

Townsville Airport Sponsorship Guidelines



As the aviation hub for North Queensland, Townsville Airport Pty Ltd's (TAPL) catchment area extends from Tully to the North, Charters Towers to the South West, and Bowen to the South. As the regional hub for North Queensland, Townsville is also a key transit and destination port servicing inland cities such as Mount Isa and the mining and residential communities of the Gulf of Carpentaria. TAPL is owned and operated by Queensland Airports Limited (QAL).

TAPL aims to be an employer of choice, as part of a vision to engage customers, connect communities, and provide exceptional experiences. TAPL's strategic goals are to deliver shareholder value, enhance the customer experience, be socially responsible, have a high performing workforce and be accomplished operators.

If you are seeking sponsorship from Townsville Airport, please review our sponsorship policy detailed below, and ensure that any written proposals for sponsorship address the TAPL sponsorship criteria.

Sponsorship Policy

At Townsville Airport, we understand that we have obligations and responsibilities to the communities we serve, the industries we are part of, the environment in which we work, and to our shareholders.

Our sponsorship and community programs are aimed at forming active and mutually-beneficial relationships with organisations and communities, not merely through financial support, but also through contributing and transferring skills, expertise, and knowledge.

TAPL is involved with many sponsorship activities and events across the region every year, ranging from small community-based projects to significant regional events and activities.

TAPL receives many proposals for sponsorship. We have developed these guidelines to assist potential sponsorship seekers when preparing proposals for our consideration. TAPL carefully considers sponsorship proposals to ensure they meet its business, community and marketing goals and are within its sponsorship budget.

These guidelines are a general guide only and should not be considered an offer or commitment by TAPL.

Any sponsorship activity must support TAPL's objectives to:

- Maximise TAPL's profile to our target markets
- Provide value to the community
- Provide customer satisfaction through the event or activity
- Be responsive to the community needs and expectations
- Build value and returns for our shareholders
- Reflect TAPL's business objectives

TAPL's key principles for sponsorship management are:

- Alignment with TAPL's business operations and corporate vision
- Appropriate acknowledgment of TAPL
- Appropriate activity that supports TAPL's corporate vision and brand position

- Ethical behaviour and fair dealing
- Effective management and reporting
- Value for money
- Industry exclusivity (although potential agreements the sponsee has with airlines will be considered by TAPL)
- Successful sponsorship applicants will be required to enter into a written agreement which details the benefits to TAPL and obligations of the sponsee
- All benefits outlined in the agreement must be delivered during the contract period
- An evaluation of the sponsorship will be required by TAPL within a month of the event/activity taking place
- First right option on sponsorship renewal
- Focus on the key audiences reached by the event or activity
- Consideration of other sponsors involved and the levels of financial commitment
- Sponsee must have appropriate insurance (including public liability insurance)
- Pre-approval of all material that uses the TAPL brand and imagery is required
- While logo exposure is considered a bonus, it is not the primary goal of sponsorship
- We expect that our sponsorship partners will invest in resources to work with TAPL to deliver on the objectives set for the partnership, and to actively promote the sponsorship and TAPL contribution to the event or program
- We also expect to work collaboratively to leverage the sponsorship as part of our business goals
- We do not sponsor individuals.

Proposal Process

TAPL requires a written proposal that address our sponsorship criteria. Depending on the level of sponsorship, we generally like to have as much lead-time to the event as possible to maximise the relationship (six months is preferable).

All proposals will be reviewed to assess suitability, feasibility, and resources required. The organisation seeking sponsorship will be notified of the status of the proposal in writing. TAPL will also contact organisations if further information is required to effectively evaluate the proposal.

If a sponsorship request is successful, Queensland Airports Limited's Corporate Affairs department will liaise with appropriate nominated contact person within the sponsee organisation to manage TAPL's sponsorship and conduct pre-event planning with TAPL staff to effectively leverage the activity.

If a sponsorship proposal is accepted, post-event evaluation reports are required from the organiser to determine that objectives of the sponsorship were met.

Sponsorship Criteria

Sponsorship proposals must provide for and clearly address at least five of the following:

- A natural link with one or more of our strategic pillars (ie: Shareholder value, customer experience, social responsibility, high performing workforce, accomplished operators)
- Focus on regional communities and benefits offered to these communities (both short and long term) with an emphasis on community enrichment and the environment
- Naming rights or major sponsor identification
- Industry exclusivity
- Increased visitation to the regional destinations we serve
- Business development opportunities
- Access to customer and business databases and/or leads on new contacts (business and community)
- Creative ideas for utilisation of the sponsorship (ie: "look outside the box") to help differentiate the TAPL brand from other companies
- Opportunities for cross-promotion and/or promotion of TAPL products/services
- Opportunities for TAPL staff to be involved in the event/activity (beyond simply attending the event or receiving tickets, invitations, etc)
- Provide opportunities for key customer hospitality and business networking opportunities, and/or contact with key members of the community where appropriate

Note - proposals for under \$5000 should address a minimum of three of the above criteria.

To be considered, proposals should also include:

- Details and objectives of the opportunity, event or program
- Details of the synergy with TAPL's corporate objectives and brand values and how flexible the elements of the activity are to address our requirements
- A list of key benefits to the community
- A list of sponsorship options and the benefits available for each level, including how they relate to TAPL
- Target audience details (including audience reach) and any other research to support the event or program
- List of other sponsors and key parties involved who have committed to the activity
- A timeline, including important deadlines (particularly marketing deadlines) and calendar of events
- Credentials of your company and key contacts (PR Manager, Marketing Manager, Event Producer, etc.)
- The percentage of the TAPL financial contribution you will spend on servicing the sponsorship
- Method of evaluating the success of the sponsorship against its objectives (eg: research, surveys, etc)

TAPL Contact

Sponsorship proposals are to be sent in writing to the Manager Corporate Affairs, Queensland Airports Limited, PO Box 112, Coolangatta Q 4225; or via email - sponsorships@qldairports.com.au.