



## Sponsor Registration Form 2019

Please complete this form and return to: sharon@disabilityexposc.com.au OR info@letstalkevents.com.au

Becoming an event sponsor will enable you to align your business with a significant industry event and gain exposure as a major industry player to your target market. Along with all the benefits of being an exhibitor, our sponsors will be publicly recognised in all promotional material, including media exposure, social media, advertising, email campaigns and more! Access to the database of industry exhibitors and our crowds of visitors will give you the opportunity to engage with them directly after the expo has run, to showcase your product or service to a highly qualified target audience, this in itself is of huge value and potential sales.

### Contact Details:

Name of Business: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Website Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

### Sponsorship Options: (please select from the following options)

- Platinum Sponsor:** \$7500 + GST
- Gold Sponsor:** \$5000 + GST
- Silver Sponsor:** \$2500 + GST
- Media Sponsor:** Negotiable

Invoice will be sent to the email address above.

**Payment Terms and Conditions:** For complete Terms and Conditions of Exhibiting and Cancellation and Refund Policy see attached. An invoice will be forwarded once the Sponsor Registration Form has been processed. Receipt of payment will secure your booking.

### Terms and Conditions of Exhibiting

I hereby agree to the Terms and Conditions as outlined in this booking registration form.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Exhibiting Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SPONSORSHIP DETAILS

	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Media Sponsor
Double Exhibit Site – End Location (6 x 2m)	●	-	-	-
Single Exhibit Site – End Location (3 x 2m)	-	●	●	●
Company editorial, includes one newsletter to database	●	-	-	-
Logo placement on printed promotional material and database emails	●	-	-	-
Social media coverage leading up to event	●	●	●	●
Signage outside event on street frontage	●	-	-	-
Logo printed on official showbag	-	-	-	-
Show bag inserts	● x 2	●	●	●
Workshop time slot - 1 hour	●	-	-	-
Workshop time slot - 1/2 hour	-	●	-	-
Access to database of exhibitors and attendees from 2019	●	-	-	-
Whole page article in program (provided by sponsor)	-	-	-	-
Full page ad in program	●	-	-	-
3/4 page ad in program	●	-	-	-
1/2 page ad in program	-	●	-	-
1/2 page article in program (provided by sponsor)	-	●	-	-
1/4 page ad in program	-	-	●	-
1/4 page article in program (provided by sponsor)	-	-	●	-
<b>Investment</b>	<b>\$7500 + GST</b>	<b>\$5000 + GST</b>	<b>\$2500 + GST</b>	<b>Negotiable</b>

To book your exhibit or sponsorship please contact Sharon on 0402 836 213 or [sharon@disabilityexposc.com.au](mailto:sharon@disabilityexposc.com.au)

[disabilityexposc.com.au](http://disabilityexposc.com.au)



## Sponsor Workshop at Disability Expo

**Please Note: Speakers must be attending the Expo as an Exhibitor. Times and days allotted for each talk will not be negotiable.**

### Contact Details:

Name of Business: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Workshop Presentation: \_\_\_\_\_

Details of Presentation (e.g. Transitioning from school to paid employment): \_\_\_\_\_

Sample of previous Presentations given: \_\_\_\_\_

### Workshop Details:

- Naming Rights Sponsor:** One Hour Workshop
- Premium Sponsor:** One Hour Workshop
- Gold Sponsor:** 1/2 Hour Workshop Price

As we are already marketing the Expo, and want to promote your business, please provide the following as soon as possible, where relevant to your Sponsorship.

- Logo in JPEG format (plus EPS format if available)
- 100 word company introduction with one or two photos (if available)
- Facebook URL [www.facebook.com/](http://www.facebook.com/) \_\_\_\_\_
- Website details: \_\_\_\_\_ Instagram handle @ \_\_\_\_\_

## Site Allocation

1. The organisers reserve the right to accept or reject any application and to exclude and/or remove, any exhibit, which in their opinion, is not suitable, acceptable or in accordance with the purpose of the exhibition.
2. The decision of the organisers as to the eligibility of exhibits will be absolutely final and binding.
3. The organisers reserve the right to make changes to the floor plan and/or allocate alternative sites to exhibitors without the acceptance of liability for such actions.
4. Site fees include the following furniture items:
  - 1 x table; 1 x chair (additional items can be hired at additional cost and booking prior to Expo); power access.

