

2024 CDAA Conference

Sunday 20 – Wednesday 23 October 2024,
Pullman, Melbourne on the Park, Melbourne, Australia.

Sponsorship Prospectus



Trends, Transition and
Transformation:
The evolution of
career development



Career Development
Association Australia

2024 CDAA National Conference



As a leader in providing high quality professional development opportunities for career practitioners, The Career Development Association of Australia (CDAA) National Conference is at the forefront of the professional development program. In 2024 we will continue this tradition and, as always, plan to exceed expectations.

The Career Development Association of Australia (CDAA) is excited to present you with the premier opportunity to meet face to face with the Australian Career Development community in one place, at one time.

If career practitioners are important to your business or organisation, then engaging in this Conference is the best investment you can make to raise your profile, develop new business opportunities, or renew acquaintances.

Our Sponsorship and Exhibition options provide something for all sizes and levels of involvement.

The CDAA National Conference will be held from Sunday, 20 to Wednesday, 23 October 2024, at the Pullman, Melbourne on the Park, Melbourne, Australia.

The program focuses on being both for practitioners and by practitioners, allowing industry professionals to share their knowledge and expertise. The theme for this conference is Trends, Transition and Transformation: The evolution of career development.

The 2024 CDAA National Conference will comprise of two-days of Conference keynote, plenary and concurrent sessions and an optional third day of Masterclass Sessions. In addition, a Welcome Networking Function will be held on Sunday, 20 and Conference Dinner on Monday 21 October 2024.



Sponsor or Exhibit at the 2024

CDAA National Conference



The sponsorship and Trade Exhibition packages for the 2024 CDAA national Conference 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 promote your brand.

Benefits to your organisation

With the 2024 CDAA National Conference set to attract more than 250 delegates, sponsoring or exhibiting will be the best investment your organisation can make to raise your profile, develop new business opportunities and renew acquaintances with the career development community.

- Promote your industry or sector career story to Australia's leading career practitioners
- Demonstrate your products or services face-to-face to key decision makers rather than by electronic communication
- Be co-branded with a highly successful Conference which has a strong history and growing delegate participation
- All Conference registrations and catering will occur in the Exhibition area—maximum opportunity for delegates to hear your message
- Networking with Australia's leading career practitioners from every sector during the Conference, at the Networking Drinks and the Awards for Excellence Dinner
- Exclusive branding opportunities including Barista Cart, Charing Station, Ice Cream Cart and more.

Networking Opportunities

Participation in the 2024 CDAA National Conference will provide a range of networking opportunities for Sponsors and Exhibitors to interact with delegates throughout the event. The social program this year will include the Networking Drinks on Sunday, 20 October and the Conference Dinner to be held on Monday, 21 October 2024.

These events provide sponsors and exhibitors with extensive networking opportunities with all conference delegates. Attendance at the Networking Drinks and Dinner is included for one (1) person in all trade and sponsorship packages.

Our Delegates

Delegates at CDAA Conferences are Career Practitioners from various sectors across every state and territory in Australia and also a small representation from New Zealand and Asia. Sectors include:

- Private Practice
- School/Education
- University
- Job Network
- Corporate
- Community

Further Information

For further information about any of the Sponsorship or Exhibition opportunities contained in this prospectus, or to discuss alternative packages to suit your requirements, please contact Michelle Haramis, at GEMS Event Management Australia on +61 2 9744 5252 or via email at mharamis@gemsevents.com.au

Premium Sponsorship Opportunities

Please refer to the following pages for detailed listing of sponsorship package entitlements. All prices are GST Inclusive.

Sponsorship Inclusions	SOLD Platinum	SOLD Gold	Gold Dinner	Silver Networking	SOLD Bronze App
Fees without Exhibition Space	\$13,000	\$11,000	\$11,000	\$6,500	\$3,500
Fees with one (1) Exhibition Space	\$14,500	\$12,500	\$12,500	\$8,000	\$5,000
Pull up banners to be displayed	4 @ Conference Venue	2 @ Conference Venue	2 @ Dinner	2 @ Networking Drinks	—
Company logo placement on Conference Website	All Pages of conference Website	Sponsor Page	Sponsor Page	Sponsor Page	Sponsor Page
Logo included on Conference PowerPoints	✓	✓	✓		
3 minute address to delegates	Opening of Day 1	Opening of Day 2	Dinner	Networking Drinks	—
Full Conference Registration (Including Social Functions)	4	2	2	1	1
Additional Social Function Tickets	—	—	2x Dinner	2x Networking Drinks	—
Banner advertisement on Conference App	2	1	1	—	2
Full Delegate List	✓	✓	✓	✓	✓

Additional Sponsorship Opportunities

Please refer to the following pages for detailed listing of sponsorship package entitlements. All prices are GST Inclusive.

