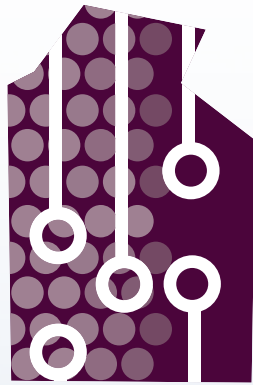




Platinum Partners



# ASBA SA&NT CONFERENCE



**thrive together:** building  
community through connections  
21-23 AUGUST 2024 | SOUTH AUSTRALIA  
**Bridges Event Centre, Gifford Hill**

*Partnership  
Opportunities*



# Invitation from the Conference Chair



Dear Colleagues

On behalf of the ASBA SA&NT Conference Committee, we would like to invite you to join us at the 2024 State Residential Conference at Gifford Hill, Murray Bridge Racecourse from 21-23 August 2024.

Our last Chapter conference was held at Adelaide Oval in August 2022 and was well attended by delegates from a wide range of small to large and low to high fee schools. The Committee received positive feedback from both sponsors and delegates alike. The 2024 Conference aims to provide a variety of inspirational and technical content tying back to the theme of “Thrive Together: Building Community Through Connections”. An exciting feature of the conference will be the gala dinner on the final night which will celebrate ASBA SA&NT’s 50th birthday.

The Committee is working hard to ensure the Conference is affordable for all members and has a positive blend of professional learning with a fun social programme.

Given the floods experienced by the River Murray communities in 2022 and 2023, the Committee is being deliberate about providing a conference which not only brings our ASBA Community together again, but looks to bring awareness to one of many regional communities that is rebuilding from the devastating floods.

We would love for you to be able to join us at our next Chapter Conference!

## **Erin Kluge**

ASBA SA&NT 2024 Chair

## **Oganising Committee**

### **Erin Kluge (Chair)**

Tyndale Christian School

### **Karl Barber (Deputy Chair)**

Cabra Dominican College

### **Johnny Ioannou**

Cardijn College

### **Paul Hunter**

Woodcroft College

### **Kerryn Simpfordorfer**

Cornerstone College

### **Alice Hamilton**

St Peter’s Collegiate Girls’ School

### **Natalie Guthrie**

Seymour College

### **Jon Munn**

Trinity College

### **Mick Hoopman**

Concordia College

### **Dominic LoBasso**

St Michael’s College

### **Alan Nolan**

The Essington School

# The Conference

ASBA SA&NT (Association) promotes and advances the personal development for those responsible for school business administration in the non-government education sector. It also provides personal development opportunities while cultivating effective and collegial relationships within kindred organisations. The Association aims to develop effective administration of educational establishments by identifying and addressing both State and National issues, which may impact on business operations within schools.

## Theme

The theme for our 2024 iteration is **'Thrive together: building community through connections'**. We wanted to capture the importance of team work and building on our professional and personal relationships to deliver the best outcomes for our schools and each other.

## Conference Organiser

### ICMS Australasia

ASBA SA&NT 2024 Conference  
Secretariat  
GPO Box 3270  
Sydney NSW 2001

Telephone: +61 2 9254 5000

### Email contacts:

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



## Why Sponsor and/or Exhibit at ASBA SA&NT 2024?

- Conference delegates are keen to improve their knowledge and understanding of the growing complexities in a school environment. Aligning your company with this powerful professional development experience demonstrates your commitment to supporting our Association.
- Your company's involvement, commitment and support for ASBA SA&NT 2024 will be widely acknowledged leading up to and during the Conference.
- Your company will benefit from exposure and connection to an interested, relevant and influential audience in an inviting and informative environment.

## ASBA National Platinum Partners

ASBA Limited has Six Platinum Partners. These are:



### Platinum Partners



Commonwealth Bank



CompNow and Higgins Coatings will feature as a Platinum Sponsor at ASBA SA&NT 2024.

