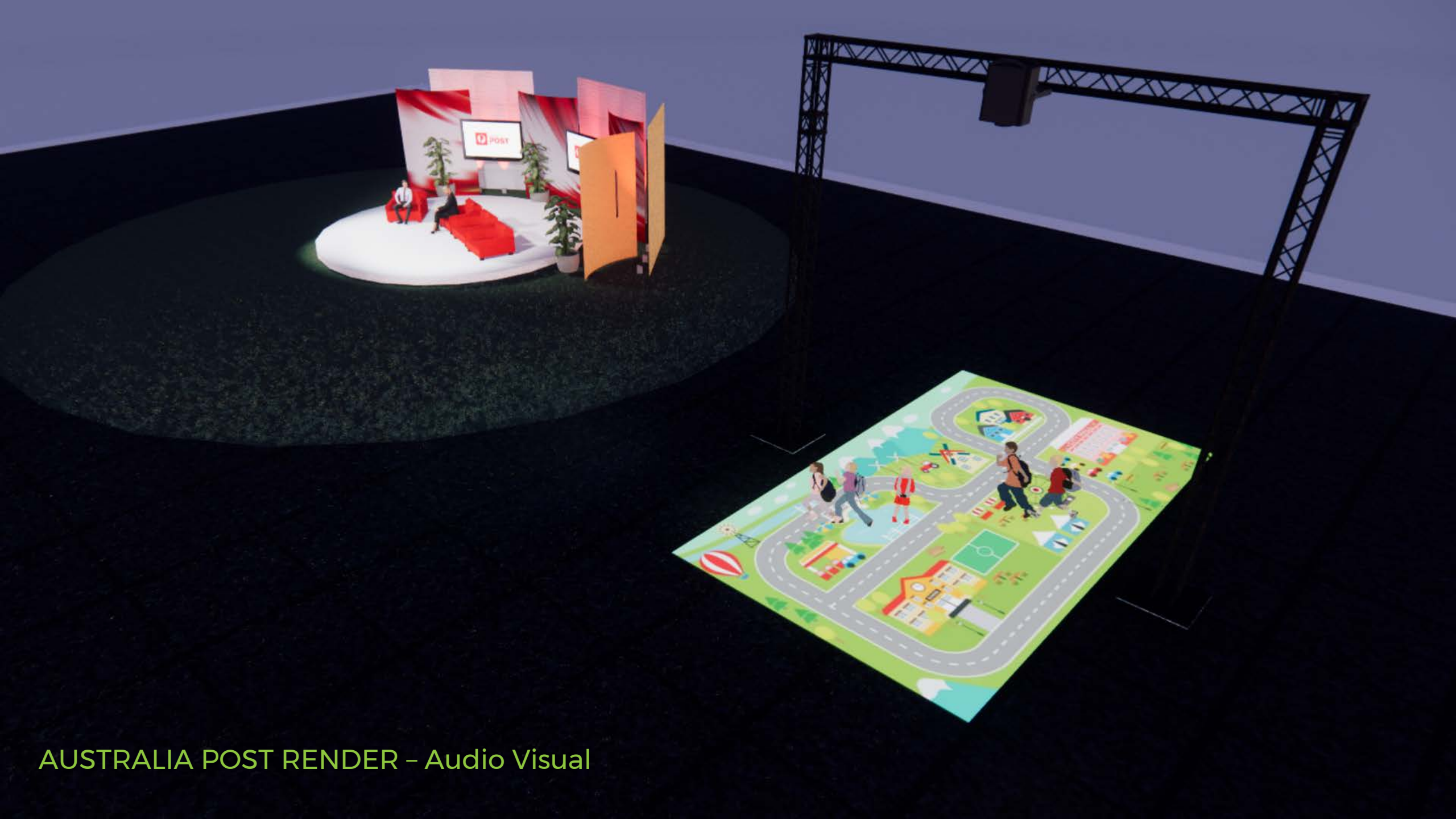
Kids Area

For the kids area we have proposed an interactive projection, the example shown is a floor projection that would interact with the body movements of kids running around on a projected surface.

