



AALARATM

Conference & Trade Show The Star Gold Coast

SPONSORS GUIDELINES

Elevate the Experience



AALARATM26

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Important Information & Key Deadlines

To assist with your planning for AALARA26, the below information provides general specifications and timelines relevant to common sponsorship inclusions.

If your sponsorship package includes any of the items listed below, please use this guide to help prepare your materials and meet required deadlines.

1. Satchel Inserts

If included in your sponsorship package:

- Maximum size: A4
- 400 printed copies to be supplied to AALARA HQ
- Delivery deadline: Tuesday, 2 April 2026

Please ensure all materials are professionally printed and event-ready. **(see point 5)**

2. Conference Registrations

If your sponsorship includes delegate registrations or event function upgrades:

Please provide the following details for each attendee by 8 March 2026:

- Full name
- Email address
- Mobile number
- Job title

Registrations will be prepared and available for collection at the AALARA26 registration desk from Monday April 20, 2026.

3. Logo & Marketing Collateral

If your package includes logo placement on website, marketing materials, programs or conference screens, please supply:

- High-resolution JPEG or PNG (print quality)
- Low-resolution JPEG or PNG (web use)
- EPS file (preferred for print)

Ensure logos are supplied in a clear, current brand format to info@aalara.com.au by March 8, 2026.

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Important Information & Key Deadlines (cont.)

4. Member Directory Advertisement (If Included)

Full Page Specifications:

- 210mm (W) x 297mm (H) + 5mm bleed
- 300dpi
- CMYK colour profile

Acceptable Artwork Formats:

- Print-optimised PDF with trim and bleed
- Text & contact details: Word document
- Photos: TIFF or JPG
- Logos: EPS

Submission Deadline: 1 June 2026

Email: info@aalara.com.au

5. Printing & Event Collateral

If you are planning to produce:

- Pull-up banners, Booth signage, Insert flyers, Custom signage, Trade Show collateral, or any branded materials for activation spaces

We strongly recommend contacting our official printer partner, AAC, directly to coordinate your printing requirements.

Working with AAC ensures:

- Correct venue specifications
- Delivery timing alignment
- Professional print standards
- Streamlined remote management

Early engagement is encouraged to avoid last-minute production pressures.

If you are unsure which inclusions apply to your sponsorship package, please refer to your agreement or contact the AALARA team for clarification.

Contact Number: 07 5665 9333

Contact Email: sales@aac.com.au

Plus! 10% discount if you mention you're an AALARA26 sponsor.