



Sponsorship Invitation

The Museums Board of Victoria trading as Museums Victoria and Melbourne Planetarium is pleased to invite you to participate in the [Dome Under Festival](#), the first ever fulldome film festival in Australia. The festival will take place at the Melbourne Planetarium 8-9 February 2020. This will coincide with the Australasian Planetarium Society (APS) Conference, which is taking place at the Melbourne Planetarium on February 10 -11.

The two-day film festival will be a celebration of the fulldome film format and it will promote the medium to a wider audience. The festival is independent and open to contributions from all around the world.

The festival has been set to coincide with the APS Conference to maximise the opportunity for the APS community to participate in the festival. Festival tickets will go on sale on 4 October 2019. The festival will initially be promoted to the planetarium community, including members of IPS and the Australasian Planetarium Society. The festival will be promoted through the FDDB.org, the Planetarian Journal, relevant websites and social media. On 2 December 2019, the festival will be promoted to the general public, via Museums Victoria website and social media channels. Ticket numbers will be restricted to 150 per session due to the seating capacity of the Melbourne Planetarium.

The Melbourne Planetarium invites you to participate as a sponsor and/or exhibitor at the festival. This kit contains the information required to bring your products and services to the attention of Australian and New Zealand Planetarium Community as well as all other festival attendees. Do not hesitate to contact us should you have any questions; we are here to facilitate your participation in every way possible.

We look forward to hearing from you soon.

Warik Lawrance
Acting Planetarium Manager
Melbourne Planetarium
Ph: +61 3 9392 4836
E-mail: wlawrance@museum.vic.gov.au

Contact Information

Admin Contact: Elaine Mival
Phone: +61 3 9392 4504
E-mail: emival@museum.vic.gov.au

Sponsorship Opportunities

Subject to acceptance by Melbourne Planetarium, sponsors for Dome Under Festival will be recognised with either *Gold*, *Silver* and *Bronze* sponsor status based on the level of financial contribution made by the sponsor to the festival.

Approved sponsors will be entitled to the benefits specified below for their respective sponsorship level. The number of sponsors at each level will be limited as specified below.

Gold Sponsorship (3 only)	Sponsorship Fee: AUD\$2,500
Benefits: <ul style="list-style-type: none">- 9m² Exhibition Space- 2 x Season passes to attend the festival- Unlimited branded items in the festival showbag- Full page colour advertisement in the Dome Under Festival program- Sponsor's logo prominently displayed on all promotional festival materials- Sponsor's logo prominently displayed on the Festival website- Website link from the Festival website to the Sponsors website- Sponsor's logo prominently displayed on the Planetarium Dome prior to each screening	
Silver Sponsorship (max. 6)	Sponsorship Fee: AUD\$1,000
Benefits: <ul style="list-style-type: none">- A stand-alone table 0.9m x 1.8m- One Season pass to attend the festival- Up to 5 branded items in the Festival showbag- Sponsor's logo prominently displayed on all promotional festival materials- Sponsor's logo prominently displayed on the Festival website- Website link from the Festival website to the Sponsors website- Sponsor's logo displayed on the Planetarium Dome prior to each screening	
Bronze Sponsorship (max. 9)	Sponsorship Fee: AUD\$500
Benefit: <ul style="list-style-type: none">- Up to 2 branded items in the Festival showbag- A single day pass to attend the festival- May include up to 3 branded items on a shared Sponsors table 0.9 x 1.8m- Sponsor's logo displayed on all promotional festival materials- Sponsor's logo prominently displayed on the Festival website- Website link from the Festival website to the Sponsors website- Sponsor's logo displayed on the Planetarium Dome prior to each screening	

Note: all proposed advertising and showbag content must be appropriate for a general public audience of all ages and will be subject to final approval by Melbourne Planetarium in its reasonable discretion.

Sponsorship and Exhibition Applications and Conditions

- Sponsorship and Exhibition Applications must be received on the Dome Under Festival Sponsorship & Exhibition Application Form attached to this Sponsorship Invitation.
- Upon acceptance of an application, Museums Victoria will forward a tax invoice for the full payment.
- Sponsorship and Exhibition will not be assigned without a signed application in the correct form and payment of the required deposit in clear funds in Australian dollars.
- The Melbourne Planetarium reserves the right at its total discretion to decline any application for any reason.

