

# ASBA



**NSW**

**8-11 October 2024**

Glasshouse, Port Macquarie

**EVERYTHING COUNTS**

PARTNERSHIP & EXHIBITION  
**OPPORTUNITIES**

**ASBA**



Platinum Partners



# Invitation

## Invitation from the Conference Chair

Your company can access key procurement decision makers in non-government schools in NSW and ACT at the 2024 ASBA conference.

### What you can expect:

- ASBA NSW conferences are attended by around 120 school business and facilities leaders. These key staff will have time to thoughtfully consider your product offerings in a relaxed environment.
- Your staff can attend the professional learning content of the conference over a three-day program, which will provide added insights to the sector and the issues facing leaders in independent schools.

### How you can be involved:

- Be a premium sponsor
- Sponsor an event and/or other components of the program,
- Buy an individual exhibition stand

We would like to thank our Platinum Partners who have already committed their support to ASBA at a National level and the tangible support that this provides to all Chapters and their members.

Please consider the options in this prospectus and for further enquiries contact **Emma Bowyer** at ICMS Australasia at [emmab@icmsaust.com.au](mailto:emmab@icmsaust.com.au)

### **Louise Hambridge**

ASBA NSW 2024 Conference Committee Chair





# The Conference



## Organising Committee

### Louise Hambridge

Inaburra School

### Richard Arkell

Meriden School

### Kristy Dennis

St Patrick's College for Girls Campbelltown

### Phil Thai

St Andrew's Cathedral School

### Bryn Gregerson

Honorary, Ex-Waverley College

### Ali El-Khansa

Mater Maria Catholic College Warriewood

### Em Cassin

Oxley College

## Conference Organiser

### ICMS Australasia

ASBAQ 2024 Conference Secretariat

GPO Box 3270

Sydney NSW 2001

Telephone: +61 2 9254 5000

### Email contacts:

Sponsorship: [emmab@icmsaust.com.au](mailto:emmab@icmsaust.com.au)



ASBA NSW aims to promote and advance the personal development and ethical standards of those responsible for school business administration through the provision of professional development opportunities and the maintenance of effective relationships with kindred organisations. The Association also aims to develop efficiency in the administration of educational establishments by identifying and addressing national issues, which may impact on business operations of schools.

## Why Sponsor and/or Exhibit at the ASBA NSW 2024 Conference?

- Conference delegates are keen to improve their knowledge. Aligning your company with this powerful educational experience demonstrates your commitment to assisting delegate development.
- Your company's involvement, commitment and support for ASBA NSW will be widely acknowledged leading up to and during the Conference.
- Your company will benefit significantly from exposure to an interested, relevant and influential audience in an informal yet informative environment away from the competition of everyday distractions.

## ASBA Platinum Partners

ASBA Limited has Five Platinum Partners . These are:



### Platinum Partners



CompNow and SALTO Systems will feature as a Platinum Sponsor at ASBA NSW 2024.

# The Conference

## Effective Networking

The delegates are the leaders in their field. ASBA NSW delegates are keen to align with suppliers and services that add value and benefit to their schools. The membership of ASBA NSW is collaborative and engaging, they embrace inclusion of all participants. Sponsors and exhibitors are welcome at all social functions and are encouraged to network outside the exhibition. Major sponsors are invited to present to the audience in the business session, an opportunity rarely afforded in current Conferencing formats.

Stand competitions and general fun is very well received by the ASBA NSW community. There is a real sense of camaraderie.



### Previous Sponsors of ASBA NSW

These companies have supported ASBA NSW Conferences consistently in past years and can attest to the success of investing in the ASBA NSW conferences.



# Preliminary Program *(Subject to confirmation)*

## Tuesday 8th October 2024

- 1.00 Sponsor check in and setup
- 3.00 Registration desk open
- 5.30 Welcome cocktails and casual dinner (at registration venue).

