

2023 NAATSIHWP Professional Development Symposium

"GROWING OUR WORKFORCE"

Sponsor and/or Exhibitors Terms & Conditions

The Contract

1. The term 'Organiser' refers to NAATSIHWP organising the 2023 NAATSIHWP Professional Development Symposium, the term 'Symposium' refers to the 2023 NAATSIHWP Professional Development Symposium and the term, 'Venue' refers to Adelaide Convention Centre.
2. The terms 'Sponsor' and 'Exhibitor' include any person, firm, company or corporation and its employees identified in the booking form or other written request for Sponsorship/Exhibition Space.
3. A "Contract" is formed between the Organiser and Sponsor and / or Exhibitor when the Organiser accepts the signed EOI form and/or when the Organiser sends out the invoice.
4. The Organiser reserves the right to refuse an application or prohibit any Sponsor / Exhibitor from participation without assigning a reason for such refusal or prohibition.
5. The Organiser may cancel the contract at their discretion if full payment is not received within 30 days of the invoice issue date.
6. The Organiser reserves the right to change the exhibition floor layout.
7. The Organiser reserves the right to amend or alter the exact site of the location of the stand.
8. The Organiser may refuse without limitation, to permit an activity within the exhibition or require cessation of particular activities at their discretion.
9. The Organiser and/or the Venue reserves the right to specify heights of walls and coverings for display areas.
10. The Organiser may determine the hours during which the Exhibitor will have access to the Venue for setting up and dismantling.
11. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
12. The Organiser will accept no liability for loss or damage of equipment displayed or used by the Exhibitor.
13. The Organiser reserve the right to change any part of the prospectus without prior notice.

Obligations and rights of exhibitor

14. The Exhibitor and Sponsor must ensure that all accounts are finalised and paid 30 days before the Symposium start date.
15. The Exhibitor must use allocated space only for the display and promotion of goods and /or services within the scope of the exhibition.
16. The Exhibitor must comply with all directions /requests issued by the Organiser including those outlined in the venue's Exhibitor Manual.
17. The Exhibitor must submit plans and visuals of any custom designed exhibits to the Organiser for approval one month prior to the Symposium starting (24 September 2023).
18. The Exhibitor acknowledges that the Organiser will not be able to provide assistance in setting up and tracking lost deliveries.
19. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue or those lost or damaged prior to the delivery date specified or on return.
20. It is the responsibility of the Exhibitor to ensure that the space hired for their exhibition complies with their Company policy or codes of conduct.

2

Storage of Goods

21. Instructions regarding storage will be outlined in the Exhibitor Manual distributed prior to the exhibition.

Stand Services & Construction

22. Exhibitors with premium booths should undertake stand construction plus supply furniture and IT equipment. All non-official contractors wishing to enter the exhibition are required to provide current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

Insurance & Liability

23. All Exhibitors must have Public Liability Insurance for the period of the exhibition. Evidence of this must be sent to the Organiser at least one month prior to the Symposium start date.

24. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.

25. The Organiser and the venue, cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.

Payment & Cancellation

26. All bookings are held tentatively upon receipt of signed EOI and/or issuance of invoice.

27. Payment must be made within 30 days of receiving the invoice to confirm the booking and credit card details provided as guarantee if invoice was not paid in full.

28. Your exhibitor space will be held for 30 days after the invoice has been sent. After this time, the Organiser reserves the right to reallocate the space to another exhibitor.

29. All payments and registrations must be confirmed and paid 30 days before the Symposium start date.

30. If payment has not been made 30 days before the Symposium start date, the Organiser reserves the right to charge the full amount owed to the credit card on file.

31. Cancellation must be advised in writing to the Organiser at least 30 days before the start of the symposium.

32. If an Exhibitor and/or Sponsor cancels before they have paid for the booking, the Organiser reserves the rights to use the credit card on file to charge the appropriate cancellation fee.

33. The Exhibitor and/or Sponsor agrees to the following cancellation schedule:

- > Cancellation requests received up to 30 days prior to the event date will receive a refund of 75% of the registration costs.
- > Cancellations requests received after 30 days prior and before 14 days prior will receive a refund of 50% of the registration costs.
- > Cancellation requests received after 14 days prior will not be eligible for a refund.

34. The Organiser may be forced to cancel the event in order to comply with a government directive, in such case, a refund may not be possible.

Signed:

SPONSOR/EXHIBITOR

ORGANISER

Org

Karl Briscoe - NAATSIHWP

Title

CEO
Title

Date

Date