# Effective Networking

The delegates are business and operational leaders in the non-government education sector of South Australian and Northern Territory. ASBA SA&NT delegates are keen to interact with suppliers and services that add value and benefit to their schools. The membership of ASBA SA&NT is collaborative and engaging, where they embrace inclusion of all participants. Sponsors and exhibitors are welcomed and invited to all social functions and encouraged to network outside the exhibition. Major sponsors are invited to present to attendees in a business session which is an opportunity rarely afforded in current conferencing formats.

Stand competitions with the encouragement of general fun is very well received by the ASBA SA&NT Community. We believe there is a real sense of camaraderie.

## Previous Sponsors of ASBA SA&NT

These companies have supported ASBA SA&NT Conferences consistently in past years and can attest to the success of investing in them.

**advancedlife**  
school photography & print specialists

**Alii**

**AON**

**ASCA**  
BETTER BUYING POWER FOR SCHOOLS

**bfx**  
BFX Furniture

**CATER CARE**

**COLE**  
School Experts

**COMMAND 51**  
CLEANING | GROUNDS | SERVICE

**Commonwealth Bank**

**compnow**  
IT built for you

**Edstart**

**education horizons**

**FACTS**  
A @intel COMPANY

**FINDEX**

**furnware**

**Higgins**  
Better painting management

**midford** SINCE 1946

nabeducation **nab**

**Nexia Australia**

**ngs Super**

**PROGRAMMED**  
Property Services

**Quayclean**  
Experience more.

**RICOH**  
imagine. change.

**SALTO**  
inspiredaccess

**SOUTHGATE**  
Salary Packaging Services

**TASS**  
the alpha school system

**TWG**  
HOSPITALITY SERVICES

**WESTONE**  
CAPITAL

**WESTONE**  
CAPITAL FINANCE

**Southern Cross Cleaning**  
Five Star Cleaning Service

# Preliminary Program

(Subject to confirmation)

## Tuesday 20 August 2024

9.00 Exhibition setup day

16.30 Exhibition setup closes

## Wednesday 21 August 2024

8.00 Exhibition access for exhibitors

8.30 Registration opens

9.00 Delegates meet for half-day activity

12.30 Delegates return from activity

12.45 Lunch in Exhibition

### **2.00 Plenary Session 1**

3.00 Coffee break with sponsors

### **3.30 Plenary Session 2**

4.30 Sessions end

4.30 Happy Hour in the Exhibition

5.30 Transport to drinks reception

6.00 Drinks reception commences

## Thursday 22 August 2024

8.30 Coffee/breakfast with sponsors

### **9.30 Plenary session**

10.30 Morning break

### **11.00 Plenary Session 3**

12.00 Lunch with Sponsors

### **1.30 Plenary Session 4**

2.30 Coffee break with sponsors

### **3.00 Plenary Session 5**

4.00 Session ends

4.00 Transport back to hotel

6.30 Transport to dinner from hotel

7.00 Conference dinner commences

## Friday 23 August 2024

8.30 Coffee/breakfast with sponsors

### **9.30 Plenary Session 6**

10.30 Morning break with sponsors

### **11.00 Plenary Session 7**

12.00 Lunch with sponsors

### **13.30 Plenary Session 8**

14.30 Afternoon break with sponsors

### **15.00 Plenary Session 9**

15.00 Sponsors bump-out

16.15 Conference ends



# Partnership Opportunities

A wide variety of Partnership opportunities have been designed and are being offered for ASBA SA&NT 2024, each containing benefits that will ensure your organisation receives exposure.

