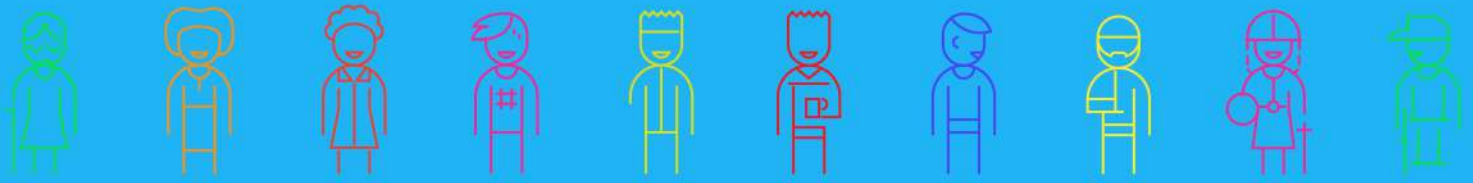
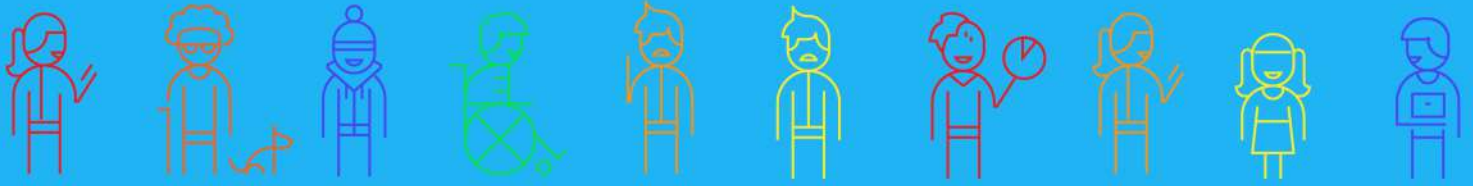


Prospectus



SEPLA CON 2026

20 – 21 July 2026
ICC Sydney

Together for Tomorrow:
Embracing Diversity,
Enabling Success



ABOUT THE CONFERENCE

On behalf of the 2026 SEPLA-CON Conference Steering Committee, we are delighted to invite your organisation to participate as a Sponsor or Exhibitor at Australia’s premier event for special education practitioners and leaders dedicated to supporting the education of students with disability – both across the nation and beyond.

SEPLA-CON 2026 will take place on **Monday 20 July** and **Tuesday 21 July 2026** at the International Convention Centre (ICC) Sydney. The theme for the 2026 Conference is “Together for Tomorrow: Embracing Diversity, Enabling Success.”

This year’s theme reflects our shared dedication to building an inclusive future by celebrating the strengths of every learner and fostering environments where all students can reach their full potential. It is a call to action to unite as educators, families, and communities in embracing diversity, removing barriers, and enabling success for all.

Over the past 20 years, the SEPLA Conference has evolved into a professional development event that supports all members of NSW school teams. It continues to attract increasing numbers of delegates, reaching more than 1,500 participants at the 2025 School Teams’ Day.

The 2026 Conference will once again provide an engaging space for professionals to connect, collaborate, and share their expertise. Delegates will leave inspired, empowered, and ready to apply new ideas and approaches that make a lasting difference in their schools and communities.

The SEPLA-CON 2026 Conference program will include a School Teams’ Day on Monday, 20 July 2026. This day allows schools to send their mainstream teachers, special education teachers, School Learning Support Officers (education assistants) and leaders at minimal cost. Tuesday, 21 July will focus on the professional learning of school leaders and administrators at all career levels in special and mainstream education.

With the Conference expected to attract more than 1,500 delegates from across Australia and New Zealand in 2026, this is an opportunity for your organisation to increase brand awareness, generate sales leads, develop new and existing client relationships as well as showcasing your services directly to your target market.



SEPLA CON 2026

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ABOUT THE CONFERENCE

Who will Attend?

- Primary, Secondary and Special School Principals, Deputy Principals, Administrators and members of school leadership teams
- Primary, Secondary and Special School Teachers
- Classroom Support Staff
- Special Education Consultants
- School Counselors and Psychologists
- State and Federal Government Representatives
- Industry Service Providers
- Specialists in Learning Support and Inclusive Education
- Learning and Wellbeing Staff supporting students with additional learning needs.

