



# Building Connections

**ASBA VIC STATE CONFERENCE**  
 26-28 May 2024 • Sofitel Melbourne



**PARTNERSHIP OPPORTUNITIES**

[www.asba.asn.au/VIC2024](http://www.asba.asn.au/VIC2024)

# ABOUT ASBA (VIC)



ASBA (VIC) is a welcoming and professional Association of over 300 members from independent, systemic and other non-government Schools across Victoria. The Association has a long history dating back to 1949.

The Association is a collegial body actively engaged in the advancement of education through the provision of professional development for members. This is achieved through networking and professional development opportunities offered in regional group meetings, seminars, general meetings, conferences and communication through publications and via the website.

A State Conference is normally held bi-annually and General Meetings which include professional development, are held three to four times per year.

A National Conference is held in the year in which there is no State Conference and rotates around the various member States in Australia and New Zealand.

ASBA (VIC) is a State Member association of ASBA Ltd which is an organisation representing associations of bursars, business managers and people holding similar responsibilities who are employed in non-government schools throughout Australasia. The Members of ASBA Ltd include all Australian States and New Zealand.

Regional Groups are based on geographical location. They operate throughout Victoria and provide valuable opportunities for members to meet and exchange information on matters of mutual interest at a local level.



## About the ASBA (VIC) Conference

The ASBA (VIC) Committee are pleased to announce details for sponsors of the 2024 ASBA (VIC) Conference. The Conference will take place from 26-28 May 2024 at The Sofitel Melbourne on Collins.

The venue is well located and we anticipate a significant response from our members.

An exceptional program is being developed which will include speakers who will provide excellent variety covering a range of topics..

## ASBA (VIC) Committee

**Matthew Duke** - ASBA VIC President 2023 & 2024

**Nicole Bradshaw** - ASBA VIC Past President

**Jane Macneil** - Sponsorship Convener ASBA VIC

**Hirian Hinson** - Treasurer

**Cathy Tan** - Vice-President



## QUESTIONS

If you wish to discuss any aspect of the 2024 ASBA (VIC) Conference sponsorship please feel free to contact:

**Fallon Beatty**

Director, Sponsorship and Exhibitions

Ph: 02 9254 5000

fallonb@icmsaust.com.au



## National Platinum ASBA Sponsorship

ASBA Ltd has negotiated a number of National Strategic Partners as part of its ongoing operations. Commonwealth Bank and Salto Systems have been assigned to attend the ASBA (VIC) State Conference as part of this National Strategic Alliance.



Platinum Partners Assigned to ASBA (VIC) 2024



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## 2024 Conference Partnership Opportunities

A wide variety of Partnership opportunities have been designed for ASBA (VIC) 2024, each including features that will ensure your organisation attracts maximum exposure.

All sponsorship and exhibition costs are exclusive of the 10% Australian Goods and Services Tax.

# Exhibition Opportunities

Exhibition Table Display  
**\$7,500** plus GST

### 40 Opportunities

- Single Exhibition Table Top Display
- Two Sponsor Registrations (Full Conference delegate) including catering, conference dinners and all other activities
- Opportunity to attend all Conference sessions
- Accommodation – one room standard room – any additional rooms/room nights will need to be booked directly with Sofitel and paid at sponsors expense
- Opportunity to participate in the Sponsor Prize draw
- A copy of the Delegate list provided at Conference commencement (subject to privacy requests)





# SPONSORSHIP OPPORTUNITIES

Gala Dinner in the Plaza Ballroom –  
Monday 27 May 2024  
**\$10,000** plus GST

## Exclusive

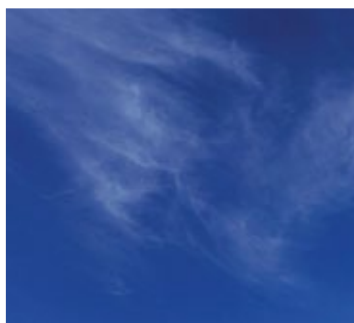
- Logo in Conference App as sponsor of the Gala Dinner
- Logo on Gala Dinner signage
- Logo incorporated into table centerpieces
- Opportunity to provide a table gift to delegates at the Gala Dinner (gift at sponsors expense and to be approved by the Organising Committee)
- Four Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities
- Opportunity to display two company provided pull up banners in the Gala Dinner venue
- Opportunity to make a two minute welcome speech to the Gala Dinner attendees

