



ALGIM Conference Exhibition Booking Terms and Conditions

Stand Application and Allocation

Stand applications must be completed through the [ALGIM 2024 Exhibition Portal](#). Stand allocation is on a "first-come-first-served" basis. The application will constitute the Exhibitor's commitment of participation and acceptance of these Terms and Conditions. The Organiser reserves the right to accept or reject applications without giving any reason. The application will be accepted in writing by the Organiser. The Organiser reserves the right to modify booth allocation and the floor plan if in the best interest of the Exhibition. Stands cannot be shared without prior approval of the Organiser.

Stand Inclusions

Single stands include:

- Three velcro receptive panels - 3.00m wide x 1.80m depth x 2.30m high unless it has been agreed by the Exhibitor and the Organiser to have a side removed
- 10-amp single phase power supply with a 4-way multi box
- 1x LED spotlight
- Complimentary WiFi
- Installation (basic set up) and removal
- Two exhibitor registrations including tickets to the Networking Functions and Awards Dinner

Double stands include:

- Three velcro receptive panels - 6.00m wide x 1.80m depth x 2.30m high unless it has been agreed by the Exhibitor and the Organiser to have a side removed
- 10-amp single phase power supply with 2x 4-way multi box
- 2x LED spotlights
- Complimentary WiFi
- Installation (basic set up) and removal
- Three exhibitor registrations including tickets to the Networking Functions and Awards Dinner

The fixing of display material to the booth will be permitted only by methods advised by the Organiser. No nails, screws or other fixtures may be driven into any part of the exhibition hire equipment. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

Payment

All fees are in New Zealand dollars and include 15% GST (Goods and Services Tax). The Exhibitor is required to make payment by the 20th of the month following the original invoice date to secure the stand. If payment is not received the stand may be released and can be rebooked by another exhibitor unless prior arrangement has been made with the Organiser. Payment can be made by electronic funds transfer (direct credit) or credit card. Payment online by Visa or MasterCard are processed via a secure gateway. Your payment will appear on your credit card statement as a transaction with 'Twelve Conferences + Events'. Credit card payments incur a surcharge of 3%.

Postponement or Cancellation

If the Organiser postpones the conference:

- The exhibition booking will be transferred to the new dates.

If the Organiser cancels the conference:

- The Organiser will not be liable for any expenses incurred by the Exhibitor in preparation of material for the Conference or the supply of goods and services.
- A full refund will be given.

If the Exhibitor cancels their participation:

- Cancellations must be made in writing to the Organiser by email to events@algim.org.nz.
- A full refund will be given for cancellations received within 7 days of your stand application being accepted.
- Cancellations received later than 7 days after your stand application being accepted and up to and including Monday 12 August 2024 will incur a loss of 50% of total charge for the stand.
- No refund will be made for cancellations received from Tuesday 13 August 2024.

Non-payment does not constitute a cancellation.

Insurance and Liability

Exhibitors are responsible for all of their exhibits and contents and are required to carry their own insurance for the loss, theft, damage or otherwise of their belongings and public liability over the period of the Conference. This insurance should remain in force until their exhibits are removed from the venue. Neither the Organiser, Conference Organiser, or the Venue is liable for any damage or loss of any exhibitor's material brought into the venue, prior, during or after the event. Exhibitors must assume all responsibility for any damage caused by themselves or their equipment to the venue, other exhibitors or attendees at the event however so caused.

Health and Safety

The Organiser and the Exhibitor will consult, cooperate, and coordinate with each other and any other person(s) or organisation(s) who manage or control the venue of the Conference to ensure that both parties comply with their respective obligations under the Health and Safety at Work Act 2015 in relation to the Conference.

Force Majeure

Force Majeure means events beyond the reasonable control of the Organiser including, without limitation, acts of God, national emergency, riots, civil commotion, terrorist activities, act of Government and industrial action. If the conference is cancelled or delayed by Force Majeure the Organiser will, as soon as is possible, give written notice of that to the Exhibitor specifying the matters constituting Force Majeure and the period for which such prevention or delay will continue, the Defaulting Party will be excused performance or the punctual performance (as the case may be) as from the date of such notice for so long as the Force Majeure continues.

The Organiser and the Exhibitor will co-operate, and the Organiser will use their utmost endeavours to make alternative arrangements to enable the obligations to be performed or to make a full or partial refund for the Conference.

General Conditions:

- All exhibits must remain intact until the specified time and date for dismantling and may not be dismantled or removed before that hour.
- Exhibitors and their representatives must abide by the Organisers Code of Conduct.
- Exhibitor registrations are for exhibiting organisations only.
- A maximum of three additional exhibitor registrations can be purchased.
- All electronic items that will be brought onto the exhibition site (laptops etc) must have been 'tag and tested' by a qualified electrician and not be up for retesting. Items not suitably tested and tagged will be removed from the venue.