Sponsorship Inclusions	Breakfast Session	Ice Cream Station	Barista Coffee Cart	Charging Station
Fees without Exhibition Space	\$4,500	\$5,500	\$5,000	\$3,000
Fees with one (1) Exhibition Space	\$6,000	\$7,000	\$6,500	\$4,500
Pull up banners to be displayed	2 @ Breakfast Session	1 @ Ice Cream Station	1 @ Coffee Cart	1 @ Charging Station
Company logo placement on Conference Website	Sponsor Page	Sponsor Page	Sponsor Page	Sponsor Page
Full Conference Registration (Including Social Functions)	1	1	1	1
Full Delegate list	✓	✓	✓	✓
Sponsor Profile on Conference App	✓	✓	✓	✓

Need a different sponsorship opportunity?

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 2024 CDAA National Conference.

Please contact Michelle Haramis, at GEMS Event Management Australia on +61 2 9744 5252 or via email at mharamis@gemsevents.com.au to discuss your requirements.

Platinum Conference Sponsor

Package Fee: \$13,000

+ Booth Fee: \$14,500

Exclusive Package



Platinum 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

- Four (4) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Program Involvement

- Exclusive 3-minute address to delegates in the Opening Plenary Session on Day 1 of the Conference.

Company Branding and Promotion

- Company logo prominently displayed at the Conference. Sponsor to provide up to four (4) pull up banners to be displayed in the Plenary room and Registration area.
- Company logo prominently displayed on all speaker introduction PowerPoint's for all plenary and concurrent sessions during the Conference
- Opportunity to place two (2) banner advertisements on the home screen of the app (sponsor to provide artwork as per specifications provided)
- Company name, logo and web link advertised on all pages of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

- Access to delegate contact information via the Conference 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: \$11,000

+ Booth Fee: \$12,500

Exclusive Package



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 registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Program Involvement

- Exclusive 3-minute address to delegates in the Opening Plenary Session on Day 2 of the Conference.

Company Branding and Promotion

- Company logo prominently displayed at the Conference. Sponsor to provide up to two (2) pull up banners to be displayed in the Plenary room and Registration area.
- Company logo prominently displayed on all speaker introduction PowerPoint's for all plenary and concurrent sessions during the Conference
- Opportunity to place one (1) banner advertisements on the home screen of the app (sponsor to provide artwork as per specifications provided)
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Gold Conference Dinner Sponsor

Package Fee: \$11,000

+ Booth Fee: \$12,500

Exclusive Package



The 2024 CDAA Conference Dinner will be held at the Pullman, Melbourne on the Park. As the exclusive Gold Conference Dinner Sponsor, your organisation will be synonymous with the premier social event of 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 registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).
- Two (2) additional tickets to attend the Conference Dinner.

Program Involvement

- Exclusive 3-minute address to delegates at the 2024 Conference Dinner.

Company Branding and Promotion

- Exclusive branding rights at the 2024 Conference Dinner to be held on Monday, 21 October 2024. Sponsor to provide up to two (2) pull up banners to be displayed in the function room.
- Opportunity to place a banner advertisement on the home screen of the app (sponsor to provide artwork as per specifications provided)
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Silver Networking Drinks Sponsor

Package Fee: \$6,500

+ Booth Fee: \$8,000

Exclusive Package



Silver Networking Drinks 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

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).
- Two (2) additional tickets to attend the 2024 CDAA National Conference Networking Drinks on Sunday, 20 October 2024

Program Involvement

- Exclusive 3-minute address to delegates at the 2024 Conference Networking Drinks.

Company Branding and Promotion

- Exclusive branding rights at the 2024 Conference Networking Drinks, which will be held on Sunday, 20 October 2024. Sponsor to provide up to two (2) pull up banners to be displayed in the pre-function area during the networking drinks.
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Bronze Conference App Sponsor

Package Fee: \$3,500

+ Booth Fee: \$5,000

Exclusive Package



Bronze Conference App Sponsorship gives your organisation great exposure at the Conference. This limited opportunity provides your organisation with maximum branding and promotion, program involvement and business development opportunities.

