



Innovate. Connect. Inspire.

SEPLA•CON 2025

Co-hosted with the
2025 ASEPA National Conference

ICC Sydney 21+22 July 2025



Prospectus

ABOUT THE CONFERENCE

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



On behalf of the 2025 Conference Steering Committee it is our pleasure to invite your organisation to participate as a Sponsor or Exhibitor at the premier event for special education practitioners and leaders, committed to education of students with a disability in Australia and beyond.

SEPLA-CON 2025 and 2025 ASEPA National Conference will be held on Monday, 21 July and Tuesday, 22 July 2025 at the International Convention Centre (ICC) Sydney. The 2025 Conference theme is 'Innovate. Connect. Inspire.'

This year's theme reflects our collective commitment to reimagining education, fostering collaboration, and leading with purpose. It is a call to action to embrace change, strengthen relationships, and uplift students and educators alike through innovative practice, meaningful connections, and inspiring leadership.

Over the past 16 years, the SEPLA Conference has developed into a professional development event that caters to all members of NSW school teams and attracts more delegates than ever before, having achieved over 1500 delegates at the 2024 School Teams' Day.

This Conference, as always, will provide an opportunity for professionals to network, learn and share their skills, knowledge and practice so that all delegates can return to their schools and make positive changes in the year ahead.



Who are our Delegates

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

The SEPLA-CON 2025 and 2025 ASEPA National Conference program will include a School Teams' Day being held on Monday, 21 July 2025. This day allows schools to send their mainstream teachers, special education teachers, School Learning Support Officers (education assistants) and leaders at minimal cost. Tuesday, 22 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 2025, 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.

ABOUT THE CONFERENCE

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



Benefits to Your Organisation

The **Sponsorship and Trade Exhibition Packages** for **SEPLA-CON 2025** and the **2025 ASEPA National Conference** are designed to maximize your business exposure to conference delegates. The Trade Exhibition will take place on **Monday, July 21** and **Tuesday, July 22, 2025**. 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.
- Showcase your products in real-time, rather than relying on catalogs or word-of-mouth.
- Increase your visibility in the special education sector and enhance your brand's reputation.
- Network with over **1,500 special education leaders and professionals** during the two-day event.
- Benefit from your company's promotion through targeted conference advertising, including emails and social media.
- Add value to your marketing strategy, speeding up the buying process.
- Benchmark your products and services against competitors, potentially increasing sales.

Fast Facts

- School Team's Day – Monday, 21 July
- Leaders Day – Tuesday, 22 July
- Conference Dinner – Monday, 21 July
- Trade Exhibition – Monday, 21 and Tuesday, 22 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



Sponsorship Packages



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 Conference Dinner 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	1 @ Conference Venue 2 @ Conference Dinner	1 @ Conference Venue 2 @ Barista Cart
Additional Function Tickets	—	1x Dinner Ticket	—
Address to Delegates	5-minutes on Day 1	5-minutes at Dinner	5-minutes on Day 2
Logo placement on...	All pages of conference website	Sponsors page of conference website	Sponsors page of 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	✓	✓	✓

Sponsorship Packages



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 Networking Lounge Sponsor	Silver Conference App and Charging Station Sponsor	Bronze Delegate Massage Sponsor
Investment	\$6,500	\$6,500	\$5,000
Full Conference Registration (excl. social functions)	1	1	–
Single Exhibition Booth	✓	✓	–
Display of Pull Up Banners	2 @ Networking Lounge	2 @ Charging Station	2 @ Massage Area
Additional Function Tickets	–	–	–
Address to Delegates	–	–	–
Logo placement on...	Sponsors page of conference website	Sponsors page of conference website	Sponsors page of conference website
Advertisement on Attendee 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	✓	✓	✓

Sponsorship Packages



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 Lanyard Sponsor	Bronze Name Badge Sponsor	Conference App Advertisement
Investment	\$5,000	\$5,000	\$750
Full Conference Registration (incl. social functions)	–	–	–
Single Exhibition Booth	–	–	–
Display of Pull Up Banners	–	Sponsor Logo to be included in the artwork displayed on registration kiosks	–
Additional Function Tickets	–		–
Address to Delegates	–	–	–
Logo placement on...	Sponsors page of conference website	Sponsors page of conference website	Sponsors page of conference website
Advertisement on Attendee 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	✓	✓	–

2025 SPONSORSHIP OPPORTUNITIES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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 Conference Dinner).
- One (1) reserved table in a prominent location at the Conference Dinner (additional tickets not included).
- Company logo prominently displayed on select conference formality PowerPoint slides.
- Company logo prominently displayed on the homepage of the Conference website.
- One (1) advertisement on the homepage of 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.

