



**franc.sydney**

**Novotel Brighton Beach  
28 & 29 March 2023  
[www.franc.sydney](http://www.franc.sydney)**

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**Sponsorship and  
Exhibition Prospectus**



# Join the 2nd **franc.sydney** conference to be held at Novotel Brighton Beach in March 2023

Following on from the success of the inaugural **franc.sydney** conference held in March 2022, we would like to invite your organisation to participate at **franc.sydney** to be held on Tuesday, 28<sup>th</sup> and Wednesday, 29<sup>th</sup> March 2023.

**franc.sydney** will aim to create a place where industry professionals, community members and key stakeholders can come together to collaborate, share knowledge, network and learn together. It will provide an opportunity for attendees to connect, discover and upskill and to be empowered.

Our delegates will include professionals, scientists, academics, researchers and advocates that recognise the need for change, the need to put the long-term prosperity of the health of our waterways, emissions and sustainable development above short-term political and financial interests. Be part of the next round of franc conversations during

# Delegate Profile

**franc.sydney** is about challenging the rationality of current practices and perceptions of urban stormwater and its management. It is a community of individuals and organisations who are, in some way, connected to or effected by urban stormwater and are passionate about changing the way the industry operates to become more future-focused, resilient, adaptive and connected.

The stormwater industry has, for decades, tried to shift the balance between vested interests and the greater good. However, it has become clear that we can't do this alone. So, **franc.sydney** brings together individuals and organisations from beyond stormwater to tackle this issue together. Our members include stormwater professionals, scientists, academics, researchers and advocates that recognise the need for a change that will put the health of our waterways, emissions, and sustainable development above short-term political and financial interests. Most importantly, we bring these people together to help us all speak with one voice.

To support this goal, Stormwater NSW has invited a number of organisations to join **franc.sydney** as partners. This will ensure diversity in both our program and attendees like never before.

## The franc.sydney partners are:

- Stormwater NSW
- Sydney Institute of Marine Science
- Cooks River Alliance
- Georges Riverkeeper
- CSIRO
- Stormwater Victoria
- University of NSW Water Centre
- Water Sensitive Cities Australia

## Our attendees include, but are not limited to:

- Local Government Engineers
- Services, City Strategy and Development Officers
- Planning and Environment Officers
- Civil and Consulting Engineers
- Drainage Engineers
- Environmental Engineers
- Infrastructure and Asset Officers
- Water Projects and Sustainability Coordinators
- Catchment Management Officers
- Sustainability Managers
- Urban Planners
- Policy Managers and Officers
- University and Research Academics
- Environmental and Marine Scientists
- Research Scientists
- Landscape Architects
- Academics specialising in Hydrology

# Sponsor or Exhibit at franc.sydney

With the Conference set to attract more than 200 delegates, this is an opportunity for your organisation to increase brand awareness, generate sales leads, develop new and existing client relationships, as well as showcase your services directly to your target market.

**franc.sydney** strives to have broader participation than previous Stormwater NSW conferences and we would like your organisation to participate as a sponsor or exhibitor at an event that is designed to be collaborative and future-focused.

The Sponsorship and Trade Exhibition packages for **franc.sydney** have been designed to provide your business with maximum exposure to conference delegates with the option to secure your sponsorship with the items most beneficial to allow you to promote your brand.

## All Sponsors and Exhibitors will:

- Be able to launch new products to key decision makers in the urban water management sector.
- Have unrivalled opportunity to meet commercial prospects face-to-face.
- Be able to show your product range in real time rather than by catalogue or word of mouth.
- Raise your profile in the sector and add value to your brand.
- Have the opportunity to network with approximately 200+ urban water management stakeholders.

- Have your company promoted, both state-wide and nationally, through relevant Conference publications and advertising, including editorials, promotional emails, LinkedIn and Twitter.
- Add value to your marketing strategy and accelerate the buying process.
- Have the opportunity to increase your sales and benchmark products and services against competitors.

## Networking Opportunities

Participation in **franc.sydney** will provide a range of opportunities for Sponsors and Exhibitors to interact with delegates throughout the event. The social program for this year will include **franc.fest** held on the evening of Tuesday, 28th March.