## Displays, Fittings and Exhibits

5. Exhibitors are responsible for any loss or damage to the site.
6. Aisle ways must, at all times, be left clear and free for passage. All display and other materials must be set up and contained within the allocated site area. Exhibitors and their staff can only operate from within the site allocated.
7. Exhibitors shall ensure their stand is free of rubbish at all times. Exhibitors are responsible for the cleanliness of their stand and all sites must be cleaned and clear of all rubbish 30 minutes prior to the time of opening on each day of the exhibition. Rubbish must be removed at the end of each exhibition day.
8. Exhibitors are responsible for any damage to lights, walls, floors and/or structures in the building and will reimburse the organisers accordingly. All exhibitors must adhere to the rules and regulations set out by the owners of the building.
9. Where fire extinguishers or hose reels are located within the area of the site access must be available at all times to the equipment, which must either be visible to the public or provided with an adequate sign. Guidance by the Centre Management must be adhered to.
10. All exhibits and property belonging to exhibitors must be removed from the building by the due date and time set out in the exhibitor update (unless prior arrangements are made with the organisers). Failure to comply with this rule will render an exhibitor responsible for all resulting expenses incurred by the organisers.
11. It is the express responsibility of each exhibitor to obtain licences and permits as may be required by the authorities for the conduct of their display. Such licences must be available, at the stand, for view by the organisers or visitors.

## Conduct of Exhibitors

12. Every exhibitor must conduct themselves in a manner that is not objectionable to the owners, organisers, sponsors, or exhibitors or visitors.
13. Exhibitors and their staff may conduct their business only from the stand allocated to them and each exhibitor is responsible for ensuring that only bona fide staff and agents are permitted to conduct business on their stand.
14. Sound emanating from stands must be kept at a level compatible with conversation or business conducted between all exhibitors and visitors. The organisers reserve the right to take appropriate steps to terminate any objectionable sound generated on any stand.
15. The organisers reserve the right to remove exhibitors, if in their opinion, exhibitors are conducting themselves in a manner that is contrary to the nature of the exhibition and/or acting in a manner that could bring the organisers or the event into disrepute.
16. To comply with the Work, Health and Safety Act the participant is responsible for the creation and maintenance of a safe environment for both their workers and visitors including the use of only safe and correct lifting

procedures during booth setup, the safe and correct use of mechanical items or products and electrical equipment such extension leads and power boards.

17. Exhibitors are not permitted to share or cohabit their allocated site with another organisation/company and/or entity without permission of the organisers.
18. Exhibitors are not permitted to promote their products and services outside of allocated exhibit space. This includes distribution of flyers, excessive noise from AV equipment and product samples unless approved by the event organiser in advance.

## Risk

19. Exhibits, stands, fittings, tools and all goods or other articles brought onto the premises by the exhibitor or their contractors will be at the sole risk of the exhibitor. The organisers will not be responsible for their loss or damage in any circumstances whatsoever, including and not exclusively by fire, floods, theft, accidents, water, negligence of their staff, employees or agents or any other causes, and in the event of same not being removed from the exhibition premises by the specified date, due to strike, lock-out, trade dispute, or without being restricted as aforesaid through any cause outside the direct control of the organisers, the organisers will not be responsible to exhibitors or their contractors for any loss incurred thereby.
20. Exhibitors are not entitled to any refund of fees in the event of the exhibition being postponed abandoned, interrupted, prematurely concluded, held on a reduced scale by reason of fire, storm, floods, acts of God, tempest, riots, acts of terrorism, war, strike, lock-out, trade dispute or without being restricted as aforesaid, through any other cause outside the direct control of the organisers or in the event of the exhibition building being destroyed, damaged or not available for holding the exhibition at the advertised time, or if through any unforeseen circumstances, prior right of user, or process of law, the organisers are unable to gain possession of the exhibition building.
21. The organisers are not responsible for any loss caused by failure of lighting and other essential supplies, whether publicly provided or otherwise or for loss or damage arising directly or indirectly through war, acts of God, acts of terrorism, strike, lock-out, riots, circumstances or commotions or other causes beyond the control of the exhibition organisers within or outside of the exhibition.
22. The organisers will not be responsible to an exhibitor for the acts or conduct of any contractor, any other exhibitor, or their servants or agents or any member of the public, not for the consequence of any breach by any amendments made in accordance with the same.