Welcome Reception –  
Sunday 26 May 2024  
**\$6,000** plus GST

## Exclusive

Opportunity to sponsor the Welcome Reception to be held in the Exhibition area on Sunday 26 May 2024

- Logo in Conference App
- Opportunity to have three company provided pull up banners in the Exhibition area during the Welcome Reception
- Four tickets to the Welcome Reception
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities
- Opportunity to make a two minute welcome speech to all attendees of the Welcome Reception



Night Cap – Sunday 26 May 2024  
**\$5,000** plus GST

**Exclusive**

Opportunity to sponsor the Night Cap to be held on Sunday 26 May 2024 after the Welcome Reception

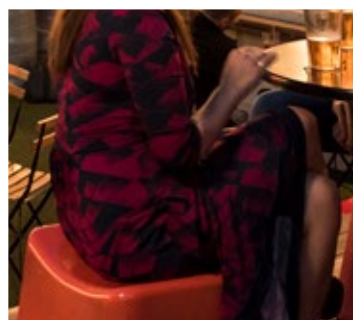
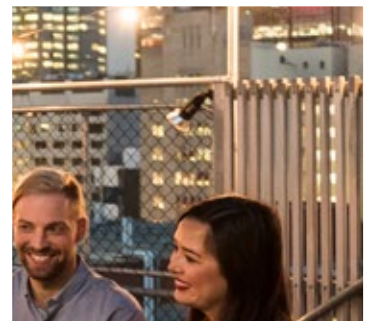
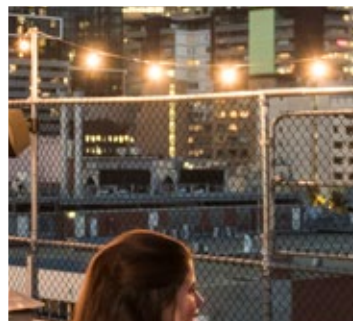
- Logo in Conference App
- Opportunity to have two company provided pull up banners in the Night Cap venue
- Two Sponsor Registration (Full Conference delegate) including catering, Conference Dinners and all other activities
- Opportunity to make a two minute welcome speech to all attendees of the Night Cap

Night Cap – Monday 27 May 2024  
**\$5,000** plus GST

**Exclusive**

Opportunity to sponsor the Night Cap to be held on Monday 27 May 2024 after the Gala Dinner

- Logo in Conference App
- Opportunity to have two company provided pull up banners in the Night Cap venue
- Two Sponsor Registration (Full Conference delegate) including catering, Conference Dinners and all other activities
- Opportunity to make a two minute welcome speech to all attendees of the Night Cap



# SPONSORSHIP OPPORTUNITIES

Barista Zone  
**\$7,500** plus GST

## Two Opportunities

Two barista stations will be located within the exhibition area for ASBA (VIC) 2024, serving coffee and tea throughout the morning tea, lunch and afternoon tea breaks.

- Logo in Conference App
- Logo on Barista Zone signage
- Opportunity to provide sponsor caps, apron and cups for use on the barista zone (sponsor to provide these items at their own expense – we require fresh aprons and caps each day)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

\*\* please note: no other barista zone/coffee machines will be permitted within the exhibition area (conference catering excluded)

Juice Bar  
**\$7,500** plus GST

## Exclusive

One juice bar will be located within the exhibition area for ASBA (VIC) 2024, serving juice and smoothies throughout the morning tea, lunch and afternoon tea breaks.

- Logo in Conference App
- Logo on Juice Bar signage
- Opportunity to provide sponsor caps, apron and cups for use on the juice bar (sponsor to provide these items at their own expense – we require fresh aprons and caps each day)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

\*\* please note: no other juice/smoothie bars will be permitted within the exhibition area (conference catering excluded)

Ice Cream Station  
**\$7,500** plus GST

## Exclusive

One ice cream station will be located within the exhibition area for ASBA (VIC) 2024, serving ice creams throughout the morning tea, lunch and afternoon tea breaks.