## Further Information

For further information about any of the information contained in this Prospectus, please contact Michelle Glasson, Sponsorship and Exhibition Manager at GEMS Event Management on +61 2 9744 5252 or email [mglasson@gemsevents.com.au](mailto:mglasson@gemsevents.com.au)

# Premium Sponsor Packages

In 2023, our sponsorship packages will provide your brand with maximum exposure. Each package has been designed to ensure your organisation maximises the turnover and benefit of your investment in the Conference. Please note all prices are listed in AUD.

## Premium Sponsor Packages at a Glance

The below table provides an overview of the various sponsorship packages for quick reference and easy comparison.

	<b>PLATINUM Conference Sponsor (1 available)</b>	<b>GOLD Conference Sponsor (1 SOLD / 1 available)</b>	<b>GOLD franc.fest Sponsor (1 available)</b>
<b>Investment</b>	\$10,000 + GST	\$7,500 + GST	\$7,500 + GST
<b>Single Pod Exhibition Booth</b>	✓	✓	✓
<b>Display of Pull Up Banners</b>	4 @ Conference Venue	2 @ Conference Venue	2 @ franc.fest Venue
<b>Logo placement on...</b>	Home Page and Supporters Page of Website	Supporter Page of Website	Supporter Page of Website
<b>Address to Delegates</b>	5-minutes at Day 1 Opening	5-minutes at Day 2 Opening Plenary	5-minutes at franc.fest
<b>Advertisement via Conference Attendee App</b>	1 x Banner Ad on App	1 x Banner Ad on App	1 x Banner Ad on App
<b>Full Conference Registration (Including franc.fest)</b>	3	2	2
<b>Additional Tickets</b>	-	-	2 x franc.fest tickets
<b>Recognition in all Promotional Emails</b>	✓	✓	✓
<b>Sponsor Profile on Conference App</b>	✓	✓	✓
<b>Recognition on Conference website and select formality PPT holding slides</b>	✓	✓	✓
<b>Opt-in Delegate List provid- ed post-conference</b>	✓	✓	✓



# Support Sponsor Packages

In 2023, our sponsorship packages will provide your brand with maximum exposure. Each package has been designed to ensure your organisation maximises the turnover and benefit of your investment in the Conference. Please note all prices are listed in AUD.

## Support Sponsor Packages at a Glance

The below table provides an overview of the various sponsorship packages for quick reference and easy comparison.

	<b>SILVER Barista Coffee Cart Sponsor (1 available)</b>	<b>SILVER Conference App Sponsor (1 available)</b>	<b>BRONZE Keynote Sponsor (2 available)</b>	<b>Concurrent Stream/ Panel Sponsor (1 SOLD/ 2 available)</b>
<b>Investment</b>	<b>SOLD</b>	\$5,000 + GST	\$3,000 + GST	\$2,000 + GST
<b>Single Pod Exhibition Booth</b>	-	-	-	-
<b>Display of Pull Up Banners</b>	1 @ coffee cart location	-	1 @ Sponsored Keynote Session	1 @ Sponsored concurrent stream or panel
<b>Logo placement on...</b>	Supporter Page of website	Supporter Page of website	Supporter page of Website and on Sponsored Program Session	Supporter page of Website and on Sponsored program stream/ panel
<b>Address to Delegates</b>	-	-	Introduction to Keynote Presenter	Opportunity to Session Chair your concurrent stream/ panel
<b>Advertisement via Conference Attendee App</b>	2 x push notification on Conference App	1 x Banner Ad on App	-	-
<b>Full Conference Registration (Including franc.fest)</b>	2	2	1	1
<b>Additional Tickets</b>	-	-	-	-
<b>Recognition in all Promotional Emails</b>	✓	✓	✓	✓
<b>Sponsor Profile on Conference App</b>	✓	✓	✓	✓
<b>Recognition on Conference website and sponsor recognition PPT slides</b>	✓	✓	✓	✓
<b>Opt-in Delegate List provided post-conference</b>	✓	✓	✓	✓

# Platinum Conference Sponsor

**Package Fee: \$10,000 (+ GST)**

## *Exclusive package*

Platinum sponsorship gives your organisation maximum exposure at the Conference. This exclusive opportunity provides your organisation with maximum branding and promotion, program involvement and business development opportunities.