## Indemnity

23. The exhibitor hereby indemnifies and will keep indemnified, the organisers against any liability, action, claim, demand, costs, charges or expenses, arising as a result of any act, omission, negligence or thing done or omitted by such exhibitor or any servant, representative, agent, invitee, licensee of their or any other person or persons under their direction. The exhibitor is required to insure their legal liability for negligence and shall, if required by the organisers, submit the policy to them for inspection.

## Electrical Requirements and Other Services

24. All electrical equipment needs to be tagged and tested according to current Queensland Workplace, Health and Safety Regulations. A licenced electrician must carry out all electrical work at the expense of the exhibitor. Exhibitors are not permitted to connect to or interfere with utilities and/or telecommunications systems.
25. All extension leads and power boards must be safety tagged and tapped down where practical.

## Payment Terms and Refund Policies

26. A deposit amount of 25% of the total exhibit fees is due within 14 days of invoice. All deposits are non-refundable and it is agreed that the deposit shall be forfeited if the balance of payment is not made in accordance with the registration booking form and invoice due date.
27. The balance of funds payable for site bookings must be paid in full by 31st October 2018 (for early bird registrations) and 30 days from date of invoice (for all other registrations). Upon receipt of the balance of payment in accordance with the tax invoice issued, the site allocation shall be secured and the organisers shall forward the exhibitor a receipt if requested.
28. If a payment remittance is not issued via email within 48 hours of an overdue notice sent out by the organisers (Let's Talk Events) your booth will be cancelled and assigned to the next organisation on the waiting list.
29. If an exhibitor submits a written application seeking cancellation of the site booking, two months or more prior to the event date, a 50% refund of fees may be made at the organiser's sole discretion. If a written application notifying of cancellation for an event is received less than two months prior to the event date, no refund shall be considered. No refund will be made where a request to your booking is received within two months of event booking. Cancellations will incur an administration fee of \$100.00.

## Terms

30. Upon acceptance by the organisers of the officially signed booking registration form by the exhibitor, and confirmation of allocation of a site by the organisers, a contract shall arise between the organisers and the exhibitor and such contract shall incorporate these Terms and Conditions of exhibiting subject to variation as hereinafter mentioned. To any site allocated, the relation of licensor and licensee shall arise and continue between the exhibitor from the date of signing and submitting the official booking registration form and the organiser from written acknowledgement of space allocation.
31. In the event of the cancellation or postponement of the exhibition from any of the clauses mentioned in these conditions, the fees previously paid shall not be refundable once space has been allotted to the exhibitor and the organisers will be entitled to recover any sums owing at the date.. All cancellations must be submitted formally via email. If cancellations are made prior to 31 August 2018, the organisers reserve the right to charge a cancellation fee of 50% on the total cost of the refund. If an immediate replacement can be confirmed by the organisers (Let's Talk Events) an admin fee of \$150.00+GST will be deducted from the refund. In the event of a cancellation after the 6 September 2019, no refund applies, 100% of the registration fee will be forfeited.
32. The organisers reserve the right to refuse any person admission without assigning any reason.
33. The organisers shall not be responsible for any loss or damage sustained by the exhibitor by reason of any delay in the opening of the exhibition, nor any interruption thereof.

## Alterations and Interpretation

34. In order to ensure the best possible arrangements for the exhibition in all circumstances and in the interests of all concerned, the organisers reserve the right to waive, add to or amend these conditions or any of them in any particular case or cases. Should any question arise, whether provided for in these conditions or not, the decision of the organiser shall be final. No alteration, addition, amendment, exchange or waiver of these conditions shall operate to release any exhibitor from their contract.

## Legal Requirements

35. Nevertheless anything contained in any part of these Terms and Conditions of exhibiting, it will be the responsibility of each exhibitor to ensure that their exhibit complies in all aspects with such legal requirements as may be made by the responsible authorities and are in force at the time of the exhibition.

## Vacation of Building

36. All exhibitors and their employees, agents and persons for whom they are responsible must leave the exhibition premises immediately upon closure of the exhibition at the end of each session. Move out time is 4pm to 6pm, on the day of the event.

## Management

37. The organisers shall be the sole judge of whether of following Terms and Conditions of exhibiting have been adhered to in a proper manner. The decisions of the organisers shall be, in all respects, final and binding.