The system that we use is fully customisable so the games can be designed to suit the Australia Post brand. One example of an interactive game would be Australia Post vans roaming around on the road and the kids would need to use their body motions to herd the vans into the Depot.

We are capable of running multiple games that could run in a play list and rotate during the day. There is also options for wall games and touch screen games amongst other interactive technologies we supply. There are also options for wall based projections and interactive touch screens.





AUSTRALIA POST RENDER – Audio Visual

PLENARY SESSION RENDER

The concept we have presented stems from a tried and tested format for Exhibition / Presentations.

Instead of using a standard stage configuration we have opted for a setup that resembles more of a TV studio, this allows for a setup that can quickly change configuration from a presentation style to more of a formal interview style setup.

It also provides a great opportunity to present from an area that is on brand, stylish and on trend.

KEY EVENT TENDER QUESTIONNAIRE (cont...)

Response to Australia Post Questions:

17. How would you put together an AV plan for a hybrid event where content was recorded remotely or live streamed then shared either at the event or via digital platforms?

With experience in Hybrid events and Live Streaming events we're able to customise the setup of the platform to have it pre-recorded and streamed onsite or to your virtual audience. A hybrid audience or a platform allowing 4 weeks to 12months of viewing post event, digital platforms are becoming increasingly a part of LIVE events moving forward.

Our streaming and Audio Visual partners that we use have been doing this successfully over the past few years and even more so during the COVID period.

18. How does your company manage cancellation of events? We know venues have cancellation policies but does your company have cancellation fees? Is so what is the policy and how much notice do we need to provide in order to minimise charges?

As each event is different to another, often our agreements are different from one event to another. Over the pas 12 months, we have all dealt with cancelled events, postponed events and events that have gone virtual instead of being live.

Currently all of our events are being considered for their lead-time and in some cases stage deadlines have been nominated and set for payment deadlines. Our standard practice is 25% deposit and monthly invoicing from the next month through to the event starting. The standard operating producer is that upon receipt of the signed agreement, Targeted Program Management (TPM Events) Targeted Program Management would commence providing event management services to Australia Post.

Should Australia Post postpone the event a review of work completed would be finalised in order that invoicing is able to transfer with the event to a new date.

Should Australia Post cancel the event and no longer require these services, an assessment of work completed would be identified ensuring all monthly invoices processed are paid in full along with any event appropriate expenses. A cancellation schedule is shown on page 22.

All speaker requirements are vetted via our TPM Events online speaker information portal.