Gold Conference Dinner 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 (1) pull up banners to be displayed in the Conference public areas and two (2) pull up banners to be displayed at the Conference Dinner.
- Exclusive five (5) minute address to delegates at the Conference Dinner.
- Two (2) complimentary registrations to attend the Conference (full two-day registration including attendance at the Conference Dinner).
- One (1) reserved table in a prominent location at the Conference Dinner.
- One (1) additional Conference Dinner Ticket
- Company logo printed on dinner menus.
- Exclusive branding rights at the Conference Dinner. (sponsor to provide logo for inclusion on Dinner PowerPoint slides and in other production elements).
- Company logo prominently displayed on select conference formality PowerPoint slides.
- One (1) advertisement on the homepage of 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.



2025 SPONSORSHIP OPPORTUNITIES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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

Sponsorship entitlements include:

- One (1) exhibition space.
Company logo prominently displayed at the Conference. Sponsor to provide up to two (1) pull up banners to be displayed in the conference public areas and two (2) pull up banners 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 600 cups on Monday and 150 cups on Tuesday).
- Two (2) complimentary registrations to attend the Conference (full two-day registration including attendance at the Conference Dinner).
- Company logo prominently displayed on select conference formality PowerPoint slides.
- One (1) advertisement on the homepage of the Conference App (sponsor to provide artwork per specs provided).
- Sponsor and Exhibitor 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 Networking Lounge Sponsor \$6,500 (Including GST)

Sponsorship entitlements include:

- One (1) exhibition space.
- Exclusive branding of the Delegate Lounge.
Sponsor to provide up to two (2) pull up banners to be displayed.
- One (1) bowl of fruit provided in Networking Lounge each day.
- Two (2) couches, two (2) tub chairs, one (1) coffee table and one (1) brochure stand, in sponsor branding colours where possible.
- Opportunity to provide branded merchandise within the Delegate lounge.
- One (1) complimentary registrations to attend the Conference (full two-day registration excluding Conference Dinner ticket).
- 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.



2025 SPONSORSHIP OPPORTUNITIES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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 on the homepage of 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 Conference Dinner ticket).
- Organisation logo on all App correspondence sent to delegates.
- Company logo prominently displayed on select 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.

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.
- 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.



BRAND AWARENESS OPPORTUNITIES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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

Sponsorship entitlements include:

- Exclusive branding of the 2024 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)
- 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 Name Badge Sponsor \$5,000 (Including GST)

Sponsorship entitlements include:

- Logo recognition on each delegate name badge along with the Conference logo.
- Sponsor Logo to be included in the artwork displayed on all registration kiosks
- Opportunity to provide an advert on the back of the delegate name badge (at the discretion of the organising committee).
- 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.

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 com-



2025 TRADE EXHIBITION PACKAGES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



The Trade Exhibition will be the hub of the Conference, with all catering breaks being provided within the exhibition area. The 2025 Trade Exhibition will run from 8:00am on Monday, 21 July until the close of Afternoon Tea on Tuesday, 22 July 2025. The Exhibition will be held in the Grand Ballroom on Day 1 and the Cockle Bay Foyer on Day 2.

The exhibition floor plan is available on pages 10 and 11 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 clothed 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 all social functions.
- One Exhibition Staff Pass (excludes all social functions and access to sessions but includes catering on all days of the Conference).
- 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).
- 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 21 to Tuesday, 22 July 2025.

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 Friday, 13th June 2025.



2025 TRADE EXHIBITION PACKAGES

SEPLA•CON 2025

Innovate. Connect. Inspire.
Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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 June 2025, and will provide you with all of the information you need to plan for your attendance as a Trade Exhibitor at SEPLA-CON 2025 and 2025 ASEPA National 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.

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?

