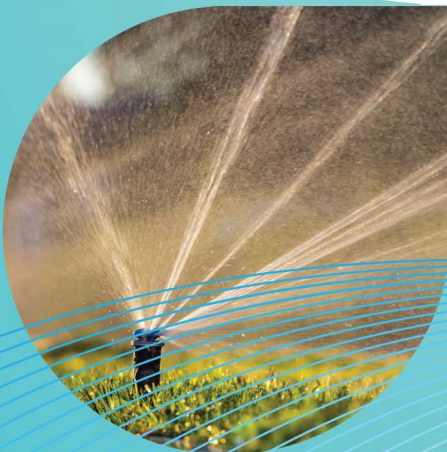




STORMWATER
VICTORIA

SPONSORSHIP AND
EXHIBITION PROSPECTUS

STORMWATER VICTORIA CONFERENCE 2023



6-7 JUNE 2023
BALLARAT,
VICTORIA

*Driving Change and
Embracing the Challenges*



ABOUT THE CONFERENCE

On behalf of the **2023 Stormwater Victoria Conference** Organising Committee, it is our pleasure to invite your organisation to participate as a Sponsor or Exhibitor at the premier urban water management event to be held in Victoria during 2023. This Conference is Victoria's leading forum for practitioners and decision makers across industry, government and academic sectors, to discuss the key issues affecting how we manage stormwater.

The theme for the 2023 Stormwater Victoria Conference is '**Driving Change and Embracing the Challenges**'. The Conference will be held from the 6—8 June.

Stormwater Victoria recognises the need to assist the industry in the development of leaders to drive positive change towards sustainable water management now and for the future. We have big challenges ahead of us.

- The Central and Gippsland Region Sustainable Water Strategy has identified the need for manufactured water, incorporating an integrated water management approach, due to significant predicted water shortages for communities and the environment.
- The Traditional Owners have cared for and sustainably managed Victoria's water resources for thousands of years and need to continue caring for Country together.
- The latest Intergovernmental Panel on Climate Change report warns us that climate change is a threat to human wellbeing and health of our planet.
- Increasing population growth and urban density is driving increased pressure on existing and future systems.

In this context, we invite you to attend the Stormwater Victoria Conference 2023 to be held in Ballarat on 6 and 7 June with an optional Technical Tour on Thursday 8 June. Our target market for this event will be our Stormwater Victoria community and conference supporting sector representatives including students, landscape architects, researchers, planners, land developers, community members or groups to name a few.

With the Conference set to attract more than 200 delegates, this is an opportunity for your organisation to increase brand awareness, network with your target audience and add value to your marketing and business development objectives.

Stormwater Victoria has proven to be a leader in providing high quality professional development for urban water practitioners through its annual conference and technical events. In 2023, we continue this tradition and, as always, plan to exceed all expectations!



WHO ARE THE DELEGATES?

- ⇒ Civil and Consulting Engineers
- ⇒ Local Government Engineers
- ⇒ Surveyors and Urban Planners
- ⇒ Environmental Scientists
- ⇒ State Government Representatives
- ⇒ Hydrologists and Scientists
- ⇒ Academics and Researchers
- ⇒ Manufacturers
- ⇒ Software Suppliers
- ⇒ Local Government Environmental Officers

BENEFITS TO YOUR ORGANISATION

The Sponsorship and Trade Exhibition packages for the 2023 Stormwater Victoria Conference have been designed to provide your business with maximum exposure to Conference delegates. Our venue is the largest regional conference centre in Victoria, giving you all the space you need to display your products in a comfortable setting.

These are some of the reasons why should you sponsor or exhibit at the 2023 Stormwater Victoria Conference.