AFA2019 (Wednesday) TECH R/SHEET

Status	TIME	Task Name 1	Script	AV to display	Lectern Logo	Room	Speaker Name	Speaker Mobile	General	AV (Microphone)	AV Preso	JAM A
		WED 28 AUG										
	0945 - 1000											
		REHEARSAL - Inspire Masterclass		Inspire Pull Up Banner	afa	Riverbank Room 4	**Lyndall Mitchell & Shannah Kennedy**		there are 2 of us - so x2 lapel mics, x2 stools on the stage.	Lapel Mic	PPT without Audio	
	1000	REHEARSAL - Phil Kewin May rehearse early Wed Morning	**MC for Wednesday**		afa	Plenary (Hall C&D)	**Phil Kewin**			Lectern Mic	PPT without Audio	
		Inspire Masterclass	See attached runsheet - Intro by Kat McCallum (Inspire Chair) - Matt Lippatt (MetLife) to intro Shannah Kennedy & Lyndall Mitchell	JAM Laptop Lectern mic 2 x Lapel 2 x Stools	MetLife	Riverbank Room 4	Lyndall Mitchell & Shannah Kennedy		there are 2 of us - so x2 lapel mics, x2 stools on the stage.	Lapel Mic	PPT without Audio	
	1000 - 1100											
		SETUP - First Timers			afa	Foyer, Room A&B (level 1)	**Vanessa Bennett AND Matt Hawkins**		Ideally I would like a headset mic. If not available then a lapel mic is ok. We also need 2 handheld mics to be able to pass around the attendees for comment as the session is interactive.	Lapel Mic	No PPT	
		REHEARSAL - Michelle Hoskin			afa	Plenary (Hall C&D)	**Michelle Hoskin**			Lapel Mic	PPT with	
	1130 - 1215											
		First Timers Session	No Runsheet required - Matt Hawkins welcomes everyone and introduces Vanessa Bennett, CEO Next Evolution Performance - Vanessa Bennett runs a welcome to AFA Conference 19 session	NIL	AFA (plastic) Lectern Banner	Foyer, Room A&B (level 1)	**Vanessa Bennett AND Matt Hawkins**		Flipchart and whiteboard	Lapel Mic	No PPT	
	1130	REHEARSAL - Hon Julie Bishop			afa	Plenary (Hall C&D)	**Hon Julie Bishop**			Handheld Mic (NOT LAPEL)	No PPT	
	1145	REHEARSAL - Jody Fitzgerald (panel session)			afa	Plenary (Hall C&D)	**Jody Fitzgerald**		Panel discussion with 3 others (ALL require Lapel Mics)	Lapel Mic	No PPT	
	1200 - 1230											
	1200	REHEARSAL - Marc Bineham			afa	Plenary (Hall C&D)	**Marc Bineham**			Lectern Mic	PPT with	
	1220	REHEARSAL -	**SAND ART**		afa	Plenary (Hall C&D)	**Brett Bower**		See attached rider	NIL		

*Sample tech runsheet

SHOW	AIA Day 3		SHOW DATE	4/3/2021	SC Contact	Eliot Simpson	0419354687
VER	Version 1		DATE EDITED	2/3/2021	Client Contact	Janette Beedell	0412904803

START	FINISH	TIMER	WHAT	WHERE	WHO	LED VISION	STREAM VISION	AUDIO	LIGHTING	DSM's	NOTES
9:00	9:00	0:00	SC Staff Arrival								
9:30	9:30	0:00	Client Arrival								
10:00	11:00	1:00	Olivia Sarah Le-Lacheur Rehearsal	SYD	Olivia Sarah Le-Lacheur	LED 1	N/A	Lapel			Test Q&A in melbourne
11:00	11:30	0:30	Lunch								
12:30	13:00	0:30	Stream Start	SYD		LED 1	Holding Slide - VMIX	BGM	Wash		
13:00	13:00	0:00	Title Slide/ Olivia in place for welcome	SYD	Olivia Sarah Le-Lacheur	LED 1	Title Slide	Lapel	Wash	Script, Timer	
13:00	13:05	0:05	Welcome	SYD	Olivia Sarah Le-Lacheur	LED 1	Live Camera	Lapel	Wash	Script, Timer	
13:05	13:05	0:00	Intro Dr Adam Fraser, Title Slide	SYD	Olivia Sarah Le-Lacheur	LED 1	Live Camera, Title Slide	Lapel	Wash	Script, Timer	
13:05	13:45	0:40	Dr Adam Fraser	SYD	Dr Adam Fraser	LED 1	Live Camera, Title slide, PPT	Lapel x 2	Wash	PPT, Timer	Damien Mu on stage to faciliate a few questions
13:45	13:45	0:00	Intro Alisa Camplin, Title Slide	SYD	Olivia Sarah Le-Lacheur	LED 2	Live Camera, Title Slide	Lapel	Wash	Script, Timer	
13:45	14:10	0:25	Alisa Camplin	Hong Kong	Alisa Camplin	LED 2	Vmix	vmix			Remote Presentation
14:10	14:30	0:20	Q&A	SYD/HK	Olivia Sarah Le-Lacheur	LED 2	Live Camera, vmix	Lapel x 2	Wash	Q&A, Script, Timer	Olivia to facilitate Q&A
14:30	14:30	0:00	Intro Adviser Panel, Title Slide	SYD	Olivia Sarah Le Lacheur	LED 2	Live Camera, Title Slide	Lapel	Wash	Script, Timer	
14:30	15:15	0:45	Adviser Panel	SYD/Melb	Panel	LED 2	Live Camera, Title	4 x Lapel Local, melbourne audio Feed	Wash	Q&A, Script, Timer	Facilitated from Melbourne, Melbourne crew need to refresh for each question, backup of questions in Syd
15:15	15:15	0:00	Q&A	SYD	Olivia Sarah Le-Lacheur	LED 2	Live Camera, vmix	4 x Lapel Local, melbourne audio Feed	Wash	Q&A, Script, Timer	Olivia to facilitate Q&A
15:15	15:15	0:00	Intro Chelsea Pottenger, Title Slide	SYD	Olivia Sarah Le Lacheur	LED 3	Live Camera, Title Slide	Lapel	Wash	Script, Timer	
15:15	15:35	0:20	Chelsea Pottenger	SYD	Chelsea Pottenger	LED 3	Live Camera, Title slide, PPT	Lapel	Wash	PPT, Timer	
15:35	15:55	0:20	Q&A	SYD	Olivia Sarah Le-Lacheur	LED 3	Live Camera, vmix	Lapel x 2	Wash	Q&A, Script, Timer	Olivia to facilitate Q&A
15:55	15:55	0:00	Throw to melbourne for close, Title Slide	SYD	Olivia Sarah Le Lacheur	LED 3	Live Camera, Title Slide	Lapel	Wash	Script	
15:55	16:00	0:05	Wrap from Melbourne	Melbourne	Ben Walsh	LED 3	Melbourne studio	Lapel 1 , VMIX	Wash		Ben to throw to closing video
16:00	16:00	0:00	Wrap Video	SYD	Ben Walsh	LED 3	PVP	PVP			

