

To confirm your **Expression of Interest (EOI) in securing an exhibition booth in the Great Hall, at the 3rd Annual AIDN Policy Symposium and Sovereign Capability Showcase**, please sign and return this page along with the attached spreadsheet of company information by **Friday 11 October 2024**.

You must be a current financial member of AIDN to submit an EOI and to exhibit at the Showcase, with your membership renewed until 2024. Showcase exhibitor booths cost **AUD \$4200 (excluding GST) each**, to cover the cost of venue hire, a personally branded exhibitor booth, event audio visual equipment and local accommodation. Due to venue space limitations, AIDN will only have capacity to showcase approximately twenty (20) AIDN member companies.

EOI applications will be assessed by AIDN National, to ensure we showcase a diverse representation of our sovereign industry capability. We are looking for a range of Australian SMEs who work both independently and together with Primes across Australia, to showcase their sovereign capability, supply chain, employment and economic contribution.

If your EOI application is successful, you will be notified by email by Thursday 3rd October and we will send you a formal contract for the engagement. Unsuccessful applicant will also be notified by that time. **Please complete the attached EOI forms and return to events@precisionpublicaffairs.com by Friday 11 October 2024. Due to the popularity of this event, late applications will not be accepted.**

EXHIBITOR EXPRESSIONS OF INTEREST

I have read AIDN's EOI form and hereby agree to the Exhibitor inclusions, and fees proposed, and the terms and conditions outlined in this proposal.

Current AIDN Membership Level and
Expiry Date

Organisation Name

Full Name

Position

Signature

Date

Phone

E-mail

CONTRACT

Please make the engagement contract out to the nominated staff member below:

Name

Position

Phone

E-mail

Purchase Order / Reference Number

PRECISION PUBLIC AFFAIRS – CONTACT US

If you have any questions regarding this proposal or require further information, please do not hesitate to contact:

Sarah Cullens – Mobile: 0411 166 305 | **Email:** events@precisionpublicaffairs.com

AIDN Policy Symposium & Sovereign Capability Showcase

Terms And Conditions

SHOWCASE EXHIBITION BOOTH INCLUSIONS

➤ Showcase Exhibition Booth

Packages are “Exhibition Ready” and include the following:

- ✓ 1 x approx. 3m x 2m Floor Space
- ✓ 1 x branded display table
- ✓ 1 x Personally branded 2m media wall backdrop
- ✓ 1 x Personally branded trestle table cloth
- ✓ 1 x 30-inch flat screen TV and stand (must provide own laptop / USB for content)
- ✓ 1 x power outlet
- ✓ Company name printed in event program and on event ticket map.

➤ Accommodation

- ✓ Each package includes two (2) rooms at Little National Hotel
- ✓ Located 5 minutes from Parliament House, at 21 National Circuit, Barton ACT 2600

BOOKINGS & PAYMENTS

Acceptance of Terms and Conditions

AIDN have engaged Precision Public Affairs (PPA) to manage Sponsorship applications and organisation of the 3rd Annual *AIDN Policy Symposium & Sovereign Capability Showcase*. PPA and AIDN are collectively referred to as The Organisers. The Organisation listed on the sponsorship and Showcase application will be referred to as your Organisation or collectively as sponsors and exhibitors. By returning a EOI Form you are accepting these terms and conditions.

NB: your booking is not confirmed until you have completed a booking form.

Acceptance of Applications

PPA will issue a Tax Invoice once a Sponsorship application has been accepted. Any advertising is not an offer capable of acceptance. The Organisers reserve the right to decline any sponsorship application.

GST and AUD

All costs are inclusive of GST and listed in Australian Dollars.

Payments

Payment is required within seven (7) days of us issuing your Tax Invoice to confirm your application.

Sponsorship and Showcase entitlements, including the allocation of Showcase space or any other sponsorship opportunities do not commence until payment has been received.

Cancellation of Sponsorship and Showcase Bookings

Once a sponsorship application has been accepted all payments are non-refundable. If you are no longer able to attend the *AIDN Policy Symposium & Sovereign Capability Showcase* please contact PPA to discuss your participation. For other sponsorship opportunities please contact PPA to discuss your participation.

Cancellation or Postponement of the AIDN Policy Symposium & Sovereign Capability Showcase or other Education or Professional Development Workshops or Events

The Organisers do not accept any liability for losses incurred if the *AIDN Policy Symposium & Sovereign Capability Showcase* is cancelled or postponed due to an event that renders proceedings with the Showcase or Symposium inadvisable, illegal, impracticable or impossible. If the *AIDN Policy Symposium & Sovereign Capability Showcase* is cancelled or postponed refunds will not be issued but available funds will be credited towards the rescheduled *AIDN Policy Symposium & Sovereign Capability Showcase*.