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

## *Murray River*

**\$13,500 + GST**

EXCLUSIVE OPPORTUNITY

### Entitlements

- Acknowledgement as the Murray River Sponsor in delegate materials
- Three (3) x Sponsor registrations including access to the welcome function
- Opportunity to promote your organisation with a five-minute review to the delegates at the start of a conference session

### Sponsorship of a plenary session

- Verbal acknowledgement at the beginning and end of your chosen session
- Opportunity to provide 2 x free standing pull up banners to be onstage during the session (sponsor to provide)
- Logo on session slide
- Logo in Program against your chosen session

### Delegate Tote Bag Branding

- Acknowledgement in the Program as sponsor of the Delegate Tote Bag
- Logo on Delegate Tote Bag with Conference logo

### Exhibition

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

### Marketing

- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program
- Two (2) Full page advertisements in the Conference Program
- 200 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event (subject to privacy requests)



## ***Pomberuk***

***\$11,000 + GST***

TWO OPPORTUNITIES

### **Entitlements**

- Acknowledgement as the Pomberuk Sponsor in delegate materials
- Two (2) x Sponsor registrations including access to the welcome function
- Opportunity to promote your organisation with a three-minute review to the delegates at the start of a conference session

### **Exhibition**

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

### **Marketing**

- 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
- 150 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event (subject to privacy requests)

### **Plus choice of one of the following:**

#### **Delegate Gift**

- Opportunity to provide 1 x branded gift and promotional flyer to be included in delegate tote bag (at sponsor's expense)

OR

#### **Name Badge & Lanyard Branding**

- Logo on name badge and lanyard alongside Conference logo

## ***Sturt***

***\$7,000 + GST***

THREE OPPORTUNITIES

### **Entitlements**

- Acknowledgement as the Sturt Sponsor in delegate materials
- Two (2) x Sponsor registrations including access to the welcome function
- Opportunity to promote your organisation with a one-minute review to the delegates at the start of a conference session

### **Exhibition**

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

### **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)
- Logo displayed on the session slides in rooms prior to the lunch break
- Acknowledgement as break sponsor by chair of sessions prior to break

### **Marketing**

- Logo on sponsor acknowledgement slide shown at the beginning and end of sessions
- Logo on all sponsor signage at venue
- Logo in Conference Program
- Half page advertisement in the Conference Program
- 75 word company profile in the Conference Program
- A copy of the delegate list provided before and after the event (subject to privacy requests)

# Individual Opportunities

## Conference Dinner

**\$7,500 + GST**

EXCLUSIVE OPPORTUNITY

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

### Entitlements and Marketing

- Opportunity to sponsor the Conference Dinner on Thursday 22 August 2024
- Opportunity to have company provided pull up banners displayed in Conference Dinner venue
- Opportunity to have your company logo included on the dinner menus
- Acknowledgement in the Program Book as sponsor of the Conference Dinner
- Acknowledgement as the Conference Dinner sponsor on the dinner ticket
- Opportunity to briefly welcome delegates to the Conference Dinner as the sponsor of the function

### Registration

- One (1) x Sponsor registration including access to the welcome function
- Three (3) x additional tickets to the Conference Dinner

## Welcome Function

**\$5,000 + GST**

EXCLUSIVE OPPORTUNITY

### Entitlements and Marketing

- Opportunity to sponsor the Welcome Function on Wednesday 21 August 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
- Opportunity to briefly welcome delegates to the Welcome Function as the sponsor of the function

### Registration

- One (1) x Sponsor registration including access to the welcome function
- Three (3) x additional tickets to the welcome function





## **Barista Cart**

**\$7,000 + GST**

TWO OPPORTUNITIES

Two barista carts will be located within the exhibition/registration area for ASBA SA&NT 2024. Providing coffee and tea throughout the morning tea, afternoon tea and lunch breaks.

### **Entitlements and Marketing**

- Logo on Barista Cart 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 in Conference Program

### **Registration**

- One (1) x Sponsor registration including access to the welcome function

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

## **Sweet Station**

**\$7,000 + GST**

EXCLUSIVE OPPORTUNITY

A Sweet Station will be located within the exhibition/registration area for ASBA SA&NT 2024. Providing different Sweet Treats throughout the morning tea, afternoon tea and lunch breaks.