- Logo in Conference App
- Logo on Ice Cream Station signage
- Opportunity to provide sponsor caps, apron and cups for use on the ice cream station (sponsor to provide these items at their own expense – we require fresh aprons and caps each day)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

\*\* please note: no other ice creams will be permitted within the exhibition area (conference catering excluded)

Lolly Jar Station  
**\$5,000** plus GST

## Exclusive

One Lolly Jar station will be located within the exhibition area for ASBA (VIC) 2024, serving a variety of lollies and chocolates throughout the morning tea, lunch and afternoon tea breaks.

- Logo in Conference App
- Logo on Lolly Jar Station signage
- Opportunity to provide sponsor caps, apron and cups for use on the Lolly Jar station (sponsor to provide these items at their own expense – we require fresh aprons and caps each day)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities



## Name Badges and Lanyards **\$7,000** plus GST

### Exclusive

Delegates will be required to wear their name badge and lanyard when in the Conference Venue.

- Logo in Conference App
- Logo on Lanyard with Conference Logo (placement and size will be at the discretion of the Organising Committee)
- Logo on Name Badge with Conference Logo (placement and size will be at the discretion of the Organising Committee)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

## Conference App **\$10,000** plus GST

### Exclusive

The Conference App will be used by all Conference delegates, speakers, sponsors and exhibitors at ASBA (VIC) 2024.

- Business branding uniquely integrated into base app design, namely app loading screen and main menu design
- Opportunity to place a banner advertisement on the home screen of the app
- Dedicated page within the app with the opportunity to showcase business information including the attachment of documents, links and videos
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities

## Melbourne Activity – Sunday 29 May **\$5,000** plus GST

### Exclusive

- Logo on Melbourne Activity signage
- Opportunity to provide sponsor merchandise for the participants of the Melbourne Activity (sponsor to provide these items at their own expense)
- Two Sponsor Registrations (Full Conference delegate) including catering, Conference Dinners and all other activities



# SPONSORSHIP OPPORTUNITIES

Photo Opportunity Wall  
**\$2,000** plus GST

## Exclusive

In keeping with the Conference theme a Photo Opportunity wall will be located within the exhibition. Featuring a back wall sign and props, delegates will be able to capture a fun memory from ASBA (VIC) 2024.

- Logo featured on Photo Wall
- Opportunity to provide themed props for delegate use (at sponsors expense)
- One Sponsor Registration (Full Conference delegate) including catering, Conference Dinners and all other activities

Happy Hour – Monday 27 May 2024  
**\$5,000** plus GST

## Exclusive

- Logo in Conference App as sponsor of the Happy Hour
- Logo on Happy Hour signage
- Opportunity to display two company provided pull up banners in the exhibition during Happy Hour
- One Sponsor Registration (Full Conference delegate) including catering, Conference Dinners and all other activities
- Opportunity to make a two minute welcome speech to the Happy Hour attendees

Lunch  
Monday 27 May or Tuesday 28 May 2024  
**\$2,500** plus GST

## Two Opportunities

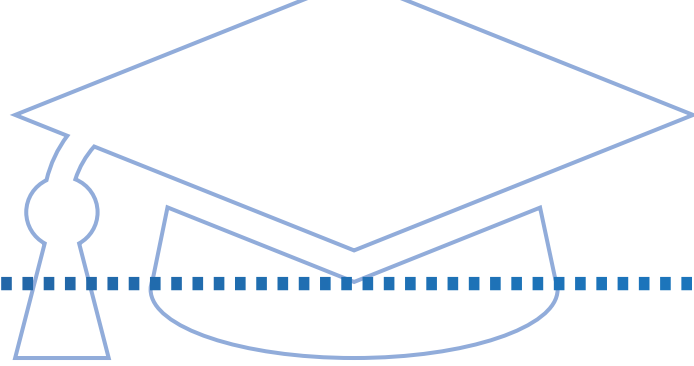
- Logo in Conference App as sponsor of chosen Lunch Day
- Logo on Lunch signage
- Opportunity to display two company provided pull up banners at the lunch stations
- Opportunity to make a two minute address to lunch attendees
- Day Registration for your chosen Lunch sponsorship day (Registration does not include Conference Dinner ticket but this can be purchased at an additional cost)