Marketing Reach



1,400 +
Conference delegates each year



10 +
Education sectors represented



20.2% Principals, Deputy & Assistant Principals,
37.9% Teachers,
32.5% SLSO's,

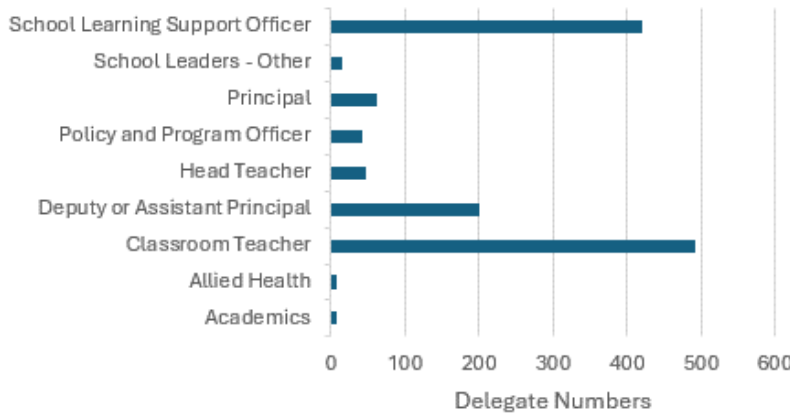


5,000 +
Contacts in email marketing database



80%
Returning sponsors

SEPLA-CON 2025 DELEGATES



SEPLA CON 2026

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Enabling Success



About the Conference

Benefits to Your Organisation

The **Sponsorship and Trade Exhibition Packages** for **SEPLA-CON 2026** and are designed to maximize your business exposure to Conference delegates. The Trade Exhibition will take place on **Monday, July 20** and **Tuesday, July 21, 2026**. As a sponsor or Exhibitor you will:

- Engage with a highly successful Conference that has a proven history and growing delegate participation.
- Launch new products directly to key decision-makers in the special education sector.
- Enjoy unparalleled opportunities to connect with commercial prospects face-to-face.
- Demonstrate your products in real time, giving delegates a hands-on experience that goes beyond brochures or online descriptions.
- Increase your visibility in the special education community and enhance your brand's reputation.
- Network with over **1,500 special education leaders, teachers and education professionals** across the two-day event.
- Benefit from your company's promotion through targeted Conference advertising, including emails and social media.
- Gain insight into current market needs and see how your offerings compare within the sector.
- Build lasting relationships that can lead to new collaborations partnerships and increased sales
- Position your organisation as a committed supporter of inclusive education and sector wide improvement.

Fast Facts

- School Team's Day – **Monday, 20 July**
- Leaders Day – **Tuesday, 21 July**
- Networking Reception – **Monday, 20 July**
- Trade Exhibition – **Monday, 20 and Tuesday, 21 July**
- Over 1500 special education practitioners and school leaders will attend

Custom Packages - Further Information

Should you have any questions regarding any of the information contained within this Prospectus, or wish to create a custom sponsorship package tailored to suit your marketing strategies, please contact:

Olivia Foran, Sponsorship and Exhibition Coordinator
at GEMS Event Management Australia
on +61 2 9744 5252 or
email oforan@gemsevents.com.au



Entitlement by Sponsorship Level

The below table provides an overview of the various sponsorship packages for quick reference and easy comparison. Please see the following pages for further detail, and please contact us if you require further information.

	Platinum Conference Sponsor	Gold Networking Reception Sponsor	Gold Barista Coffee Cart Sponsor
Investment	\$11,500	\$8,500	\$8,500
Full Conference Registration (incl. social functions)	3	2	2
Single Exhibition Booth	2x	✓	✓
Display of Pull Up Banners	4 @ Conference Venue	2 @ Conference Venue	2 in Conference public areas 1 in café area
Additional Function Tickets	–		–
Address to Delegates	5-minutes on Day 1	5-minutes at Networking Function	5-minutes on Day 2
Logo placement on...	Home page and Sponsors pages of the Conference Website	Sponsors page of the Conference Website	Sponsors page of the Conference Website
Advertisement on Attendee App	1x Banner Ad on App	1x Banner Ad on App	1x Banner Ad on App
Sponsor Profile on Conference App	✓	✓	✓
Access to delegate contact information via the Conference Attendee App	✓	✓	✓
Recognition on select formality PPT holding slides	✓	✓	✓
Recognition in all promotional emails	✓	✓	✓
Opt-in Delegate List provided post-conference	✓	✓	✓

Entitlement by Sponsorship Level

The below table provides an overview of the various sponsorship packages for quick reference and easy comparison. Please see the following pages for further detail, and please contact us if you require further information.