### **Entitlements and Marketing**

- Logo on Sweet Station signage
- Opportunity to provide sponsor's merchandise for use on the Sweet Station (sponsor to supply at own cost)
- Opportunity to place a company provided banner at the Sweet Station area (2m high by 1m wide, free standing)
- Logo in Conference Program

### **Registration**

- One (1) x Sponsor registration including access to the welcome function

*\*\* please note: no other Sweet Station will be permitted within the exhibition area.*



# Individual Opportunities

## **Ice Cream Cart**

**\$6,000 + GST**

EXCLUSIVE OPPORTUNITY

An Ice Cream cart will be located within the exhibition/registration area for ASBA SA&NT 2024. Providing ice cream throughout the morning tea, afternoon tea and lunch breaks.

### **Entitlements and Marketing**

- Logo on Ice Cream Cart signage
- Opportunity to provide sponsor's cap, apron, cups and napkins for use on the ice cream cart (sponsor to supply at own cost – fresh aprons required each day)
- Opportunity to place a company provided banner at the Ice Cream Cart area (2m high by 1m wide, free standing)
- Logo in Conference Program

### **Registration**

- One (1) x Sponsor registration including access to the welcome function

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

## **Happy Hour Drinks**

**\$3,000 + GST**

EXCLUSIVE OPPORTUNITY

Opportunity to sponsor the Happy Hour Drinks held ahead of the Conference Dinner on Thursday 22 August 2024

- Acknowledgement in the program book as sponsor of the Happy Hour Drinks
- 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 Happy Hour Drinks sponsor by chair of the sessions prior to break
- Logo in Conference Program



## ***Bus Transfer Partner***

***\$5,000 + GST***

EXCLUSIVE OPPORTUNITY

Bus transport will play an important role in transferring delegates to the conference venue, social functions and accommodation.

### **Entitlements and Marketing**

- Logo displayed on front window of bus
- Opportunity for a promotional item to be placed on the bus seat (at sponsor's expense)
- Logo in Conference Program

## ***Conference Pen***

***\$1,000 + GST***

EXCLUSIVE OPPORTUNITY

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).

## ***Conference Note Pad***

***\$1,000 + GST***

EXCLUSIVE OPPORTUNITY

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).

## ***Advertising in the Conference Program***

***Full Page      \$1,500 + GST***

***Half Page      \$700 + GST***



# Exhibition

## Exhibition Booth

**\$4,500 + GST**

LIMITED OPPORTUNITIES

- 4 sqm of Exhibition space (2m x 2m)
- Logo in Conference Program
- One Exhibitor registration
- One complimentary Sponsor registration to the Conference, including social functions
- 25 word company profile in the Conference Program
- Logo in Conference Program

## Exhibition General Information

- Exhibitor personnel passes include morning and afternoon refreshments; lunch each day, a delegate materials including a copy of the Conference Program.
- Exhibitor personnel passes do not provide Conference Registration and therefore do not grant access to the core Conference Program 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:

