

ASBA 2026

3-5 June 2026 • Mackay, Queensland

Together at the Helm

Partnership and Exhibition
OPPORTUNITIES

www.asbaq.com.au

ASBA Platinum Patners 2026



Invitation from the Co-Chairs



ASBAQ 2026 State Conference, Mackay

Together at the Helm: Navigating Our Future in Fellowship and Leadership

Dear Colleagues,

After years of navigating, shifting tides and steering through uncharted waters, our education sector stands stronger and more connected than ever. The ASBAQ 2026 State Conference in Mackay welcomes you aboard for a journey defined by collaboration, leadership and the enduring fellowship of our ASBAQ community.

Our theme, Together at the Helm, embodies the spirit of unity and shared purpose that anchors our profession. Set against the stunning backdrop of Mackay's coastline, the 2026 conference draws inspiration from the nautical heritage of our host city—reminding us that the most successful voyages are those undertaken side by side, with trusted companions and steadfast leaders guiding the way.

This conference is more than a gathering; it is a voyage of professional development, networking, and collective growth. Whether you're a seasoned captain or embarking on new horizons, you'll find opportunities to learn, connect, and contribute alongside your peers. The program has been crafted to reflect the core values that define us—integrity, collaboration, and leadership—while offering fresh perspectives on the challenges and opportunities ahead.

We invite you to chart a course with us in Mackay, where the spirit of fellowship will be celebrated through engaging workshops, inspiring keynotes, and memorable social events that capture the essence of our vibrant coastal setting. The 2026 Organising Committee, together with our valued sponsors and exhibitors, is committed to making this a welcoming and accessible event for all.

Joining us in Mackay means sharing the helm with passionate professionals who are dedicated to navigating the future of education—together. Your participation will not only enrich your own journey but also strengthen the bonds that unite our ASBAQ community.

We look forward to welcoming you aboard to ASBAQ 2026: Together at the Helm. Let us set sail towards new horizons, guided by the values that steer us and the fellowship that buoys us.

Sincerely,

Mark Corgat
Conference Co-Chair

Rodney Taylor
Conference Co-Chair

The Conference



Organising Committee

Mark Corgat

Brisbane Grammar School
ASBAQ 2026 Co-Chair

Rodney Taylor

Moreton Bay College, Moreton Bay Boys' College
ASBAQ 2026 Co-Chair

Mark McFie

John Paul College
President ASBAQ

Bronwyn Jones

Hillbrook Anglican School

Kylie Sherrington

Somerset College

Toni Williams

St Margaret's and St Aidan's Anglican Girls' Schools

Conference Organiser

ICMS Australasia

ASBAQ 2026 Conference Secretariat
PO Box 3599
South Brisbane QLD 4101
Telephone: +61 7 3255 1002

Email contacts:

Sponsorship: sponsorship@asbaq.com.au



ASBAQ aims to promote and advance the personal development and ethical standards of those responsible for school business administration through the provision of professional development opportunities and the maintenance of effective relationships with kindred organisations. The Association also aims to develop efficiency in the administration of educational establishments by identifying and addressing national issues, which may impact on business operations of schools.

Why Sponsor and/or Exhibit at ASBAQ 2026?

- Conference delegates are keen to improve their knowledge. Aligning your company with this powerful educational experience demonstrates your commitment to assisting delegate development.
- Your company's involvement, commitment and support for ASBAQ 2026 will be widely acknowledged leading up to and during the Conference.
- Your company will benefit significantly from exposure to an interested, relevant and influential audience in an informal yet informative environment away from the competition of everyday distractions.

ASBA Platinum Partners

ASBA Limited has eight Platinum Partners as outlined below.



Platinum Partners



Commonwealth Bank



TRIPPAS WHITE GROUP

Why you should be involved

ASBAQ FACTS AND STATS



Promotion to

360
MEMBERS



3 DAYS
of dedicated **ACCESS** to
150 **DECISION**
MAKERS



90 SCHOOLS
in attendance from across
QUEENSLAND



FABULOUS
NETWORKING
AND SOCIAL EVENTS





“

Bottom line it was an exceptionally successful conference for us with great exposure, excellent networking chances, outstanding promotion from Mark and the team.