	Silver Breakfast Sponsor	Silver Smoothie Station Sponsor	Silver Conference App and Charging Station Sponsor
Investment	\$6,500	\$6,500	\$6,500
Full Conference Registration (excl. social functions)	1	1	1
Single Exhibition Booth	✓	✓	✓
Display of Pull Up Banners	2 adjacent to catering stations	1 in foyer 1 @ the smoothie station	2 @ Charging Station
Additional Function Tickets	–	–	–
Address to Delegates	–	–	–
Logo placement on...	Sponsors page of the Conference Website	Sponsors page of Conference the Website	Sponsors page of the Conference Website
Advertisement on Attendee App	1x Dedicated Icon on Conference App 1x Banner Ad on App	1x Dedicated Icon on Conference App 1x Banner Ad on App	1x Dedicated Icon on Conference App 1x Banner Ad on App
Sponsor Profile on Conference App	✓	✓	✓
Access to delegate contact information via the Conference Attendee App	✓	✓	✓
Recognition on select formality PPT holding slides	✓	✓	✓
Recognition in all promotional emails	✓	✓	✓
Opt-in Delegate List provided post-conference	✓	✓	✓

Entitlement by Sponsorship Level

The below table provides an overview of the various sponsorship packages for quick reference and easy comparison. Please see the following pages for further detail, and please contact us if you require further information.

	Bronze Keynote Sponsor	Bronze Lanyard Sponsor	Bronze Delegate Massage Sponsor	Conference App Advertisement
Investment	\$5,000	\$5,000	\$5,000	\$750
Full Conference Registration (incl. social functions)	1	1	1	-
Single Exhibition Booth	1	-	-	-
Display of Pull Up Banners	2 on main stage	-	2 @ Massage Area	-
Additional Function Tickets	1	1	1	-
Address to Delegates	✓	-	-	-
Logo placement on...	Sponsors page of the Conference Website	Sponsors page of the Conference Website	Sponsors page of the Conference Website	Sponsors page of the Conference Website
Advertisement on Attendee App	1x Banner Ad on App	1x Banner Ad on App	1x Banner Ad on App	1x Banner Ad on App
Sponsor Profile on Conference App	✓	✓	✓	✓
Access to delegate contact information via the Conference Attendee App	✓	✓	✓	-
Recognition on select formality PPT holding slides	✓	✓	✓	-
Recognition in all promotional emails	✓	✓	✓	-
Opt-in Delegate List provided post-conference	✓	✓	✓	-

2026 SPONSORSHIP OPPORTUNITIES

Platinum Conference Sponsor \$11,500 (Including GST)

Sponsorship entitlements include:

- One (1) double exhibition space.
- 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 across the Conference public areas.
- Prominent profile in the plenary PowerPoint on all days of the Conference.
- Exclusive five (5) minute address to delegates on Day 1 of the Conference.
- Three (3) complimentary registrations to attend the Conference (full two-day registration including attendance at the welcome function).
- Company logo prominently displayed on select Conference formality PowerPoint slides.
- Company logo prominently displayed on the supporters page of the Conference Website.
- One (1) advertisement included on the Conference App (sponsor to provide artwork per specs provided).
- Sponsor profile on the Conference App.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.

Gold Networking Reception Sponsor \$8,500 (Including GST)

Sponsorship entitlements include:

- One (1) exhibition space.
- Company logo prominently displayed at the Conference. Sponsor to provide up to two (2) pull up banners to be displayed in the Conference public areas
- Exclusive five (5) minute address to delegates at the Networking Reception on Monday, 20 July.
- Two (2) complimentary registrations to attend the Conference
- Exclusive branding rights at the networking reception (sponsor to provide logo for inclusion on PowerPoint slides and in other production elements).
- Company logo prominently displayed on select conference formality PowerPoint slides.
- One (1) advertisement included on the Conference App (sponsor to provide artwork per specs provided).
- Sponsor and Exhibitor profile on the Conference App.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.