Morning Tea  
Monday 27 May or Tuesday 28 May 2024  
**\$1,500** plus GST

## Two Opportunities

- Logo in Conference App as sponsor of chosen Morning Tea Day
- Logo on Morning Tea signage
- Opportunity to display two company provided pull up banners at the morning tea stations
- Opportunity to make a two minute address to morning tea attendees
- Day Registration for your chosen Morning Tea sponsorship day (Registration does not include Conference Dinner ticket but this can be purchased at an additional cost)





Afternoon Tea – Monday 27 May 2024  
**\$1,500** plus GST

**Exclusive**

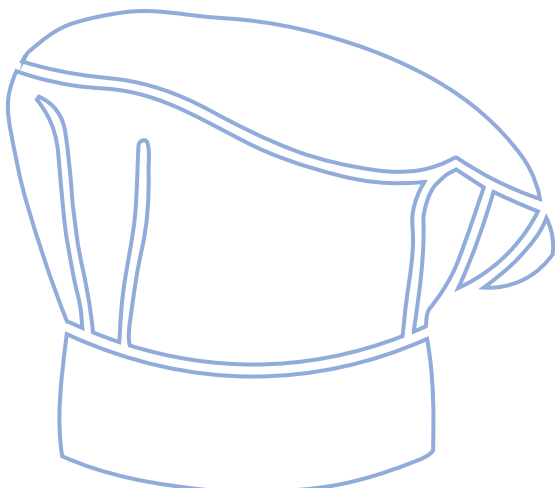
- Logo in Conference App as sponsor of the Afternoon Tea
- Logo on Afternoon Tea signage
- Opportunity to display two company provided pull up banners at the Afternoon tea stations
- Opportunity to make a two minute address to Afternoon tea attendees
- Day Registration for your chosen Afternoon Tea sponsorship day (Registration does not include Conference Dinner ticket but this can be purchased at an additional cost)

Conference Bells  
**\$550** plus GST

**Exclusive**

Opportunity to provide the music that will be played as delegates are called back to sessions from the catering breaks (morning tea, lunch and afternoon tea). Opportunity to have this specific to your organisation.

- Specifications for music file required will be provided by the Organising Committee



Conference Pen  
**\$1,000** plus GST

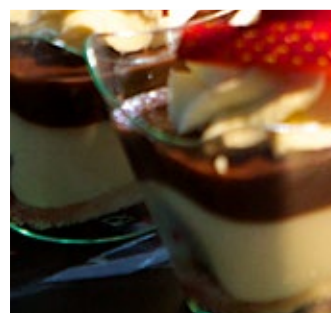
**Exclusive**

- Opportunity to provide a company branded pen that will be handed out during Delegate Registration (please note sponsor is to provide pen to the organisers, quantity will be advised)

Conference Notepad  
**\$1,000** plus GST

**Exclusive**

- Opportunity to provide a company branded notepad that will be handed out during Delegate Registration (please note sponsor is to provide notebook to the organisers, quantity will be advised)