”

-Madison Cleaning Services



Effective Networking

Why it Works

The delegates are the leaders in their field.

ASBAQ delegates are keen to align with suppliers and services that add value and benefit to their schools. The membership of ASBAQ is collaborative and engaging, they embrace inclusion of all participants. Sponsors and exhibitors are welcome at all social functions and are encouraged to network outside the exhibition. Major sponsors are invited to present to the audience in the business session, an opportunity rarely afforded in current Conferencing formats. Stand competitions and general fun is very well received by the ASBAQ community.

There is a real sense of camaraderie.

Previous Sponsors of ASBAQ

These companies have supported ASBAQ Conferences in past years and can attest to the success of investing in the ASBAQ Conferences.



Benefits

	Diamond \$25,000 + GST One Opportunity	Emerald \$23,000 + GST Two Opportunities	Sapphire \$16,000 + GST Four Opportunities	Ruby \$11,000 + GST Eight Opportunities
Entitlements				
Opportunity to sponsor the Conference Dinner	✓			
Acknowledgement in the program book as sponsor of the Conference Dinner	✓			
Opportunity to have four company provided pull up banners displayed in Gala Dinner venue	✓			
Company logo on tickets to the Gala Dinner	✓			
Opportunity to make a three-minute welcome speech	✓			
Logo on Delegate satchel bag with conference logo	✓			
Your choice of sponsorship of either Delegate Gift or Lanyard		✓		
Acknowledgement in the program book as sponsor of the Delegate Gift or Lanyard		✓		
Company logo on the Delegate Gift or Lanyard		✓		
Delegate Gift will be handed out during onsite registration		✓		
Logo on name badge and lanyard with conference logo		✓		
Opportunity to sponsor a Networking Lunch or Refreshment Break (other entitlements included dependant on choice)			✓	
Acknowledgement in the program book as sponsor of the Networking Lunch or Refreshment Break (for your chosen day)			✓	
Opportunity to have two company provided pull up banners displayed in Lunch venue			✓	
Logo displayed on the session slides in rooms prior to the break			✓	
Acknowledgement as break sponsor by chair of sessions prior to break			✓	
Opportunity to sponsor a plenary session - choice of session	✓	✓		
Naming rights to plenary session	✓	✓		
Verbal acknowledgement at the beginning and end of your chosen session	✓	✓		
Opportunity to provide a free standing pull up banner during the session (sponsor to provide)	✓	✓		
Logo on session slide	✓	✓		
Logo in program book against your chosen session	✓	✓		
Opportunity to attend plenary sessions	✓	✓	✓	✓
Audience Address				
Opportunity to promote your organisation during the exhibition	5 minutes	4 minutes	3 minutes	
Acknowledgement by MC as conference sponsor	✓	✓	✓	✓
Exhibition				
Exhibition Booth	12 sqm	12 sqm	6 sqm	6 sqm
Marketing & Promotion				
Logo on the Conference Website	✓	✓	✓	✓
Logo on sponsor acknowledgement slide shown at the beginning and end of sessions	✓	✓	✓	✓
Logo on all sponsor signage at venue	✓	✓	✓	✓
Logo in Conference Program (subject to printing deadlines)	✓	✓	✓	✓
Advertisement in Conference Program (subject to printing deadlines)	Full Page	Full Page	Half Page	Quarter Page
Company profile in the Conference Program (subject to printing deadlines)	200 words	200 words	100 words	50 words
Copy of delegate list provided before and after the event (subject to privacy requests)	✓	✓	✓	✓
Registrations				
Complimentary Sponsor registrations, including social functions	4	3	2	1 Sponsor / 1 Exhibitor

Partnership Opportunities

A wide variety of Partnership opportunities have been designed for ASBAQ 2026, each containing benefits that will ensure your organisation receives maximum exposure. Sponsorship packages include registration enabling access to sessions for your own professional development and tickets to social functions for that all important networking.