2026 SPONSORSHIP OPPORTUNITIES

Gold Conference Barista Coffee Sponsor \$8,500 (Including GST)

Sponsorship entitlements include:

- One (1) exhibition space located adjacent to the Barista Coffee Station.
- Company logo prominently displayed at the Conference. Sponsor to provide up to two (2) pull up banners to be displayed in the Conference public areas and one (1) pull up banner to be displayed in Café area.
- Exclusive branding of the Barista Cart - opportunity to provide corflute signs for the front of the coffee cart.
- Exclusive five (5) minute address to delegates on Day 2 of the Conference.
- Opportunity to provide branded merchandise at the coffee cart e.g. cups, napkins, apron and hat for the server to wear (sponsor to provide).
- Barista coffee served at all breaks throughout the Conference (serving up to 800 cups on Monday and 250 cups on Tuesday).
- Two (2) complimentary registrations to attend the Conference (full two-day registration including attendance at the networking reception).
- Company logo prominently displayed on select Conference formality PowerPoint slides.
- One (1) advertisement included on the Conference App (sponsor to provide artwork per specs provided).
- Sponsor profile on the Conference App.
- Company name, logo and weblink advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.

Silver Conference App and Charging Station Sponsor \$6,500 (Including GST)

Sponsorship entitlements include:

- One (1) exhibition space
- Dedicated Conference App sponsor icon on the App (Sponsor to provide content).
- One (1) advertisement included on the Conference App (sponsor to provide artwork per specs provided).
- Charging station available for all days of Conference.
- Exclusive branding of the Charging Station, Sponsor to provide up to two (2) pull up banners to be displayed.
- One (1) complimentary registration to attend the Conference (full two-day registration excluding social function ticket).
- Organisation logo on all App correspondence sent to delegates.
- Company logo prominently displayed on select Conference formality Powerpoint slides.
- Sponsor and Exhibitor profile on the Conference App.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.



SEPLA CON 2026

20 – 21 July 2026
ICC Sydney

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2026 SPONSORSHIP OPPORTUNITIES

Silver Breakfast Sponsor \$6,500 (Including GST)

Start the day with meaningful connections and conversation over breakfast. This exclusive sponsorship opportunity allows your organisation to host a breakfast session, providing valuable visibility and engagement opportunities with educators, specialists and decision makers.

Sponsorship entitlements include:

- One (1) Exhibition booth
- One (1) complimentary registration to attend the Conference (full two-day registration excluding social function).
- Exclusive hosting of one (1) breakfast session on Monday 20 July
- Sponsor can select breakfast menu items
- Sponsor may display up to two (2) pull up banners adjacent to catering stations
- Recognition on the Conference Website as the official breakfast partner
- Networking access with delegates in a relaxed setting
- Opportunity to provide branded materials or giveaways

Silver Smoothie Sponsor \$6,500 (Including GST)

Bring the fun, flavour and freshness to SEPLA 2026 as the Smoothie Station Sponsor. This exclusive sponsorship opportunity offers strong brand visibility, meaningful engagement and community connection with educators, specialists and decision makers.

Sponsorship entitlements include:

- One (1) Exhibition booth
- One (1) complimentary registration to attend the Conference (full two-day registration including the welcome function).
- Official recognition as the Conference's smoothie station sponsor on all event advertising (i.e app, website, signage)
- Option to include branded cups, straws or other serving utensils.
- Sponsor can select smoothie flavours from ICC menu
- Sponsor may display up to two (2) pull up banners
- Post Conference opt-In delegate list
- Opportunity to provide branded materials or giveaways

Combined Silver Breakfast & Smoothie Sponsor \$10,000 (Including GST)

Double the exposure, double the impact

If you are interested in receiving more details about this package, please contact our sponsorship coordinator:

Olivia Foran
oforan@gemsevents.com.au



2026 SPONSORSHIP OPPORTUNITIES

Bronze Keynote Sponsor \$5,000 (Including GST)

As a keynote sponsor, your organisation will receive high visibility branding during one of the most impactful moments of the Conference - the keynote session.

