

## Sponsorship Terms & Conditions

1. The term 'Organiser' refers to Australasia Pacific Extension Network Ltd (APEN).
2. The term 'Sponsor' includes any person, firm, company, corporation, or association and its employees and agents identified in the Application to Sponsor Form or other written request for Sponsorship.
3. A 'Contract' is formed between the Organiser and Sponsor when the organiser accepts the signed application form or other written request and receives a deposit.
4. The Organiser will accept no liability for loss or damage of equipment delivered, displayed, or used by the sponsor at the venue.
5. The Organiser and the Organising Committee reserve the right to change any part of the prospectus.
6. To confirm a sponsorship, full payment must be received within two weeks of acceptance by the Organiser.
7. The Sponsor is responsible for providing all logos and collateral in a timely manner to the Organiser, for promotional materials and conference proceedings. Late delivery of items such as logos and advertising material may result in their omission from advertising materials and programs.
8. The Sponsor grants the Organiser an exclusive, royalty-free license to use their logo pre, post, and during the conference for advertising and publication of the event. Ensuring the Sponsor benefits from branding opportunities in accordance with this agreement (logo size may be displayed according to the agreed partnership level at the Organisers discretion).
9. Sponsorship benefits are non-transferrable.
10. Cancellation must be advised in writing.
11. The Sponsor accepts that a cancellation fee of 50% of the total contracted cost will be retained by the organiser if cancellation occurs prior to 11 July 2019.
12. The Sponsor accepts that if cancellation occurs on or after 11 July 2019, 100% of the contracted cost will be retained by the Organiser.