



NATIONAL VET CONFERENCE

SYDNEY 2017

BUILDING QUALITY IN VET

2017 NATIONAL VET CONFERENCE

SPONSORSHIP HANDBOOK

NATIONAL VET CONFERENCE
SYDNEY 2017

13-15 September 2017
International Convention
Centre, Sydney



Why sponsor the 2017 National VET Conference?

- In 2016, over 1200 people attended the National VET Conference, making it the largest annual gathering of VET practitioners from across Australia.
- An excellent opportunity for sponsors to showcase a wide variety of products and services to a national audience.
- 16000+ people belong to Velg Training's membership program, with another 17,000+ signed to our free subscription service, giving you access to a database of over 33,000.
- Our database is in alignment with your target market: management and practitioners.
- Sponsors from previous conferences have been extremely happy with their return on investment.

Get in front of decision makers - CEOs, managers and practitioners, involved in training at the frontline.

Expect to meet attendees from across Australia that are involved in the VET sector from a variety of RTOs including public, private and enterprise organisations; as well as schools, non-profit organisations and government agencies.



BUILDING QUALITY IN VET

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

Substantial networking opportunities

- Meet and build relationships with key decision makers in the VET industry
- Promote and increase brand awareness
- Generate fantastic leads
- Launch new products and services to existing and potential clients
- Keep up-to-date with industry trends
- Receive valuable feedback from the VET sector

LOCATION

Darling Drive, Darling Harbour NSW 2000

Why Sydney?

Sydney is one of the world's most loved cities and it has a lively and vibrant buzz that makes it the ultimate destination throughout the year. Australia's most famous city, Sydney, is nestled around the spectacular Sydney Harbour, the centrepiece of our internationally vibrant and diverse city. Sydney's beauty is reflected in its friendly optimistic locals, intelligent business and zest for life.

As a world leading academic and business hub, Sydney provides an exceptional experience for the best minds to come together, innovate, network and push the boundaries of their fields.

Surrounded by thousands of cafés, restaurants, museums, galleries, shopping and leisure activities as well as an integrated transport system, Sydney provides something for everyone. Named the world's most reputable city in 2013, Sydney is a busy, growing and exciting place to be.

Explore famous coastal beaches such as Bondi, Bronte, Coogee and Palm Beach. Bushwalk through Sydney Harbour National Park and visit the Blue Mountains.



SPONSOR FEEDBACK

2015 NATIONAL VET CONFERENCE

"The opportunity to present our businesses to a large group of VET professionals is superbly met at the National VET Conference. The Velg Training team do a fantastic job in organising the event and making the sponsorship package worthwhile."

—K2 Recruitment and [vetcareers.jobs](#)

"It was our first time exhibiting at the National VET Conference and are we so glad we decided to be a Silver sponsor. Dimity and the team have been so organised throughout the entire year making it extremely easy for us to prepare. We are already looking forward to next year!"

—Training Resource Solutions

"The Conference was well run and I appreciate Velg Training's efforts in making it as smooth as possible. Everyone who visited our booth reported that it was a worthwhile event. We will certainly be involved again next year."

—Futura Group

Demonstrate your commitment to the VET workforce

Generate fantastic leads

Promote your products and services to a range of personnel within the VET sector



2017 NATIONAL VET CONFERENCE SYDNEY SPONSORSHIP HANDBOOK

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

The **National VET Conference** will provide delegates with the opportunity to engage in a wide variety of topics and explore a multitude of services and products on display in the dedicated sponsor Exhibition Hall, a space conducive to demonstrations, networking and the sharing of new ideas and information. The exhibition hall acts as a central hub for the event, with a variety of attractions to increase delegate foot traffic, including the RnR Bar, Guru Bar and Community Noticeboard. All meal breaks are also served within the Exhibition Hall.

Welcome Function

In 2017, all sponsors will be able to attend the Welcome Function as part of their package. With all delegates and presenters encouraged to attend this complimentary function on Thursday night, it is a fantastic opportunity for sponsors to network in a relaxed environment. Come armed with a stack of business cards, be prepared to make lots of contacts and have a fabulous time in the process!