Sponsorship entitlements include:

- Opportunity to deliver a brief welcome or introduction speech before the keynote session
- Option to display / co-brand session slides with your company logo (subject to approval)
- Option to provide branded materials or giveaways to delegates attending the keynote session
- One (1) complimentary full Conference Registration (including welcome function)
- One (1) Exhibition Booth
- Two (2) pull up banners displayed on stage during the keynote presentation.
- Sponsor and Exhibitor profile on the Conference App.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.

Bronze Delegate Massage Sponsor \$5,000 (Including GST)

Sponsorship entitlements include:

- 5-minute massages provided to all delegates during Conference breaks on all days. (Conference Organiser to source)
- Opportunity to provide branded t-shirts for massage therapists to wear.
- One (1) complimentary full Conference Registration (including welcome function)
- Exclusive branding of the Massage Area, Sponsor to provide up to two (2) pull up banners to be displayed.
- Sponsor and Exhibitor profile on the Conference App.
- Company logo prominently displayed on select formality Powerpoint slides.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference.

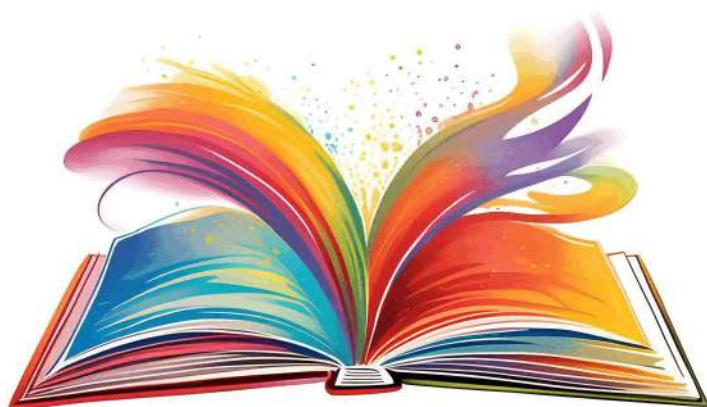
Bronze Lanyard Sponsor \$5,000 (Including GST)

Sponsorship entitlements include:

- Exclusive branding of the 2026 delegate lanyard (single colour print) which will be distributed to every delegate at the Conference. (Product included in cost. Multiple colour logo print available at additional cost)
- One (1) complimentary full Conference Registration (including welcome function)
- Sponsor profile on the Conference App.
- Company name, logo and web link advertised on the supporter's page of the official Conference Website and in all email correspondence promoting the event.
- Opt-in delegate list provided post-conference

Conference App Advertisement \$750 (Including GST)

You can include an advertisement on the Conference App, accessed by all delegates and linked back to the homepage of your website (artwork to be supplied by your organisation). Advertisers will also have their company name, logo and web link included on the official



2026 TRADE EXHIBITION PACKAGES

The Trade Exhibition will be the hub of the Conference, with all catering breaks being provided within the exhibition area. The 2026 Trade Exhibition will run from 8:00am on Monday, 20 July until the close of Afternoon Tea on Tuesday, 21 July 2026. The Exhibition will be held in the Grand Ballroom Foyer on Days 1 and 2.

The exhibition floor plan is available on page 13 of this document.

Single Exhibition Space \$2,950 (Including GST)

Your exhibition space will include:

- 1.8m x 1.5m per trestle table space
- 1 x trestle table (1.8m x 0.7m each)
- 2 x chairs per table
- 1 x backboard with fascia bearing your company name (up to 30 letters)

