



PNG RESOURCES GOLDEN EXHIBITION

16 – 18 July | APEC Haus, Port Moresby

EXHIBITION BOOKING FORM

All exhibition booking forms will be completed online. Please complete this form and submit via events@pngcore.org for next steps.

Also refer to the Expo Manual for more information on the booth concept for the Golden Expo. If you require further clarification, do not hesitate to contact the events team.

Booth Fees and Inclusions

	Category	Fee	Quantity (Indicate quantity here)
1	Single Linear Meter (3 Days) Exhibition space charged per linear meter for the duration of 16-18 July 2026. <i>Booth width is 2 meters; charges apply per linear meter.</i>	PGK 1,333.33 (+GST)	
2	Standard Space - 3 Linear Meters (3 Days) Applicable to exhibitors participating in the Golden Expo only from 16-18 July 2026.	PGK 5,000 (+GST)	
3	Standard Space – 3 Linear Meters (1 Week) Applicable to exhibitors participating in the PRW and Golden Expo from (13-18 July 2026).	PGK 12,500.00 (+GST)	
4	Room Booking For room bookings, please contact the PNG CORE Events Team at events@pngcore.org		

Inclusions in your exhibition space will include the following depending on the total linear metre you book and on what the plan for your booth arrangement is: Table, Chairs, Power, Passes, and Lunch.

AUTHORIZATION CONTACT

Title (Mr., Mrs, etc):	
Full Name:	
Position:	
Organisation:	
Postal Address:	
Email:	
Telephone:	



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EXHIBITOR TERMS & CONDITIONS

1. Exhibition Space Allocation & Setup

- ✓ Exhibition Spaces will be allocated on a priority basis based on the order of payment. PNG CORE reserves the right to assign booths and modify layouts, if necessary, with prior notification to exhibitors.
- ✓ Exhibitors must maintain the cleanliness of their allocated space.
- ✓ Booth setup and dismantling must follow the provided schedule. Late setup or early dismantling may result in penalties or exclusion from future events.

2. Payment Terms & Cancellation Policy

- ✓ All fees are quoted in PNG Kina (PGK) and are subject to a 10% Goods and Services Tax (GST).
- ✓ Full payment must be made upon invoice issuance. Partial payments will not be accepted.
- ✓ Payments must be made via Electronic Funds Transfer (EFT), Bank Transfer, or Credit Card (Online). EFTPOS payments are accepted at the PNG CORE office. Cash and cheques will not be accepted at the PNG CORE office.
- ✓ Bank charges incurred during payment processing are the responsibility of the payer.
- ✓ If an exhibitor fails to settle their invoice after 3 consecutive reminders, PNG CORE may resell the booth, & cancellation policies will apply.
- ✓ Booking cancellations must be requested in writing. Refunds will be processed as follows:
 - Cancellations made on or before June 12, 2026, will be refunded, less a 10% handling fee.
 - Cancellations made after June 12, 2026, are non-refundable.
 - All refunds will be processed after the event. This refund policy also applies to late bookings.

3. Exhibitor Responsibilities & Regulations

- ✓ Exhibitors must comply with all venue regulations, safety protocols, and event schedules.
- ✓ Booths must always be staffed during exhibition hours.
- ✓ Any damage caused to the venue or exhibition infrastructure by the exhibitor will be their responsibility.

4. Services & Additional Requirements

- ✓ Additional furniture, power, lighting, AV equipment, and signage can be requested at an extra cost. Requests must be made in advance to ensure availability.
- ✓ Basic power and internet access may be provided. Exhibitors requiring additional power supply, high-speed internet, or technical support must arrange this in advance.

5. Security, Health & Safety

- ✓ PNG CORE will provide general security, but exhibitors are responsible for securing their valuables.
- ✓ Valuable items must not be left unattended. PNG CORE is not responsible for any lost, stolen, or damaged items.
- ✓ Exhibitors must comply with all health and safety regulations, including fire safety, electrical compliance, and emergency procedures.
- ✓ Hazardous materials, open flames, or potentially dangerous equipment are prohibited unless approved in advance.

6. Food, Beverage, & Marketing Regulations

- ✓ Any food or beverage distribution at booths must be pre-approved by PNG CORE and comply with local food safety regulations.
- ✓ Alcoholic beverages cannot be served without prior written approval.
- ✓ Loudspeakers, music, or disruptive promotional activities must not interfere with neighbouring exhibitors.
- ✓ Giveaways, prize draws, and promotional activities must be conducted within the exhibitor's allocated booth space.

7. Photography, Media & Event Compliance

- ✓ PNG CORE reserves the right to take photos and videos during the exhibition for promotional purposes.
- ✓ Exhibitors may take their photos but must not obstruct traffic flow or disrupt other exhibitors.
- ✓ Exhibitors and sponsors must comply with all event regulations, venue policies, and local laws. Failure to comply may result in the termination of exhibition benefits without a refund.

8. Force Majeure

- ✓ PNG CORE is not liable for delays, interruptions, or cancellations due to circumstances beyond its control, including natural disasters, government restrictions, pandemics, or unforeseen emergencies.
- ✓ In such cases, PNG CORE will work with exhibitors to find alternative solutions or reschedule the exhibition.

9. Exhibition Booth Staff & Fascia Signage

- ✓ Each 3m booth includes two (2) exhibitor staff, with the option to rotate staff as needed.
- ✓ The exhibitor staff pass includes lunch but does not cover plenary sessions or conference dinners. Additional fees apply.
- ✓ Exhibitors must confirm fascia signage details by Friday, 26 June 2026. If not confirmed, the company name provided during registration will be used.

10. Agreement to Terms & Conditions

- ✓ By submitting your booking and making payment, exhibitors acknowledge and agree to these Terms & Conditions.