

## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 August 2018**. Applications received after **10 August 2018** must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd for and on behalf of the SCC 2016 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the event. No organisation will not be listed as a sponsor in any official conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **10 April 2018**. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Conference Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by the above cancellation policy.
6. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
7. Sponsorship monies will facilitate towards the successful planning and promotion of the conference in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the conference.
8. Sponsorship entitlements including organisation logo on the conference website and other marketing material will be delivered only after receipt of the required deposit or full payment.
9. The Delegate List may be used by the sponsors up to and not beyond October 2018 for the purposes of contacting 2018 conference delegates. The list must not be used in conjunction with any other non-related conference matters nor is the list to be used for future conference marketing or transferred in whole or in part to any third party.
10. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Limited. [ ] NO, I do not consent.

## EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Conference Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Display spaces will be allocated only on receipt of signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **10 August 2018**. Applications received after **10 August 2018**, must include full payment.
3. **All monies are payable in Australian dollars.** Cheques should be made payable to Arinex Pty Ltd on behalf for and on behalf of SCC2018 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the conference Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the conference Managers.
5. Public and Product Liability insurance to a minimum of A\$20 million or equivalent must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the conference Managers at the time of submitting their booking form or by no later than **10 August 2018**. The name of the insured on the insurance certificate must be the same as the name of the Exhibitor entering into the contract with the Conference Managers. Otherwise, the exhibitor company must be listed as an interested party on the insurance certificate. The certificate must be current and cover all move-in, operational and move-out dates of the conference. Insurance coverage for exhibitors residing overseas must include Australia (or the country in which the conference is operational should it be held outside of Australia).
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies display space booking to cancellations on or before **10 April 2018**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Conference Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibit space at the discretion of the conference Managers. Any space not claimed and occupied before 1000 on move in date will be reassigned without refund.
7. The conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The conference Managers will not discount or refund for any facilities not used or required.
8. If the exhibitor intends to install a custom-built stand, the Conference Managers must be advised and such advice must include full details and stand dimensions. This information must be received no later than **10 August 2018**. All display construction requires the approval of the Conference Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.

9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the conference Managers.

10. Delegate List may be used by the Exhibitor for the purpose of contacting SCC 2018 Conference delegates only. The list must not be used for the purpose related to future Conferences, and shall not be transferred in whole or in part to any Third party.

11. Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd.  NO, I do not consent.