What's unique about Velg Training?

- Established in 2003
- Provided training to 67,500+ 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, consulting services and 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)



OVERVIEW

The exhibition will run for the duration of the Conference. Priority of booth positioning within the exhibition will be offered to premium package sponsors first and then prioritised by taking into account each organisations level of sponsorship, the date of application receipt, preferences, proximity to competitors and all relevant matters.

Sponsorship opportunities

Platinum Sponsor (exclusive to one organisation) SOLD OUT	\$18,800
Gold Sponsor (four packages) SOLD OUT	\$12,500
Silver Sponsor (4 packages) 2 remaining	\$8,700
Bronze Sponsor (5 packages) 1 remaining	\$6,500
Premium Sponsor (10 packages) 6 remaining	\$4,900
Coffee Cart Sponsor (one package) SOLD OUT	\$4,200
Standard Sponsor (41 packages) 35 remaining	\$3,800
Photo Booth Sponsor (one package) SOLD OUT	\$3,800
Charging Station Sponsor (4 packages)	\$3,000

Sponsorship applications

Pre-release offer: 15-16 September 2016:

book at the 2016 NVC for **5% off!***

Official release: 3 October 2016

Premium Package Applications Close: 30 June 2017

Exhibitor Package Applications Close: 31 July 2017

*Full payment to be received within 7 days

Additional opportunities to sponsor the 2017 National VET Conference are available by negotiation with Velg Training. Contact the organising committee on 07 3866 0888 or conference@velgtraining.com to discuss.

PREMIUM SPONSOR INCLUSION SUMMARY

The table below provides a summary of the premium sponsorship packages available at the 2017 National VET Conference. We can also tailor packages to suit your specific requirements or desired outcomes.

	Platinum \$18,800	Gold \$12,500	Silver \$8,700	Bronze \$6,500
Exclusivity	1	3	4	5
Pre Event*				
Logo on Velg Training website and Conference app with link to a preferred URL	✓	✓	✓	✓
Organisational profile on Velg Training website and Conference app	Max. 200 words	Max. 150 words	Max. 100 words	Max. 50 words
Article in Velg Training eNews announcing sponsorship level	✓	✓	✓	x
Preceding promotional article in Velg Training eNews	✓	✓	x	x
Sponsorship announcement sent to National RTO Network LinkedIn Group members and posted as a discussion item, with link to a preferred URL or LinkedIn Company Page	✓	✓	x	x
Blog post announcing sponsorship level, on Velg Training WordPress Blog, with link to a preferred URL	✓	✓	✓	x
Organisation profile and picture post on the Velg Training Facebook Page with link to a preferred URL or Facebook Page using event hashtag #2017NVC	✓	✓	✓	x
Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2017NVC	✓	✓	✓	✓
Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2017NVC	✓	✓	✓	✓
Opportunity for promotion through pre-conference donated prize giveaways	✓	✓	✓	x
During Event*				
Full Conference registrations (including all catering)	4	3	2	1
Additional complimentary attendees at Welcome Function	3	2	1	x
Opportunity for a keynote speaking spot in the plenary session on Day 1, to a maximum of 5 minutes	✓	x	x	x
Opportunity for presentation of an information session during a nominated break time OR presentation of a webinar post-conference (facilitated by Velg Training), to be included in Conference Handbook	x	✓	x	x
Free standing banner in all presentation rooms for duration of Conference	✓		x	x
Free standing banner in plenary room for the duration of the Conference	✓	✓	✓	x
Free standing banner in one presentation room of your choosing for duration of Conference	x	x	x	✓
Organisation logo printed on back of delegate nametags	✓	x	x	x
Flyer drop in plenary session	Day 1	Day 2	x	x
Acknowledgement at the Conference as a sponsor by Velg Training	✓	✓	✓	✓
Exhibition booth (including spotlights, power, skirted trestle table, two chairs and catering for two booth monitors)	✓	✓	✓	✓
Organisation name on custom booth fascia, including logo	✓	✓	✓	✓
Conference Handbook advertisement	Full & 1/2 page	Full page	1/2 page	1/4 page
Acknowledgement as a sponsor in the Conference Handbook with Twitter Handle	✓	✓	✓	✓
Satchel insert**	4	3	2	1
Half-price Conference registration for one additional delegate	✓	✓	✓	✓
Post Event*				
Photographs of organisation at event	✓	✓	✓	✓
Sponsorship Certificate	✓	✓	✓	✓
Article in Velg Training eNews thanking you for your sponsorship	✓	✓	✓	x
Subsequent promotional article in Velg Training eNews	✓	✓	x	x

