

Sponsorship & Exhibition Booking Terms & Conditions

Code of Conduct – Sponsors & Exhibiting Companies

- The promotion of your business must be contained within your allocated booth space or sponsor inclusions.
- Sponsors/Exhibitors can only distribute promotional material (brochures, merchandise etc) from their booked and allocated space. Sponsors/Exhibitors are not permitted to roam the event with promotional items and/or sell their product or service, and are not allowed to impede the included benefits of any other event sponsors or exhibitors
- If a function or session is sponsored, **no other company** is allowed to place their product in any space in which the function or session is being held
- Any such behaviour will not be tolerated by the MESA WA Committee or the Event Organisers and the offending organisation and people will be required to leave the event immediately
- The decision of the MESA Queensland Committee and the Event Director or Event Organiser is final
- Disregarding this code of conduct will lead to other actions being taken as deemed necessary by the MESA and the Organisers including, being banned from attending future MESA events

Code of Conduct – Personal

- The MESC will present opportunities to learn, share knowledge and network. We believe the event should represent a safe, enjoyable and inclusive environment for all people, irrespective of gender, race, ethnicity, age, sexuality, religion, disability, socio-economic background, experience, size, shape etc. Harassment, bullying or abuse or any such behaviour will not be tolerated and action will be taken as deemed necessary by the Organisers
- Political statements, imagery or merchandise is not permitted at the event
- Disregarding this code of conduct will require immediate removal from the event and a prohibition from attending future MESA events

Allocation and Payment Policy

- All bookings are to be made online via the MESC WA Sponsorship & Exhibition Booking site
- The MESA WA Committee reserves the right to accept or decline any booking. The decision is final
- Bookings will be allocated in order of receipt of online booking and full payment

- Once booking is confirmed by the Event Organisers, a booking allocation and tax invoice will be issued to the booking contact. The requested item is deemed to be booked and the booking organisation is liable for full payment, which is payable within 7 days of invoice issue
- If payment is not received by the due date, you will receive two reminders. If the payment is not received within the advised timeframe, the Event Organiser reserves the right to cancel the booking and reallocate it to another organisation
- Included benefits do not commence until payment is received. Sponsors/Exhibitors will not be listed on the website, in event marketing, in the handbook or be able to bump in until full payment is received
- All prices are provided in Australian Dollars and are inclusive of 10% Goods and Services Tax (GST)

Nominated Contact

- When submitting a sponsorship or exhibition booth booking request, you will be required to provide a primary booking contact. All information relating to your booking request and confirmation (if accepted) will be sent to this person. If multiple people working on the sponsorship or exhibition, please include them in the booking request contacts. It is up to each organisation to clearly communicate internally.

Registration & Accommodation Bookings

- A confirmed sponsorship / exhibition booking does not constitute an attendee registration or accommodation booking. Sponsor and/or Exhibitor registrations will need to be completed separately via a provided link within the advised timeframe
- If a Sponsor or Exhibitor registers staff and pays for a general event registration instead of the applicable included registration for which a link will be provided, any refund will incur a \$150 cancellation/ change fee

Satellite Events

- Any organisation involved in the event must not hold a satellite event during the published programme timings (including social functions)

Cancellation Policy

- Cancellations must be advised to the MESC office in writing. A written request is required to specify the reason for cancellation.

The cancellation request is subject to the decision of the organising committee

- > A cancellation request received prior to 4 September is subject to a 30% administrative fee
- > A cancellation request received between 5 September 2026 – 5 October 2026 is subject to a 60% cancellation fee
- > A cancellation request received from 6 October 2026 onwards is subject to a 100% cancellation fee
- > The cancellation policy excludes sponsorship of items which have been put into production. Once items have been ordered or begun production, cancellations are not able to be accepted
- Non-payment or non-attendance does not constitute a cancellation – payment is still required
- If a sponsor/exhibitor booking is cancelled, this releases the booking and makes the sponsorship/exhibition booth available for booking. Should you cancel, the Event Organisers make no guarantee that options will be available should you wish to rebook closer to the event
- Once included sponsorship/exhibition benefits have commenced being provided no refunds will be issued (excluding booking cancelled within the provided timeframe above)
- The Organising Committee reserves final decision on a case by case basis for granting a cancellation in extenuating circumstances

Event Postponement or Cancellation

- Event Postponement: All bookings will automatically be transferred to the new event dates. All components of your booking including sponsorship/booth, registration, networking function tickets, and accommodation bookings will also be transferred. If you are unable to attend on the new dates, you may contact the Event Organisers to obtain the relevant cancellation policy
- Event Cancellation: All bookings and associated components of attendance will be cancelled and amounts refunded in full

Event Marketing

- Your organisation name, contact information and logo may be used by the Organising Committee and approved stakeholders, for relevant purposes such as promotion, networking, and administration of MESA events