- ⇒ Have unrivalled opportunity to meet commercial prospects face-to-face. Exhibiting will allow you to reach out to potential customers so you can explain why your company is the right choice for them. It's all about education and helping them understand what you are about.
- ⇒ In a world of strong competitors that are growing at a rapid pace, your company needs to be looking for ways to be visible. Your virtual presence may be strong but to grow there also needs to be a level of real visibility.
- ⇒ Have the opportunity to network with approximately 150+ urban water management professionals. The Stormwater Victoria Conference was consistently well attended in the five years before the pandemic, and with a strong desire to reconnect, we believe that our attendance this year will exceed previous numbers.
- ⇒ Add value to your marketing strategy and accelerate the buying process – this is a great opportunity to tell the industry what your organisation has been working on over a coffee, meal or just a chat on the booth.



NETWORKING OPPORTUNITIES

Participation in the 2023 Stormwater Victoria Conference will provide a range of opportunities for Sponsors and Trade Exhibitors to interact with delegates throughout the event. This year's social program will include a Welcome Function on the evening of Monday, 5th June and the Conference Dinner to be held on the evening of Tuesday, 6th June 2023.

Attendance at the Welcome Function and Conference Dinner is included in all Two-Day Conference Registration packages. Additional tickets for Day Delegates or accompanying guests may be purchased.

To Register for the Conference as a delegate, please visit the official Conference website www.svconference.com.au

FURTHER INFORMATION

Should you have any questions regarding any of the information contained within this Prospectus, please contact Michelle Glasson, Sponsorship and Exhibition Manager at GEMS Event Management Australia on +61 2 9744 5252 or email mglasson@gemsevents.com.au





PREMIUM SPONSORSHIP PACKAGES

	PLATINUM Conference Sponsor (1 available)	GOLD Conference Sponsor (1 available)	GOLD Conference Dinner Sponsor (1 available)
Investment	\$10,000 + GST	SOLD	SOLD
Single Exhibition Booth	✓	✓	✓
Display of Pull Up Banners	4 @ Conference Venue	2 @ Conference Venue	2 @ Dinner Venue
Logo placement on...	Home Page + Supporters Page of Website	Supporters Page of Website	Supporters Page of Website
Address to Delegates	5-minutes at Day 1 Opening	5-minutes at Day 2 Opening Plenary	5-minutes at Dinner
Advertisement via Attendee App	1 x Banner Ad on App	1 x Banner Ad on App	1 x Banner Ad on App
Full Conference Registration (incl. social functions)	3	2	2
Additional Function Tickets	-	-	2 x Dinner tickets
Recognition in all Promotional Emails	✓	✓	✓
Sponsor Profile on Conference App	✓	✓	✓
Recognition on website and select formality PPT holding slides	✓	✓	✓
Opt-in Delegate List provided post-conference	✓	✓	✓



SUPPORT SPONSORSHIP PACKAGES

	SILVER Welcome Reception Sponsor (1 available)	SILVER Attendee App Sponsor (1 available)	BRONZE Keynote Sponsor (2 available)	Concurrent Stream/ Panel Sponsor (multiple)
Investment	\$5,000 + GST	\$5,000 + GST	\$3,000 + GST	\$2,000 + GST
Single Exhibition Booth	-	-	-	-
Display of Pull Up Banners	2 @ Welcome Reception Venue	-	1 @ Sponsored Keynote Session	1 @ Sponsored concurrent stream or panel
Logo placement on...	Supporters Page of Website	Supporters Page of website	Supporters page of Website and on Sponsored Program Session	Supporters page of Website and on Sponsored program stream/ panel
Address to Delegates	5-minutes at Welcome Reception	-	Introduction to Keynote Presenter	Opportunity to Session Chair your concurrent stream/ panel
Advertisement via Attendee App	-	1 x Banner Ad on App	-	-
Conference Registration	1 x Full Conference (incl. socials)	1 x Full Conference (incl. socials)	1 x Day Delegate (sponsored day)	1 x Day Delegate (sponsored day)
Additional Function Tickets	2 x Welcome Reception tickets	-	-	-
Recognition in all Promotional Emails	✓	✓	✓	✓
Sponsor Profile on Conference App	✓	✓	✓	✓
Recognition on website and sponsor recognition PPT slides	✓	✓	✓	✓
Opt-in Delegate List provided post-conference	✓	✓	✓	✓



PLATINUM CONFERENCE SPONSOR

Package Fee: \$10,000 + GST

Platinum sponsorship gives your organisation maximum exposure at the Conference. This exclusive opportunity provides your organisation with maximum branding and promotion, program involvement and business development opportunities.