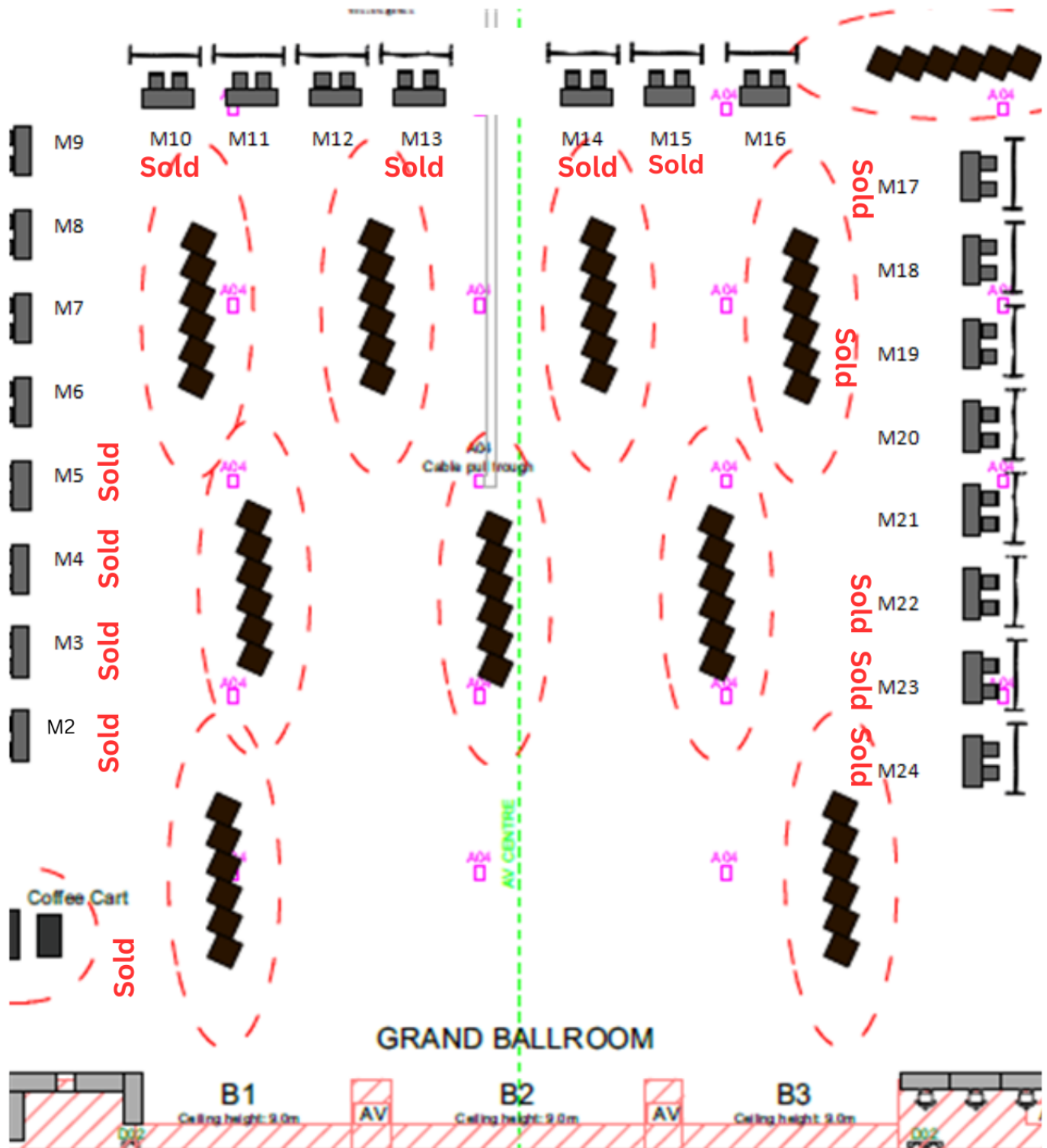
All exhibitors are encouraged to come up with a clever and fun competition on their stand. By securing entries into your competition, you will have access to the contact details you need to build your marketing database.

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.