*All sponsorship items subject to sponsor providing any materials, artwork, text or other content by print or go-live deadlines, and subject to receipt of full sponsorship payment. Size and placement of handbook advertisements will be at the discretion of the organising committee.

** One satchel insert is equivalent to a single A4 double-sided page or a single promotional item. All satchel inserts are subject to approval by the organising committee.

ADDITIONAL SPONSOR INCLUSIONS SUMMARY

The table below provides a summary of the additional sponsorship packages available at the 2017 National VET Conference. We can also tailor packages to suit your specific requirements or desired outcomes*.

	Premium \$4,900	Standard \$3,800
Exclusivity	10	41
Pre Event**		
Logo on Velg Training website and Conference app with link to a preferred URL	✓	✓
Organisational profile on Velg Training website and Conference app	x	x
Article in Velg Training eNews announcing sponsorship level	x	x
Preceding promotional article in Velg Training eNews	x	x
Sponsorship announcement sent to National RTO Network LinkedIn Group members and posted as a discussion item, with link to a preferred URL or LinkedIn Company Page	x	x
Blog post announcing sponsorship level, on Velg Training WordPress Blog, with link to a preferred URL	x	x
Organisation profile and picture post on the Velg Training Facebook Page with link to a preferred URL or Facebook Page using event hashtag #2017NVC	x	x
Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2017NVC	x	x
Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2017NVC	x	x
Opportunity for promotion through pre-conference donated prize giveaways	x	x
During Event**		
Full Conference registrations (including all catering)	x	x
Lounge furniture package	x	x
Free standing banner in plenary room for the duration of the Conference	x	x
Acknowledgement at the Conference as a sponsor by Velg Training	✓	✓
Exhibition floor space (including lighting, power and catering for booth monitors)	2 booth monitors	1 booth monitor
Conference Handbook advertisement	x	x
Acknowledgement as a sponsor in the Conference Handbook with Twitter Handle	✓	✓
Satchel insert***	1	x
Attendance at the Welcome Function for your nominated exhibition representative	✓	✓
Half-price conference registration for one additional delegate	✓	✓
Post Event**		
Photographs of organisation at event	✓	✓
Sponsorship Certificate	✓	✓
Article in Velg Training eNews thanking you for your sponsorship	x	x
Subsequent promotional article in Velg Training eNews	x	x

* Once a package is purchased you are able to swap items out, as long as the item swapped with is of equal or lesser value

**All sponsorship items subject to sponsor providing any materials, artwork, text or other content by print or go-live deadlines, and subject to receipt of full sponsorship payment. Size and placement of handbook advertisements will be at the discretion of the organising committee.

*** One satchel insert is equivalent to a single A4 double-sided page or a single promotional item. All satchel inserts are subject to approval by the organising committee.