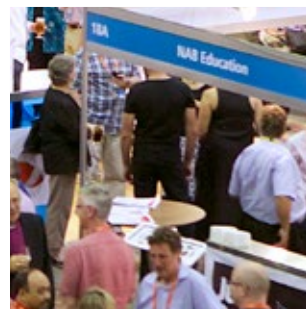
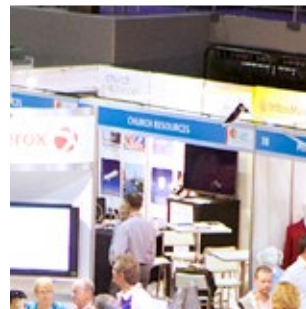
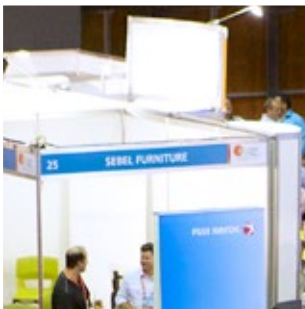
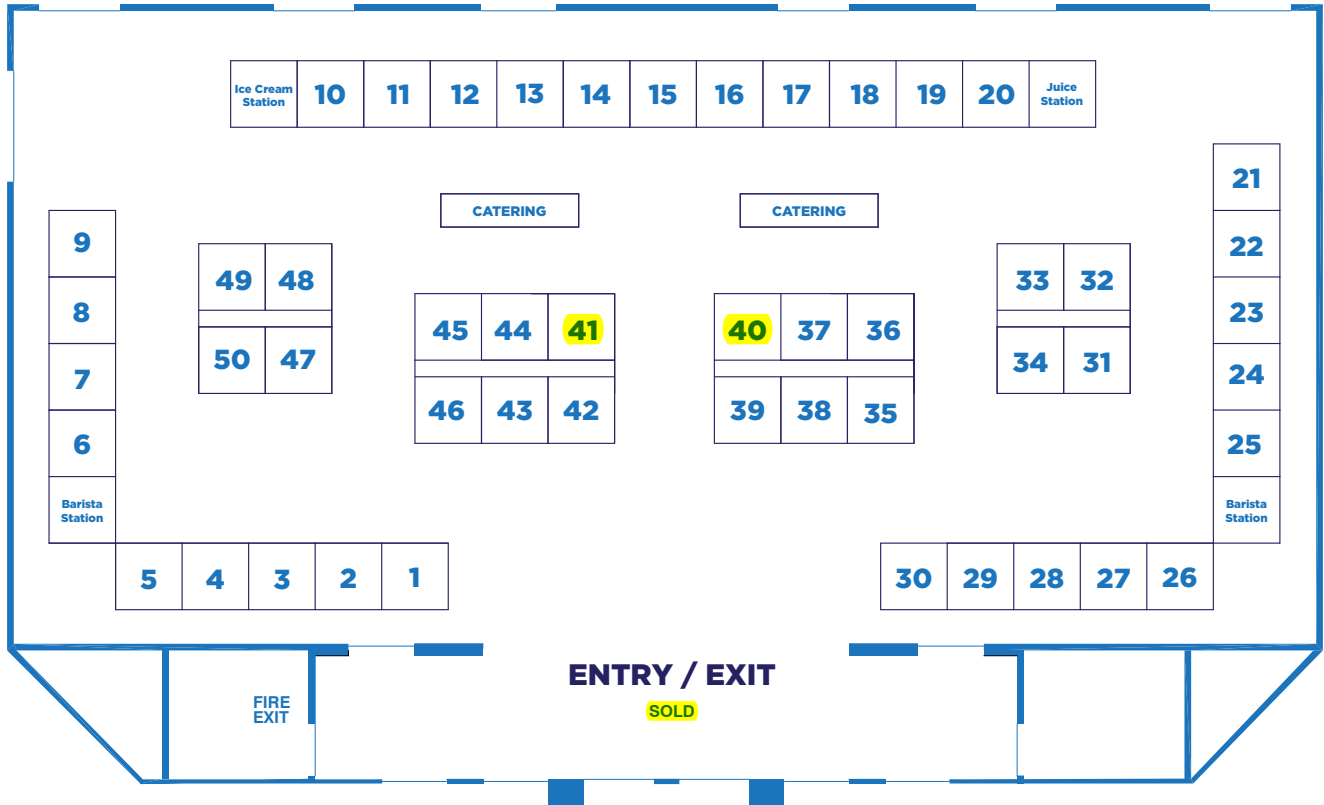


# EXHIBITION FLOOR PLAN

Please note that the Exhibition Floorplan is subject to change.  
Please refer to the following page for information on allocations of space.