All sponsorship and exhibition costs exclude 10% Australian Goods and Services Tax. This will be added to your invoice.

Diamond Sponsor

\$25,000 + GST (Exclusive opportunity)

Entitlements

ASBAQ Conference Dinner Sponsorship

- Acknowledgement in the program book as sponsor of the Conference Dinner
- Opportunity to have four company provided pull up banners displayed in Conference Dinner venue
- Company logo on tickets to the Conference Dinner
- Opportunity to make a three-minute welcome speech

Delegate bag branding

- Logo on delegate satchel bag with conference logo

Sponsorship of a plenary session

- Naming right to the plenary session
- Verbal acknowledgement at the beginning and end of your chosen session
- Opportunity to provide a free standing pull up banner during the session (sponsor to provide)
- Logo on session slide
- Logo in program book against your chosen session
- Opportunity to attend Plenary Sessions

Audience address

- Opportunity to promote your organisation with a five-minute review to the delegates at the start of a conference session.
- Acknowledgement by the MC as Conference sponsor

Exhibition

- 12 sqm of Exhibition space (6m x 2m)

Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Full page advertisement in the Conference Program (subject to printing deadlines)
- 200 word company profile in the Conference Program (subject to printing deadlines)
- A copy of the delegate list provided before and after the event (subject to privacy requests)

Registrations

- Four complimentary sponsor (full delegate) registrations which includes all plenary sessions and social functions.



Emerald Sponsor

\$23,000 + GST (Two opportunities)

Entitlements

Please choose from either Option One or Option Two
(option availability on a first come first served basis).

Option one: Delegate Gift

- Acknowledgement in the program book as sponsor of the Delegate Gift
- Company logo on Delegate Gift
- Delegate Gift will be handed out during onsite registration

OR

Option two: Name Badge & Lanyard Branding

- Acknowledgement in the program book as sponsor of the name badge & lanyard
- Logo on name badge and lanyard alongside Conference logo

Sponsorship of a plenary session

- Naming right to the plenary session
- Verbal acknowledgement at the beginning and end of your chosen session
- Opportunity to provide a free standing pull up banner during the session (sponsor to provide)
- Logo on session slide
- Logo in program book against your chosen session
- Opportunity to attend Plenary Sessions

Audience address

- Opportunity to promote your organisation with a four-minute review to the delegates at the start of a conference session
- Acknowledgement by the MC as Conference sponsor

Exhibition

- 12 sqm of Exhibition space (6m x 2m)

Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Full page advertisement in the Conference Program (subject to printing deadlines)
- 200 word company profile in the Conference Program (subject to printing deadlines)
- A copy of the delegate list provided before and after the event (subject to privacy requests)

Registrations

- Three complimentary sponsor (full delegate) registrations which includes all plenary sessions and social functions.

Partnership Opportunities

Sapphire Sponsor

\$16,000 + GST (Four opportunities)

Entitlements:

Networking Lunch or Refreshment Break Sponsor

- Opportunity to sponsor a Networking Lunch or Refreshment Break
- Acknowledgement in the program book as sponsor of the Networking Lunch or Refreshment Break (for your chosen day)
- Opportunity to have two company provided pull up banners displayed in Lunch venue
- Logo displayed on the session slides in rooms prior to the lunch break
- Acknowledgement as break sponsor by chair of sessions prior to break

Audience address

- Opportunity to promote your organisation with a three-minute review to the delegates at the start of a conference session.
- Acknowledgement by the MC as Conference sponsor

Exhibition

- 6sqm of Exhibition space (3m x 2m)

Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Half page advertisement in the Conference Program
- 100 word company profile in the Conference Program (subject to printing deadlines)
- A copy of the delegate list provided before and after the event (subject to privacy requests)

Registrations

- Two complimentary sponsor (full delegate) registrations which includes all plenary sessions and social functions.