Silver Sponsor \$8,700 (incl. GST)

4 packages (2 remaining)

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

Pre event

- Logo on Velg Training website and Conference app with link to a preferred URL
- Organisation profile (max. 100 words) listed on Velg Training's website and Conference app
- An announcement as a Silver Sponsor in one edition of Velg Training eNews, with link to a preferred URL (circulation to 33,000+)
- Blog post announcing sponsorship level, on Velg Training WordPress Blog, with link to preferred URL (400+ views per month)
- Organisation profile and picture post on the Velg Training Facebook Page, with link to a preferred URL or Facebook Page using event hashtag #2017NVC (reach 1,300+)
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2017NVC (reach 2,600+)
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2017NVC (reach 2,600+)
- Opportunity for promotion through pre-conference donated prize giveaways, by negotiation with the organising committee

During Event

- Full Conference registrations for two delegates (including all catering and entry to Welcome Function)
- Complimentary entry to the Welcome Function for one additional sponsor representative
- Free standing banner (provided by the sponsoring organisation) displayed in the plenary room for the duration of the Conference
- Acknowledgement at the Conference as a Silver Sponsor by Velg Training
- 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 monitors)
- Organisation name on custom fascia, logo included
- Half-page, colour advertisement in the Conference Handbook; only premium package sponsors will be given advertising space in the Conference Handbook
- Acknowledgement as a Silver Sponsor in the Conference Handbook (logo, organisation name, preferred URL and Twitter Handle)
- Conference satchel inserts (to be supplied by the sponsoring organisation and limited to two inserts. One satchel insert is equivalent to a single A4 double-sided page or a single promotional item. All satchel inserts are subject to approval by the organising committee)
- Half-price Conference registration for one additional delegate

Post Event

- Sponsor to receive relevant photographs of the event
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2017 National VET Conference
- Article in Velg Training eNews thanking you for your sponsorship, with link to a preferred URL (circulation to 33,000+)



Bronze Sponsor \$6,500 (incl. GST)

5 packages (1 remaining)

This level of sponsorship provides good value for money for five organisations, with excellent exposure before and during the Conference. Bronze Sponsor inclusions:

Pre event

- Logo on Velg Training website and Conference app with link to a preferred URL
- Organisation profile (max. 50 words) listed on Velg Training's website and Conference app
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2017NVC (reach 2,600+)
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2017NVC (reach 2,600+)



During Event

- Full Conference registration for one delegate (including all catering and entry to the welcome function)
- Free standing banner (provided by the sponsoring organisation and to be allocated taking into account the date of sponsorship application) in one presentation room of your choosing for the duration of Conference
- Acknowledgement at the Conference as a sponsor by Velg Training
- 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 monitors)
- Organisation name on custom booth fascia, logo included
- Quarter-page, colour advertisement in the Conference

Handbook; only premium package sponsors will be given advertising space in Conference Handbook

- Acknowledgement as a Bronze Sponsor in the Conference Handbook (logo, organisation name, preferred URL and Twitter Handle)
- Conference satchel insert (to be supplied by the sponsoring organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page or a single promotional item. All satchel inserts are subject to approval by the organising committee)
- Half-price Conference registration for one additional delegate

Post Event

- Sponsor to receive relevant photographs of the event
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2017 National VET Conference





TRADE EXHIBITION

A trade exhibition will run in conjunction with the Conference, providing a fantastic platform for organisations to showcase their products, services and initiatives to the market. Breaks will be held within the exhibition area on both days, giving delegates the opportunity to visit the trade exhibition during all meal breaks.

Premium Sponsor \$4,900 (incl. GST)
10 packages (6 remaining)

This sponsorship package is for sponsors who wish to capitalise on the event through choosing their booth position and being listed as a Premium Exhibitor in the Conference handbook.

Pre event

- Logo on Velg Training website and Conference app with link to a preferred URL

During Event

- Choice of position for one 3m x 3m exhibition booth with the following inclusions:
 - Organisation name on booth fascia
 - Skirted trestle table and two chairs
 - Two spotlights
 - One general-purpose outlet
- Catering for two staff monitoring the booth (please note – this does not include attendance at any Conference sessions)
- Attendance at the Welcome Function for your two booth monitors
- Acknowledgement as a sponsor at the Conference
- Acknowledgement as a Premium Exhibitor in the Conference Handbook (logo in prominent position, above Standard Exhibitors)
- Conference satchel insert (to be supplied by the sponsoring organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page or a single promotional item. All satchel inserts are subject to approval by the organising committee)
- Half-price Conference registration for one delegate

Post Event

- Sponsor to receive relevant photographs of the event
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2017 National VET Conference

Standard Sponsor \$3,800 (incl. GST)
41 packages (35 remaining)

This package option is for those organisations who wish to only exhibit at the Conference.

