

ASBAQ 2024

20-22 May 2024

Gold Coast Convention & Exhibition Centre

Keeping it Real

Partnership and Exhibition
OPPORTUNITIES

www.asbaq.com.au/2024



Platinum Partners



Invitation from the Co-Chairs



Keeping it Real

Dear Colleagues,

The education sector has faced unprecedented challenges in recent years. The 2022 ASBAQ State Conference in Cairns provided a much-needed opportunity to recalibrate and move on from the pandemic. The **Fresh Perspectives** gained at that 2022 Conference continue to guide us as we grapple with the increasing pace of change in society and its impact on our sector.

We are excited to invite you to ASBAQ 2024, which will be held in Broadbeach at the Gold Coast Convention & Exhibition Centre. This Conference is an unparalleled platform for professional development, networking, and growth, specifically tailored to our ASBAQian members.

By focusing on a core set of ever-lasting values, ASBAQ 2024 will help us anchor the fresh perspectives gained in Cairns to our personal mission. **Keeping it Real** will give us a chance to reflect, recharge, and reenergise so that we can return to our families and colleagues with a renewed sense of purpose and direction.

Your support and participation in this Conference will provide you with multiple networking and promotional opportunities with key decision-makers in our schools. We have the largest Chapter ASBA membership but we strive to ensure that our conferences are accessible for you as sponsors and exhibitors.

The ASBAQ Program has long challenged members in many aspects of their lives. **ASBAQ 2024: Keeping it Real** will continue to do so, covering a range of personal and professional topics. Delegates are excited about this opportunity and are prepared to invest their time at this event, we invite you to do the same.

An excellent networking and social program will also complement the development program and take advantage of what the Gold Coast has to offer.

We invite you to join the 2024 Organising Committee, our ASBAQ Members, our valued sponsors and exhibitors on the Gold Coast in May 2024.

Sincerely,

Mark Corgat
Conference Co-Chair

Mark McFie
Conference Co-Chair

The Conference



Organising Committee

Mark Corgat

Brisbane Grammar School
ASBAQ 2024 Co-Chair

Mark McFie

John Paul College
ASBAQ 2024 Co-Chair

Elizabeth Stannard

Anglican Church Grammar School

Bronwyn Wearne

Hillbrook Anglican School

Toni Williams

St Margaret's and St Aidan's
Anglican Girls' Schools

Conference Organiser

ICMS Australasia

ASBAQ 2024 Conference Secretariat
PO Box 3599
South Brisbane QLD 4101
Telephone: +61 7 3255 1002

Email contacts:

Sponsorship: sponsorship@asbaq.com.au



ASBAQ 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 ASBAQ 2024?

- 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 ASBAQ 2024 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 six Platinum Partners as outlined below. Three of these will be enjoying Platinum status at ASBAQ these are: EdStart, Higgins Coatings and Trippas White Group.



Platinum Partners



Commonwealth Bank



Why you should be involved

ASBAQ FACTS AND STATS



Promotion to
360
MEMBERS



3 DAYS
of dedicated **ACCESS** to
150 **DECISION**
MAKERS



90 SCHOOLS
in attendance from across
QUEENSLAND



FABULOUS
NETWORKING
AND SOCIAL EVENTS



Sponsor feedback from 2022 when asked what were the most beneficial aspects of their sponsorship?

Getting to meet schools- clients and prospects

Keeping connections

Brand awareness

Exposure to key people

Social interactions

Our position and stand size

The decision makers attending the Conference

Being visible and meeting existing and prospective new clients

The exclusivity of the Platinum sponsorship and the benefits of that package

Showing my organisation's support for ASBAQ and the Business Managers even though we could not be there

Meeting new people and re-engagement with older clients

Quotes

from sponsors in 2022

"One of the most beneficial aspects of ASBA to us is the ability to network face to face and interact with delegates on an individual needs basis" **RB&S**

"As the dust settles on another wonderful ASBAQ Conference I just want to extend our sincere thanks to you all on behalf of myself and the SPS facilities team for another exceptional effort from ICMSA. The SPS team certainly enjoyed their first ASBAQ Conference which will no doubt be the first of many. Thank you for all the hard work getting us organised prior to the Conference and the smooth running of things last week." **SPS Facilities**

"We know most of the people who attend each year and work with a significant number, so we are there to help continue those relationships."

McConachie Stedman

Effective Networking

Why it Works

The delegates are the leaders in their field.

ASBAQ delegates are keen to align with suppliers and services that add value and benefit to their schools. The membership of ASBAQ 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 ASBAQ community.

There is a real sense of camaraderie.