Ruby Sponsor

\$11,000 + GST (Eight opportunities)

Entitlements:

Exhibition

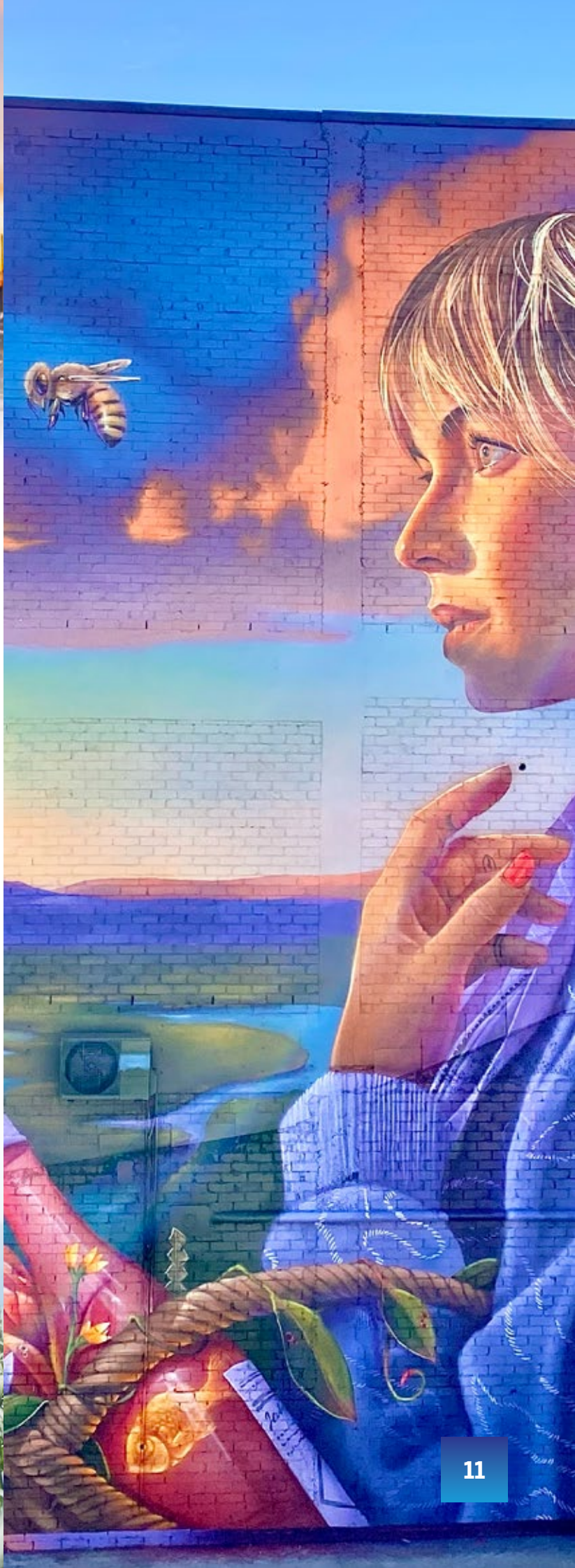
- 6sqm of Exhibition space (3m x 2m)

Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Quarter page advertisement in the Conference Program
- Acknowledgement by the MC as Conference sponsor
- 50 word company profile in the Conference Program (subject to printing deadlines)
- A copy of the delegate list provided before and after the event (subject to privacy requests)

Registrations

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions
- One exhibitor registration



Individual Opportunities

Barista Cart Sponsor

\$9,500 + GST (Two opportunities)

Two barista zones will be located within the exhibition area for ASBAQ 2026. Serving coffee and tea throughout the morning tea, afternoon tea and lunch breaks.

Entitlements and Marketing

- Logo on Barista Zone signage
- Opportunity to provide sponsor's cap, apron, cups and napkins for use on barista zone or by baristas (sponsor to supply at own cost – fresh aprons required each day)
- Opportunity to place a company provided banner at the barista zone (2m high by 1m wide, free standing)
- Logo on Conference Website
- Logo in Conference Program (subject to printing deadlines)

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions.

*** please note: no other barista zone/coffee machine will be permitted within the exhibition area*

Ice Cream Station Sponsor

\$8,500 + GST (Exclusive opportunity)

One Ice Cream Station will be located within the exhibition area for ASBAQ 2026. Serving ice cream throughout the morning tea, afternoon tea and lunch breaks.