## Wednesday 9th October 2024

- 8.00 Coffee/breakfast with sponsors
- 9.00 Plenary session - Sector focus
- 10.15 Morning break
- 11.00 **Plenary – AISNSW update – MEA, 83c, general industry situation Cathy Lovell TBC**
- 12.00 **ASBA National update – Kathy Dickson**
- 12.30 Lunch with Sponsors
- 1.30 **Break out session 1**  
Strategy, audit, operations, leadership options
- 2.15 **Break out session 2**
- 3.00 Coffee break with sponsors
- 3.30 **Plenary session - 83c update from Not For Profit Advisory Committee**
- 4.30 Drinks with sponsors
- 5.30 Transport to dinner
- 6.00 Dinner at waterside venue – smart casual.

## Thursday 10 October 2024 Facilities managers to join

- 8.30 Coffee/breakfast with sponsors
- 9.30 **Plenary session - TBC Facilities Focus**
- 10.30 Morning break
- 11.00 **Plenary - TBC Facilities Focus**
- 11.45 **Plenary – Facilities Management, Succession Planning and also managing generational change in your team.**
- 12.30 Lunch with Sponsors
- 1.30 **Break out session 1**  
Facilities, safety planning, capital development focus
- 2.15 **Break out session 2**
- 3.00 Coffee break with sponsors
- 3.30 Sponsor connection session
- 4.30 Conference Close
- 5.30 Transport to closing dinner
- 6.00 Dinner

## Friday 11 October 2024 School visit focus

- 8.30 Coffee/breakfast at leisure
- 9.30 **School visits – tour local schools and review projects of interest**
- 1.00 Return to venue and Conference ends.



# Partnership Opportunities

ASBA NSW 2024 Entitlements	Mid North Coast \$22,000 Exclusive	Governor Macquarie \$18,000 Exclusive	Koala \$13,000 3 Opportunities	Lighthouse Beach \$9,000 Six Opportunities
<b>Entitlements</b>				
Opportunity to sponsor the Closing Dinner	●			
Acknowledgement in the program book as sponsor of the Closing Dinner	●			
Opportunity to have four company provided pull up banners displayed in Closing Dinner venue	●			
Company logo on tickets to the Closing Dinner	●			
Opportunity to make a five-minute welcome speech	●			
Logo on Delegate satchel bag with conference logo	●			
<b>Sponsor Dinner Wednesday</b>				
Opportunity to sponsor the Delegate Gift		●		
Acknowledgement in the program book as sponsor of the Delegate Gift		●		
Company logo on the Delegate Gift		●		
Delegate Gift will be handed out during onsite registration		●		
Logo on name badge with conference logo		●	●	●
Opportunity to sponsor a Networking Lunch or Refreshment Break (other entitlements included dependant on choice)			●	
Acknowledgement in the program book as sponsor of the Networking Lunch or Refreshment Break (for your chosen day)			●	
Opportunity to have two company provided pull up banners displayed in Lunch venue			●	
Logo displayed on the session slides in rooms prior to the lunch break			●	
Acknowledgement as break sponsor by chair of sessions prior to break			●	
Opportunity to sponsor a plenary session- choice of session	●	●		
Naming rights to plenary session	●	●		
Verbal acknowledgement at the beginning and end of your chosen session	●	●		
Opportunity to provide a free standing pull up banner during the session (sponsor to provide)	●	●		
Logo on session slide	●	●	s	
Logo in program book against your chosen session	●	●		
<b>Exhibition</b>				
Exhibition Space	4 sqm	4 sqm	4 sqm	One table top display
<b>Marketing &amp; Promotion</b>				
Logo on the Conference Website	●	●	●	●
Logo on sponsor acknowledgement slide shown at the beginning and end of sessions	●	●	●	●
Logo on all sponsor signage at venue	●	●	●	●
Logo in Conference Program (subject to printing deadlines)	●	●	●	●
Advertisement in Conference Program (Subject to printing deadlines)	Full Page	Full Page	Half Page	Quarter Page
Inserts in delegate satchel (size and content to be approved by the Conference Organising Committee)	2	2	1	1
Company profile in the Conference Program (subject to printing deadlines)	200 words	200 words	100 words	50 words
Copy of delegate list provided before and after the event (subject to privacy requests)	●	●	●	●
Opportunity to place one company provided freestanding pull up banner in the main session room (2m high and 1m wide)	●			
<b>Registrations</b>				
Complimentary Sponsor registrations, including social functions	4	3	2	2

A wide variety of Partnership opportunities have been designed for ASBA NSW 2024, each containing benefits that will ensure your organisation receives maximum exposure.

