ASBA 2027

27-30 SEPTEMBER
CANBERRA

50 YEAR ANNIVERSARY

Celebrating Milestones, Embracing the Future



SPONSORSHIP AND EXHIBITION OPPORTUNITIES

ASBA Platinum Partners

Commonwealth Bank · compnow (IT built for you) · Edstart · harwyn · Higgins (Better painting management) · Martian Logic HRIS · salto (INSPIRED ACCESS) · TRIPPAS WHITE GROUP

Message from the ASBA Chair

Celebrating Our Past. Shaping Our Future.

In 2027, ASBA proudly marks fifty years of service to independent school communities. This milestone provides an opportunity to reflect on our rich history, celebrate the achievements of our members, and look confidently towards the future.

For five decades, ASBA has been a trusted professional association supporting those responsible for the operational leadership, sustainability, and success of independent schools. Throughout this journey, our partners have played an integral role in helping schools access the products, services, expertise, and innovations needed to thrive in an ever-changing environment.

As we celebrate our 50th Anniversary, we are delighted to invite you to partner with us through the ASBA 2027 National Conference Sponsorship and Exhibition Program.

This landmark conference will bring together some of the most influential decision-makers from schools across Australia and New Zealand. It will provide a unique platform to connect with leaders responsible for strategic planning, finance, technology, infrastructure, human resources, governance, risk, wellbeing, and operational excellence.

The partnerships established through ASBA extend well beyond a conference. They contribute to stronger schools, stronger communities, and ultimately better outcomes for students. Our 50th Anniversary provides a unique opportunity to recognise these enduring relationships while exploring the innovations and partnerships that will support the next fifty years.

On behalf of the ASBA Board, I thank our longstanding partners for their continued commitment and warmly welcome new organisations seeking to engage with our profession. We look forward to celebrating this important milestone together and continuing to build a strong and vibrant future for independent education.

Thank you for joining us on this journey.

Mark Glover
Chair, ASBA Limited



Message from the Conference Chair

Join Us in Celebrating 50 Years of Excellence

As Chair of the ASBA 2027 National Conference Committee, it is my great pleasure to invite you to partner with ASBA as we celebrate a remarkable milestone, our 50th year of supporting and advancing business leadership in independent schools across Australia and New Zealand.

The 2027 National Conference will be more than a professional development event. It will be a celebration of the people, organisations, and partnerships that have shaped our Association over five decades and continue to influence the future of school business management.

Our Conference will bring together school leaders, business managers, operational specialists, governance professionals, and decision-makers from across the independent education sector.

Together, we will explore emerging trends, share innovative practices, and address the opportunities and challenges that will define the next generation of school operations and leadership.

As a valued partner, your organisation plays an important role in supporting the work of our members and the schools they serve. The conference has been designed to create meaningful opportunities for engagement through innovative exhibition experiences, collaborative learning environments, targeted networking activities, and thought leadership opportunities that foster genuine conversations and long-term relationships.

The 2027 program will feature contemporary professional learning, immersive experiences, leadership development opportunities, and dedicated spaces that encourage interaction, discovery, and collaboration. We are committed to ensuring our partners receive exceptional value while contributing to an outstanding delegate experience.

Whether you are a longstanding supporter of ASBA or joining us for the first time, we invite you to be part of this historic occasion and help shape the future of our profession.

On behalf of the Conference Committee, thank you for considering this opportunity. We look forward to welcoming you as a partner in ASBA's 50th year celebrations.

Heather Walsh
Chair, ASBA 2027 National Conference Committee



About the Conference

In 2027, ASBA will host its landmark 50th Anniversary National Conference at the National Convention Centre Canberra from 27-30 September 2027. Set against the backdrop of Australia's capital, ASBA 2027 will bring together business managers, bursars and senior operational leaders from non-government schools across Australia and New Zealand for four days of professional learning, connection and celebration.