Entitlements and Marketing

- Logo on Ice Cream Station signage
- Opportunity to provide sponsor's napkins for use at the ice cream station (sponsor to supply at own cost)
- Opportunity to place a company provided banner at the ice cream station (2m high by 1m wide, free standing)
- Logo in Conference Program (subject to printing deadlines)
- Logo on Conference Website

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions.

*** please note: no other ice cream stations will be permitted within the exhibition area*

Juice Station

\$8,500 + GST (Exclusive opportunity)

One Juice Station will be located within the exhibition area for ASBAQ 2026. Serving a variety of juices throughout the morning tea, afternoon tea and lunch breaks.

Entitlements and Marketing

- Logo on Juice Station signage
- Opportunity to provide sponsor's napkins for use at the juice station (sponsor to supply at own cost)
- Opportunity to place a company provided banner at the juice station (2m high by 1m wide, free standing)
- Logo in Conference Program (subject to printing deadlines)
- Logo on Conference Website

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions.

*** please note: no other juice stations will be permitted within the exhibition area*

Charge Bar Sponsor

\$6,500 + GST (Exclusive opportunity)

Entitlements and Marketing

- Naming rights to the Charge Bar
- Opportunity to place a company provided banner at the Charge Bar (2m high by 1m wide, free standing)
- Logo on Conference Website
- Logo in Conference Program

Sugar Rush Station

\$5,500 + GST (Exclusive opportunity)

One Sugar Rush Station will be located within the exhibition area for ASBAQ2026, serving a variety of lollies and chocolates throughout the morning tea, lunch and afternoon tea breaks.

Entitlements and Marketing

- Logo in Conference App
- Logo on Sugar Rush Station signage
- Opportunity to provide sponsor caps, apron and cups for use on the Lolly Jar station (sponsor to provide these items at their own expense – we require fresh aprons and caps each day)

Registration

- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

Welcome Function Sponsor

\$12,000 + GST (Exclusive opportunity)

A social highlight of the ASBAQ 2026 event, included for all delegates. Your branding will be highly visible.

Entitlements and Marketing

- Opportunity to sponsor the Welcome Function
- Opportunity to have company provided pull up banners displayed in Welcome Function venue
- Acknowledgement in the program book as sponsor of the Welcome Function

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions.

Executive Head Shots

\$8,500 + GST (Exclusive opportunity)

One head shot station will be located within the exhibition area, taking delegate professional head shots throughout the morning tea, lunch and afternoon tea breaks.

Entitlements and Marketing

- Logo on Headshot area signage
- Opportunity to provide sponsor materials at the head shots stand (sponsor to provide these items at their own expense)
- Opportunity to place a company provided banner at the Executive Head Shots stand (2m high by 1m wide, free standing)
- Logo in Conference Program (subject to printing deadlines)
- Logo on Conference Website

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions

Individual Opportunities

Networking Drinks Sponsor

\$4,500 + GST (Two opportunities)

- Opportunity to sponsor a Networking Drinks session held in the exhibition area
- Acknowledgement in the program book as sponsor of the Networking Drinks (for your chosen day)
- Opportunity to have company provided pull up banners displayed in Drinks venue
- Logo displayed on the session slides in rooms prior to the drinks break
- Acknowledgement as drinks sponsor by MC of the sessions prior to break

Conference Note Pad Sponsor

\$2,500 + GST (Exclusive opportunity)

- Opportunity to provide a company branded notepad for inclusion in the delegate satchel bag (please note sponsor is to provide notepad to the organisers, quantity will be advised)

Conference Pen Sponsor

\$2,000 + GST (Exclusive opportunity)

- Opportunity to provide a company branded pen for inclusion in the delegate satchel bag (please note sponsor is to provide pen to the organisers, quantity will be advised)

Advertising Opportunities

- Full Page in program book \$1,600 + GST
- Half Page in program book \$800 + GST
- Dedicated Ezine to delegates \$1,100 + GST
- Push Button notification in Conference app \$550 + GST

If we have an App produced:

Exhibitor Passport

\$600 + GST

Speed networking is very similar to the popular “speed dating” concept, but it focuses on making connections that will help your business grow. This opportunity will allow your company to attract participants to your booth, to network and therefore to optimise your new or existing contacts in a very effective way.