All sponsorship and exhibition costs exclude 10% Australian Goods and Services Tax. This will be added to your invoice.

## Mid North Coast Sponsor

\$22,000+GST

(EXCLUSIVE OPPORTUNITY)

### Entitlements

ASBA NSW Closing Dinner Sponsorship on Wednesday 9 October 2024

- Acknowledgement in the Program Book as sponsor of the Closing Dinner
- Opportunity to have two pull up banners displayed in Closing Dinner venue
- Company logo on tickets to the Closing Dinner
- Opportunity to make a five-minute welcome speech at the Closing Dinner

### Delegate bag branding

- Logo on delegate satchel bag with Conference logo

### Sponsorship of a Plenary session

- Verbal acknowledgement at the beginning and end of your chosen session
- Opportunity to provide a free standing pull up banner during the session (sponsor to provide)
- Logo on session slide
- Logo in Program Book against your chosen session

### Exhibition

- 4 sqm of Exhibition space (2m x 2m)

### Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program
- Full page advertisement in the Conference Program
- Two inserts to be placed into the delegate satchels (size and content to be approved by the Conference Organising Committee)
- 200 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event with position and organisation listed (subject to privacy requests)

### Registrations

- Four complimentary Sponsor (full delegate) registrations to the Conference, including social functions
- Complimentary attendance at all Conference sessions

# Partnership Opportunities

**Governor Macquarie Sponsor**  
**\$18,000+GST**  
**(EXCLUSIVE)**

## Entitlements

### Delegate Gift

- Acknowledgement in the Program Book as sponsor of the Delegate Gift
- Company logo on Delegate Gift
- Delegate Gift will be handed out during on-site registration

### Name Badge & Lanyard Branding

- Logo on name badge and lanyard alongside Conference logo

### Sponsorship of a plenary session

- Verbal acknowledgement at the beginning and end of your chosen session
- Opportunity to provide a free standing pull up banner during the session (sponsor to provide)
- Logo on session slide
- Logo in Program Book against your chosen session

## Exhibition

- 4 sqm of Exhibition space (2m x 2m)

## Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program
- Full page advertisement in the Conference Program
- Two inserts to be placed into the delegate bags (size and content to be approved by the Conference Organising Committee)
- 200 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event with position and organisation listed (subject to privacy requests)

## Registrations

- Three complimentary Sponsor (full delegate) registrations to the Conference, including social functions
- Complimentary attendance at all Conference sessions



**Koala Sponsor**  
**\$13,000+GST**  
**(THREE OPPORTUNITIES)**

## Entitlements

### Networking Lunch or Refreshment Break

- Opportunity to sponsor a Networking Lunch or Refreshment Break
- Acknowledgement in the Program Book as sponsor of the Networking Lunch or Refreshment Break (for your chosen day)
- Opportunity to have two company provided pull up banners displayed in Lunch venue
- Logo displayed on the session slides in rooms prior to the lunch break
- Acknowledgement as break sponsor by chair of sessions prior to break

## Exhibition

- 4sqm of Exhibition space (2m x 2m)

## Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Half page advertisement in the Conference Program
- One insert to be placed into the delegate bags (size and content to be approved by the Conference Organising Committee)
- 100 word company profile in the Conference Program (subject to printing deadlines)
- A copy of the delegate list provided before and after the event (subject to privacy requests)

## Registrations

- Two complimentary Sponsor (full delegate) registrations to the Conference, including social functions
- Complimentary attendance at all Conference sessions