Entitlements include:

Registration

- ⇒ Three (3) complimentary Full Conference Registrations including social functions
- ⇒ One (1) additional Exhibitor Staff Pass (exhibition access and catering only)

Exhibition

- ⇒ One (1) Exhibition Booth. Please see page 14 for further details

Program Involvement

- ⇒ Opportunity to provide a 5-minute address to delegates during the Opening Plenary session on day 1 of the Conference.
- ⇒ Company logo displayed on select conference formality PowerPoint slides
- ⇒ Inclusion in the Exhibitor Passport competition

Company branding and promotion

- ⇒ Recognition as the **exclusive** Platinum Conference Sponsor
- ⇒ Four (4) pull up banners displayed throughout the Conference (sponsor to provide)
- ⇒ Logo and hyperlink on Home page and Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ One (1) logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor logo)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

- ⇒ Access to delegate contact information via the Conference Attendee 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: \$7,500 + GST

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 Full Conference Registrations including social functions
- ⇒ One (1) additional Exhibitor Passport (exhibition access and catering only)

Exhibition

- ⇒ One (1) Exhibition Booth. Please contact us for further details.

Program Involvement

- ⇒ Opportunity to provide a 5-minute address to delegates during the Opening Plenary session on day 2 of the Conference.
- ⇒ Company logo displayed on select conference formality PowerPoint slides
- ⇒ Inclusion in the Exhibitor Passport competition

Company branding and promotion

- ⇒ Recognition as the **exclusive** Gold Conference Sponsor
- ⇒ Two (2) pull up banners displayed throughout the Conference (sponsor to provide)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ One (1) logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor logo)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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

SOLD



GOLD CONFERENCE DINNER SPONSOR

Package Fee: \$7,500 + GST

The 2023 Conference Dinner will be hosted at the Mercure Ballarat Hotel and Convention Centre. As the exclusive Conference Dinner Sponsor, your organisation will be synonymous with the premier social event of the Conference.

Entitlements include:

Registration

- ⇒ Two (2) complimentary Full Conference Registrations including social functions
- ⇒ Two (2) additional tickets to 2023 Conference Dinner
- ⇒ One (1) additional Exhibitor Support Pass (exhibition access and catering only)

Exhibition

- ⇒ One (1) Exhibition Booth. Please see page 10 for further details

Program Involvement

- ⇒ Opportunity to provide a 5-minute address to delegates at the Conference Dinner.
- ⇒ Company logo displayed on select conference formality PowerPoint slides
- ⇒ Inclusion in the Exhibitor Passport competition

Company branding and promotion

- ⇒ Recognition as the **exclusive** Gold Conference Dinner Sponsor
- ⇒ Two (2) pull up banners displayed at the Conference Dinner venue (sponsor to provide)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ One (1) logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor logo)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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



SILVER WELCOME RECEPTION SPONSOR

Package Fee: \$5,000 + GST

Have exclusive naming rights to the opening networking opportunity of the Conference. Sponsoring the Welcome Reception is a fantastic opportunity to promote your organisation in a relaxed environment.