Cancellation Policy

If a sponsor wishes to cancel its sponsorship of the Festival, Melbourne Planetarium will consider the cancellation request subject to the following conditions:

- The request for cancellation must be submitted to Melbourne Planetarium in writing.
- The reason given for the request of the cancellations must, in the opinion of the Melbourne Planetarium, must be reasonable and well founded.
- The Sponsor agrees that the Melbourne Planetarium shall be entitled to retain:
 - 10% of the Sponsorship Fee if the cancellation is requested prior 1 October 2019;
 - 50% of the Sponsorship Fee if the cancellation is requested prior to 1 January 2020;
 - 100% of the Sponsorship Fee if the cancellation is requested at any time on or after 1 January 2020

Cancellation will not be considered if the Melbourne Planetarium considers that Sponsorship and/or Exhibition benefits have already been provided prior to the proposed cancellation of sponsorship.

Payment Milestones

Payments must be made immediately upon invoice. After a Sponsorship and Exhibition Application has been accepted, Museums Victoria will issue a tax invoice with payment instructions. Confirmation of Sponsorship and/or Exhibition will not be granted until the payment is received. Full payment must be received no later than 14 days prior to the festival. If full payment is not received, Museums Victoria may cancel the sponsor's Sponsorship and Exhibition benefits and retain the deposit.

Terms and Conditions

This Sponsorship Invitation is subject to the attached Exhibitor Terms and Conditions. By submitting a Sponsorship and Exhibition Application, sponsors are agreeing to be bound.

Further Information

To discuss these or other sponsorship opportunities or to arrange sponsorship and/or exhibition space please return the enclosed Sponsorship and Exhibition Application Form to:

Warik Lawrance - Acting Planetarium Manager
Melbourne Planetarium
Ph: +61 3 9392 4836
E-mail: wlawrance@museum.vic.gov.au

DOME UNDER FESTIVAL – EXHIBITOR TERMS AND CONDITIONS

In these terms and conditions:

“Exhibitor” means a sponsor of the Festival whose Sponsorship and Exhibition Application has been accepted by Museums Victoria.

“Festival” means the Dome Under Festival taking place at Melbourne Planetarium, Spotswood, Victoria, on 8-9 February 2020.

“Museums Victoria” means the Museums Board of Victoria, trading as Museums Victoria and Melbourne Planetarium.

1. If an Exhibitor fails to comply in any substantial respect with the terms set out in the Sponsorship Invitation or these Terms and Conditions Museums Victoria shall have the right to re-sell the exhibition space. The Exhibitor, however, will be liable for any loss suffered by Museums Victoria thereby, and all monies paid by the Exhibitor hereunder shall be absolutely forfeited to Museums Victoria. If in the event of the Exhibitor failing to occupy the said space by the advertised opening of the festival, Museums Victoria is authorised to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the Festival without refund to the said Exhibitor and without releasing the Exhibitor from any liability hereunder.

2. No Exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of Museums Victoria interferes with an adjoining Exhibitor.

3. No Exhibitor shall display on his stand any advertisement for goods manufactured and/or sold, or services provided by any party other than Exhibitor, unless written permission has been obtained from Museums Victoria.

4. Exhibits must not be removed and displays not be dismantled either partially or totally, before the closing time on the last day of the Festival as notified to the Exhibitors by Museums Victoria. All exhibits and display material must be removed as soon as possible and by the time indicated after the closing time of the Festival.

5. Exhibitors must comply with all applicable laws, including but not limited to laws with respect to workplace health and safety, and must comply with any access or site conditions, rules and any lawful or otherwise reasonable directions given by Museums Victoria.

6. Exhibitors must not damage any walls, floors or ceiling of the exhibition area by nails, screws, oil, paint, or any other cause whatsoever.

7. Exhibitors must pay in accordance with the terms and within the time specified in the Supplier Invitation. After this time, if any monies have not been paid, Museums Victoria may in its discretion offer the stand for sale to another potential sponsor. All deposits paid to this stage will automatically be forfeited by the Exhibitor and no Exhibitor shall occupy their stand space in the Festival until all monies owing to Museums Victoria by the Exhibitor are paid in full.