As ASBA marks 50 years of dedication to excellence in school business leadership, the 2027 Conference theme, **Celebrating Milestones, Embracing the Future**, will provide a timely opportunity to reflect on the association's rich history while exploring the future of education business management. The program will be designed to inspire delegates, strengthen sector knowledge and support the evolving responsibilities of school business professionals.

Partnership opportunities

A variety of partnership opportunities have been designed for ASBA 2027, each containing benefits that will ensure your organisation receives maximum exposure.

All sponsorship and exhibition costs are exclusive of the 10% Australian Goods and Services Tax.

ASBA Platinum Partners

ASBA has entered into eight platinum partnerships with:

ASBA

Platinum Partners

Commonwealth Bank

compnow IT built for you

Edstart

harwyn

Higgins Better painting management

MARTIAN LOGIC HRIS

salto INSPIRED ACCESS

TRIPPAS WHITE GROUP

Additional Platinum partnership agreements may be available in the future, subject to selection criteria.

Why partner with ASBA 2027?

With a highly engaged audience of key decision makers responsible for the financial, operational and strategic management of schools, ASBA 2027 offers sponsors and exhibitors direct access to an influential community. Delegates work closely with school boards, principals and senior executive teams across areas such as finance, risk, facilities, capital works, human resources, technology, governance, procurement and daily school operations.

Participation as a sponsor and/or exhibitor will provide a valuable platform to showcase products, services and solutions to leaders who are actively seeking ideas, partnerships and innovations that support successful school operations. The Canberra setting will create a distinctive and memorable environment for networking, collaboration and meaningful engagement between delegates, sponsors and exhibitors.

ASBA 50 YEAR ANNIVERSARY

Professional Learning Opportunities

International Thought Leadership Series Partner

$60,000 plus GST

EXCLUSIVE OPPORTUNITY

Position your organisation at the forefront of global thought leadership through this exclusive sponsorship of the ASBA 2027 International Speaker Program. Showcasing internationally recognised experts and industry leaders, the program brings global perspectives, innovative ideas and world-class educational content to the Conference. This partnership aligns your brand with the collective impact of the international program, reinforcing ASBA's commitment to knowledge-sharing, collaboration and professional excellence.

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as International Thought Leadership Series Partner.
- Logo in the Conference program.
- Logo incorporated into holding slides for all international speakers.
- Logo in all marketing related to international speakers.
- Verbal Acknowledgement as sponsor of international speakers.
- Recognition as the International Thought Leadership Series Partner across the international speaker program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.
- Two 50th Anniversary Dinner Tickets



Professional Learning Opportunities

Masterclass Sponsor

$20,000 plus GST

LIMITED OPPORTUNITIES

(Content to be approved by Committee prior to sponsorship approval)

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Masterclass Sponsor.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Masterclass Branding

- Opportunity to provide a 3-minute video to play prior to the commencement of the session.
- Opportunity to place a company provided banner at the entrance to the masterclass room.
- RSVP list to sponsored masterclass including name, position, organisation and email (subject to privacy laws).

Content

- Topic to be selected from ASBA's Master Class Program
- All content, presenters, learning outcomes and materials are subject to ASBA approval.
- Sessions must meet ASBA professional learning and CPD requirements.
- Participation does not imply endorsement by ASBA.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.
- Two tickets to sponsored masterclass.

Plenary Session Partners

$20,000 plus GST

MULTIPLE OPPORTUNITIES

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Plenary Session Sponsor.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Event Branding

- Opportunity to place a company provided banner at the entrance to your sponsored session.
- Logo in Conference program next to your sponsored session.
- Logo on holding slide for your sponsored session.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Professional Learning Opportunities

Innovation Hub Partner

$25,000 plus GST

EXCLUSIVE OPPORTUNITY

The Innovation Hub will provide delegates with access to short-form, high-impact presentations throughout the Conference, showcasing innovative practices, emerging technologies, operational improvements and future-focused ideas relevant to school business leadership.

Featuring silent headset technology, delegates can participate in focused 15-minute sessions without disrupting the broader Conference environment.

Brand Exposure

- Logo in the Conference program.
- Logo on Conference website as Innovation Hub Partner.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Innovation Hub Branding

- Naming Rights to the Innovation Hub.
- Logo on the Innovation Hub signage.
- Opportunity to place a company provided banner within the Innovation Hub.
- Opportunity to present up to two 15 minute Innovation Hub sessions (subject to Committee approval).

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.

Innovation Hub Presenter

$5,000 plus GST

MULTIPLE OPPORTUNITIES

Showcase your expertise and innovative ideas through a dedicated 15-minute presentation within the Innovation Hub. Designed as an educational, thought-leadership platform, these sessions provide the opportunity to share practical case studies, school success stories, emerging technologies and forward-thinking solutions with an engaged audience of school business professionals. This sponsorship offers a unique opportunity to contribute to the conference program while positioning your organisation as a valued industry partner.

Brand Exposure

- Logo in the Conference program.
- Logo on Conference website as Innovation Hub Presenter.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Content

- Opportunity to present a 15-minute Innovation Hub session.
- All content, presenters, learning outcomes and materials are subject to ASBA approval.
- Sessions must meet ASBA professional learning and CPD requirements.
- Participation does not imply endorsement by ASBA.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Connectivity Opportunities

Digital Engagement Partner

$40,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Digital Engagement Partner.
- Logo in the Conference program.
- 200-word profile on the Conference app.
- 3 brochures uploaded to the Conference app.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

App Branding

- Dedicated page within the Conference app.
- Branding integrated into the base app through load screen and main menu.

Attendance

- One sponsor registrations including access to sessions, tea breaks and lunch.

Delegate Connectivity Partner

$15,000 plus GST

TWO OPPORTUNITIES

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Delegate Connectivity Partner.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Station Branding

- Logo on charge station signage.
- Opportunity to place a company provided banner at sponsored charging station.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Social Program Opportunities

Dine around Canberra

Restaurant up to 100 pax
$30,000 plus GST

SIX OPPORTUNITIES

Restaurant between 100-200 pax
$40,000 plus GST

FOUR OPPORTUNITIES

Restaurant more than 200 pax
$50,000 plus GST

TWO OPPORTUNITIES

Confirmed bookings for a selection of Canberra's leading restaurants have been made to host Conference delegates, with venues selected by delegates during registration.

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as a Dine around Canberra sponsor.
- Logo in the Conference program.
- 50-word profile on the Conference App.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Dinner Branding

- Logo on the Dine around Canberra tickets.
- Logo on the Dine around Canberra signage.
- Opportunity to place a company provided banner at the entrance to your Dine around Canberra venue.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch
- Five tickets to Dine around Canberra at your sponsored restaurant.

Farewell Networking Sponsor

$30,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

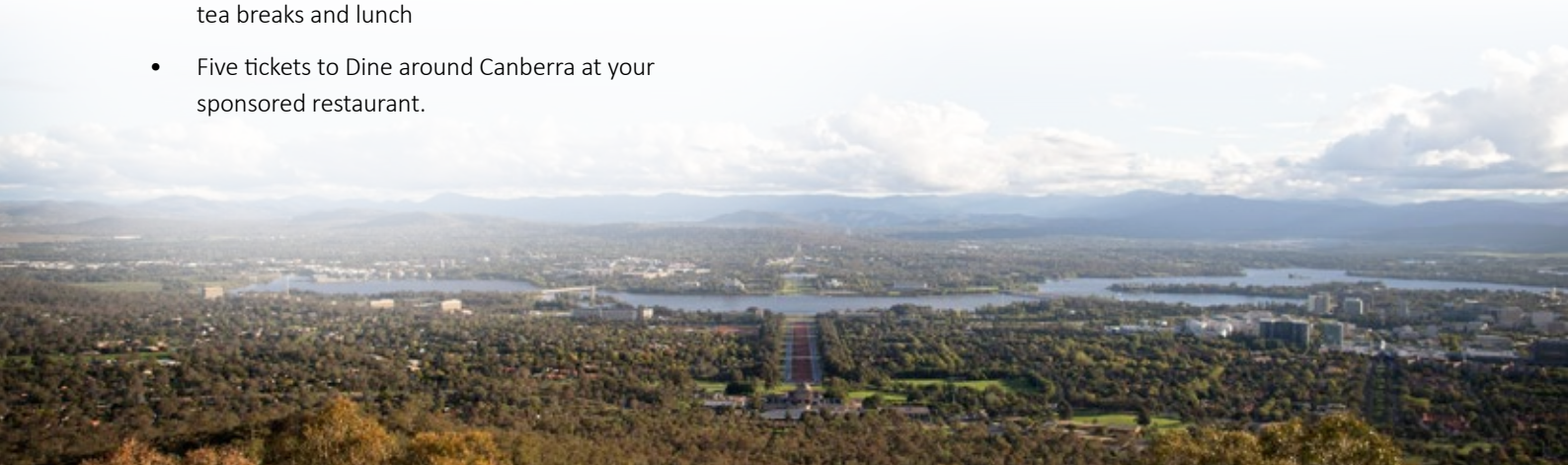
- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Farewell Networking Sponsor.
- Logo in the Conference program.
- 50-word profile on the Conference app.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Function Branding

- Opportunity to provide a three-minute video for the Conference App.
- Push notification on the day of the event promoting the event and your support.
- Logo on the farewell tickets.
- Opportunity to provide a gift at the farewell (at organisations own expense and subject to Committee approval).
- Opportunity to place a company provided banner at the entrance to the farewell venue.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.
- Five tickets to the farewell.



Social Program Opportunities

Wine and Cheese Tasting Networking Sponsor

$20,000 plus GST

EXCLUSIVE OPPORTUNITY

A curated local wine and cheese tasting will be hosted at the Conference venue, showcasing the flavours of the Canberra District and surrounding region.

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Wine and Cheese Tasting Sponsor.
- Logo in the Conference program.
- 50-word profile on the Conference app.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Event Branding

- Logo on the wine and cheese tasting tickets.
- Opportunity to place a company provided banner at the entrance to the wine and cheese tasting venue.

Attendance

- One sponsor registration including access to sessions, tea breaks, and lunch.



Transport Sponsor

$20,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as a Transport Sponsor.
- Logo in the Conference program.
- 50-word profile on the Conference app.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Transport Branding

- Opportunity to provide fleet vehicles for delegate transfers. (Final number of vehicles required will be advised once delegate numbers, routes and transfer requirements are finalised.)

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Delegate Merchandise Opportunities

Name Badge and Lanyard Sponsor

$25,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Name Badge and Lanyard Sponsor.
- Logo in the Conference program.
- Logo on Conference name badge.
- Logo on Conference lanyard.
- Logo on sponsor acknowledgement slide between sessions.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.

Delegate Bag Sponsor

$25,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgment signage at Conference venue.
- Logo on Conference website as Delegate Bag Sponsor.
- Logo in the Conference program.
- Logo on delegate bag.
- Logo on sponsor acknowledgement slide between sessions.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.





Delegate Merchandise Opportunities

Delegate Resource Pack Partner

$20,000 plus GST

EXCLUSIVE OPPORTUNITY

Held at the same time as ASBA 2027, Floriade is Canberra's much-loved annual spring festival and Australia's biggest celebration of spring, bringing colour and seasonal energy to the capital during the Conference. To celebrate this connection, delegates will receive a branded flower seed sticky note pad featuring an eco-friendly, plantable seed paper cover embedded with flower seeds, creating a gift that can continue to bloom long after the event.

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Delegate Resource Pack Partner.
- Logo in the Conference program.
- Logo on sticky note pad's eco-friendly plant paper.
- Logo on sponsor acknowledgement slide between sessions.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.

Anniversary Gift Partner

$20,000 plus GST

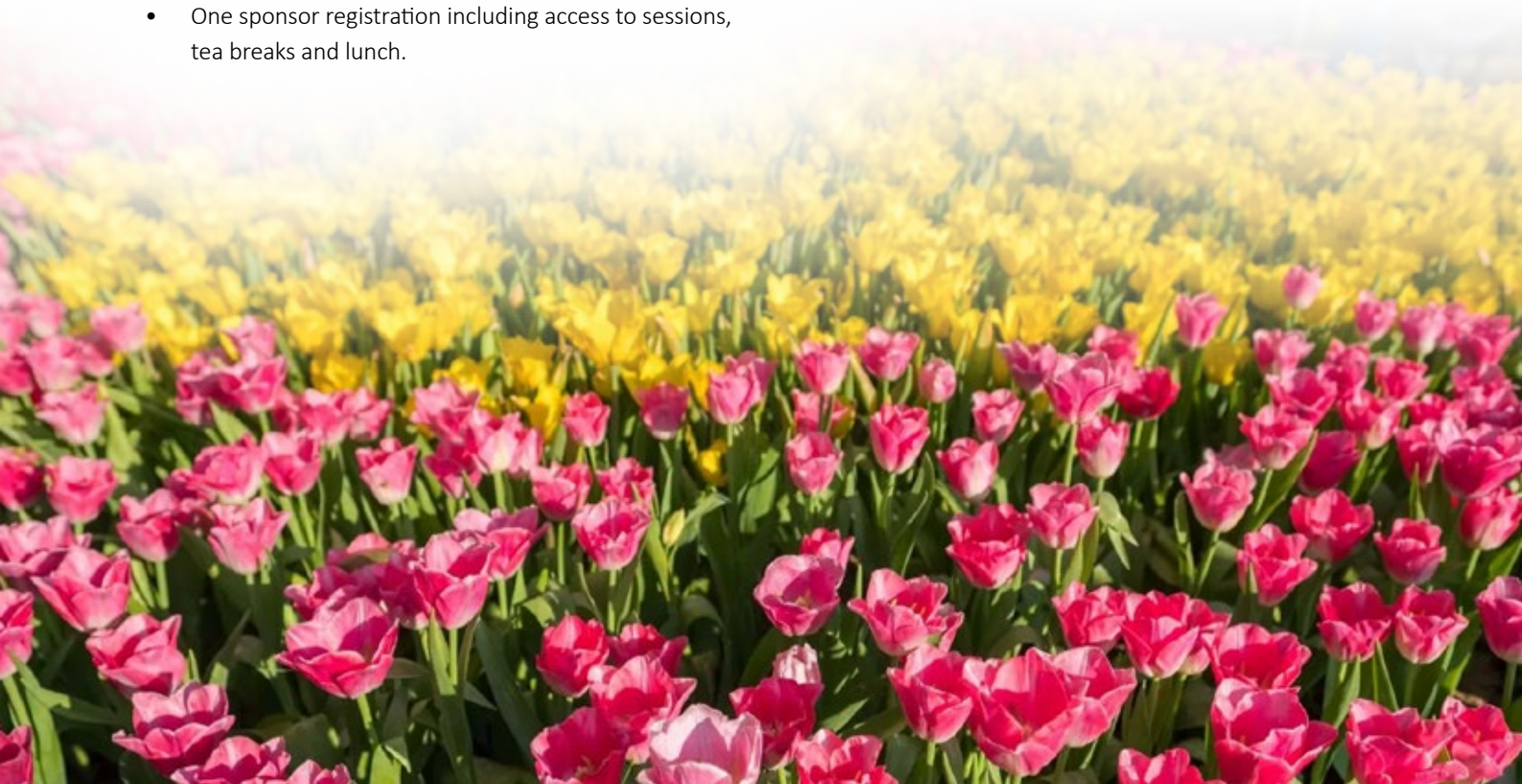
EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Anniversary Gift Partner.
- Logo in the Conference program.
- Logo on packaging only.
- Logo on sponsor acknowledgement slide between sessions.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Delegate Merchandise Opportunities

Delegate Essentials Partner

$15,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Delegate Essentials Partner.
- Logo in the Conference program.
- Logo on sponsor acknowledgement slide between sessions.
- Opportunity to provide a company branded notepad and pen for inclusion in the delegate satchel bag (please note the sponsor is to provide notepad and pen to the organisers, quantity will be advised)
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.

Water Bottle Sponsor

$15,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Water Bottle Sponsor.
- Logo in the Conference program.
- Logo on Conference water bottle.
- Logo on sponsor acknowledgement slide between sessions.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Exhibition Activation Opportunities

Networking Hub Partner

$40,000 plus GST

EXCLUSIVE OPPORTUNITY

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Networking Hub Partner.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Lounge Branding

- Logo on Networking Hub signage.
- Opportunity to place company branded items within the Networking Hub (sponsor to supply at own cost).

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Exhibition Activation Opportunities

Delegate Wellbeing Partner

$35,000 plus GST

EXCLUSIVE OPPORTUNITY

The Delegate Wellbeing Partner will provide delegates with a dedicated wellness lounge designed to promote relaxation, recharge and wellbeing throughout the Conference. Featuring wellness experiences such as massage therapists during catering breaks, the Delegate Wellbeing Partner will create a memorable and highly valued delegate experience while providing strong brand association with wellbeing and care.

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Delegate Wellbeing Partner.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Wellbeing Area Branding

- Logo on delegate wellbeing area signage.
- Massage therapists will be located within the delegate wellbeing area during the tea breaks and lunch breaks.
- Opportunity to place company branded giveaways (e.g. Massage ball, hand cream or other wellness items) within the delegate wellbeing area (sponsor to supply at own cost).

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.

Refreshment Hub Partner

$20,000 plus GST

FIVE OPPORTUNITIES

Brand Exposure

- Logo on sponsor acknowledgement signage at Conference venue.
- Logo on Conference website as Refreshment Hub Partner.
- Logo in the Conference program.
- 12-month listing in the ASBA Supplier Directory including company logo, profile and website link.

Zone Branding

- Logo on Refreshment Hub signage.
- Opportunity to place a company provided banner at the Refreshment Hub.
- Opportunity to provide sponsor's cap, apron and cups for use on the Refreshment Hub (sponsor to supply at own cost – require fresh aprons each day).

Attendance

- One sponsor registration including access to sessions, tea breaks and lunch.



Exhibition Opportunities

Main Hall Exhibition Booth
$20,000 plus GST

Brand Exposure
- Logo on Conference website.
- Logo in the Conference program.

Exhibition
- 6m² exhibition booth (3m x 2m).

Attendance
- Two exhibitor registrations including tea breaks and lunch and two tickets to the 50th Anniversary Dinner.

Marquee Exhibition Booth
$15,000 plus GST

Brand Exposure
- Logo on Conference website.
- Logo in the Conference program.

Exhibition
- 6m² exhibition booth (3m x 2m).

Attendance
- Two exhibitor registrations including tea breaks and lunch and two tickets to the 50th Anniversary Dinner.

Ballroom Exhibition Booth
$15,000 plus GST

Brand Exposure
- Logo on Conference website.
- Logo in the Conference program.

Exhibition
- 6m² exhibition booth (3m x 2m).

Attendance
- Two exhibitor registrations including tea breaks and lunch and two tickets to the 50th Anniversary Dinner.

Conference Networking Package
$1,000 plus GST

MAXIMUM OF ONE PER ORGANISATION

Networking Package Conditions
- Available only to sponsors and exhibitors
- One package per organisation
- Includes two 50th Anniversary Dinner tickets and two Dine Around Canberra tickets
- No additional tickets available for purchase
- Subject to venue capacity

Disclaimer: *This opportunity will open up after Early Bird closes and may be commensurate to the value of sponsorship.*

First Time Exhibiting at ASBA Exhibition Pod
$7,500 plus GST

Only those organisations that have not exhibited at an ASBA National Conference are eligible to apply.

Brand Exposure
- Logo on Conference website.
- Logo in the Conference program.

Exhibition
- 2m² exhibition pod (2m x 1m).

Attendance
- Two exhibitor registrations including tea breaks and lunch and two tickets to the 50th Anniversary Dinner.

General Information

Content Approval

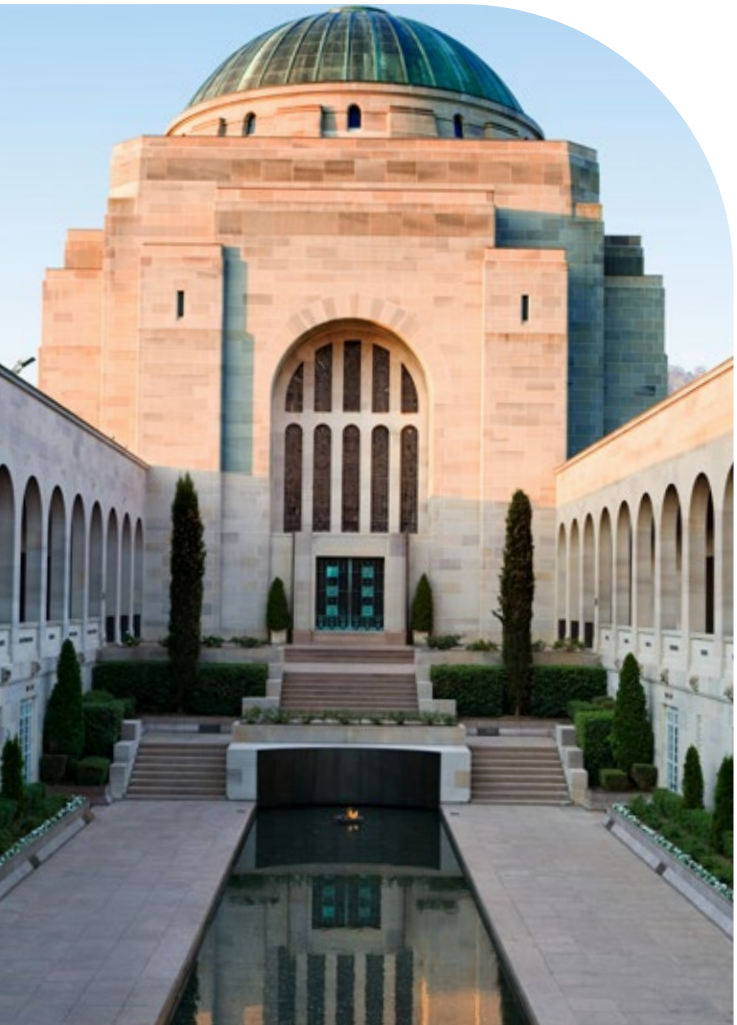
All sponsorship, exhibition, masterclass, presentation and delegate engagement activities are subject to ASBA approval. **The final submission deadline for Program Participation requests for Committee Review is 26 February 2027.**

ASBA reserves the right to decline any activity, content or material that does not align with professional learning objectives or ASBA values.

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



Scan the QR code and get your application future ready!

or click the link below:

https://events.asba.asn.au/asba-2027---association-of-school-business-administrators-national-conference/se-application-form/Site/Register

Sales Contact

For further information, please contact:

Emma Bowyer
ASBA National 2027
Sponsorship Director

Tel: 02 9254 5000
E: emmab@icmsaust.com.au

Terms & Conditions

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 identified 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 reserves 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 decisive 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 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 issued 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. Any case of permanent damage will result in the Exhibitor being invoiced 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 Organiser 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. Less than 6 months prior to the first day of the exhibition – No refund on sponsorship and exhibition amount.

    b. 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 exhibition is cancelled due to unforeseen circumstances, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the cancellation however, all monies paid for the sponsorship will be refunded immediately.