#### Fallon Beatty

ASBA SA&NT 2024

ICMS Australasia Sponsorship Manager

Tel: 02 9254 5000

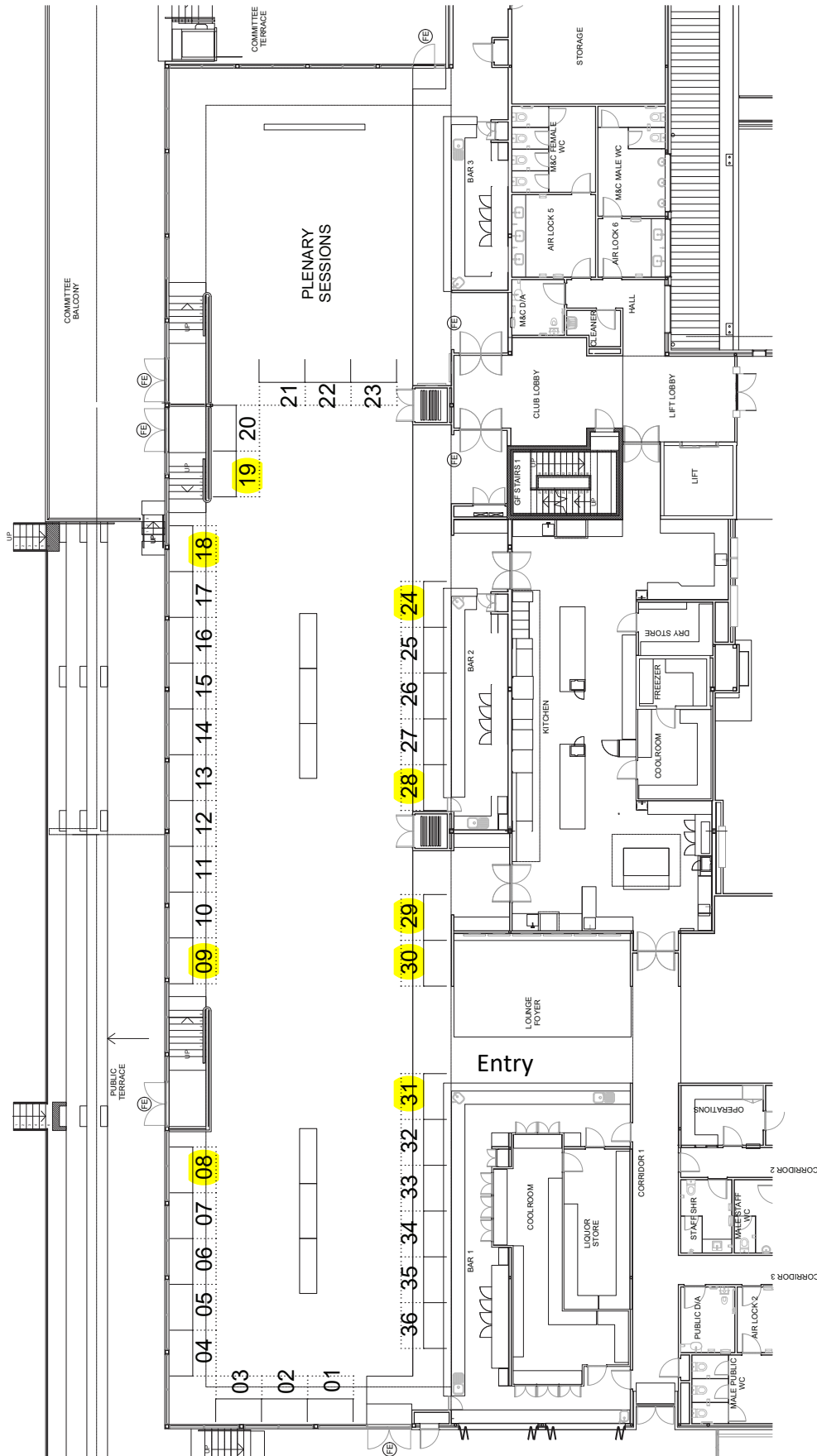
Email: [fallonb@icmsaust.com.au](mailto:fallonb@icmsaust.com.au)