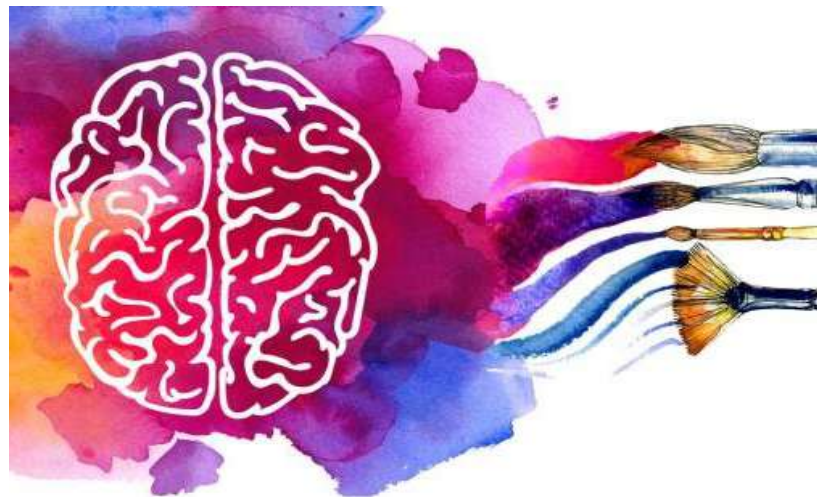
Exhibitor Entitlements

- One (1) Full Conference Registration which includes access to all sessions, day catering on all days of the Conference and access to the Welcome Function on Monday 20 July.
- One Exhibition Staff Pass (excludes access to sessions but includes catering on all days of the Conference and access to the Welcome Function on Monday 20 July).
- Exhibitor profile including contact details on the Conference App.
- Company web link listed on the Conference Website.
- A full delegate listing at the conclusion of the Conference (only delegates who wish to have details shared).
- **Note:** Opt-in delegate list provided post-conference

Trade Exhibitor Insurance

Exhibitors 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 for the bump in, exhibition and bump out days of Monday 20 to Tuesday, 21 July 2026.

A copy of your Public Liability Certificate of Currency must be sent to Olivia Foran at GEMS Event Management Australia via email to oforan@gemsevents.com.au by no later than Monday, 1st June 2026.



2026 TRADE EXHIBITION PACKAGES

Catering for Exhibition Staff

Catering is included in your exhibition package for your nominated full Conference registrant and one (1) staff member to receive your complimentary exhibitor booth pass (no access to conference sessions). So that all members of your staff can enjoy Morning Tea, Lunch and Afternoon Tea with delegates, additional exhibitor staff will be charged \$70 per day if they are working on your exhibition booth to cover the catering fees and other miscellaneous fees charged by the venue.

Exhibitor Manual

The Exhibitor's Information Kit will be distributed by April 2026, and will provide you with all of the information you need to plan for your attendance as a Trade Exhibitor at SEPLA-CON 2026 Conference.

Should you have any questions beforehand, please contact Olivia Foran at GEMS Event Management Australia on +61 2 9744 5252 or via email oforan@gemsevents.com.au

Tell Everyone you will be there

To assist our Sponsors and Exhibitors with pre-event marketing, we will provide you with a Conference Promotional Tile (JPEG format), which you and your colleagues can add to their email signature as well as your business website. This will be provided upon receipt of the completed Sponsorship/Trade Exhibition Registration forms and payment of your Sponsorship/Trade Exhibition fees.

Please note: Sponsors and Exhibitors will only be promoted through the Conference Website, social media and other forms of marketing, after outstanding fees are paid in full.

Trade Exhibition Competitions

Many delegates choose to opt out of receiving promotional material electronically during the registration process. So how do you ensure you get the contact details you need for your post event marketing?

All exhibitors are encouraged to come up with a clever and fun competition on their stand. By securing entries into your competition, you will have access to the contact details you need to build your marketing database.

If you have a promotion or competition you want to highlight, let us know by emailing Olivia Foran on oforan@gemsevents.com.au

That way we can let our delegates know before the event of the prizes on offer, to give you that extra promotional boost. There will also be an Exhibition competitions tile on the Conference App to provide additional information for delegates, this will be listed on a first in first served basis.

All exhibitors will have the option of announcing their prize winner during the Conference on the main plenary stage.



NEW FOR 2026: OPTIONAL ON-STAND CATERING ADD ON

Elevate your exhibition presence and create a more inviting, memorable experience by offering catering directly to your guests!

This optional add on gives sponsors and exhibitors the opportunity to serve selected refreshments from the ICC Sydney's premium catering menu. Menu highlights include freshly baked muffins, savoury croissants, goats cheese tarts, mini pies, bagels & more.

Why Take on This Opportunity?