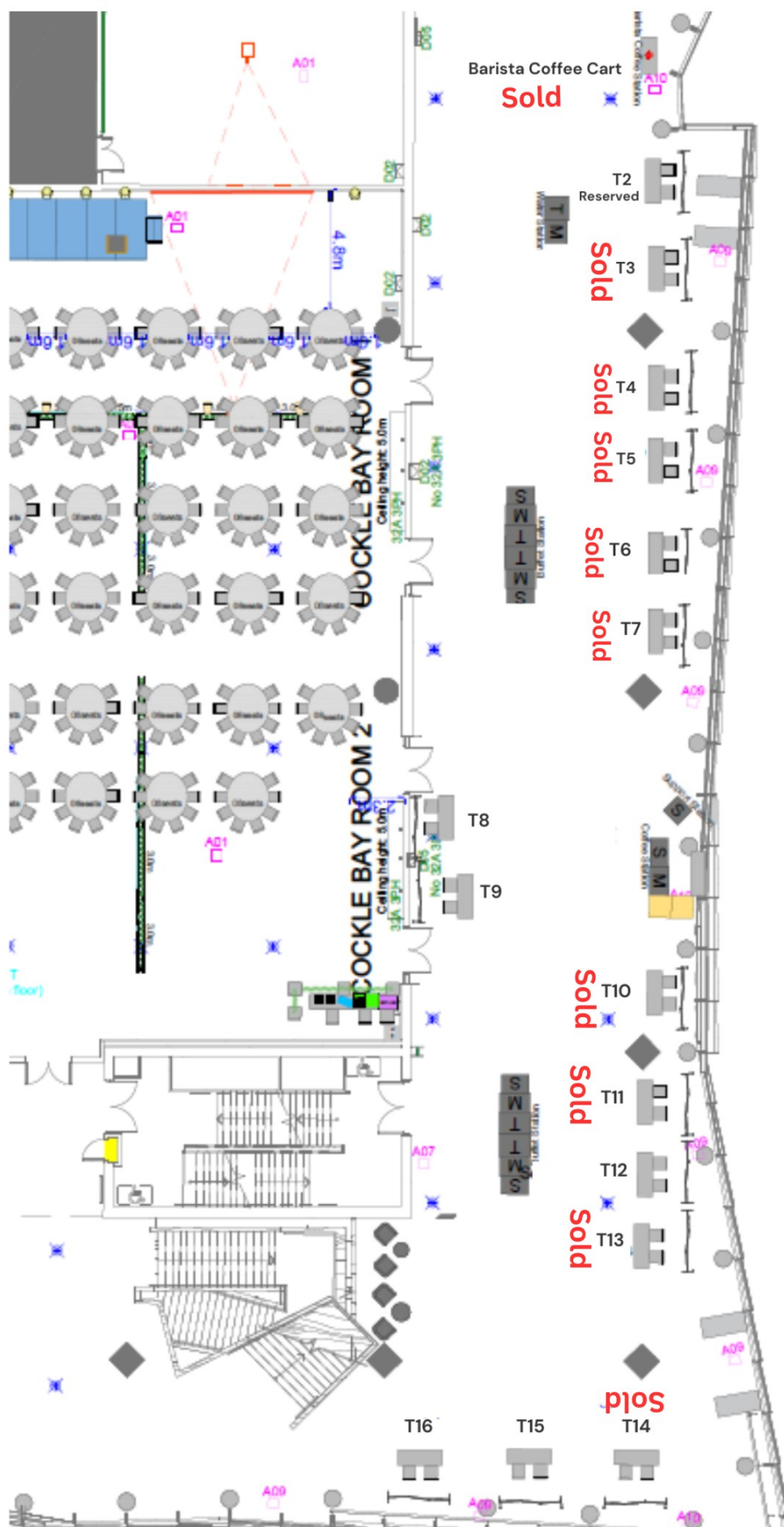


2025 EXHIBITION FLOOR PLAN - DAY 2

Innovate. Connect. Inspire.

SEPLA • CON 2025

Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21 + 22 July 2025



SPONSORSHIP/TRADE EXHIBITION REGISTRATION

Innovate. Connect. Inspire.

SEPLA•CON 2025

Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



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

I/We wish to sponsor/exhibit at SEPLA-CON 2025 and 2025 ASEPA National 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 2024, please contact the team at:
GEMS Event Management Australia
on +61 2 9744 5252

Exhibition Lead

Olivia Foran

oforan@gemsevents.com.au

SPONSORSHIP/TRADE EXHIBITION REGISTRATION

Innovate. Connect. Inspire.

SEPLA•CON

Co-hosted with the
2025 ASEPA National Conference
ICC Sydney 21+22 July 2025



Exhibition Package	Cost	Quantity	Total
Single Exhibition Space (1.8m x 1.5m) Monday 21 and Tuesday 22 July	\$2,950		
Sponsorship Packages	Cost	Quantity	Total
Platinum Conference Sponsor	\$11,500	1	
Gold Conference Dinner Sponsor	\$8,500	1	
Gold Conference Barista Coffee Sponsor	\$8,500	1	
Silver Networking Lounge 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	
Bronze Name Badge 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 at 1st January 2020) are: American Express 1.73% + \$0.20 transaction fee, Mastercard: 0.87% and Visa 0.90%.
- 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 **Friday, 13 June, 2025**.
- 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, 13 June 2025**. 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 by **Monday, 14 April 2025** will be accepted and all fees refunded less an AUD\$550 administration fee. Trade Exhibition cancellations received after this date will not be eligible for a refund.