### **Entitlements include:**

#### **Registration**

- Three (3) complimentary full Conference Registrations including ticket to franc.fest
- One (1) additional Exhibitor Staff Pass (exhibition access and catering only)

#### **Exhibition**

- One (1) Pod Exhibition Booth. Please see page 14 for further details.

#### **Program Involvement**

- Opportunity to provide a 5-minute address to delegate during the Opening Plenary session on day 1 of the Conference.
- Company logo displayed on select conference formality PowerPoint slides.
- Inclusion in the Exhibitor Passport competition

#### **Company branding and promotion**

- Recognition as the exclusive Platinum Conference Sponsor
- Four (4) pull up banners displayed throughout the Conference (sponsor to provide)
- Logo and hyperlink on Home page and Supporters page of the Conference Website
- Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- One (1) Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### **Business development opportunities**

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference

# Gold Conference Sponsor

## Package Fee: \$7,500 (+ GST)

*1 SOLD / 1 still available*

Gold sponsorship gives your organisation maximum exposure at the Conference. This limited opportunity provides your organisation with maximum branding and promotion, program involvement and business development opportunities.

### Entitlements include:

#### Registration

- Two (2) complimentary full Conference Registrations including ticket to franc.fest
- One (1) additional Exhibitor Staff Pass (exhibition access and catering only)

#### Exhibition

- One (1) Pod Exhibition Booth. Please see page 14 for further details..

#### Program Involvement

- Opportunity to provide a 5-minute address to delegate during the Opening Plenary session on day 2 of the Conference.
- Company logo displayed on select conference formality PowerPoint slides.
- Inclusion in the Exhibitor Passport competition

#### Company branding and promotion

- Recognition as Gold Conference Sponsor
- Two (2) pull up banners displayed throughout the Conference (sponsor to provide)
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- One (1) Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### Business development opportunities

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference



# Gold franc.fest Sponsor

Package Fee: \$7,500 (+ GST)

## *Exclusive package*

franc.fest will be hosted at Archie Brother's Cirque Electriq in Alexandria. As the exclusive Gold franc.fest Sponsor, your organisation will be synonymous with the premier social event of the Conference. Get ready to get your game on with arcade games, bumper cars, bowling and laser tag!

### **Entitlements include:**

#### **Registration**

- Two (2) complimentary full Conference Registrations including ticket to franc.fest
- Two (2) additional tickets to franc.fest
- One (1) additional Exhibitor Staff Pass (exhibition access and catering only)

#### **Exhibition**

- One (1) Pod Exhibition Booth. Please see page 14 for further details.

#### **Program Involvement**

- Opportunity to provide a 5-minute address to delegates at franc.fest
- Company logo displayed on select conference formality PowerPoint slides
- Inclusion in the Exhibitor Passport competition

#### **Company branding and promotion**

- Recognition as the exclusive franc.fest Sponsor
- Two (2) pull up banners displayed at the franc.fest venue (sponsor to provide)
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- One (1) Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### **Business development opportunities**

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference

# Silver Barista Coffee Cart Sponsor

Package Fee: \$5,000 (+ GST)

## Exclusive package

Coffee is an integral part of every Conference delegate's experience. By becoming the Barista Coffee Cart Sponsor, your brand will be at the forefront of delegates minds when the caffeine kicks in. A barista coffee cart will be available in the exhibition area during all catering breaks.

### Entitlements include:

#### Registration

- Two (2) complimentary full Conference Registrations including ticket to franc.fest

#### Program Involvement

- Company logo displayed on selected conference finality Power Point slides

#### Company branding and promotion

- Recognition as the exclusive Barista Coffee Cart Sponsor
- One (1) pull up banner displayed at the Coffee Cart (sponsor to provide)
- Opportunity to provide branded disposable Coffee Cups, etc (sponsor to provide)
- Logo and hyperlink on Supporters page of the Conference website
- Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- Two (1) push notifications via the Conference Attendee App.
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### Business development opportunities

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference

#### Package Optional Add-On

**50% discount offer** on purchase of Pod Exhibition Booth, which includes:

- One (1) Pod Exhibition Booth
  - One (1) Exhibitor Staff Pass (exhibition access and catering only)
- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# Silver Conference Attendee App Sponsor

## Package Fee: \$5,000 (+ GST)

### *Exclusive package*

Gone are the days of delegates walking around holding a 50-page delegate workbook. With no physical workbook or program provided to attendees, the Conference Attendee App has all important conference information in the palm of each delegate's hand. The Conference App will be a valuable resource onsite for all attendees, providing excellent exposure for your organisation.

### **Entitlements include:**

#### **Registration**

- Two (2) complimentary full Conference Registrations including ticket to franc.fest

#### **Program Involvement**

- Company logo displayed on select conference formality PowerPoint slides

#### **Company branding and promotion**

- Recognition as the exclusive Conference Attendee App Sponsor
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- One (1) Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### **Business development opportunities**

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference

#### **Package Optional Add-On**

**50% discount offer** on purchase of Pod Exhibition Booth, which includes:

- One (1) Pod Exhibition Booth
  - One (1) Exhibitor Staff Pass (exhibition access and catering only)
- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# Bronze Keynote Sponsor

## Package Fee: \$3,000 (+ GST)

*2 available*

Your organisation will be exposed to the full plenary audience who will associate your organisation with industry leaders and best practice. Please visit our conference website for more information on our confirmed program. *This opportunity is subject to the approval by the Committee.*

### Entitlements include:

#### Registration

- One (1) complimentary full Conference Registration including ticket to franc.fest

#### Program Involvement

- Recognition within the program next to the keynote being sponsored
- Opportunity to introduce your sponsored keynote session/presenter
- Company logo displayed on sponsor promotion and sponsored session formality PowerPoint slides

#### Company branding and promotion

- Recognition as the Keynote Speaker Sponsor
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### Business development opportunities

- Opt-in Delegate list provided post-conference

#### Package Optional Add-On

**20% discount offer** on purchase of Pod Exhibition Booth, which includes:

- One (1) Pod Exhibition Booth
  - One (1) Exhibitor Staff Pass (exhibition access and catering only)
- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# Concurrent Stream/ Panel Sponsor

## Package Fee: \$2,000 (+ GST)

*1 SOLD / 2 available*

Your organisation will be exposed to a large audience who will associate your organisation with industry leaders and best practice. Please visit our conference website for more information on our confirmed program. *This opportunity is subject to the approval by the Committee.*

### Entitlements include:

#### Registration

- One (1) complimentary full Conference Registration including ticket to franc.fest

#### Program Involvement

- Recognition within the program next to the concurrent stream/ panel being sponsored
- Opportunity to Chair your sponsored concurrent stream/ panel
- Company logo displayed on sponsor promotion and sponsored stream formality PowerPoint slides

#### Company branding and promotion

- Recognition as a Concurrent Stream/ Panel Sponsor
- Logo and hyperlink on Supporters page of the Conference Website
- Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

#### Business development opportunities

- Opt-in Delegate list provided post-conference

#### Package Optional Add-On

**15% discount offer** on purchase of Pod Exhibition Booth, which includes:

- One (1) Pod Exhibition Booth
  - One (1) Exhibitor Staff Pass (exhibition access and catering only)
- From your exhibition stand, you will have the opportunity to connect with attendees during all catering breaks
  - Inclusion in the Exhibitor Passport competition

# 'Pod' Exhibition Booth Package

## Package Fee: \$3,000 (+ GST)

### *Multiple*

The 'Pod' Booth opens your exhibition space and puts you at the forefront of your brand and directly in front of delegates. Graphic panel upgrades are available to brand your pod for maximum visual effect, showcasing your brand in a bigger and better way than ever before. Furniture package upgrades are also available for you to add tables, chairs and brochure stands to extend your presence beyond your Pod.

The trade exhibition will run from 8.30am on Tuesday 28th March until the conclusion of program on Wednesday, 29th March and will be located in the Pre-function space at Novotel, Brighton Beach. All delegate catering will be served amongst the Trade Exhibition Area.

### **Pod Booth Inclusions:**

- Pod booth (within 2m x 2m space)
- 1 x black vinyl lettering computer cut sign applied to wall
- 1 built-in cupboard
- 1 x LED Vario arm light
- 1 x 4amp power outlet

### **Registration**

- One (1) Exhibitor Staff Pass (exhibition access and catering only)

*Note: So that all members of staff can enjoy Morning Tea, Lunch and Afternoon Tea with delegates, the exhibiting company will be charged \$85.00 per day for any additional staff member who is working at the Exhibition, to cover the catering fees charged by the venue.*

### **Company branding and promotion**

- Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- Logo and hyperlink on Supporters page of the Conference Website
- Inclusion in the Exhibitor Passport competition

### **Business development opportunities**

- Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- Opt-in Delegate list provided post-conference



## Do you need a custom package?

We can work with you to create packages and commitment levels tailored to suit your marketing strategies, that will help your company achieve the best results at the franc.sydney 2023 Conference.

## Trade Exhibitor Insurance

Exhibitors should consult their own insurance company and/or broker for proper coverage of their exhibits and displays. In most cases you will be able to extend your existing policy.

Public Liability Insurance cover for your exhibition area must be taken out for a minimum of \$10,000,000 from the first day of bump in on the evening on Monday 27th March 2023 until the completion of bump out on the evening of Wednesday, 29th March 2023.

## Trade Pod Location

The 2023 exhibition floorplan will be available in early 2023. Premium sponsors will be given first booth preferences (limited time only) followed by other exhibiting companies in the order that booking forms are received by GEMS.

## Exhibitor Information Portal

2 months prior to the event, exhibitors will be provided with login details to a dedicated Exhibitor Portal, where you will be required to complete the following:

- Upload of company logo (jpg format)
- Confirm fascia signage for your booth
- Upload 250-word company profile
- Upload Promotional brochures/videos
- Upload Public Liability Insurance
- Exhibitor Passport Q&A
- Any Exhibitor Passport prize donation/s
- Exhibitor staff passes
- Any complimentary registrations

Within the portal you will have access to the detailed Information for Exhibitors document, providing you with all the information needed in order to plan for your attendance as a Trade Exhibitor at **franc.sydney** 2023. You will also have access to the final exhibition floorplan.

**If you would like to discuss a custom package, please contact:**

**Michelle Glasson**

Sponsorship and Exhibition Manager  
GEMS Event Management Australia  
+61 2 9744 5252  
[mglasson@gemsevents.com.au](mailto:mglasson@gemsevents.com.au)

# Sponsorship/Exhibition Booking Form

Please complete this Booking Form and return to [registration@gemsevents.com.au](mailto:registration@gemsevents.com.au)

Contact Person	
Position	
Company	
Postal Address	
Mobile	
Email	
Website	

## Sponsorship/Exhibition Options

Exhibition Package	Cost excl. GST	Quantity	Sub-Total
Pod Exhibition Booth (2.0 m x 2.0m)	\$3,000		
Sponsorship Package	Cost excl. GST	Quantity	Sub-Total
Platinum Conference Sponsor	\$10,000		
Gold Conference Sponsor	\$7,500		
Gold franc.fest Sponsor	\$7,500		
Silver Barista Coffee Cart Sponsor	<b>SOLD</b>	-	-
Silver Conference Attendee App Sponsor	\$5,000		
Bronze Keynote Sponsor	\$3,000		
Concurrent Session Sponsor	\$2,000		
<b>TOTAL (excluding GST)</b>			

I/We wish to sponsor/exhibit at the **franc.sydney** 2023 and apply the sponsorship package/exhibition booth as indicated. We agree to pay the total cost as shown on the dates indicated, including applicable GST and any other charges incurred on our behalf. I/We authorise the organisers to use the intellectual property supplied by us such as logos, to advertise and promote the Conference. I/We indemnify the organisers against any claims arising out of the use of the intellectual property in accordance with this Sponsorship and Exhibition Prospectus.

