velg TRAINING

# THE RIPPLE EFFECT

## FROM PRACTICE TO IMPACT

20TH YEAR 2007 - 2027

## NATIONAL VET CONFERENCE

ADELAIDE | 20 - 21 OCTOBER 2027

BUMP IN | 19 OCTOBER 2027

# 2027 EXHIBITOR HANDBOOK



# 2027 EXHIBITOR HANDBOOK

## WHY EXHIBIT THE 2027 NATIONAL VET CONFERENCE?

The National VET Conference is the **largest** annual gathering of VET practitioners from across Australia and is the perfect platform to showcase your products/services to your target market.

Attendees represent a wide range of different areas of the VET sector. We see representatives from public, private and enterprise RTOs, as well as schools, non-for-profit organisations and government agencies from across the country.

As an Exhibitor at the National VET Conference, your organisation can reach Velg Training members and followers. We will also promote the conference through our social media channels in the lead-up to the event.

## SUBSTANTIAL NETWORKING OPPORTUNITIES

More importantly, you get the opportunity to meet, interact and build relationships with key decision makers in the RTO space, in order for you to:

- **Generate fantastic leads**
- **Promote or launch new products/services**
- **Learn about new technologies and trends**
- **Keep up to date with industry trends**

Feedback from previous years indicates Exhibitors are extremely happy with their return on investment when exhibiting at the National VET Conference.

## EXPECTED ATTENDEES

- CEOs, RTO Owners, Principals, TAFE Directors
- RTO Compliance Managers/VET Coordinators
- VET Training Managers
- Teachers/Trainers and Assessors
- VET Consultants
- Policy Developers/Makers
- Instructional Designers
- Pre-service VET Teachers
- eLearning Managers/Specialists

As an Exhibitor you will be advertised on our dedicated Exhibitor page on the Velg Training website. All Exhibitors will be provided with a media kit to utilise.

# YOUR TIME AT NVC...

**Velg Training is committed to delivering quality, flexible and innovative training services and products to the Vocational Education and Training sector.**

**The National VET Conference** will provide delegates with the opportunity to engage in a wide variety of topics and explore a multitude of products and services on display in the dedicated Exhibition Hall, a space conducive to demonstrations, networking and the sharing of new ideas and information. All meal breaks will be served within that space.



## WHAT'S UNIQUE ABOUT VELG TRAINING?

- Established in 2003
- Leading professional development provider for VET practitioners from RTOs across Australia
- Our mission is to educate, inspire and empower Australia's VET community through involvement in high quality professional development, while being supported by a dedicated membership program
- We listen to client feedback and deliver services that meet evolving individual and organisational needs
- We respond to the ever changing VET sector
- Proven largest attendance rate at a National VET Conference
- All aspects of the Conference are solely administered by Velg Training (not outsourced)



# LOCATION

## ADELAIDE CONVENTION CENTRE (ACC)

**In 2027, we're excited to take the National VET Conference to Adelaide, South Australia's vibrant capital city and a destination where culture, creativity, food and innovation come together. Known for its relaxed pace, world-class events and easy access to some of Australia's most celebrated wine regions, Adelaide offers the perfect setting for business, learning and a little time away.**

Adelaide is a city that rewards exploration. Wander through the bustling Adelaide Central Market, discover a thriving food and wine scene, explore galleries and museums, or take a stroll through the city's beautiful parklands. Just beyond the city centre, you'll find rolling hills, picturesque vineyards and charming towns, with the renowned Barossa, Adelaide Hills and McLaren Vale wine regions all within easy reach.

For business event delegates and conference attendees, Adelaide offers an impressive mix of experiences. From exceptional dining and cultural attractions to wildlife encounters, scenic day trips and world-class wine, there's plenty to discover before, during and after the conference. Whether you're looking to explore, unwind or make the most of your time in South Australia, Adelaide makes it easy.

The best part? Adelaide's compact city centre means many of its highlights are within easy walking distance, while excellent public transport makes exploring further afield simple. With a Mediterranean-style climate, plenty of sunshine and a reputation for being one of Australia's most liveable cities, Adelaide is an inviting destination for a springtime conference escape.

At the heart of the city is the Adelaide Convention Centre, a world-class venue located on the banks of the River Torrens and just moments from Adelaide's vibrant city centre. Surrounded by hotels, restaurants, cultural attractions and beautiful parklands, the Adelaide Convention Centre combines contemporary facilities with an unbeatable central location. It provides the perfect setting for the 2027 National VET Conference, bringing the VET community together in a destination designed for connection, discovery and memorable experiences.







# OVERVIEW

The Exhibition will run for the duration of the Conference. Priority of Booth selection within the Exhibition will be offered to Platinum, Gold, Silver and Bronze Exhibitors first and then prioritised by taking into account each organisations level of exhibiting and the date of application receipt.

In 2027, Velg Training is pleased to offer the opportunity to tailor a bespoke exhibiting package. Please contact us with your exciting ideas!

## EXHIBITOR OPPORTUNITIES

| | includes GST |
|---|---|
| **Platinum Exhibitor (exclusive to one organisation)** | **$19,655** |
| **Gold Exhibitor (5 packages)** | **$13,445** |
| **Silver Exhibitor (4 packages)** | **$10,445** |
| **Bronze Exhibitor (6 packages)** | **$7,235** |
| **Premium Exhibitor (10 packages)** | **$5,330** |
| **Standard Exhibitor (TBC packages)** | **$4,245** |

Additional opportunities to Exhibit at the 2027 National VET Conference are available by negotiation with Velg Training. Please contact us on **07 3866 0888** or email **sponsorship@velgtraining.com**

## IMPORTANT DATES

**Official Release:** 6 November 2026

**Package Applications Close:** 30 June 2027

## PRIZE DRAWS

Prize draws can be run (and are encouraged to be run) at the Exhibitor's booth, independently. This is an excellent way to encourage personal interaction direct with delegates (business card draw or similar), and a fantastic way to broaden your own potential client listing. These booth-run prize draws however are to be administered by the Exhibitor.

# THE RIPPLE EFFECT

FROM PRACTICE TO IMPACT

# EXHIBITOR INCLUSION SUMMARY

The following table provides a summary of the exhibiting packages available at the 2027 National VET Conference.

| | Platinum $19,655 | Gold $13,445 | Silver $10,445 | Bronze $7,235 | Premium $5,330 | Standard $4,245 |
|---|---|---|---|---|---|---|
| EXCLUSIVITY (NUMBER OF PACKAGES AVAILABLE) | 1 | 5 | 4 | 6 | 10 | TBC |
| Pre Event | | | | | | |
| Logo on Velg Training website with link to a preferred URL | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Organisational profile on Velg Training website | Max. 200 words | Max. 150 words | Max. 100 words | Max. 50 words | x | x |
| Announcement of Exhibitor level in Velg Training's eNews | ✓ | ✓ | ✓ | x | x | x |
| A4 advertisement in Velg Training's eNews | ✓ | ✓ | x | x | x | x |
| Announcement of Exhibitor package on the @velgtraining social account using the event hashtag #2027NVC | ✓ | ✓ | ✓ | x | x | x |
| Promotional video provided by the Exhibitor to be posted on the @velgtraining social account using the event hashtag #2027NVC | ✓ | ✓ | ✓ | ✓ | x | x |
| Complimentary 12-month listing in the Velg Training VET Directory | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| During Event | | | | | | |
| Full Registration to National VET Conference | 4 | 3 | 2 | 1 | 0 | 0 |
| Keynote speaking spot in the plenary session on Day 1 (maximum of 5 minutes) | ✓ | x | x | x | x | x |
| Free standing banner in all presentation rooms for duration of the Conference | ✓ | x | x | x | x | x |
| Free standing banner in Plenary room for the duration of the Conference | ✓ | ✓ | x | x | x | x |
| Free standing banner in one presentation room for the duration of the Conference (allocated by Velg Training) (excluding plenary) | x | x | ✓ | x | x | x |
| Organisation logo printed on delegate name tags | ✓ | x | x | x | x | x |
| Exhibition Booth (including spotlights, power, skirted trestle table, 2x chair/s and catering for booth rep/s) | 2 Booth Reps | 2 Booth Reps | 2 Booth Reps | 2 Booth Reps | 2 Booth Reps | 1 Booth Rep |
| Organisation name on custom booth fascia (indicated if logo is also included) | Logo included | Logo included | Logo included | ✓ | ✓ | ✓ |
| Organisational overview included in the Conference App | ✓ | ✓ | ✓ | ✓ | x | x |
| Conference Handbook advertisement | Full & 1/2 page | Full page | 1/2 page | 1/4 page | x | x |
| Acknowledgement as a Exhibitor in the Conference Handbook & App with website, logo, URL and X Handle (if available) | ✓ | ✓ | ✓ | ✓ | Logo/URL | Logo/URL |
| Satchel insert for Delegate Conference Bags* | 3 | 2 | 1 | 1 | x | x |
| Half-price Conference registration for one additional Exhibitor Delegate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Post Event | | | | | | |
| Photographs of organisation at event | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Exhibitor Certificate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Digital Satchel Insert Post Event | x | x | x | x | ✓ | x |
| Announcement in Velg Training's eNews thanking the Exhibitor for their support | ✓ | x | x | x | x | x |
| A4 advertisement in Velg Training's eNews | ✓ | ✓ | x | x | x | x |
| Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

# PLATINUM EXHIBITOR – $19,655 (INCL. GST) 1 PACKAGE

This is an exclusive opportunity for one organisation to be seen as a major supporter of the 2027 National VET Conference, receiving unparalleled exposure within the industry. This package will truly set the chosen organisation apart from the competition.

## Pre Event

- Logo on Velg Training website
- Organisation profile (max. 200 words) listed on Velg Training's website
- A4 advertisement in Velg Training's eNews
- Promotional video provided by the Exhibitor to be posted on the @velgtraining social account using the event hashtag #2027NVC
- Announcement of Exhibitor level in Velg Training's eNews
- Announcement of Exhibitor package on the @velgtraining social account using the event hashtag #2027NVC
- Complimentary 12-month listing in the Velg Training VET Directory

## During Event

- First choice of prominent position for a 6m x 6m exhibition booth including:
  - » two spotlights,
  - » power,
  - » two skirted trestle tables & four chairs,
  - » and catering for two Booth Representatives.
- Organisation name on custom booth fascia, logo included
- Opportunity for a suitably qualified organisational representative to deliver a keynote speech in the plenary session on Day 1 of the Conference, to a maximum of 5 minutes (Velg Training reserves the right to make the final decision on topic/content based on information provided)
- One full-page and one half-page colour advertisement in the Conference Handbook (prominent positions)
- Acknowledgement as a Platinum Exhibitor in the Conference Handbook & App (logo, organisation name, preferred URL & X handle)
- Organisation logo printed on the delegate nametags
- Conference satchel inserts (to be supplied by the exhibiting organisation and limited to three inserts. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Free standing banner (provided by the exhibiting organisation) displayed in a prominent position in all presentation sessions for duration of Conference
- Organisational overview included in the Conference App
- Free standing banner in plenary room for the duration of the Conference
- Acknowledgement at the Conference as the Platinum exhibitor
- Full Conference registrations for four exhibitor delegates
- Half-price Conference registration for one additional exhibitor delegate

## Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- A4 advertisement in Velg Training's eNews
- Announcement in Velg Training's eNews thanking the Exhibitor for their support
- Exhibitor will receive an Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event

Note: Only a Exhibitor Delegate ticket will receive entrance into the Conference Sessions and the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ $150.00 per person.

# GOLD EXHIBITOR – $13,445 (INCL. GST)

# 5 PACKAGES

This level of exhibiting provides five organisations with leading exhibitor benefits and secures exceptional exposure before and during the Conference.

## Pre Event

- Logo on Velg Training website
- Organisation profile (max. 150 words) listed on Velg Training's website
- A4 advertisement in Velg Training's eNews
- Announcement of Exhibitor package on the @velgtraining social account using the event hashtag #2027NVC
- Promotional video provided by the Exhibitor to be posted on the @velgtraining social account using the event hashtag #2027NVC
- Announcement of Exhibitor level in Velg Training's eNews
- Complimentary 12-month listing in the Velg Training VET Directory

## During Event

- Choice of position for one 6m x 3m exhibition booth including:
  - » two spotlights,
  - » power,
  - » skirted trestle table & two chairs,
  - » and catering for two Booth Representatives.
- Organisation name on custom fascia, logo included
- Full-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Gold Exhibitor in the Conference Handbook & App (logo, organisation name, preferred URL & X handle)
- Conference satchel inserts (to be supplied by the exhibiting organisation and limited to two inserts. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by the organising committee)
- Free standing banner (provided by the exhibiting organisation) displayed in the plenary room for the duration of the Conference
- Full Conference registrations for three exhibitor delegates (including all catering)
- Half-price Conference registration for one additional exhibitor delegate
- Organisational overview included in the Conference App

## Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- A4 advertisement in Velg Training's eNews
- Exhibitor will receive an Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event

Note: Only a Exhibitor Delegate ticket will receive entrance into the Conference Sessions and the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ $150.00 per person.

# SILVER EXHIBITOR – $10,445 (INCL. GST) 4 PACKAGES

This level of exhibiting provides four organisations with leading exhibitor benefits and secures exceptional exposure before and during the Conference.

## Pre Event

- Logo on Velg Training website
- Organisation profile (max. 100 words) listed on Velg Training's website
- Announcement of Exhibitor level in Velg Training's eNews
- Announcement of Exhibitor package on the @velgtraining social account using the event hashtag #2027NVC
- Promotional video provided by the Exhibitor to be posted on the @velgtraining social account using the event hashtag #2027NVC
- Complimentary 12-month listing in the Velg Training VET Directory

## During Event

- Choice of position for one 3m x 3m exhibition booth (including two spotlights, power, skirted trestle table, two chairs and all catering for two booth representatives)
- Organisation name on custom fascia, logo included
- Half-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Silver Exhibitor in the Conference Handbook & App (logo, organisation name, preferred URL & X handle)
- Conference satchel inserts (to be supplied by the exhibiting organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Free standing banner (provided by the exhibiting organisation) displayed in one presentation room for the duration of the Conference (excluding plenary)
- Full Conference registrations for two exhibitor delegates
- Half-price Conference registration for one additional exhibitor delegate
- Organisational overview included in the Conference App

## Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- Exhibitor will receive an Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event



Note: Only a Exhibitor Delegate ticket will receive entrance into the Conference Sessions and the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ $150.00 per person.

# BRONZE EXHIBITOR – $7,235 (INCL. GST)

# 6 PACKAGES

This level of exhibiting provides six organisations with leading exhibitor benefits and secures exceptional exposure before and during the Conference.

## Pre Event

- Logo on Velg Training website
- Organisation profile (max. 50 words) listed on Velg Training's website
- Promotional video provided by the Exhibitor to be posted on the @velgtraining social account using the event hashtag #2027NVC
- Complimentary 12-month listing in the Velg Training VET Directory

## During Event

- Choice of position for one 3m x 3m exhibition booth (including two spotlights, power, skirted trestle table, two chairs and all catering for two Booth Representatives)
- Organisation name on custom fascia
- Quarter-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Bronze Exhibitor in the Conference Handbook & App (logo, organisation name, preferred URL & X handle)
- Conference satchel insert (to be supplied by the exhibiting organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Full Conference registration for one exhibitor delegate
- Half-price Conference registration for one additional exhibitor delegate
- Organisational overview included in the Conference App

## Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- Exhibitor will receive a Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event

Note: Only a Exhibitor Delegate ticket will receive entrance into the Conference Sessions and the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ $150.00 per person.

## PREMIUM EXHIBITOR - $5,330 (INCL.GST)

**10 Packages**

This level of exhibiting provides ten organisations with leading exhibitor benefits and secures exceptional exposure before and during the Conference.

### Pre Event

- Logo on Velg Training website
- Complimentary 12-month listing in the Velg Training VET Directory

### During Event

- Choice of position for one 3m x 3m exhibition booth (including two spotlights, power, skirted trestle table, two chairs and all catering for two Booth Representatives)
- Organisation name on booth fascia
- Acknowledgement as a Premium Exhibitor in the Conference Handbook & App (logo & URL)
- Half-price Conference registration for one exhibitor delegate

### Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- Exhibitor will receive a Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event
- 1x A4 Digital Satchel Post Event to all Delegetes

## STANDARD EXHIBITOR - $4,245 (INCL.GST)

**TBC Packages**

A Standard Exhibitor provides the opportunity to engage and network with all delegates as an Exhibitor at the Conference

### Pre Event

- Logo on Velg Training website
- Complimentary 12-month listing in the Velg Training VET Directory

### During Event

- One 3m x 3m exhibition booth with the following inclusions:
  - Skirted trestle table and one chair
  - Two spotlights
  - One general-purpose outlet
- Catering for one staff monitoring the booth (please note – this does not include attendance at any Conference sessions)
- Organisation name on booth fascia
- Acknowledgement as a Standard Exhibitor in the Conference Handbook & App (logo & URL)
- Half-price Conference registration for one exhibitor delegate

### Post Event

- Delegate List sent to Exhibitor (List will only include Delegates who have opted into receiving marketing material)
- Exhibitor will receive a Exhibitor Certificate acknowledging their generous support of the 2027 National VET Conference
- Exhibitor will receive relevant photographs of the event

Note: Only a Exhibitor Delegate ticket will receive entrance into the Conference Sessions and the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ $150.00 per person.

# JOIN US AS AN EXHIBITOR

## SECURE YOUR PLACE AS A #2027NVC EXHIBITOR

**Interested in exhibiting at the conference?**

Becoming an exhibitor for the 2027 National VET Conference is quick and easy! Here's how to get started:

- Click the registration link provided in this handbook.
- Or scan the QR code with your phone or tablet to head straight to our online exhibitor form.

### SCAN THE QR CODE






## Terms & Conditions of Contract

### Disclaimer

All information is correct at time of publication. Velg Training reserves the right to amend these packages subject to changes in the program format. Upon completion of the Exhibitor Application & Payment Form, exhibitors are entering into a legal agreement.

### The Contract

1. The term "Organiser" refers to Velg Training Pty Ltd
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identified in the Application & Payment Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Exhibitor when the Organiser accepts the signed Application & Payment Form and receives a minimum of 20% of the total owing as a deposit. The Organiser will then issue a confirmation email and receipt to the Exhibitor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application & Payment Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

### The Application

5. A Exhibitor Application & Payment Form and a 20% deposit must be received to reserve space.
6. The Organiser reserves the right to refuse application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition. All funds made including deposit will be returned.

### Obligations and Rights of the Organiser

7. The decision of the Organiser is final and decisive on any question not covered in this contract.
8. The Organiser agrees to hold the exhibition however, reserves the right to postpone the exhibition from the set dates and to hold the exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organiser.
9. The Organiser agrees to promote the exhibition to maximise participation, but cannot guarantee a minimum number of Attendees. Nor can the Organiser make any predictions on how many Delegates will register in-person.
10. Following Pre-release the Organiser agrees to allocate the Exhibitor an exhibition space, where the priority of booth positioning within the exhibition will be offered to Platinum, Gold, Silver and Bronze exhibitors first and then prioritised by taking into account each organisation's level of exhibiting, the date of application receipt, preferences and other relevant matters.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site location of the stand, or alter the size of the stand, and the Exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Organiser.
12. The Organiser reserves the right to change the exhibition floor layout if necessary.
13. The Organiser is responsible for the control of the exhibition area only.
14. The Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
15. The Organiser agrees to to communicate all required actions to be completed by the Exhibitor.
16. The Organiser has the right to take action based on verbal or written directions to ensure that all laws in connection with the exhibition are complied with, to prevent damage to person or property and to maximise the commercial success of the exhibition.
17. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
18. The Organiser reserves the right to specify heights of walls and coverings for display areas.
19. The Organiser reserves the right to disapprove the content of printed matter with respect to the exhibition.
20. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.
21. The Organiser reserves the right to refuse any person including Exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a exhibiting package.
22. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
23. The Organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The Exhibitor agrees to abide by these.
24. The Organiser will liaise with the venue regarding security onsite during the period of the exhibition but will accept no liability for loss or damage.
25. The Organiser will arrange for daily cleaning of aisles outside the exhibition open hours.
26. The Organiser will not be responsible to know of any direct competitors.