Previous Sponsors of ASBAQ

These companies have supported ASBAQ Conferences in past years and can attest to the success of investing in the ASBAQ Conferences.



Benefits

	ASBA Limited Platinum Partners	Diamond \$24,000 + GST One Opportunity	Emerald \$22,000 + GST Two Opportunities	Sapphire \$15,000 + GST Four Opportunities	Ruby \$10,000 + GST
Entitlements					
Acknowledgement as the Gala Dinner Sponsor		✓			
Acknowledgement in the program book as sponsor of the Gala Dinner		✓			
Opportunity to have four company provided pull up banners displayed in Gala Dinner venue		✓			
Company logo on tickets to the Gala Dinner		✓			
Opportunity to make a three-minute welcome speech		✓			
Logo on Delegate satchel bag with conference logo		✓			
Your choice of sponsorship of either Delegate Gift or Lanyard			✓		
Acknowledgement in the program book as sponsor of the Delegate Gift or Lanyard			✓		
Company logo on the Delegate Gift or Lanyard			✓		
Delegate Gift will be handed out during onsite registration			✓		
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		✓	✓		
Logo in program book against your chosen session		✓	✓		
Opportunity to attend plenary sessions	✓	✓	✓	✓	✓
Audience Address					
Opportunity to promote your organisation to the delegates during one of the conference plenary sessions.	5 minutes	5 minutes	4 minutes	3 minutes	
Acknowledgement by MC as conference sponsor	✓	✓	✓	✓	✓
Exhibition					
Exhibition Booth	12 sqm	12 sqm	12 sqm	6 sqm	6 sqm
Marketing & Promotion					
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	Full Page	Half Page	Quarter Page
Company profile in the Conference Program (subject to printing deadlines)	Platinum Partner Profile 300 words	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)		✓			
Registrations					
Complimentary Sponsor registrations, including social functions	4	4	3	2	1 Sponsor / 1 Exhibitor

Partnership Opportunities

A wide variety of Partnership opportunities have been designed for ASBAQ 2024, each containing benefits that will ensure your organisation receives maximum exposure. Sponsorship packages include registration enabling access to sessions for your own professional development and tickets to social functions for that all important networking.

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

Diamond Sponsor

\$24,000 + GST (One Opportunity)

SOLD

Entitlements

ASBAQ Conference Dinner Sponsorship on Tuesday 21st May 2024

- Acknowledgement in the program book as sponsor of the Conference Dinner
- Opportunity to have four company provided pull up banners displayed in Conference Dinner venue
- Company logo on tickets to the Conference Dinner
- Opportunity to make a three-minute welcome speech

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
- Opportunity to attend Plenary Sessions

Audience address

- Opportunity to promote your organisation with a five-minute review to the delegates at the start of a conference session.

Exhibition

- 12 sqm of Exhibition space (6m 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)
- Full page advertisement in the Conference Program (subject to printing deadlines)
- Acknowledgement by the MC as Conference sponsor
- 200 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

- Four complimentary sponsor (full delegate) registrations which includes all plenary sessions and social functions.



Emerald Sponsor

\$22,000 + GST (Two Options)



Entitlements

Please choose from either Option One or Option Two (option availability on a first come first served basis).

Option one: 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 onsite registration

OR

Option two: 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

Audience address

- Opportunity to promote your organisation with a four-minute review to the delegates at the start of a conference session.

Exhibition

- 12 sqm of Exhibition space (6m 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)
- Full page advertisement in the Conference Program (subject to printing deadlines)
- Acknowledgement by the MC as Conference sponsor
- 200 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

- Three complimentary sponsor (full delegate) registrations which includes all plenary sessions and social functions.

Partnership Opportunities

Sapphire Sponsor

\$15,000 + GST (Four opportunities)

Entitlements:

Networking Lunch or Refreshment Break Sponsor

- 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

Audience address

- Opportunity to promote your organisation with a three-minute review to the delegates at the start of a conference session.

Only One Remaining

Exhibition

- 6sqm of Exhibition space (3m 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
- Acknowledgement by the MC as Conference sponsor
- 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 which includes all plenary sessions and social functions.