- **Turn your stand into a destination:** Catering creates an immediate reason for delegates to stop, stay and chat, increasing foot traffic.
- **Elevate your brand presence:** Thoughtfully presented refreshments reinforce a polished, professional image and position your brand as considered and welcoming.
- **Maximise your investment:** Encouraging longer, high quality interactions, drives more value from every connection.
- **Differentiate yourself on the exhibition floor:** In a busy exhibition space, small details make a lasting impression. Delicious treats helps your booth stand out for all the right reasons!

For more information and to explore the full menu of catering options, please contact our Sponsorship Coordinator:

Olivia Foran
oforan@gemsevents.com.au

Ph: 02 9744 5252



SEPLA CON 2026

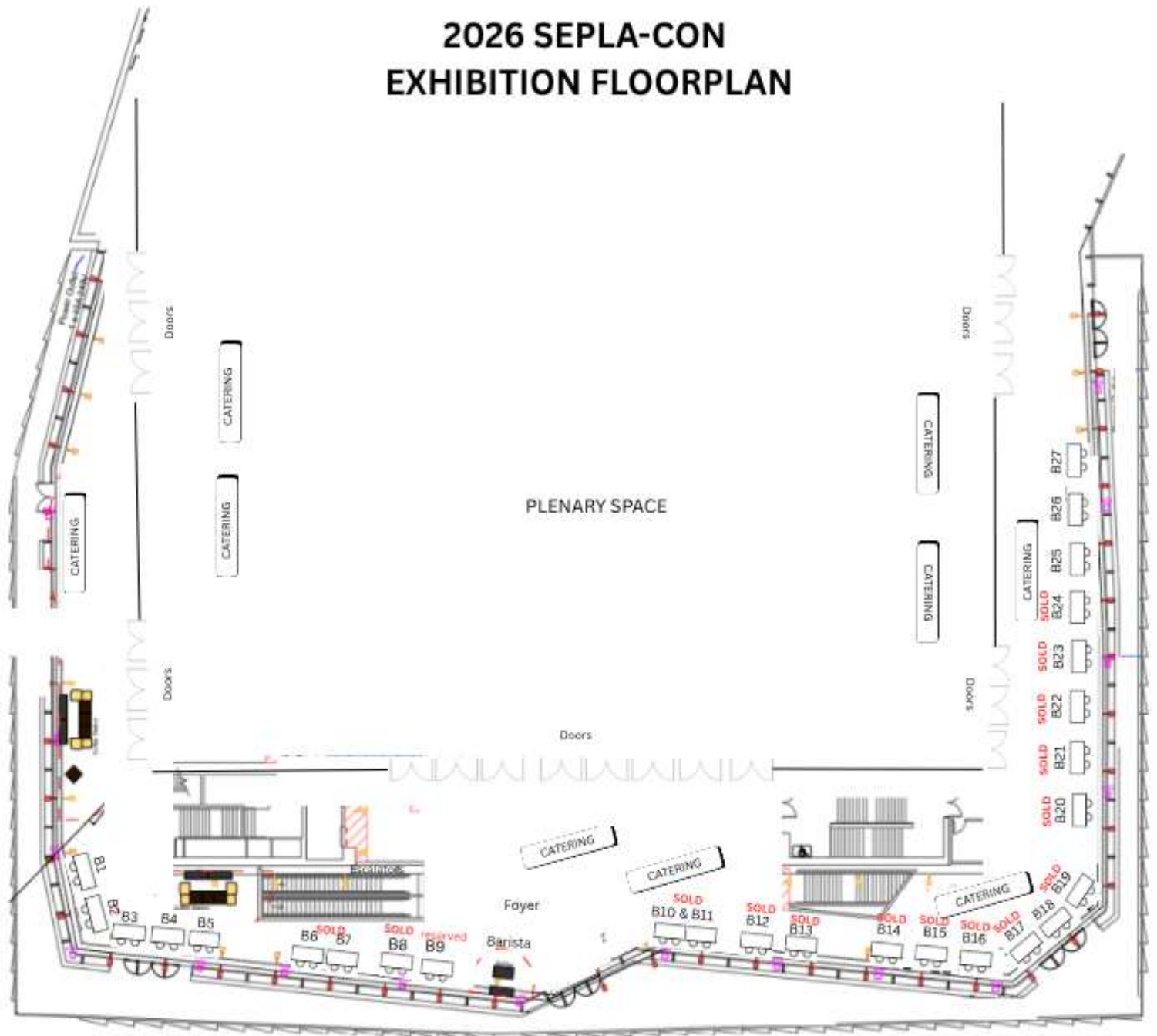
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2026 TRADE FLOOR PLAN

