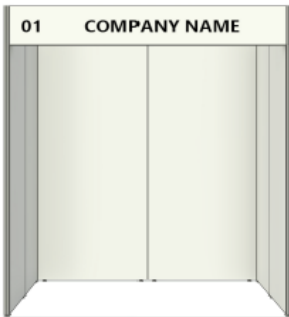


## EXHIBITION OPPORTUNITY

The 2-day Conference will be supported with a trade exhibition; offering an exciting and exclusive opportunity to showcase your company to the Asian market. This is a great opportunity for you to increase your brand awareness, generate leads by attracting visitors and demonstrate your involvement in the industry and promote your products and services.

### Premium Exhibition Booth



### Premium Stand Package Inclusions (2mx2m)

#### Inclusions

- All open aisle frontages will have a printed fascia sign with the stand number and company name inserted in an aluminum frame. The clear height under the fascia is 2100mm.
- 1x LED spotlights are supplied per stand, mounted behind the fascia.
- 1 x single 4amp power point per stand
- Venue carpet
- 1x Counter (1mW x 0.5mD x 0.75mH)
- 2x Chairs

#### Additional equipment and furniture

Available from exhibition supplier at exhibitor's own cost.

### Executive Exhibition Booth



### Executive Stand Package Inclusions (2mx2m)

#### Inclusions

- All open aisle frontages will have a printed fascia sign with the stand number and company name inserted in an aluminum frame. The clear height under the fascia is 2100mm.
- 1x LED spotlights are supplied per stand, mounted behind the fascia.
- 1 x single 4amp power point per stand
- Venue carpet
- 1x Counter (1mW x 0.5mD x 0.75mH)
- 2x Chairs

#### Additional equipment and furniture

Available from exhibition supplier at exhibitor's own cost.

## EXHIBITION BOOKING

All exhibition bookings will be completed online. Please complete this form and return to the Chamber contact below to receive the online booking link which upon submission, an invoice will be automatically sent to you.

### EXHIBITION FEES

Amount in PGK

	Please tick (✓) from the options below, GST exempted	✓
Chamber Member & PNG Government	10,000.00	
Non-Chamber Members	11,000.00	

### Exhibition Authorization Contact

Name	
Position	
Organization	
Signature	
Date	
Email	
Telephone	Mobile

Please return the completed form to the Events Team via [proj3@pngchamberminpet.com.pg](mailto:proj3@pngchamberminpet.com.pg)  
For more information call us on +675 321 2988

## TERMS AND CONDITIONS

### 1. Exhibition booths

Exhibition booths will be allocated on a priority basis in order of payment. The Chamber reserves the right to assign booths. All exhibition booths are stated in PNG Kina currency. The Chamber is responsible for benefits stated in each booth package. Anything additional or requested for by the exhibitor will be charged at cost to the exhibitor. The Chamber reserves the right to change the layout and allocation of exhibition booths should the need arise.

Exhibitors will be notified if this becomes necessary.

Exhibitors must be adequately covered for Public and Product Liability Insurance. It is the responsibility of the exhibitor to arrange appropriate insurance for items within their exhibition. Exhibitors must ensure the cleanliness and tidiness of their allocated space. The Exhibitor will also need to upload a brief abstract of your company profile and your logo in high-definition EPS, JPEG or TIFF when completing the exhibition booking online.

### 2. Goods and Services Tax (GST)

GST is exempted.

### 3. Conditions of payments

### 5. Cancellation policy

Cancellation of an exhibition booth must be made in writing to the Chamber specifying the reason. The cancellation request is subject to the approval of the Chamber on the condition that the exhibition booth can be resold. This policy will be reviewed should an unexpected change occur due to Government measures taken on the Covid-19 pandemic.

Note:

- 50% of the exhibition amount as stated in the invoice will be retained for cancellations made on or before 30<sup>th</sup> September 2023.
- 100% of the exhibition amount as stated in the invoice will be retained for cancellations made after 30<sup>th</sup> September 2023.

### 6. Liability policy

The Chamber is not liable for damages or loss to exhibitors' property.

The exhibition application form must be completed and submitted to the Chamber. The Chamber will send you the link to complete your booking online and receive your invoice accordingly.

Full payment must be remitted to the Chamber as stated on the invoice. No partial payments will be accepted. All payments must be paid into the account stated in the invoice. Refer to the instructions on the invoice. Other additional charges are the full responsibility of the payer. An exhibition application will be considered incomplete if the invoice issued is not settled in full. The Chamber may resell the exhibition booth if three consecutive reminders are not adhered to. If this is the case, the Chamber will impose the cancellation policy subject to the date of the final reminder.

#### **4. Payment methods**

All payments must be referenced to the invoice issued by the Chamber. All payments are to be made through an EFT / Bank Transfer or Credit Card. The account information of the Chamber is provided on the invoice. Bank transfers must be in Australian dollars and clearly state your company name and invoice number in the description or narration section of the payment form. No cheque payment or cash will be accepted at the Chamber Office. Bank cheques to the amount stated on the invoice are to be deposited directly into the Chamber's account and a copy of the remittance advice forwarded to the Chamber by email.

#### **7. Obligation and rights**

Promotional activity must not impinge on or directly interfere with any other exhibitor.

#### **8. Sponsorship**

The terms and conditions of the exhibition also apply to booths that are under sponsorship packages.

#### **9. Exhibition booth contractor**

The details of the booth contractor will be provided once you have settled your invoice. All enquiries should be forwarded to The Chamber at this stage. Additional requests and equipment will incur additional costs by the contractor.

#### **10. Number of Exhibition Booth Staff**

Each booth comes with 2 fixed exhibitor staff. The exhibition staff pass that will be provided includes all teas and lunches and attendance to the complimentary social networking functions. The exhibition staff pass does not include access to the main plenary sessions and the conference dinner. If you wish to attend the plenary sessions and or the conference dinner, the fees for each will apply. Exhibitors will be contacted to confirm your staff names and setup arrangements after the full payment is settled.

#### **11. Fascia signage**

Must be confirmed by Friday 29<sup>th</sup> September 2023. Any Stand name signs not confirmed by the due date will be printed with the company name as supplied by the Chamber.