Ruby Sponsor

\$10,000 + GST

Entitlements:

Exhibition

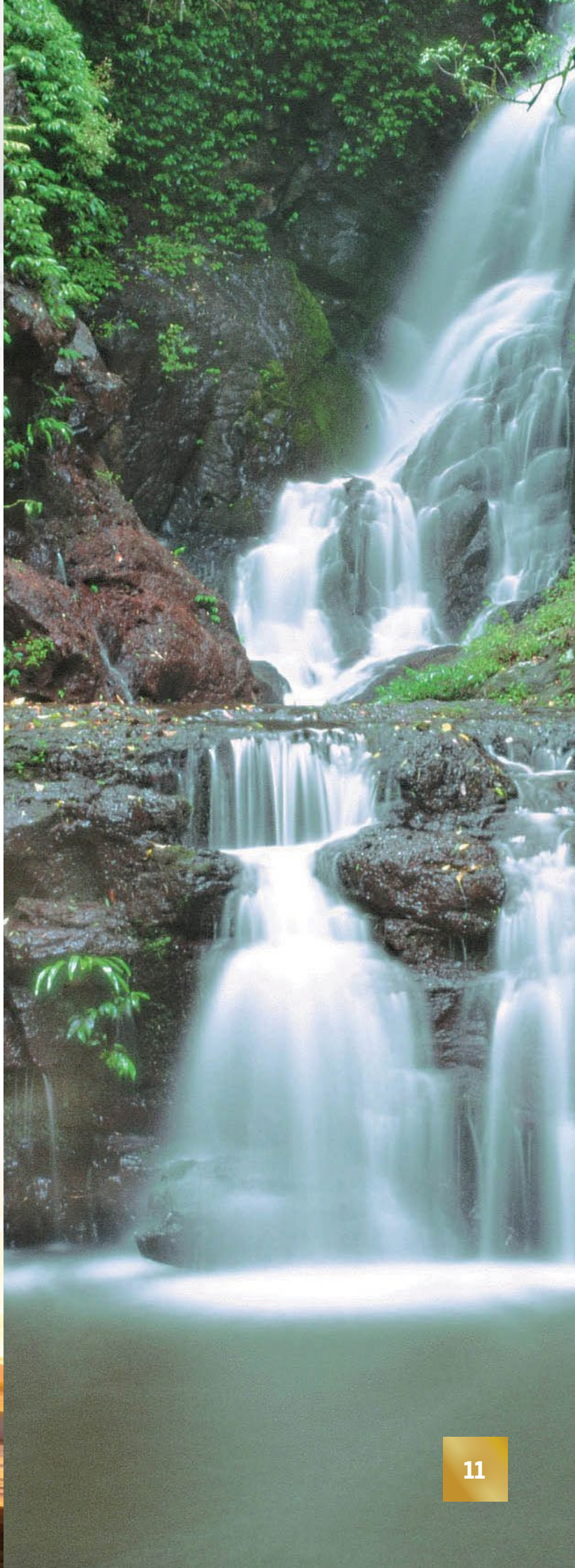
- 6sqm of Exhibition space (3m x 2m)

Marketing

- Logo on Conference Website
- Logo on all sponsor signage at venue
- Logo in Conference Program (subject to printing deadlines)
- Quarter page advertisement in the Conference Program
- Acknowledgement by the MC as Conference sponsor
- 50 word company profile in the Conference Program (subject to printing deadlines)

Registrations

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions
- One exhibitor registration



Individual Opportunities

Barista Cart Sponsor

\$9,000 + GST (Two opportunities)

Two barista zones will be located within the exhibition area for ASBAQ 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 (subject to printing deadlines)

Registration

- One complimentary sponsor (full delegate) registration which includes all plenary sessions and social functions.

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

Ice Cream Station Sponsor

\$8,000 + GST (Exclusive opportunity)

One Ice Cream Station will be located within the exhibition area for ASBAQ 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 which includes all plenary sessions and social functions.

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

Juice Station

\$8,000 + GST (Exclusive opportunity)

One Juice Station will be located within the exhibition area for ASBAQ 2024. Serving a variety of juices throughout the morning tea, afternoon tea and lunch breaks.

Entitlements and Marketing

- Logo on Juice Station signage
- Opportunity to provide sponsor's napkins for use at the juice station (sponsor to supply at own cost)
- Opportunity to place a company provided banner at the juice 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 which includes all plenary sessions and social functions.

*** please note: no other juice stations will be permitted within the exhibition area*



OPTIONAL ADD ONS*

Welcome Function Sponsor \$8,500 + GST (Exclusive opportunity)

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

Entitlements and Marketing

- Opportunity to sponsor the Welcome Function on Monday 20th May 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 which includes all plenary sessions and social functions.

Advertising

Advertisement in the program book

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

Networking Drinks Sponsor \$3,500 + GST (Two opportunities)

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 MC of the sessions prior to break

Conference Pen Sponsor \$550 + 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 Sponsor \$550 + 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)

The options above are only available as 'add ons' to your existing sponsorship or exhibition package. They do not include registrations.