8. Each Exhibitor hereby accepts liability for all acts or omissions of the Exhibitor, its employees, servants, contractors and agents and indemnifies Museums Victoria, and will at all times keep Museums Victoria and each of its personnel indemnified, against any liabilities, losses, damages, costs and expenses (including all legal and settlement costs determined on a full indemnity basis) or compensation arising out of, or in any way in connection with, any:

- (a) personal injury, including sickness and death;
- (b) property damage;
- (c) fraudulent acts or omissions, wilful misconduct or unlawful acts or omissions;
- (d) infringement or alleged infringement of the intellectual property rights or any other rights of any person, including any third party,

to the extent that it is caused or contributed to by the Exhibitor or its employees, servants, contractors or agents.

9. The Exhibitor must obtain and maintain insurance cover during the Festival and, if requested by Museums Victoria, for a period of up to 7 years after Festival, sufficient to cover any loss or costs that may be incurred and for which the Exhibitor may be liable in connection with these Terms and Conditions, including public and product liability insurance to a value sufficient to cover any loss or costs that may be incurred.

10. Museums Victoria will not be responsible for the safety of any exhibit or property of any Exhibitor or any other person, for the loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force major, or any other cause not within the control of Museums Victoria, or for any loss or damage occasioned, if by reason of happenings of any such event the opening of the Festival is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Festival. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of its stand and all associated equipment and materials.

11. The Exhibitor is responsible for the safety of its products, display and stand. Where an Exhibitor provides any goods to visitors of the Festival, whether paid or otherwise, the Exhibitor warrants that the goods are of merchantable quality and comply with all applicable laws and standards (if any), including but not limited to any mandatory safety standards applicable to the goods or any applicable laws and standards relating to the quality and manufacturing of the goods. During move-out period, goods or other material should not be left unattended at any time.

12. It is the responsibility of the Exhibitor to leave its stand space clean and tidy during the Festival and after moving out.

13. Museums Victoria reserves the right to postpone the holding of the Festival from the set dates, and to hold the Festival on other dates as near to the original dates as practicable, utilising the right only where circumstances necessitate such action and without any liability to Museums Victoria.

14. If due to any unforeseen circumstances it is found necessary to close the Festival on any day or days or to vary the hours the Festival is open, Museums Victoria reserve the right to do so, at its sole discretion.

15. Museums Victoria reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand at its discretion and the Exhibitor agrees to any alteration to the site or the space re-allocated by Museums Victoria.

16. Museums Victoria reserves the right to stop any activity on the part of any Exhibitor that may cause annoyance, distress or inconvenience to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out elsewhere in the Exhibition.

17. Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Terms and Conditions. Museums Victoria reserves the right to prohibit in whole or in part and reject any Exhibitor or its representative in the case of failure to comply with the Terms and Conditions. There shall be no return of payment if Museums Victoria deems such rejection or prohibition necessary.

18. No stand may be sublet and no rights or obligations under these Terms and Conditions may be transferred or assigned in any manner without the express written consent of Museums Victoria.

19. These Terms and Conditions are governed in all respects by the laws of the State of Victoria, Australia.

DOME UNDER FESTIVAL

8 - 9 February, Melbourne Planetarium

Sponsorship & Exhibition Application Form

PLEASE SEND COMPLETED DIGITAL COPY TO: wlawrance@museum.vic.gov.au

Organisation:	
Contact:	
Position:	
Postal Address:	
City & Postcode:	Country:
Email:	Tel:

SPONSORSHIP

We confirm the following sponsorship items. All items are inclusive of GST.

Sponsorship Level	Value	#	Total
Gold Sponsor	AUD\$2500		
Silver Sponsor	AUD\$1000		
Bronze Sponsor	AUD\$500		
TOTAL SPONSOR AMOUNT			\$

I/We are authorised to sign documents on behalf of the organisation and I/we acknowledge that I/we have inspected the rules and regulations governing the sponsorship and will comply with them in full.

Name:			
Signature:		Date:	

PAYMENT SUMMARY

Total Sponsorship Amount	
TOTAL PAYMENT:	\$