Entitlements include:

Registration

- ⇒ One (1) complimentary Full Conference Registration including social functions
- ⇒ Two (2) additional tickets to the 2023 Welcome Reception

Program Involvement

- ⇒ Opportunity to provide a 5-minute address to delegates at the Welcome Reception.
- ⇒ Company logo displayed on sponsor recognition conference formality PowerPoint slides

Company branding and promotion

- ⇒ Recognition as the **exclusive** Silver Welcome Reception Sponsor
- ⇒ Two (2) pull up banners displayed at the Welcome Reception venue (sponsor to provide)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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



SILVER ATTENDEE APP SPONSOR

Package Fee: \$5,000 + GST

Gone are the days of delegates walking around holding a 50-page delegate workbook. With no physical workbook or program provided to attendees, the Conference Attendee App has all important conference information in the palm of each delegate's hand. The Conference App will be a valuable resource onsite for all attendees, providing excellent exposure for your organisation.

Entitlements include:

Registration

- ⇒ One (1) complimentary Full Conference Registration including social functions

Program Involvement

- ⇒ Company logo displayed on sponsor recognition conference formality PowerPoint slides

Company branding and promotion

- ⇒ Recognition as the **exclusive** Silver Attendee App Sponsor
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ One (1) Logo advertisement banner on the Conference Attendee App with a hyperlink back to organisation website (upload of Sponsor Logo)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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



BRONZE KEYNOTE SPONSOR

Package Fee: \$3,000 + GST

Your organisation will be exposed to the full plenary audience who will associate your organisation with industry leaders and best practice. Please visit our conference website for more information on our confirmed program. This opportunity is subject to approval by the Committee.

Entitlements include:

Registration

- ⇒ One (1) complimentary Day Delegate Registration (not including social functions)

Program Involvement

- ⇒ Recognition within the program next to the keynote being sponsored
- ⇒ Opportunity to introduce your sponsored keynote session/presenter
- ⇒ Company logo displayed on sponsor recognition and sponsored session formality PowerPoint slides

Company branding and promotion

- ⇒ Recognition as the Keynote Speaker Sponsor
- ⇒ One (1) pull up banner displayed in sponsored keynote session (sponsor to provide)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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



CONCURRENT STREAM/ PANEL SPONSOR

Package Fee: \$2,000 + GST

Your organisation will be exposed to a large audience who will associate you with industry leaders and best practice. Please visit our conference website for more information on our confirmed program. This opportunity is subject to approval by the Committee.

Entitlements include:

Registration

- ⇒ One (1) complimentary Day Delegate Registration (not including social functions)

Program Involvement

- ⇒ Recognition within the program next to the concurrent stream/ panel being sponsored
- ⇒ Opportunity to Chair your sponsored concurrent stream/ panel
- ⇒ Company logo displayed on sponsor recognition and sponsored stream formality PowerPoint slides

Company branding and promotion

- ⇒ Recognition as a Concurrent Stream/ Panel Sponsor
- ⇒ One (1) pull up banner displayed in sponsored stream/panel room (sponsor to provide)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Sponsor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ Sponsorship acknowledged in all conference promotional emails (company logo with hyperlink)

Business development opportunities

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



EXHIBITION BOOTH

Member Fee: \$3,500 + GST | Non-Member Fee: \$4,500 + GST

The trade exhibition will run from 8.30am on Tuesday, 6th June until the conclusion of program on Wednesday, 7th June. All delegate catering will be served within the Trade Exhibition Area.

Shell Scheme Booth Inclusions:

- ⇒ 3.0m x 2.0m of floor space (6.0m²)
- ⇒ Octonorm shell scheme booth
- ⇒ Fascia board bearing your company name (up to 30 letters)
- ⇒ 2 x 120 watt spotlights per stand
- ⇒ 1 x single 4amp power point per stand



Furniture package upgrades will be available via the appointed exhibition stand build company. Further information will be provided within the Exhibitor Information Kit.