Entitlements and Marketing

- Within the conference App there will be a section showing a list of exhibiting companies participating in exhibition passport. Each company will be represented by their greyed-out logo.
- Delegates are invited to visit and meet each exhibiting company participating in the exhibition passport. To confirm your meeting, the exhibitor will scan your name badge giving the exhibitor access to the delegate information and adding a stamp to the delegate’s passport.
- Delegates who have visited all participating companies will be included in a raffle.

Meeting App Sponsor

\$11,000 + GST

Entitlements and Marketing

- Logo featured on the App login screen
- One Push notification per day sent to delegates during the Meeting
- Dedicated page within the app
- Logo on all sponsor signage at Meeting venue
- Logo hyperlink on the Meeting Website
- Logo on sponsor acknowledgement slide
- 50 word Company Synopsis on Meeting App
- 2 Complimentary Sponsor Registrations

Exhibition Opportunities

Exhibition Booth

\$7,500 + GST

- Logo in Conference Program (subject to printing deadlines)
- Quarter page advertisement in the Conference Program
- One x Exhibition Booth 3m x 2m (consisting of back and side walls, fascia sign, power point and two x spotlights. Please note no furniture is included with this package)
- Two Exhibitor registrations
- Logo and contact details listed in the Conference program
- Logo on Conference Website

Scan the QR code and secure your spot today!



or click the link below:

<https://events.asba.asn.au/asbaq-2026---association-of-school-business-administers-conference/sponsor-application-form>

General Information

- Exhibitor personnel passes include morning and afternoon refreshments; lunch each day, and a Conference Satchel including a copy of the Conference Program.
- Exhibitor personnel passes do not provide Conference Registration and therefore do not grant access to the core Conference Program or Social Functions. Social Function tickets can be purchased at an additional cost, but these are limited as maximum numbers will apply.
- Priority of placement within the exhibition will be sold in accordance with the date of application receipt and sponsorship level.
- An exhibition manual containing information on move in and out times will be distributed to exhibitors and sponsors in 2026.

Sponsorship & Exhibition Information

Conditions of Payment

Payment in full is required upon confirmation of your sponsorship and exhibition selections.

If you prefer to work out a payment plan with 50% deposit please speak to the Sponsorship & Exhibitions Director.

Failure to pay your sponsorship and exhibition invoice may result in your sponsorship item or exhibition stand being released for sale.

Further Information

For further information, please contact:

Emma Bowyer

ASBAQ 2026 Sponsorship & Exhibitions Director
ICMS Australasia

Tel: + 61 2 9254 5000

Email: sponsorship@asbaq.com.au

TERMS AND CONDITIONS OF CONTRACT

The Contract

1. The term "Organiser" refers to ICMS Australasia Pty Ltd and includes associations, corporate and government bodies who have engaged ICMS Australasia Pty Ltd as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identifies in the Application Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Exhibitor when the Organiser accepts the signed Application Form and receives a minimum of 50% of the total owing as a deposit. The Organiser will then issue a confirmation letter to the Exhibitor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

The Application

5. An official Exhibition Application Form must be received to reserve the space.
6. The Organiser reserved the right to refuse application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition.