# Benefits Summary

Benefits	Murray River \$13,500 + GST	Pomberuk \$11,000 + GST	Sturt \$7,000 + GST
<b>Entitlements</b>			
Sponsorship of a Plenary session	✓		
Verbal acknowledgement at the beginning and end of your chosen session	✓		
Opportunity to provide 2 x free standing pull up banners to be onstage during the session (sponsor to provide)	✓		
Logo on session slide	✓		
Logo in Program against your chosen session	✓		
Acknowledgement in the Program as sponsor of the Delegate Tote Bag	✓		
Logo on Delegate Tote Bag with Conference logo	✓		
Acknowledgement as the Pomberuk Sponsor in delegate materials		✓	
Opportunity to provide 1 x branded gift and promotional flyer to be included in delegate tote bag (at sponsor's expense) OR Logo on name badge and lanyard alongside Conference logo		✓	
Acknowledgement as the Sturt Sponsor in delegate materials			✓
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)			✓
Logo displayed on the session slides in rooms prior to the lunch break			✓
Acknowledgement as break sponsor by chair of sessions prior to break			✓
<b>Audience Address</b>			
Opportunity to promote your organisation to the delegates at the start of a conference session	Five minutes	Three minutes	One minute
Acknowledgement by MC as conference sponsor	✓		
<b>Exhibition</b>			
Exhibition Booth	4 sqm	4 sqm	4 sqm
<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	✓	✓	✓
Advertisement in the Conference program	2x Full page	Full page	Half page
Logo in Conference Program	✓	✓	✓
Company profile in the Conference Program (subject to printing deadlines)	200 words	150 words	75 words
Copy of delegate list provided before and after the event (subject to privacy requests)	✓	✓	✓
<b>Registrations</b>			
Complimentary Sponsor registrations, including access to the Welcome Function	3	2	2

# Exhibition Floor Plan



Reserved for Sponsors

# Participation Form



## 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

Exhibition Booth \$4,500

### PREFERRED EXHIBITION LOCATION

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

- Murray River Partner \$13,500
- Pomberuk Partner \$11,000
- Sturt Partner \$7,000
- Conference Dinner \$7,500
- Welcome Function \$5,000
- Barista Cart \$7,000
- Sweet Station \$7,000
- Ice Cream Cart \$6,000
- Happy Hour Drinks \$3,000
- Bus Transfer Partner \$5,000
- Conference Pen \$1,000
- Conference Note Pad \$1,000

### ADVERTISING IN THE CONFERENCE PROGRAM

- Full Page \$1,500
- Half Page \$700

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 SA&NT 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:**

### Fallon Beatty

Director, Sponsorship & Exhibitions  
fallonb@icmsaust.com.au

*Please note that the date of submission of the 2024 ASBA SA&NT 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 SA&NT 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 AND CONDITIONS OF CONTRACT

## 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 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.

## 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 Organisers 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

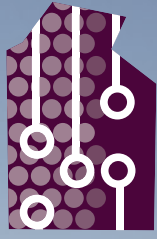
42. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser.
43. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, 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

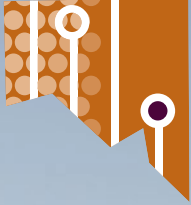
47. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and NO refund will be made. NO exhibitor shall occupy allocated exhibition space until 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 event is cancelled due to unforeseen circumstances, the Organiser will not be liable to the Exhibitor for any loss incurred by the Sponsor or Exhibitor as a result of the cancellation, however all monies paid for any sponsorship and exhibition will be refunded.
51. Rescheduling – if the event is rescheduled for any reason and the Sponsor or 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 only be liable for 25% of the total sponsorship and exhibition cost with the remaining funds being refunded.
52. If the event transfers to an online or hybrid format and the Sponsor or Exhibitor does not wish to participate in the event in the online format, the Organiser will not be liable to the Sponsor or Exhibitor for any loss incurred as a result of the online format. The Sponsor or Exhibitor will be liable for up to a maximum of 25% of the total sponsorship or exhibition cost, including 10% administration plus a scale of value dependant on the level of entitlements already delivered, such as a promotion and branding.
53. Booth availability may be limited or restricted and allocations and available quantities will be advised upon processing your application.

*Terms and Conditions of Contract reviewed July 2020.*





# ASB SA&NT CONFERENCE



**thrive together:** building  
community through connections  
21-23 AUGUST 2024 | SOUTH AUSTRALIA