Space Only Booth Options:

Member: \$500 per square metre
Non-Member: \$670 per square metre

- ⇒ Includes one (1) single power point per stand only
- ⇒ Minimum 3m x 2m space purchase only

Additional Exhibition Booth Inclusions:

- ⇒ One (1) Exhibitor Staff Pass (exhibition access and catering only)
- ⇒ Exhibitor profile included on the Conference Attendee App (allows for the inclusion of video content, promotional documents and links to your website or social media sites)
- ⇒ Logo and hyperlink on Supporters page of the Conference Website
- ⇒ Inclusion in the Exhibitor Passport competition
- ⇒ Access to delegate contact information via the Conference Attendee App (allows for contact exchange, meeting invitations and exporting saved connections/ sales notes)
- ⇒ Opt-in Delegate list provided post-conference

Note: So that all members of staff can enjoy Morning Tea, Lunch and Afternoon Tea with delegates, the exhibiting company will be charged \$80.00 per day for any additional staff member who is working at the Exhibition, to cover the catering fees charged by the venue.



DO YOU NEED A CUSTOM PACKAGE?

On behalf of the **2023 Stormwater Victoria Conference** Steering Committee, it is our pleasure to invite your organisation to participate as a Sponsor or Exhibitor at the premier urban water management event to be held in Victoria during 2023.

TRADE EXHIBITION 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 from the first day of bump in on Monday 5th June 2023 until the completion of bump out on the evening of Wednesday, 7th June 2023.

TRADE EXHIBITION LOCATION

The 2023 exhibition floorplan will be available in early 2023. Premium sponsors will be given first booth preferences (limited time only) followed by other exhibiting companies in the order that booking forms are received by GEMS.

EXHIBITOR INFORMATION PORTAL

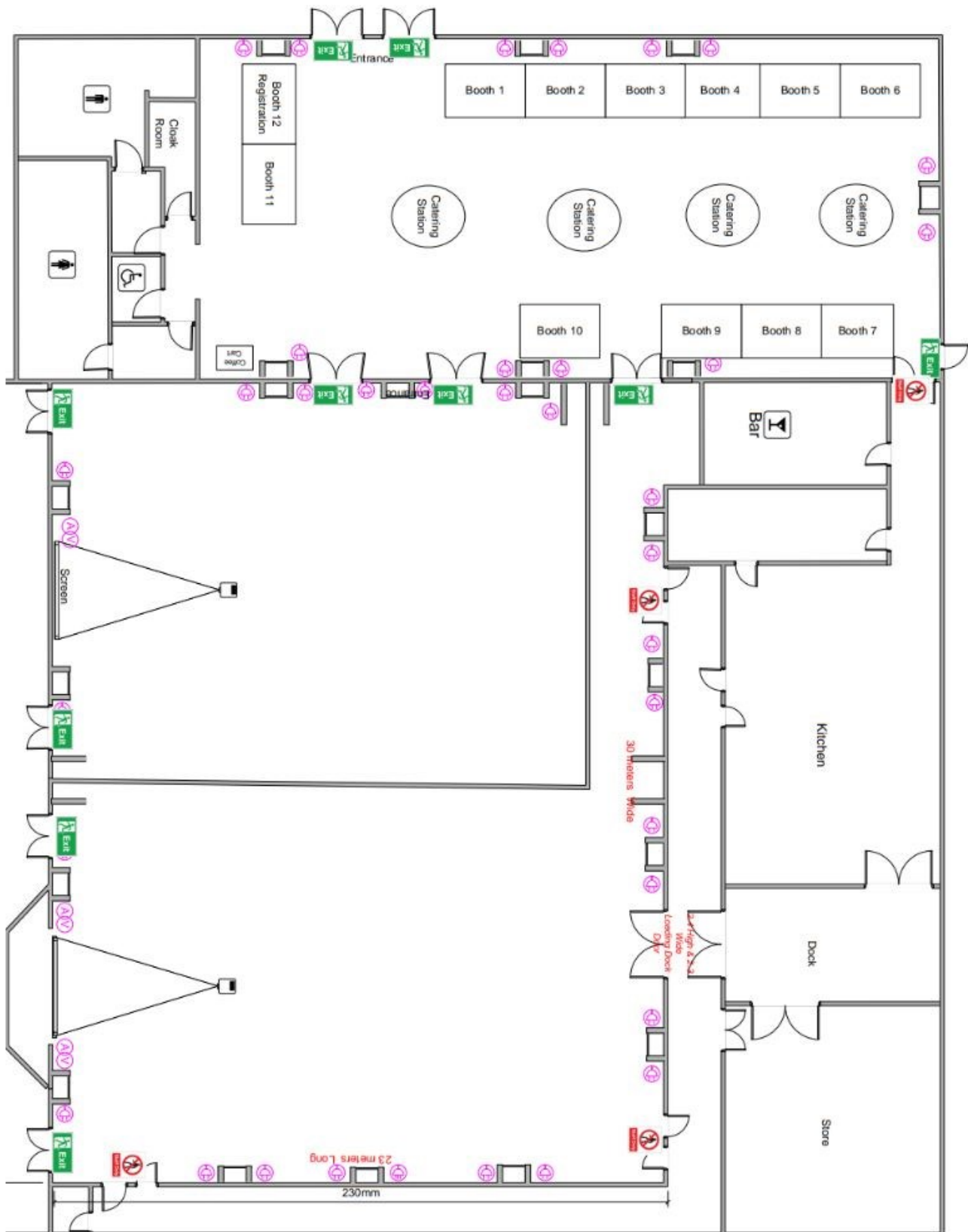
2 months prior to the event, exhibitors will be provided with login details to a dedicated Exhibitor Portal, where you will be required to complete the following:

- ⇒ Upload of company logo (jpg format)
- ⇒ Confirm fascia signage for your booth
- ⇒ Upload 250-word company profile
- ⇒ Upload Promotional brochures/videos
- ⇒ Upload Public Liability Insurance
- ⇒ Exhibitor Passport Q&A
- ⇒ Any Exhibitor Passport prize donation/s
- ⇒ Exhibitor staff passes
- ⇒ Any complimentary registrations

Within the portal you will have access to the detailed Information for Exhibitors document, providing you with all the information needed in order to plan for your attendance as a Trade Exhibitor at the 2023 conference. You will also have access to the final exhibition floorplan.



EXHIBITION FLOORPLAN





SPONSORSHIP/ EXHIBITION BOOKING FORM

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

Contact Person	
Position	
Company	
Postal Address	
Mobile	
Email	
Website	

Exhibition Package	Member	Non-Member	Quantity	Sub-Total
Exhibition Booth (3.0 m x 2.0m)	\$3,500	\$4,500		
Space Only Booth (per m2)	\$500	\$670		

Sponsorship Package	Fee	Quantity	Sub-Total
Platinum Conference Sponsor	\$10,000		
Gold Conference Sponsor	SOLD	-	-
Gold Conference Dinner Sponsor	SOLD	-	-
Silver Welcome Reception Sponsor	\$5,000		
Silver Attendee App Sponsor	\$5,000		
Bronze Keynote Sponsor	\$3,000		
Concurrent Stream/ Panel Sponsor	\$2,000	-	-
TOTAL (excluding GST)			

Booth No. Preference:	1:	2:	3:
------------------------------	-----------	-----------	-----------

I/We wish to sponsor/exhibit at the **2023 Stormwater Victoria 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.

Signed: _____

Name (Print): _____ Position: _____



Terms and Conditions

- ⇒ Exhibition space will be allocated on a 'first in, first served' basis. Booths 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 booth 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 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 by no later than 2 weeks 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 at 1st January 2019) are: American Express 1.73% + \$0.20 Transaction Fee, Mastercard: 0.87% and Visa 0.9%. 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.
- ⇒ Placement of all sponsor and other purchased advertisements on the delegate 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 this 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.
- ⇒ A completed booking form is required to confirm your sponsorship or trade exhibition booth booking.
- ⇒ The Conference 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
- ⇒ 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, 15th May 2023**. 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

- ⇒ 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.
- ⇒ Cancellations received in writing by the Conference Organisers by **Wednesday, 1st February 2023** 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: _____