Obligations and Rights of the Organiser

7. The decision of the Organiser is final and decide on any question not covered in this contract.
8. The Organiser agrees to hold the exhibition however, reserves the right to postpone the exhibition from the set dates to hold the exhibition on other dates as near the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organiser.
9. The Organiser agrees to promote the exhibition to maximise participation
10. The Organiser agrees to allocate the Exhibitor an exhibition space as close as possible to their desired location.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organiser.
12. The Organiser reserves the right to change the exhibition floor layout if necessary.
13. The Organiser is responsible for the control of the exhibition area only.
14. The Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
15. The 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.
16. The Organiser has the right to take action based on verbal or written directions including those contained in the Exhibition Manual. This is to ensure that all laws in connection with the exhibition are complied with, to prevent damage to person or property and to maximise the commercial success of the exhibition.
17. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
18. The Organiser reserves the right to specify heights of walls and coverings for display areas.
19. The Organiser reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the exhibition.
20. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.
21. The 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 purchased or complimentary entry card.
22. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
23. The Organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The exhibitor agrees to abide by these.

24. The Organiser will arrange security onsite during the period of the exhibition but will not accept no liability for loss or damage.
25. The Organiser will arrange for daily cleaning of aisles outside the exhibition open hours.

Obligations and Rights of the Exhibitor

26. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
27. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
28. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
29. The Exhibitor must comply with all directions/requests issues by the Organiser including those outlined in the Exhibition Manual.
30. The Exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
31. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Exhibitor will promptly remove all exhibits, tools and other materials. If the Exhibitor fails or refuses to do so, the Organiser will make arrangements for this to be done by an external party at a cost to be paid by the Exhibitor.
32. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitor. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
33. The Exhibitor will submit plans and visuals of custom designed exhibits to the Organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building. A valid Insurance Certificate of Currency for independent exhibition contractors will also be submitted prior to the Organiser granting this company access to the exhibition area.
34. The Exhibitor is responsible for all items within their allocated exhibition space.
35. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the Organiser if flammable or dangerous materials are required for the success of the exhibit.
36. The Exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the Organiser. In any case all permanent damage will result in the Exhibitor being invoices for all repairs.
37. The Exhibitor acknowledges that the Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the Exhibitor acknowledges that the Organiser will not be able to provide assistance in tracking lost deliveries. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified or on return.
38. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
39. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the Organiser.

Storage of Goods

40. Unless otherwise communicated, storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.

Stand Services and Construction

41. Official contractors will be appointed by the Organisers to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

Insurance and Liability

42. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser.
43. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
44. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
45. The Organiser shall not be liable for any loss, which exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.
46. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

Payment & Cancellation

47. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and NO refund will be made. NO exhibitor shall occupy allocated exhibition space until all monies owing to the Organiser by the Exhibitor are paid in full.
48. In the event that the Exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.
49. Withdrawal – if the Exhibitor withdraws its exhibition commitment they will be liable for the following payments in accordance with the below:
 - a. 6-12 months prior to the first day of the exhibition – 50% refund on sponsorship and exhibition amount
 - b. Less than 6 months prior to the first day of the exhibition – No refund on sponsorship and exhibition amount
 - c. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor will be invoiced for the difference to satisfy the above and below cancellation and refund policy. Payments must be made within 7 days of receipt of invoice.
50. Cancellation – if the event is cancelled due to unforeseen circumstances, the Organiser will not be liable to the Exhibitor for any loss incurred by the Sponsor or Exhibitor as a result of the cancellation, however all monies paid for any sponsorship and exhibition will be refunded.
51. Rescheduling – if the event is rescheduled for any reason and the Sponsor or Exhibitor does not wish to participate in the exhibition at the rescheduled dates, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the rescheduling, and the Exhibitor will only be liable for 25% of the total sponsorship and exhibition cost with the remaining funds being refunded.
52. If the event transfers to an online or hybrid format and the Sponsor or Exhibitor does not wish to participate in the event in the online format, the Organiser will not be liable to the Sponsor or Exhibitor for any loss incurred as a result of the online format. The Sponsor or Exhibitor will be liable for up to a maximum of 25% of the total sponsorship or exhibition cost, including 10% administration plus a scale of value dependant on the level of entitlements already delivered, such as a promotion and branding.
53. Booth availability may be limited or restricted and allocations and available quantities will be advised upon processing your application.

*Terms and Conditions of Contract
reviewed July 2020.*

ASBA 2026

3-5 June 2026 • Mackay, Queensland

Together at the Helm

www.asbaq.com.au