# Partnership Opportunities

## Lighthouse Beach Sponsor

\$9,000+GST

(SIX OPPORTUNITIES)

### Entitlements

#### Audience address

- Opportunity to promote your organisation for a one-minute review during the exhibition

#### Exhibition

- One x Table Top Display (consisting of back wall, fascia sign, trestle table, two x chairs)

### Marketing

- Logo on Conference Website
- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program
- Full page advertisement in the Conference Program
- Two inserts to be placed into the delegate bags (size and content to be approved by the Conference Organising Committee)
- 50 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event with position and organisation listed (subject to privacy requests)

### Registrations

- Two complimentary sponsor (full delegate) registrations to the Conference, including social functions
- Complimentary attendance at all Conference sessions





# Individual Opportunities

## Barista Cart Sponsor

\$8,000+GST

(TWO OPPORTUNITIES)

Two barista zones will be located within the exhibition area for ASBA NSW 2024. Serving coffee and tea throughout the morning tea, afternoon tea and lunch breaks.

### Entitlements and Marketing:

- Logo on Barista Zone signage
- Opportunity to provide sponsor's cap, apron, cups and napkins for use on barista zone or by baristas (sponsor to supply at own cost – fresh aprons required each day)
- Opportunity to place a company provided banner at the barista zone (2m high by 1m wide, free standing)
- Logo on Conference Website
- Logo in Conference Program

### Registration

- One complimentary sponsor (full delegate) registration to the conference, including social Functions
- Complimentary attendance at all Conference sessions

\*\* please note: no other barista zone/coffee machine will be permitted within the exhibition area

## Welcome Function Sponsor

\$8,000+GST

(EXCLUSIVE OPPORTUNITY)

A social highlight of the ASBA NSW event, included for all delegates. Your branding will be highly visible.

### Entitlements and Marketing

- Opportunity to sponsor the Welcome Function on Tuesday 8 October 2024
- Opportunity to have company provided pull up banners displayed in Welcome Function venue
- Acknowledgement in the Program Book as sponsor of the Welcome Function

### Registration

- One complimentary sponsor (full delegate) registration to the conference, including social functions
- Complimentary attendance at all Conference sessions





# Individual Opportunities



## Ice Cream Station Sponsor \$7,000+GST (EXCLUSIVE OPPORTUNITY)

One Ice Cream Station will be located within the exhibition area for ASBA NSW 2024. Serving ice cream throughout the morning tea, afternoon tea and lunch breaks.

### Entitlements and Marketing

- Logo on Ice Cream Station signage
- Opportunity to provide sponsor's napkins for use at the ice cream station (sponsor to supply at own cost)
- Opportunity to place a company provided banner at the ice cream station (2m high by 1m wide, free standing)
- Logo in Conference Program (subject to printing deadlines)
- Logo on Conference Website

### Registration

- One complimentary sponsor (full delegate) registration to the conference, including social functions
- Complimentary attendance at all Conference sessions

\*\* please note: no other ice cream stations will be permitted within the exhibition area

## Advertising in the Program Book

Full Page \$1,500 + GST  
Half Page \$ 700 + GST

# Add-On Options

## Two Opportunities

(only available as an add-on to your existing sponsorship or exhibition).

### Option 1

#### **NETWORKING DRINKS** \$3,000+GST

Opportunity to sponsor a Networking Drinks session held in the exhibition area

- Acknowledgement in the program book as sponsor of the Networking Drinks (for your chosen day)
- Opportunity to have company provided pull up banners displayed in Drinks venue
- Logo displayed on the session slides in rooms prior to the drinks break
- Acknowledgement as drinks sponsor by chair of the sessions prior to break

### Option 2

#### **Conference Pen Sponsor** \$1,000+GST

(EXCLUSIVE)

- Opportunity to provide a company branded pen for inclusion in the delegate satchel bag (please note sponsor is to provide pen to the organisers, quantity will be advised)

### Option 3

#### **Conference Notepad Sponsor** \$1,000+GST

(EXCLUSIVE)