### Obligations and Rights of the Exhibitor

27. The Exhibitor must ensure that all accounts are finalised and paid prior to 30 June 2027.
28. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
29. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
30. The Exhibitor must comply with all directions/requests issued by the Organiser.
31. The Exhibitor must comply with all applicable laws, including laws in relation to workplace health and safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
32. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Exhibitor will promptly remove all exhibits, tools and other materials. If the Exhibitor fails or refuses to do so, the Organiser will make arrangements for this to done by an external party at a cost to be paid by the Exhibitor.
33. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring Exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
34. The Exhibitor will submit plans of customised designed exhibits to the Booth Builder prior to the commencement of the Exhibition.
35. The Exhibitor is responsible for all items within their allocated exhibition space.
36. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition.
37. The Exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the Organiser. In any case all permanent damage will result in the Exhibitor being invoiced for all repairs.
38. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified or on return.
39. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
40. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space.
41. Exhibitors agree not to advertise or hold during the Conference an event in competition with any part of the National VET Conference.
42. Where the Exhibitor wishes to showcase two or more businesses that operate under the Exhibitors organisational banner. The Exhibitor must purchase a booth for each of the businesses showcased.

### Storage of goods

43. Unless otherwise communicated storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.

### Stand Services and Construction

44a. Official contractors will be appointed by the Organiser to undertake stand construction.
This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for Insurance, Public Liability and WHS. Access will be denied without such documentation.
44b. The exhibiting organisation is solely responsible for the test and tag of all electronic equipment as per the regulations of the venue.

### Insurance and Liability

45. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the venue.
46. 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.
47. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
48. The Organiser shall not be liable for any loss, which Exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.
49. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

### Payment & Cancellation

50. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and no refund will be made. No Exhibitor shall occupy allocated exhibition space until all monies owing to the Organiser by the Exhibitor are paid in full.
51. In the event that the Exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms & Conditions of Contract and will not be eligible for a refund.
52. If the Exhibitor wishes to cancel their participation, a request must be submitted to the Organiser in writing. Exhibitor cancellations and refunds will be administered as follows:
a. If notice of cancellation is received more than 3 months before the first day of the exhibition, the Exhibitor will be entitled to a 25% refund on funds paid at the time of cancellation.
b. If notice of cancellation is received less than 3 months before the first day of the exhibition, the Exhibitor will not be entitled to a refund.
c. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor will be invoiced for the difference to satisfy the above cancellation and refund policy.
d. Where the exhibiting organisation purchases Additional Booth Representative or Exhibitor Delegates and cancellation occurs, any payments made will fall under the Velg Training refund policy.
53. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

### Unavoidable Occurrences

In the event that the Conference/Exhibition/Event is cancelled or delayed through no fault of Velg Training and/or the venue operator including but not limited to fire, flood, labour disputes, natural disasters, acts of God(s), health disasters, government directions or restrictions on or regulation of travel, civil disorders, riots, acts of war, insurrections, work stoppages, slow downs or disputes, or other similar events then the Exhibitor shall not be entitled to any refund or claim for any loss or damage.

*Terms & Conditions of Contract Reviewed September 2026.*