The **proposed** date for the 3rd Annual AIDN Policy Symposium and Sovereign Capability Showcase is Monday 18th November 2024. Should this date be disrupted by an unforeseen event, this event may be postponed. An unforeseen event could include, but is not limited to, an infectious disease outbreak, e.g. COVID; federal election; industrial disruptions; service provider failures; governmental restrictions or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension or restriction on transportation; or any other emergency.

GENERAL INFORMATION

Product or Service Endorsement Sponsorship
of any AIDN and PPA activity does not indicate product or service endorsement. Acceptance of all sponsor and exhibitor applications are subject to approval of the AIDN and PPA 2024 *AIDN Policy Symposium & Sovereign Capability Showcase* Organising Committee.

Disclaimer and Changes

Every effort has been made to present all the information accurately, however no liability is accepted for any inaccuracy and the Organisers reserve the right to change any published information. The Organisers reserve the right to amend, update or delete sponsorship and Showcase packages and the Showcase floor plan.

Showcase Floor Plan

The Showcase floor plan is subject to change without notice. The floor plan is not to an exact scale, but accurately represents the position and sizes of Showcase spaces.

Correspondence

When booking please appoint a single point of contact within your Organisation. All bookings will be recorded under the one name and all correspondence will be sent to this person.

Allocation of Showcase Spaces

PPA will allocate Showcase spaces after taking into account each organisation's sponsorship, the date of application, preferences, proximity to competitors and any other matters deemed relevant.

Insurance

All sponsors and exhibitors must have adequate insurance for the period of the *AIDN Policy Symposium & Sovereign Capability Showcase*, and where appropriate for other educational workshop events, including public and products liability cover and professional indemnity insurance. We may request a certificate of currency.

Indemnity

Your Organisation shall indemnify and hold harmless the Organisers for any loss, damage to property or injury to persons suffered because of your participation in the *AIDN Policy Symposium & Sovereign Capability Showcase* or other sponsorship opportunities, except where the Organisers are found to be negligent.

Supply of Goods and Services

The supply of any goods, services, samples or advice is entirely at your Organisation's own risk.

DURING THE AIDN POLICY SYMPOSIUM & SOVEREIGN CAPABILITY SHOWCASE

Security

No valuable items should be left unattended at your Showcase at any time and especially not overnight. No responsibility is accepted for any loss or damage to equipment and display materials.

Representative Guest Passes

Anyone from your Organisation attending the *AIDN Policy Symposium & Sovereign Capability Showcase* or guests you wish to invite to the *AIDN Policy Symposium & Sovereign Capability Showcase* must register with PPA before the *AIDN Policy Symposium & Sovereign Capability Showcase*. An official name badge will be required to access the Policy Symposium and Showcase area. For other sponsorship opportunities, registration will be required through the PPA online registration portal for that event.

Please ensure that all guests bring original photographic I.D. either licence, passport or photographic identity cards, no other form of I.D. will be accepted and your guests will not be permitted to be signed in without approved photographic I.D. Please allow at least 15-20 minutes once they have arrived for security processing and escorting to your function room.

Custom Stands

All custom stands must fit within the purchased Showcase space. Custom stands must not exceed 3.0 metres high. If you have any questions, please email us a floor plan and elevations of your proposed stand.

Moving items through Parliament House

Items that are not permitted on a domestic flight within Australia is a good guide when considering what you can bring through the front door of Parliament House. For larger items, multiple items, or items that pose a potential security risk, you must complete an APH loading dock form and return it to PPA no later than ten (10) working days prior to your event date. The APH loading dock is open for event deliveries Monday to Friday, 7am–4.45 pm only – this is non-negotiable.

Delegate List

The opt-in delegate list will be supplied to eligible sponsors prior to the *AIDN Policy Symposium & Sovereign Capability Showcase*. The list will include name, organisation, state and email address.

Interactive Showcases

Whilst we encourage you to develop entertaining and interactive displays to attract delegates, please be mindful not to disturb other exhibitors or delegates.

Storage

There is a strictly limited storage space on site for Showcase equipment or packaging.

Signage at the Venue

The venue does not allow any signage to be fixed to walls or other surfaces.

Your signage should be free standing to allow for easy placement and should be contained within your allocated Showcase space in the Great Hall.

Dismantling Displays

Due to safety requirements, you will not be able to dismantle your display before the published closing time.

Damage to the Venue

Your Organisation shall indemnify the Organisers from all liability for damage to the venue deemed to have been caused by your staff, contractors, agents, or guests. The cost of repairs will be the sole responsibility of your Organisation.