- Opportunity to provide a company branded notepad for inclusion in the delegate satchel bag (please note sponsor is to provide notepad to the organisers, quantity will be advised)

### Option 4

#### **Picnic Box Morning Tea – Tour Morning** \$2000+GST

(EXCLUSIVE)

Opportunity to sponsor the picnic box morning tea on transit to tour venues

- Acknowledgement in the program book as sponsor (for your chosen day)
- Opportunity to provide a pull up banner at the bus stop
- Opportunity to brand with the food eg via branding on the boxes or on included serviette in the pack

### Option 5

#### **Conference Activity Options**

- Please contact ICMS if you have creative ideas to add to the event – for example, seated massage, hand massage, signature cocktail creations, cartoonist, etc.

# Exhibition

## Exhibition Table Top Display \$6,000+GST

(LIMITED OPPORTUNITIES)

- Logo in Conference Program (subject to printing deadlines)
- Quarter page advertisement in the Conference Program
- One x Table Top Display (consisting of back wall, fascia sign, trestle table, two x chairs)
- One Exhibitor registration
- One complimentary Sponsor registration to the Conference, including social functions and Conference sessions
- Logo and contact details listed in the Conference program
- Logo on Conference Website

## General Information

- Exhibitor personnel passes include morning and afternoon refreshments; lunch each day, and a Conference Bag including a copy of the Conference Program.
- Exhibitor personnel passes do not provide Conference Registration (apart from as defined in Exhibition Contract and therefore do not grant access to the core Conference Program or Conference sessions or Social Functions. Social Function tickets can be purchased at an additional cost.
- Priority of placement within the exhibition will be sold in accordance with the date of application receipt and sponsorship level.
- An exhibition manual containing information on move in and out times will be distributed to exhibitors and sponsors in 2024.

## Sponsorship & Exhibition Information

### Conditions of Payment

Payment of a 50% deposit is required upon confirmation of your sponsorship and exhibition selections. The remaining 50% will be due 12 weeks prior to the event.

Failure to pay your sponsorship and exhibition invoice may result in your sponsorship item or exhibition stand being released for sale. Payment plans can be arranged.

