

## **SPONSOR / EXHIBITOR PARTICIPATION TERMS & CONDITIONS**

1. Full payment is required upon receipt of invoice to secure your Sponsorship, Advertising and Exhibition requirements. Full payment of all invoices, including your representative/s registration and related fees (if applicable) must be received prior to commencement of the Event to ensure admittance to the Event, unless by prior approval.
2. All prices quoted include taxes.
3. The Association reserves the right to refuse a Sponsor/Exhibitor.
4. The Association will work to meet participant requirements and will contact you as soon as possible to discuss alternatives if your selected requirement/s are not available.
5. Sponsorship/Booth cancellations must be made in writing. A refund will only be provided if the sponsorship/booth is re-sold. A cancellation fee of 20% will apply to all cancellations. No cancellation/refund will be provided within 30 days of the conference start date.
6. Sponsors and Exhibitors agree to abide by such conditions as outlined by the Association and agree not to violate any of the lease conditions of the conference venue.
7. If the Sponsor/Exhibitor fails to comply with any of the rules and regulations, or any requirements stipulated, the Association has the right to reassign the space and the Sponsor/Exhibitor will forfeit all monies paid.
8. Acknowledgement of Sponsors in Advertising and Marketing Material is dependent upon the design deadline. The Association will make every effort to include Sponsor information past the deadline, but cannot be guaranteed.
9. All videos, signage, collateral, advertisements and any other artwork must be provided to the Association for approval. The Association reserves the right to reject anything that it considers inappropriate.
10. The Association reserves the right to redesign the floor plan and to relocate exhibition booths if required through changes to exhibition times, venue alterations or other factors.
11. Exhibitors must have third party liability insurance coverage. A Certificate of Insurance is to be provided upon request.
12. Exhibitors must not erect any sign, display or obstruction which intrudes into any adjoining Exhibitors' space or affects the safety of the venue.
13. Exhibitors must not damage in any way the walls, floors, ceilings or any other part of the exhibition area or conference venue or the Exhibitor will be liable for all associated charges due to the venue.
14. The Association accepts no responsibility whatsoever for any actions, suits, proceedings, claims, demands, costs and expenses, which may arise by participating Sponsors/Exhibitors to any person.

15. The Association will take all precautions it considers necessary for the protection and security of exhibited articles, but will not be responsible for the safety, loss, damage or compensation of any exhibit or other property under any circumstances whatsoever.
16. Participants must not re-sell sponsorship opportunities or sub-let exhibition tables.
17. The Association may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
18. Unforeseen Circumstances / Force Majeure — If any act of terrorism, civil disturbance, industrial action, epidemic, natural disaster or event beyond the Association's control prevents us from carrying out our obligations we will not be liable for non-performance or refund.
20. Sponsors / Exhibitors agree not to bring in any outside food or beverage without consent from the Association. If food and beverage is brought in without consent and results in a fine to the Association, the Sponsor/Exhibitor agrees to pay the fee plus a 20% administration cost.