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- Upon confirmation of booking, your organisation logo is requested to be provided in both high resolution jpeg (minimum 300 dpi) and eps vector format. The Event Organisers are not responsible for the quality of logos displayed if they are not received in the required format by the specified deadline. It is the responsibility of the organisation booking to supply logos
- Each sponsor / exhibitor is able to provide one organisation logo only
- Print and marketing inclusions must be supplied to provided specifications and received by specified deadline to be included
- If inclusions are not received by the due date, you will receive two reminders. If the item is not received within the advised timeframe, the Sponsor / Exhibitor will forfeit the inclusion
- No organisation is permitted to alter any MESC branding

Exhibition

- The Event Organisers reserve the right to change the layout and allocation should the need arise in the lead up to the MESC WA. Exhibitors will be notified if this becomes necessary
- An Exhibitor Manual will be provided to each confirmed exhibitor. It includes information on registration, delivery and bump in /bump out procedures as well as details of the exhibition build company contracted for this event who can assist with stand design and furniture or equipment hire
- Any display equipment larger than 2m wide x 2m long x 2.5m high is required to be pre-approved by the Event Organisers and venue. Equipment that arrives during bump in that has not been pre-approved will not be allowed to be set up and will not be displayed within the exhibition
- **Exhibitors are not permitted to remove any walls to their exhibition booth**
- The Event Organisers and Committee shall determine the hours during which the Exhibition will be conducted and the hours of access for Exhibitors. These hours are subject to change
- The allocated exhibition display must always be staffed during the exhibition and, for safety reasons, removal of any exhibition display must not commence until after the exhibition closes
- **All items being utilised by the exhibition must be displayed within the allocated exhibition space.**

Exhibitors must not obstruct aisles and walkways and must comply with the instructions of the Organisers

Name Badges

- Attendees are required to wear their name badge at all times as they allow access to all event sessions and catering. Those not wearing name badges will be asked to see Registration Desk staff for re-issue.

Imagery / Footage

- By participating in this event, you acknowledge and agree to grant MESC WA, MESA Inc and Absolute Events & Marketing the right to record, film, live stream, photograph, or capture you in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise to disseminate, in perpetuity, such media without any further approval from you

Attendee List / Privacy Policy

- By completing a booking, you acknowledge the details supplied by you may be made available to MESA and any suppliers working on the event (for the purpose of your involvement). Details will also be shown on the website to promote your involvement
- Attendee List – Pre-Event
 - > An attendee list (in PDF format) may be provided two days prior to any sponsor or exhibitor who requests it. This list will include showing name, position, organisation. It will not include an email address
- Attendee List – Post-Event
 - > Within two weeks post-event, all sponsors and exhibitors will receive the complete attendee list showing name, position, organisation and email address

NOTE: Any list will exclude any attendee who has requested, under the privacy policy, not to have their details disclosed

Indemnity

- Completing an online booking indicates your company's acceptance of the following indemnity:
 - > The company submitting the booking form indemnifies the Event Host, the Organising Committee, the Event Organisers and Event Venue and associated exhibition against any claims arising from loss or damage

to exhibits and any damage caused to the space, wall, ceiling, furniture, fittings and furnishings caused by us, our agents or contractors at the venue, during the move in period, occupancy and move out period

Insurance & Liability

- Neither the Event Organiser nor the Organising Committee accepts any responsibility for loss or damage, theft, injuries/ accidents or any other relevant matters. Attendees should make their own arrangements with respect to personal or business insurances

Disclaimer

- All best endeavours will be made to present the event as intended and promoted. MESA Inc and its agents reserve the right to alter without prior notice, any of the arrangements, timetables, plans or other items relating to the event, for any cause beyond its reasonable control. MESA Inc and the Event Organisers are not liable for any loss or inconvenience caused as a result of such alteration. In the event of unforeseen circumstances, the MESA Inc and the Event Organisers do not accept responsibility for loss of monies caused by delays. Participants are advised to take out personal travel insurance and to extend their policy to cover personal possessions. The event does not cover individuals against cancellations of bookings or theft or damage to belongings
- Information in the prospectus and the booking form is correct at the time of release but the Event Organisers and MESC WA Organising Committee reserve the right to alter information

Changes to Terms and Conditions

- Absolute Events & Marketing Pty Ltd as agent for Mine Electrical Safety Conference Trust Pty Ltd and the Organising Committee reserve the right to change these Terms and Conditions for Sponsors and Exhibitors. Should any changes occur to the Terms and Conditions on in this prospectus or in the full Agreements, Sponsors and Exhibitors will be notified via email.

**SPONSORSHIP
AGREEMENT**

**EXHIBITION
AGREEMENT**