### For further information, please contact:

#### Emma Bowyer

ASBA NSW 2024 Conference Director  
ICMS Australasia

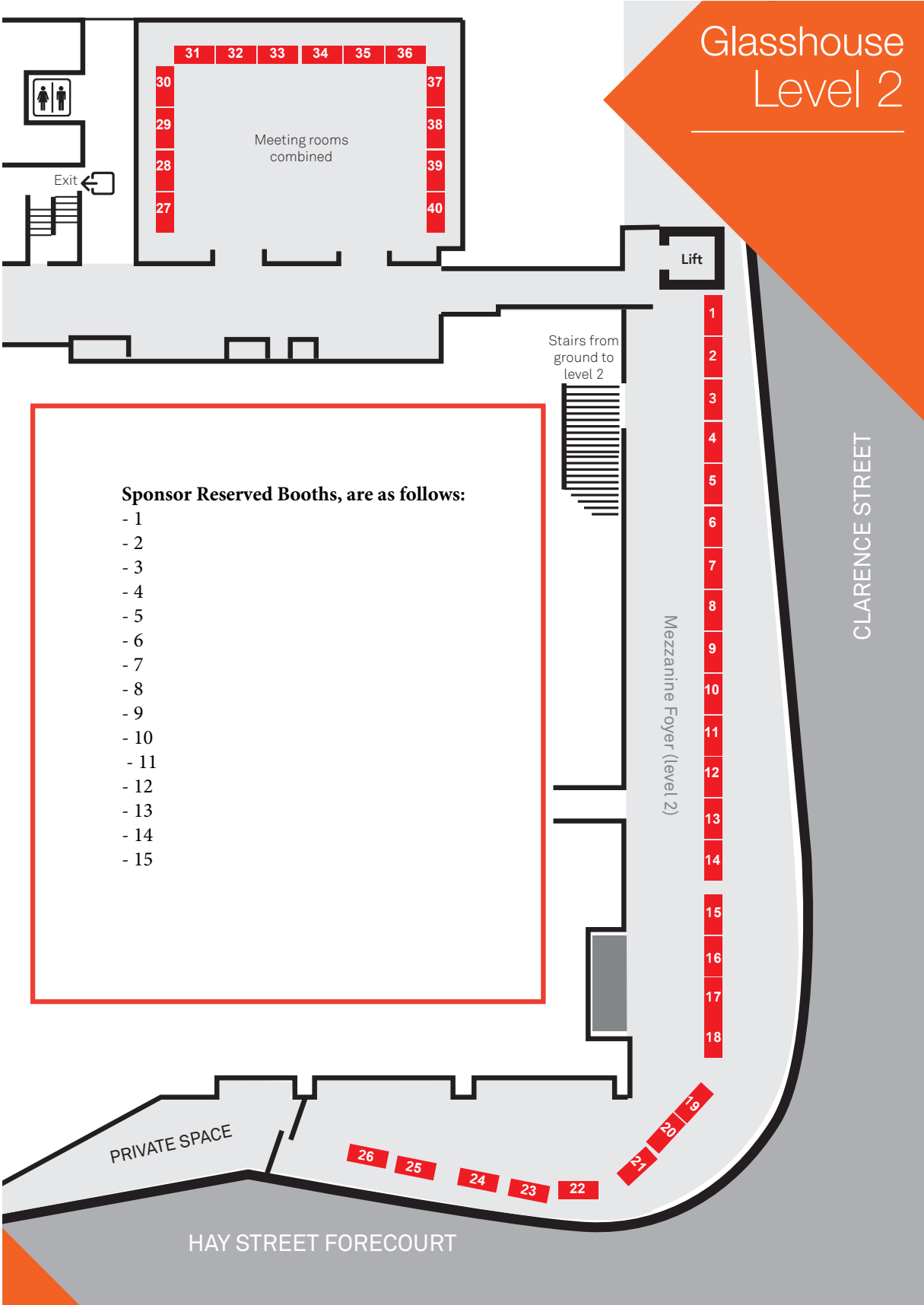
Tel: 02 9254 5000

Email: [emmab@icmsaust.com.au](mailto:emmab@icmsaust.com.au)





# Exhibition Floor Plan



# PARTICIPATION FORM



NSW

8-11 October 2024

Glasshouse, Port Macquarie

EVERYTHING COUNTS

## PERSONAL DETAILS

Please note all correspondence including invoices will be sent to the contacts supplied below.

Organisation name (for invoicing purposes) \_\_\_\_\_

Contact Person (for invoicing purposes) \_\_\_\_\_

Email \_\_\_\_\_

Organisation name (for marketing purposes) \_\_\_\_\_

Contact Person (for organising purposes) \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Website \_\_\_\_\_

## PARTICIPATION OPPORTUNITIES

Please tick appropriate box. All prices are in AUD plus 10% GST (Goods and Services Tax).

EXHIBITION OPPORTUNITIES		PREFERRED EXHIBITION LOCATION
<input type="checkbox"/> Exhibition Table Top Display	\$6,000	Priority of placement within the exhibition will be offered to sponsors first and then sold in accordance with the date of application receipt. 1 <sup>st</sup> Choice: ..... 2 <sup>nd</sup> Choice: ..... 3 <sup>rd</sup> Choice: .....