2026 SEPLA-CON EXHIBITION FLOORPLAN



SEPLA CON 2026

20 – 21 July 2026
ICC Sydney

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SPONSORSHIP/TRADE FORM

Contact Person	
Company	
ABN	
Postal Address	
Suburb	
Post code	
Telephone	
Mobile	
Email	
Website	

I/We wish to sponsor/exhibit at SEPLA-CON 2026 Conference and apply for the sponsorship package/exhibition space 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. I/We 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:

Conference Organiser:

Should you have any questions regarding
SEPLA-CON 2026, please contact the team at:
GEMS Event Management Australia
on +61 2 9744 5252

Exhibition Lead

Olivia Foran

oforan@gemsevents.com.au

SEPLA CON 2026

20 – 21 July 2026
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SPONSORSHIP/TRADE FORM EXHIBITION REGISTRATION FORM

Exhibition Package	Cost	Quantity	Total
Single Exhibition Space (1.8m x 1.5m) Monday, 20 and Tuesday, 21 July	\$2,950		
Sponsorship Packages	Cost	Quantity	Total
Platinum Conference Sponsor	\$11,500	1	
Gold Networking Reception Sponsor	\$8,500	1	
Gold Conference Barista Coffee Sponsor	\$8,500	1	
Silver Breakfast Sponsor	\$6,500	1	
Silver Smoothie Station Sponsor	\$6,500	1	
Silver Conference App and Charging Station Sponsor	\$6,500	1	
Bronze Delegate Massage Sponsor	\$5,000	1	
Bronze Lanyard Sponsor	\$5,000	1	
Keynote Sponsor	\$5,000	1	
Conference App Advertisement	\$750	1	
TOTAL (including GST)			\$

Exhibition Preference

I wish to reserve the following exhibition space at the Conference.

Day 1: Preference 1 _____ Day 2: Preference 1 _____

Day 1: Preference 2 _____ Day 2: Preference 2 _____

Day 1: Preference 3 _____ Day 2: Preference 3 _____

TERMS & CONDITIONS

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

- Exhibition space will be allocated on a 'first in, first served' basis. Spaces will be allocated in order of your preferences on your booking form. Where only one preference is provided, and that space has already been sold, a space will be allocated as close as possible to the desired location.
 - Payment does not have to accompany the booking form, however payment terms and conditions must be adhered to else the space 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.
 - A deposit of 50% must be paid within 14 days of the date of the booking. If payment of the deposit is not received within that time, the space will be available for sale to another company.
 - The full amount of the booking must be paid within 60 days from the date of invoice and by 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 allocated exhibition space until all monies owing to the Conference Organiser are paid in full.
 - All amounts are payable in Australian Dollars. Cheques must be made payable to GEMS Event Management Australia. Direct Debits are to be made to the account number listed on the bottom of the Tax invoice.
 - All credit card payments will incur a credit card processing fee. Fees (as of January 2026) are: American Express 2.13% + \$0.20 transaction fee, Mastercard: 1.27% and Visa 1.30%.
 - All payments must include 10% Goods and Services Tax.
 - Acceptance of sponsorship and exhibition bookings is at the discretion of the Conference Organising 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.
 - All exhibitors must produce a valid Public Liability insurance Certificate of Currency for the period of the exhibition and this must be submitted to the Conference Organiser by **Monday, 1 June, 2026**. Any outdated certificates will not be accepted.
 - 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.
 - 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 will submit plans and visuals of custom designed exhibits, if applicable, to the Conference Organiser by no later than **Friday, 1 May 2026**. 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.
- Sponsorship 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\$500 administration fee. Sponsorship cancellations received after the sponsoring company has received the above-mentioned acknowledgements, cannot be accepted and will not be refunded.
- Trade Exhibition cancellations received in writing by the Conference Organisers prior to **Monday, 13 April 2026** will be accepted and all fees refunded less an AUD\$550 administration fee. Trade Exhibition cancellations received after this date will not be