Entitlements Include:

Registration

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Company Branding and Promotion

- Dedicated sponsor icon on the Conference App (sponsor to provide content)
- Two (2) App Advertisements on the home page of the Conference App (Sponsor to provide artwork)
- Company logo included in all Conference app correspondence to registered delegates
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.
- Sponsor profile on the Conference App.

Business Development Opportunities

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

Upgrade Options

- Company banner shown on all pages of the app (sponsor to provide artwork): \$750

Breakfast Session Sponsor

Package Fee: \$4,500

+ Booth Fee: \$6,000



Entitlements Include:

Registration

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Program Involvement

- You will have the opportunity to hold a promotional demonstration or workshop before the Conference Program begins (Title, speakers and synopsis to be approved by the Conference Organisation Committee)

Company Branding and Promotion

- Exclusive branding rights of your breakfast session on either Monday, 21 or Tuesday, 22 October 2024. Sponsor to provide up to two (2) pull up banners to be displayed in the function room.
- Company logo prominently displayed on breakfast session formality PowerPoint.
- Company logo prominently displayed on breakfast session room signage.
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Barista Coffee Cart Sponsor

Package Fee: \$5,000

+ Booth Fee: \$6,500

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

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Exhibition

- A Barista Coffee Cart will be located within the exhibition area, serving hot beverages to delegates throughout the catering breaks.

Company Branding and Promotion

- Exclusive branding rights of the coffee station. Sponsor to provide one (1) pull up banner to be displayed at the station
- Company logo prominently displayed on Barista Coffee station signage
- Opportunity to provide sponsor cap to be worn by barista (sponsor to supply at own cost)
- Opportunity to provide sponsors napkins and cups to be used (sponsor to supply at own cost)
- Sponsor profile on the conference app
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Upgrade Options

- Branded Keep Cup Provided to all delegates (sponsor to provide artwork): \$5,500
- Coffee Cart Available on Wednesday: \$1,500 (per additional day)

Ice Cream Station Sponsor

Package Fee: \$5,500

+ Booth Fee: \$7,000



Entitlements Include:

Registration

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Exhibition

- An Ice Cream station will be located within the exhibition area, serving ice cream to delegates throughout the catering breaks.

Company Branding and Promotion

- Exclusive branding rights of the Ice Cream Station. Sponsors to provide a pull up banner to be displayed at the station.
- Company logo prominently displayed on Ice Cream Station signage.
- Opportunity to provide sponsor cap to be worn by server (sponsor to supply at own cost)
- Opportunity to provide sponsors napkins to be given out with the ice cream (sponsor to supply at own cost)
- Sponsor profile on the conference app
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

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

Charging Station Sponsor

Package Fee: \$3,000

+ Booth Fee: \$4,500



Entitlements Include:

Registration

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Networking Drinks and Conference Dinner).

Exhibition

- An Power Stand will be located within the exhibition area, allowing delegates to charge their devices throughout the conference.

Company Branding and Promotion

- Exclusive branding rights of the Power Stand. Sponsors to provide a pull up banner to be displayed at the station.
- Company logo prominently displayed on Power Stand signage.
- Sponsor profile on the conference app
- Company name, logo and web link advertised on sponsor page of the official Conference website and in all email correspondence promoting the event.

Business Development Opportunities

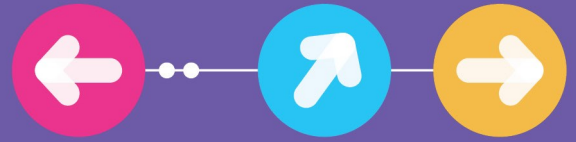
- Access to delegate contact information via the Conference App (allows for contact exchange, meeting invitations, and exporting saved connections/sales notes)
- Opt-in Delegate list provided post-conference

Upgrade Options

- Add a second charging station: \$1,200

Exhibition Pod Booth

Package Fee: \$2,750



The 'Pod' Booth opens up your exhibition space and puts your Organisation directly in front of delegates. Printed graphic panels brand your pod for maximum visual effect. Furniture package upgrades are should you wish to extend your presence beyond your pod.