*Sample tech runsheet

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KEY EVENT TENDER QUESTIONNAIRE (cont...)

Response to Australia Post Questions:

19. Does your company practice and have a sound environmentally sustainable record / culture?

At TPM Events we look for opportunities to Reuse | Reduce | Recycle.

Across a singular event, we work with our suppliers to reuse equipment, work with multi service products and always (where possible) donate or dispose or event waste.

- Eco friendly name badges
- Recycled satchels
- Re-use of signs and banners
- Recycled food containers
- Keep cups v single use cups

TPM Events would work with Australia Post to take the event information online. Digital enhancements replacing handbooks and printed leaflets with and event App creation. A full event website with program, floorplans, vital event information that is both website and mobile view friendly.

Choosing venues with a close public transport system is beneficial for the client being both economical and sensitive to carbon emissions. Both suppliers and venues are invited to provide detail on their sustainable approach towards events and what they offer in their servicing.

Our environmental consciousness is, how can we help make your event greener without it costing you more.

COSTING (item 20)

Function	Detail	How do you price	Base Fee
Logistics			
Registration Website	Event database and registration form set up. Registration form for exhibitors/staff/sponsors/licensees/ includes: - Pre-populate organisation data for quick and easy registration - Capability to pay by credit card - Ability to register an unlimited number of people for dinner - Easily add or remove custom fields - Update information after registration goes live - templates for confirmation emails - Customisable website - reporting portal for access to multiple users - event email built in	Included % bank fee Included (<500 per dinner) Included Included Included Incl Rego website Included Included (various options)	$10,100
Onsite crew charges - Operations	Full Day on site Half Day on site	Event Director Event Coordinator	$1,000 / $500 $750 / $400
Crew Accommodation	Accommodation	TPM & Australia Post & Suppliers	$3,450
Crew Expenses	Transfers; meals; other		@ $100pp/pd
Crew Air costs	Including flight & baggage		At cost (+ parking, tolls)
Logistics management fee	Management of all exhibitors, sponsor licensees & corporate registration, reporting, reconciliation of attendees & payment; venue contract management; invoice management; food & beverage management	Also incl pre-event registration management, website & onsite TPM Team	$228,575.00 (Standard Package)

COSTING (pg 2)

Function	Detail	How do you price	Base Fee
Production			
Audio Visual Equipment	Each Expo's equipment requirement changes but the below are some of the hall requirements: - Floor speakers - Cabling - Radio mics - Hand-held mics - Projector and screen - Lectern & mic - Stage 3.6m x 2.4m with step - Fold back monitor - Stage lighting - Mixing desk - Data sources – laptop - Technical director pre-production and during	Single Day event (setup, execution and pack down) Two Day event (setup, execution and pack down)	$20,000 $30,000
Registration Check-In Terminals/Kiosks	Equipment & Software - Kiosk Manager software activation fee - kiosks - Registration desk kit - Portable WIFI (with redundancy) - Cabling - Delivery to & from freight partner warehouse	See attached quote (excludes freight, costed closer to event)	$73,485.50
Registration Check-In Terminals/Kiosks	Full Day on site Half Day on site	Registration Manager Registration Staff	$750 / $375 $450 / $225
Other allowances	- Risk Assessments - Voice over scripts and reading; - Additional security	Additional Included Venue sourced	$750pd Approx $42ph/pd
Expenses – Allowances	- Freight - Administration including insurances - Phones - Couriers allowance	Client contracted Included Included Client contracted	

COSTING (pg 3)

Function	Detail	How do you price	Base Fee
Production continued			
Production Personnel Pre-production – Senior Producer	Initial meetings, brief, objectives, creative concepts, recommendations, project planning, resource allocation, budgets, team management	Included in Logistics Management Fee	Australia Post Management fee specific
Production Personnel Pre-production – Producer	Initial meetings, brief, objectives, creative concepts, recommendations, project planning, resource allocation, budgets, team management and meetings, site - supplier & venue liaison	Included in Logistics Management Fee	Australia Post Management fee specific
Production Personnel Pre-production – Production Manager	Project coordination, meetings, project planning, supplier liaison event scheduling, talent search and logistics, crew logistics, technical liaison, freight	Included in Logistics Management Fee	Australia Post Management fee specific
Production Personnel Pre-production – Production Coordinator	Project coordination, meetings, project planning, supplier liaison event scheduling, talent search and logistics, crew logistics, technical liaison, freight	Included in Logistics Management Fee	Australia Post Management fee specific
Production Personnel Onsite – Senior Producer	Onsite Travel Day Event Day	Daily fee	$1,000pd 50% fee $1,000pd
Production Personnel Onsite – Production Manager	Onsite Travel Day Event Day	Daily fee	$750pd 50% fee $750pd
Production Personnel Onsite – Production Coordinator	Onsite Travel Day Event Day	Daily fee	$600pd 50% fee $600pd

TABLE OF VALUE

TPM Events offers you three (3) package options to choose from:

	STANDARD $228,575	PLATINUM $233,075	PLATINUM PLUS $243,075
Accommodation Assistance			
Budget Administration			
Committee Engagement			
Event Execution			
Event Production (AV)	Separate Proposal	Separate Proposal	Separate Proposal
Event Planning			
Exhibition Management			
Incl Exhibitor Portal			
Exhibitor Communication			
Marketing			
Incl Event Website			
Marketing & Promotional			
Marketing & Promotion Strategy			
Partnerships			
Program Coordination			
Registration			
Kiosks & Onsite Coordination	Separate Proposal	Separate Proposal	Separate Proposal
Reporting			
Site Visit			
Social Event Management			
Sponsors & Exhibitors			
Supplier Management			
Venue Management			
PLATINUM ADDITION			
Franchisee & Corporate Dinner Coordination			
PLATINUM PLUS ADDITIONS			
2023 Venue Sourcing			

Targeted Program Management

We appreciate you taking the time to review our credentials.

We look forward to the opportunity to create a world class event with a team that is ready and committed to your success.

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