51. Rescheduling – if the exhibition is rescheduled for any reason and the 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 be liable for 25% of the total sponsorship cost.

52. If the exhibition transfers to an online format and the exhibitor does not wish to participate in the exhibition on the online format, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the online format. The Exhibitor will then be liable for 25% of the total sponsorship cost, being 10% administration and a scale dependant on the level of entitlements already delivered, such as promotion.

53. Booth availability may be limited or restricted and allocations and available quantities will be advised upon processing your application.

Privacy, Data and Media

54. **Privacy and Personal Information**
    The Organiser may collect, use, hold and disclose personal information provided by sponsors, exhibitors, delegates and other participants for the purposes of event administration, communications, sponsorship fulfilment, Conference delivery, professional development activities and related business purposes. Personal information will be managed in accordance with applicable privacy legislation and the Organiser's Privacy Policy.

55. **Delegate Information and Data Sharing**
Delegate information of name, school and email address will only be shared where delegates expressly opt-in and consent to release of their details. This information will be sent two weeks prior to the Conference start date. Sponsors and exhibitors receiving delegate information must comply with applicable privacy and electronic communications legislation and must not sell, transfer, disclose or use such information for purposes beyond those for which consent was provided.

56. **Conference Applications and Digital Platforms**
The Conference may utilise digital platforms, applications, websites, scanning technology and other electronic systems to support participant engagement and event delivery. The Organiser will take reasonable steps to ensure the availability of such systems but accepts no liability for interruptions, outages, technical failures, unauthorised access or loss of data arising from the use of third-party platforms or services.

57. **Photography, Video and Recording**
The Organiser, its contractors, sponsors and authorised representatives may photograph, film or record activities conducted during the Conference. By attending the Conference, sponsors, exhibitors and delegates acknowledge that their image, likeness, voice and participation may be captured and used by ASBA, ICMS Australasia Pty Ltd and authorised Conference partners for promotional, educational, reporting, archival and marketing purposes in print, digital, online and social media channels without further notification or compensation. Individuals who do not wish to be photographed or recorded should notify the Organiser in writing prior to the Conference.

58. **Intellectual Property and Content**
Sponsors and exhibitors warrant that they hold all necessary rights, permissions and licences for materials, presentations, logos, images, videos and content supplied to the Organiser. Sponsors and exhibitors grant the Organiser a non-exclusive, royalty-free licence to use approved logos, organisation names and supplied materials for Conference-related promotional and operational purposes. Participation in the Conference does not imply endorsement by ASBA of any organisation, product or service.

Sponsor and Exhibitor Code of Conduct – before Insurance and Liability

59. **Sponsor and Exhibitor Conduct**
Sponsors and exhibitors must conduct themselves professionally and in a manner consistent with the values, reputation and objectives of ASBA. The Organiser reserves the right to require the modification or removal of any display, activity, promotional material, presentation or conduct that is considered unlawful, misleading, discriminatory, offensive, unsafe, disruptive, excessively commercial, inconsistent with the professional nature of the Conference, or likely to bring ASBA or the Conference into disrepute.

60. Sponsors and exhibitors must treat delegates, speakers, volunteers, venue staff, contractors and other participants with courtesy and respect at all times. Harassment, intimidation, aggressive sales practices, unauthorised solicitation, inappropriate conduct or behaviour that may compromise the safety, wellbeing or enjoyment of participants will not be tolerated.

61. The Organiser reserves the right to remove or restrict access to any sponsor, exhibitor, representative, contractor, presentation or promotional activity that breaches this Code of Conduct without refund or compensation.

Terms & Conditions of Contract Reviewed October 2026

ICMSA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