The trade exhibition will run from 8.00am on Monday, 21 October 2024 until the conclusion of lunch on Tuesday, 22nd October 2024 and will be located in the Ballroom Foyer within the Pullman on the Park, Melbourne. All delegate catering will be served amongst the trade exhibition area.

Conference Floorplan

The conference floorplan will be released soon. Should you confirm your exhibition booth prior to the floorplan being released, you will be given priority of the exhibition booths available.

Pod Booth Inclusions

- Pod Booth (within 2m x 2m space)
- 1 built-in cupboard
- Full colour digital print graphics as shown in image (exhibitor to provide artwork)
- 1 LED arm light
- 1x 4amp power outlet



Pod Booth Registration Inclusion

- One (1) Complimentary registrations to attend the Conference (Full Conference Registration including attendance at the Conference Dinner and Networking Drinks).
Note: So that all members of staff can enjoy Morning Tea, Lunch and Afternoon Tea with Delegates, the exhibition company will be charged \$125 per day for any additional staff members who are working at the Exhibition, to cover the catering fees charged by the venue.

Company Branding and Promotion

- Company name, logo and web link advertised on Supporters page of the official Conference website and in all email correspondence promoting the event.
- Sponsor Profile on the Conference App (allows for the inclusion of video content, promotional document and links to your website or social media sites).
- Inclusion in the Exhibitor Passport.

Business Development Opportunities

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

Upgrade Options

- Bar stools: \$77.00 + GST each
- 32" screen table mount: \$550.00 + GST
- 43' screen wall mount: \$850 + GST

Exhibitor Information



Online Exhibition Information Manual and Portal

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

- Upload of company logo (jpeg format)
- Custom Fascia Signage for your booth
- Upload a 250-word company profile
- Upload promotional brochures/ videos
- Upload Public Liability insurance
- Exhibitor Passport Q&A
- Any Exhibitor staff passes
- Any Complimentary registrations

Within the portal you will have access to the details information needed in order to plan for your attendance as a Trade Exhibitor at the 2024 CDAA National Conference. You will also have access to the final exhibition floor plan.