Pre event

- Logo on Velg Training website and Conference app with link to a preferred URL

During Event

One 3m x 3m exhibition booth with the following inclusions:

- Organisation name on booth fascia
- Skirted trestle table and two chairs
- Two spotlights
- One general-purpose outlet
- Catering for one staff monitoring the booth (please note – this does not include attendance at any Conference sessions)
- Attendance at the Welcome Function for your booth monitor
- Acknowledgement as a sponsor at the Conference
- Acknowledgement as an exhibitor in the Conference Handbook
- Half-price Conference registration for one delegate

Post Event

- Sponsor to receive relevant photographs of the event
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2017 National VET Conference

Charging Station Sponsor \$3,000 (incl. GST)

4 packages available

This sponsorship package is available to four organisations, or just one organisation who wishes to really push their message and gain some exclusivity. Charging stations attract a high turnover of delegates who will be exposed to your message and branding.

Pre event

- Logo on Velg Training website and Conference app with link to a preferred URL

During Event

- Customised Chargebar unit, with 16 charging cables, positioned in prominent area in the exhibition
- Exhibition pass for one staff member (please note - this does not include attendance at any Conference sessions)
- Attendance at the Welcome Function for your nominated exhibition representative
- Acknowledgement as a sponsor at the Conference
- Acknowledgement as a sponsor in the Conference Handbook
- Half-price Conference registration for one delegate

Prize Donations: In Kind

All sponsors (regardless of their sponsorship package) have the ability to donate prizes to Velg Training for the Conference. These prizes will be drawn during the Conference and will provide sponsors with additional exposure to delegates. Multiple prize draws will take place over the two days of the Conference. Sponsors also have the opportunity to promote prize draws on the Community Noticeboard that they would like to run at their booth during the Conference, by negotiation with the organising committee.

EXHIBITION FLOORPLAN

Please Note: Floorplan Confirmation Pending with ICC Sydney and ExpoNet



2017 NATIONAL VET CONFERENCE SPONSORSHIP APPLICATION & PAYMENT FORM

To sponsor this event, please complete the form below, provide a 20% deposit and email to Velg Training. Confirmations and notifications will be communicated via email. Please complete the form with your details as you would like them printed/displayed in promotional materials. Velg Training accepts no responsibility for misprinted details that have been provided incorrectly.

Payment by direct EFT

Organisation:.....
 Contact Name:.....
 Mailing Address:.....
 Suburb:..... State:..... Postcode:.....
 Telephone:..... Mobile:.....
 Email:.....
 Website:.....

Sponsor Details

Attach a copy of the EFT remittance to the application form and return to Velg Training.

Bank Name: Queensland Country Credit Union

Account Name: Velg Training Pty Ltd

BSB: 704 640 **Account Number:** 41525434

Payment by Visa or Mastercard

Card Type (Please Circle): Visa Mastercard
 Credit Card Number:.....
 Cardholders Name:.....
 Expiry Date:.....CCV: Signature:.....

Terms & Conditions

I have read and accept the Terms and Conditions for the 2017 National VET Conference

Signed: Date:.....

Type of Sponsorship (all prices include GST - tick appropriate box)

Sponsorship		
Silver Sponsor	<input type="checkbox"/>	\$8,700
Bronze Sponsor	<input type="checkbox"/>	\$6,500
Premium Exhibitor	<input type="checkbox"/>	\$4,900
Standard Exhibitor	<input type="checkbox"/>	\$3,800
Charging Station Sponsor	Qty.____ <input type="checkbox"/>	\$3,000
Extras		
Additional Booth Monitor (includes Welcome Function)*	Qty.____ <input type="checkbox"/>	\$250
Welcome Function ticket only	Qty.____ <input type="checkbox"/>	\$120
Amount Payable		\$_____

*Sponsor catering costs (per person); in addition to what is covered in set packages.