Exhibition Opportunities

Exhibition Booth

Limited opportunities \$6,800 + GST

- Logo in Conference Program (subject to printing deadlines)
- Quarter page advertisement in the Conference Program
- One x Exhibition Booth 3m x 2m (consisting of back and side walls, fascia sign, power point and two x spotlights. Please note no furniture is included with this package)
- Two Exhibitor registrations
- 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 Satchel 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, but these are limited as maximum numbers will apply.
- 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 in full is required upon confirmation of your sponsorship and exhibition selections.

If you prefer to work out a payment plan with 50% deposit please speak to the Sponsorship Manager.

Failure to pay your sponsorship and exhibition invoice may result in your sponsorship item or exhibition stand being released for sale.

Further Information

For further information, please contact:

Andrea O'Sullivan

ASBAQ 2024 Sponsorship & Exhibitions Manager
ICMS Australasia

Tel: + 61 7 3255 1002

Email: sponsorship@asbaq.com.au

Sponsorship Form

ASBAQ2024

20-22 May 2024

Gold Coast Convention & Exhibition Centre

Keeping it Real

Personal Details

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

Organisation name (for marketing purposes) _____

Organisation name (for invoicing purposes) _____

Contact Person _____

Position _____

Email _____

Telephone _____ Mobile _____

Address _____

State _____ Postcode _____ Country _____

Website _____

Sponsorship Opportunities

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

Sponsorship Opportunities

- | | |
|---|----------|
| <input type="checkbox"/> Diamond Sponsor | \$24,000 |
| <input type="checkbox"/> Emerald Sponsor | \$22,000 |
| <input type="checkbox"/> Sapphire Sponsor | \$15,000 |
| <input type="checkbox"/> Ruby Sponsor | \$10,000 |

Individual Opportunities

- | | |
|--|---------|
| <input type="checkbox"/> Barista Cart | \$9,000 |
| <input type="checkbox"/> Ice Cream Station | \$8,000 |
| <input type="checkbox"/> Juice Station | \$8,000 |
| <input type="checkbox"/> Welcome Function | \$8,500 |
| <input type="checkbox"/> Networking Drinks | \$3,500 |
| <input type="checkbox"/> Conference Pen | \$550 |
| <input type="checkbox"/> Conference Note Pad | \$550 |

Advertisement in the Program Book

- | | |
|------------------------------------|---------|
| <input type="checkbox"/> Full Page | \$1,500 |
| <input type="checkbox"/> Half Page | \$700 |

I agree to be invoiced for a total of \$ AUD _____ plus 10% GST for the items selected above.

Signature _____ Date ____/____/____

Sponsorship agreement and tax invoice will be sent upon receipt of your application form.

Sponsorship Total

Exhibition Form

ASBAQ2024

20-22 May 2024

Gold Coast Convention & Exhibition Centre

Keeping it Real

Exhibition Requirements

Priority of placement within the exhibition will be offered to sponsors first and then sold in accordance with the date of application receipt.

Preferred exhibition location:

First Choice: _____

Second Choice: _____

Third Choice: _____

CONDITIONS OF PAYMENT

Payment in full is required upon confirmation of your sponsorship and exhibition selections. If you prefer to work out a payment plan with 50% deposit please speak to the Sponsorship Manager.

Failure to pay your sponsorship and exhibition invoice may result in your sponsorship item or exhibition stand being released for sale.

Exhibition Confirmation

	Cost (AUD)	Total + GST
<input type="checkbox"/> Exhibition Booth	\$6,800 + GST	_____

Declaration: I have read & accept the terms & conditions in the prospectus and wish to become an exhibitor at ASBAQ 2024.

I agree to be invoiced for a total of \$AUD _____ plus 10% GST.

Signature _____ Date ____/____/____

Application forms may be scanned and emailed to the contact listed below. A tax invoice will be sent upon receipt of your application form.

Exhibition Total _____

Method of Payment

Tick appropriate box

- I wish to pay by bank transfer. Bank details will be supplied on your tax invoice issued with confirmation.
- I wish to pay by Credit Card. A link will be sent to you via email to complete your payment securely online.

Please Note: All credit card payments will appear as "ICMS Australasia Pty Ltd" on your statement.

- Please tick this box if you do NOT wish to receive Meeting Updates via email

Forward completed application forms by email to:

Andrea O'Sullivan
ASBAQ 2024 Sponsorship & Exhibition Manager

Tel: +61 7 3255 1002
Email: sponsorship@asbaq.com.au

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.

ASBAQ2024

20-22 May 2024

Gold Coast Convention & Exhibition Centre

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