SPONSORSHIP OPPORTUNITIES	
<input type="checkbox"/> Mid North Coast Sponsor	\$22,000
<input type="checkbox"/> Governor Macquarie Sponsor	\$18,000
<input type="checkbox"/> Koala Sponsor	\$13,000
<input type="checkbox"/> Lighthouse Beach Sponsor	\$9,000
<input type="checkbox"/> Barista Cart	\$8,000
<input type="checkbox"/> Welcome Function	\$8,000
<input type="checkbox"/> Ice Cream Station	\$7,000
<input type="checkbox"/> Advertising - full page	\$1,500
<input type="checkbox"/> Advertising - half page	\$700

ADD-ONS	
<input type="checkbox"/> Networking Drinks	\$3,000
<input type="checkbox"/> Conference Pen	\$1,000
<input type="checkbox"/> Conference Notepad	\$1,000
<input type="checkbox"/> Picnic Box Morning Tea - Tour Morning	\$2,000
<input type="checkbox"/> Conference Activity Options	POA
<input type="checkbox"/> Site tour (per ticket)	\$50

**TOTAL \$AUD**

**CONDITIONS OF PAYMENT**

- Please invoice my organisation for the sponsorship and/or exhibition package shown above. I commit to pay the full value of the elected conference sponsor package by **31 January 2024**.
- I understand that should payment not be processed and received by ASBA (NSW) by **31 January 2024** the conference sponsorship and/or exhibition space will be cancelled and offered to the next unsuccessful organisation in the category.

**PRIVACY STATEMENT**

YES, I consent to my details being shared with suppliers and contractors of the Conference to assist with my participation and planning. Also for the information distribution in respect of other relevant events that may be of interest to me that are organised by the Conference Manager.

NO, I do not consent.

**Please return the completed Participation Form as soon as possible via email to:**

**Emma Bowyer**  
ASBA NSW 2024 Conference Director  
[emmab@icmsaust.com.au](mailto:emmab@icmsaust.com.au)

*Please note that the date of submission of the 2024 ASBA (NSW) Conference Sponsor application will be taken into account.*

**DECLARATION:** I have read and accept the terms & conditions with this form and wish to become a partner and/or Exhibitor at ASBA NSW 2024. I acknowledge that this is a binding commitment to pay the amount shown above and confirm I have the authority to enter into this commitment on behalf of my organisation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# TERMS & CONDITIONS

## The Contract

1. The term "Organiser" refers to ICMS Australasia Pty Ltd and includes associations, corporate and government bodies who have engaged ICMS Australasia Pty Ltd as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identifies 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 must be received to reserve the space.
6. The Organiser reserved 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 to hold the exhibition on other dates as near 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. The Organiser agrees to allocate the Exhibitor an exhibition space as close as possible to their desired location.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location 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 arrange security onsite during the period of the exhibition but will not 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 Exhibitor

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 issues 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 exhibitor. 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 invoices 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.

## Storage of goods

40. 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

41. 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 OH&S. Access will be denied without such documentation.

## Insurance and Liability

42. 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.
43. 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.
44. 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.
45. 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.
46. 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

47. 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.
48. 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.
49. Withdrawal – if the Exhibitor withdraws its exhibition commitment they will be liable for the following payments in accordance with the below:
  - a. 6-12 months prior to the first day of the exhibition – 50% refund on sponsorship and exhibition amount
  - b. Less than 6 months prior to the first day of the exhibition – No refund on sponsorship and exhibition amount
  - 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 and below cancellation and refund policy. Payments must be made within 7 days of receipt of invoice.
50. Cancellation – if the exhibition is cancelled due to unforeseen circumstances, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the cancellation however, all monies paid for the sponsorship will be refunded immediately.
51. Rescheduling – if the exhibition is rescheduled for any reason and the Exhibitor does not wish to participate in the exhibition at the rescheduled dates, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the rescheduling, and the Exhibitor will be liable for 25% of the total sponsorship cost.
52. If the exhibition transfers to an online format and the exhibitor does not wish to participate in the exhibition on the online format, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the online format. The Exhibitor will then be liable for 25% of the total sponsorship cost, being 10% administration and a scale dependant on the level of entitlements already delivered, such as promotion.
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 May 2020*



# ASBA



**NSW**

**8-11 October 2024**

Glasshouse, Port Macquarie

**EVERYTHING COUNTS**

[www.asba.asn.au/NSW2024](http://www.asba.asn.au/NSW2024)

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