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Position: \_\_\_\_\_

## Terms and Conditions

- Exhibition space will be allocated on a 'first in, first served' basis. Booths will be allocated in order of your preferences on your booking form. Where only one preference is provided, and that space has already been sold, a booth will be allocated as close as possible to the desired location.
- Payment does not have to accompany the booking form; however, payment terms and conditions must be adhered to else the booth may be released for sale to another exhibitor.
- Upon receipt of the signed booking form, the Conference Organiser will confirm entitlements in writing and forward a booking confirmation along with a tax invoice.
- The full amount of the booking must be paid within 30 days from the date of invoice and by no later than 2 weeks prior to the Conference.
- For late bookings, the full amount of the booking must be finalised prior to the Conference commencement date. No exhibitor will be allowed to occupy the allocated exhibition space until all monies owing to the Conference Organiser are paid in full.
- All amounts are payable in Australian Dollars. Cheques must be made payable to GEMS Event Management Australia. Direct Debits are to be made to the account number listed on the bottom of the Tax invoice.
- All credit card payments will incur a credit card processing fee. Fees (as at 1st January 2019) are: American Express 1.73% + \$0.20 Transaction Fee, Mastercard: 0.87% and Visa 0.9%. All payments must include 10% Goods and Services Tax.
- Acceptance of sponsorship and exhibition bookings is at the discretion of the Conference Organising Committee.
- Sponsors/Exhibitors are not permitted to assign, sublet or apportion the whole or any part of their package/ booked space unless prior consent in writing from the Conference Organisers is provided.
- Placement of all sponsor and other purchased advertisements on the delegate app is at the discretion of the Committee.
- Choice of lanyard is at the discretion of the committee.
- All exhibitors must produce a valid Public Liability insurance Certificate of Currency for the period of the exhibitor and this must be submitted to the Conference Organiser by allocated date.
- The Conference Organiser reserves the right in unforeseen circumstances to amend or alter the exact site or location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Conference Organiser.
- The Conference Organiser reserves the right to change the exhibition floor layout if necessary.
- A completed booking form is required to confirm your sponsorship of trade exhibition booth booking.
- The Conference Organiser agrees to provide the exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of the exhibitor

- The Conference Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a Conference name badge.
- The Conference Organiser will arrange security onsite, if required by the venue, during the period of the exhibition but will accept no liability for loss or damage.
- The Conference Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally, the Conference Organiser will not be accountable for the level of commercial activity generated.
- The exhibitor must comply with all the directions/requests issued by the Conference Organiser including those outlined in the Exhibition Manual.
- The exhibitor will not display or exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
- The exhibitor agrees to adhere to all Conference venue rules and regulations.
- Official contractors will be appointed by the Conference Organiser to undertake stand construction, freight forwarding (if applicable) supply of furniture, electrics and IT Equipment. This is for insurance and security reasons.
- Discounts for any entitlements not used or required will not be provided
- The exhibitor will submit plans and visuals of custom designed exhibits, if applicable, to the Conference Organiser by no later than **Friday, 10th February 2023**. Exhibitors failing to do so may be denied access to the exhibition to build or may be required to cease building.
- All bookings are subject to approval by the Conference Committee.

## Cancellation Policy

- Cancellations received in writing by the Event Organisers, will only be accepted if the sponsoring company has not yet received coverage in any promotional emails or marketing documents. In this instance, all fees will be refunded less an AUD\$550 administration fee.
- Cancellations received after the sponsoring company has received the above mentioned acknowledgements, cannot be accepted, and will not be refunded.
- Cancellations received in writing by the Conference Organisers by **Friday, 27th January 2023** will be accepted, and all fees refunded less an AUD\$550 administration fee. Cancellations received after this date will not be eligible for a refund.

I/We agree to adhere to the Terms and Conditions and Cancellation Policy laid out in the Sponsorship and Exhibition Prospectus.

Signed:

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Name (Print):

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Position:

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Date:

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