The Grand Ballroom, Sofitel Melbourne



# ALLOCATION OF PARTNERSHIP OPPORTUNITIES

*Allocation of Partnership Opportunities is subject to availability.*

Due to limited space and the requirement to control the ratio of sponsors to delegates, there will be a limited number of Conference Partnership opportunities.

All sponsorship and exhibition applications will be processed according to the following rules for allocation.

Approximately **40 Exhibition Opportunities** will be available. Where excess applications are received the total places will be awarded using the following priority criteria:

1. Date of Application
2. Previous ASBA (VIC) Sponsor
3. New Applicants

## Payment

ASBA (VIC) will issue tax invoices to sponsors in December 2023 for the full value of the Conference Sponsorship Package. Full payment will be required by 31 January 2024. Should payment not be received by this date the Conference Sponsorship will be cancelled and offered to the next unsuccessful sponsor in that category.

## Conference Set-up

Bump in for sponsors and exhibitors will commence at 2pm on Sunday 26 May 2024

One power supply will be available per exhibitor.

More details will be available in an exhibition manual sent in February 2024.

## Prize Draws

You will be required to advise the details of prizes and proposed prize draws via the form located in the exhibition manual which will be sent to you in February 2024.

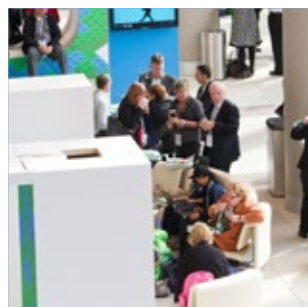
## Arrival and Check in

We require all stands to be set up and operational by 5pm on Sunday 26 May 2024.

Please register at the Conference Registration Desk to pick up the essential conference information and begin your set up.

## Dress Code

- **General**  
Smart casual or casual business attire
- **Sunday Dinner**  
Smart casual
- **Monday Gala Dinner**  
Formal, suits – business attire or cocktail wear





# PARTICIPATION FORM



**Building  
Connections**

**ASBA VIC STATE CONFERENCE**  
26-28 May 2024 · Sofitel Melbourne

## 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 Table Display \$7,500

### 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

- |                                                    |          |
|----------------------------------------------------|----------|
| <input type="checkbox"/> Gala Dinner               | \$10,000 |
| <input type="checkbox"/> Welcome Reception         | \$6,000  |
| <input type="checkbox"/> Night Cap - Sunday 26 May | \$5,000  |
| <input type="checkbox"/> Barista Zone              | \$7,500  |
| <input type="checkbox"/> Juice Bar                 | \$7,500  |
| <input type="checkbox"/> Ice Cream Station         | \$7,500  |
| <input type="checkbox"/> Lolly Jar Station         | \$5,000  |
| <input type="checkbox"/> Name Badges and Lanyards  | \$7,000  |
| <input type="checkbox"/> Melbourne Activity        | \$5,000  |
| <input type="checkbox"/> Conference App            | \$10,000 |
| <input type="checkbox"/> Photo Opportunity Wall    | \$2,000  |
| <input type="checkbox"/> Happy Hour                | \$5,000  |
| <input type="checkbox"/> Lunch                     | \$2,500  |
| <input type="checkbox"/> Morning Tea               | \$1,500  |
| <input type="checkbox"/> Afternoon Tea             | \$1,500  |
| <input type="checkbox"/> Conference Bells          | \$550    |
| <input type="checkbox"/> Conference Pen            | \$1,000  |
| <input type="checkbox"/> Conference Notepad        | \$1,000  |

**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 (VIC) 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](mailto:fallonb@icmsaust.com.au)

*Please note that the date of submission of the 2024 ASBA (VIC) 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 ASBAV 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 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 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 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. Less than 6 months prior to the first day of the exhibition – No refund on sponsorship and exhibition amount
  - b. 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*



# Building Connections

**ASBA VIC STATE CONFERENCE**  
26-28 May 2024 • Sofitel Melbourne

25 Collins Street, Melbourne VIC 3000

[www.asba.asn.au/VIC2024](http://www.asba.asn.au/VIC2024)

**EVENT MANAGEMENT**



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