2017 NATIONAL VET CONFERENCE SPONSORSHIP PAYMENT PLAN

If you would like to pay for your Sponsorship in a payment plan, please fill out the below. The first payment needs to be a 20% deposit, however all other amounts are at your choosing.

Please ensure you complete this payment plan and the page before when submitting to Velg Training.

Proposed Payment Schedule

Payment Number	Date partial payment to be made	Amount to be paid
1		
2		
3		
4		
5*		

Final payment to be received by Velg Training in full by Friday 1 August 2017 at the latest.

Payment Method

Payment by direct Electronic Funds Transfer (EFT)

Attach a copy of the EFT remittance to the application form and return to Velg Training

Bank Name:	Queensland Country Credit Union	BSB Number:	704-640
Account Name:	Velg Training	Account Number:	41525434

Payment by Visa or Mastercard (tick as appropriate)

Credit Card Number:			
Cardholder's Name:		Expiry Date:	
Signature:		CVN:	

Terms & Conditions

I have read and accept the Terms and Conditions for the 2015 National VET Conference

Signed: _____ Date: _____

Office use only

Approved by:
(MCEM)

Terms and 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 Sponsorship Application & Payment Form, sponsors 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 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 Form and receives a minimum of 50% of the total owing as a deposit. The Organiser will then issue a confirmation letter 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 Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

The Application

5. An official Exhibition Application 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.

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.
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 premium package sponsors first and then prioritised by taking into account each organisation's level of sponsorship, the date of application receipt, preferences, proximity to competitors and other relevant matters.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the 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 re-allocated 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 provide the Exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of the Exhibitor.
16. The Organiser has the right to take action based on verbal or written directions including those contained in the Exhibition Manual. This is 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 and presentation of the Exhibitor catalogues, acknowledgements, handbills and 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 purchased or complimentary entry card.
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.

Obligations and Rights of the Sponsor

26. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
27. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
28. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
29. The Exhibitor must comply with all directions/requests issued by the Organiser including those outlined in the Exhibition Manual.
30. The Exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
31. 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 be done by an external party at a cost to be paid by the Exhibitor.
32. 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.
33. The Exhibitor will submit plans and visuals of custom designed exhibits to the Organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building. A valid Insurance Certificate of Currency for independent exhibition contractors will also be submitted prior to the Organiser granting this company access to the exhibition area.
34. The Exhibitor is responsible for all items within their allocated exhibition space.
35. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the Organiser if flammable or dangerous materials are required for the success of the exhibit.
36. 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.
37. The Exhibitor acknowledges that the Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the Exhibitor acknowledges that the Organiser will not be able to provide assistance in tracking lost deliveries. 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.
38. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
39. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the Organiser.

40. Sponsors agree not to advertise or hold during the c\Conference an event in competition with any part of the National VET Conference
41. Where The Exhibitor wishes to showcase two or more businesses that operate under the Exhibitor's organisational banner, The Exhibitor must purchase a booth for each of the businesses showcased.

Storage of goods

42. 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

43. Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. 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.

Insurance and Liability

44. 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 Organiser.
45. 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.
46. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
47. 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.
48. 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

49. 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.
50. 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 and Conditions of Contract and will not be eligible for a refund.
51. 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 between 6 and 12 months before the first day of the exhibition, the Exhibitor will be entitled to a 50% refund on funds due at the time of cancellation.
 - b. If notice of cancellation is received less than 6 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 may be invoiced for the difference to satisfy the above cancellation and refund policy.
52. If notice of cancellation is received prior to the first payment being made, the Exhibitor will be invoiced for and agrees to pay 25% of the total funds owing at that time.
53. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

Terms & Conditions of Contract Reviewed August 2016