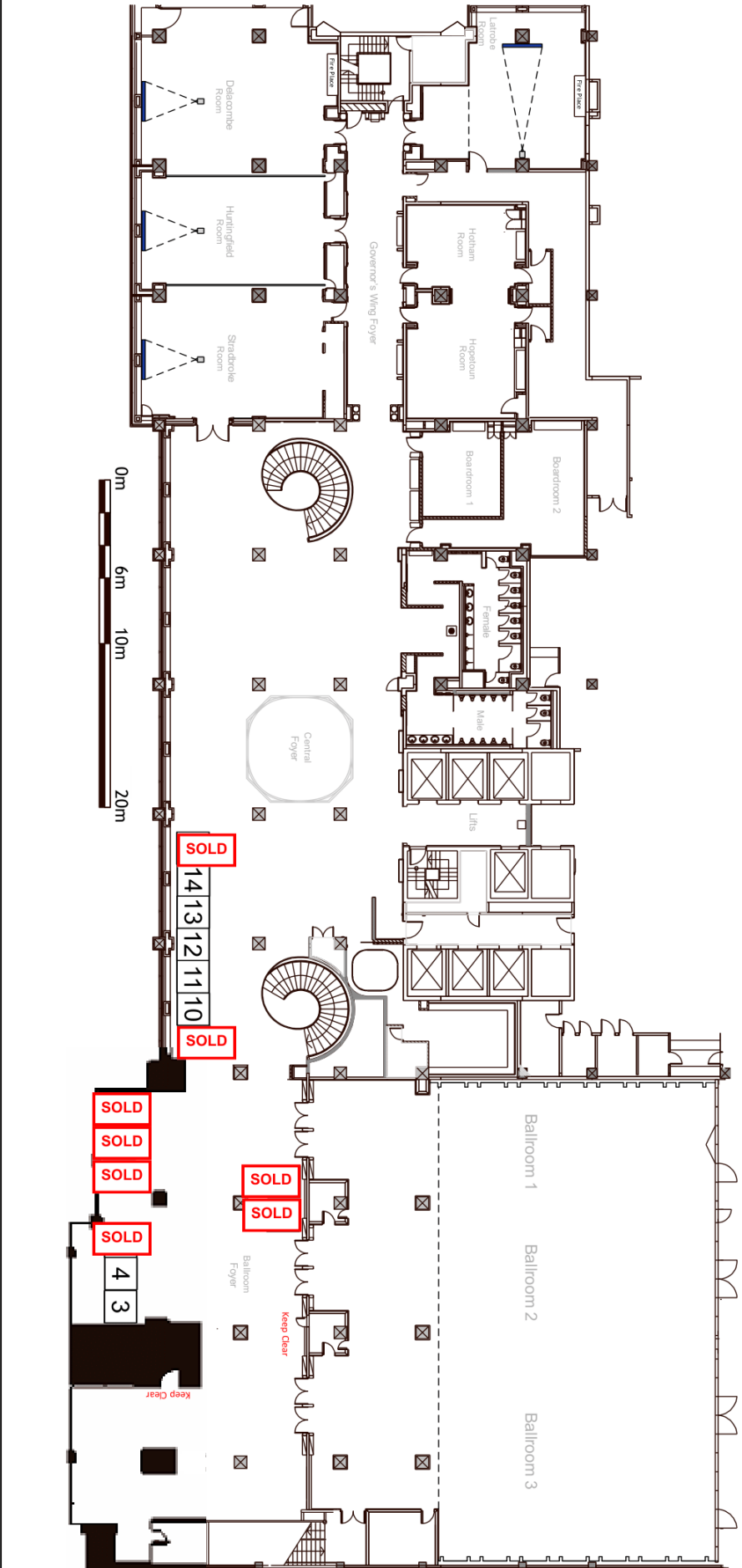
Trade Exhibition Insurance

Exhibition 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 Sunday, 20 October until the completion of bump out on the evening of Tuesday, 22 October 2024.

A copy of your Public Liability Certificate of Currency must be uploaded to the Online Exhibitor Information Portal by no later than Friday, 13 September, 2024

Exhibition Floorplan

Antiroom Ceiling 3.02m
 Lighting Bar (Temp) 5.24m(TBC)
 Coffin (Edge) 4.8m
 Chandelier 4.25m



CUSTOMLINE
 DISPLAYS



Event date:
 Drawn by:



pullman
 HOTELS AND RESORTS
 MELBOURNE ON THE PARK

Sponsorship/ Exhibition Booking Form

Please complete this Booking Form and return to mharamis@gemsevents.com.au

Contact Person		Position	
Company			
Postal Address			
Mobile Number		Email	
Website			
Social Media			

Sponsorship/ Exhibition Options

Exhibition Package	Cost Incl. GST	Quantity	Sub Total
Single Pod Booth	\$2,750.00		
Sponsorship Package (please indicate with or without booth)	Cost Incl. GST	Quantity	Sub Total
Platinum Conference Sponsor		1	
Gold Conference Sponsor		1	
Gold Conference Dinner Sponsor		1	
Silver Networks Drinks Sponsor		1	
Bronze Conference App Sponsor		1	
Breakfast Session Sponsor		1	
Barista Coffee Station Sponsor		1	
Ice Cream Station Sponsor		1	
Charging Station Sponsor		1	

I/We wish to sponsor/exhibit at **2024 CDAA National Conference** 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.

We/I 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

A completed booking form is required to confirm your sponsorship or trade exhibition space booking.

- Exhibition space will be allocated on a 'first come, first served' basis. Booths will be allocated in order of receipt of booking forms.
- Payment does not have to accompany the booking form; however, payment terms and conditions must be adhered to, or 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 no later than 1 month 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 exhibition space until all monies owing to the Conference Organiser are paid in full.
- All amounts are payable in Australian Dollars. Direct Debits are to be made out to the account number on the bottom of the Tax invoice.
- All credit card payments will incur a credit card processing fee. Fees (as at 1st September 2024) are: American Express 1.98% + \$0.20 Transaction Fee, Mastercard: 1.12% and Visa 1.15%. All payments must include 10% Goods and Services Tax.
- Acceptance of sponsorship and exhibition bookings is at the discretion of the Conference Organising Committee. All bookings are subject to approval by the Conference 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 Conference 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 exhibition and must be submitted to the Conference Organiser by the 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.
- The Conference Organiser agrees to provide the exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on 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 must submit plans and visuals of custom-designed exhibits, if applicable, to the Conference Organiser by no later than Friday, 6 September 2024. 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

- Sponsor 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.
- Exhibitor Cancellations received in writing by the by Monday, 1 July 2024 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:

Name (Print):

Position:

Date: