

2024

Ready for Reform

11 – 13 JUNE 2024, GRAND HYATT MELBOURNE

Terms and Conditions for Sponsors and Exhibitors

Attendance

Disability Employment Australia makes no guarantee as to the number of delegates and/or visitors that may attend the exhibition and/or associated Conference events.

Exhibitor stands

Stands will be allocated in the order that they are sold, with the exception of the Platinum, Gold and Cart Sponsor Packages which have reserved positions. Exhibitor stand locations will be allocated with your preferences in mind, but if unavailable the next-best location will be provided.

Power, furniture and all other additional hire items you may require that are not detailed as being included in the package must be ordered through the event appointed contractor. Contact details will be provided. Please note that all electrical equipment must be tested and tagged.

Provision of delegates details

The provision of delegate contact details as specified in individual packages is subject to the provisions of the Privacy Act 2001. The Privacy Act 2001 provides that before name and address details can be published in the list of Conference delegates or any other party, delegates must give consent.

When a delegate list is supplied to the sponsor, you are reminded to use it in accordance with the Australian Spam Act, the various Australian Privacy Acts and by following business best practices for information management. Where applicable, delegate lists that are supplied will include the name, address, phone number and email address of each delegate who has consented for these details to be provided.

Public and Product Liability Insurance

Australian regulations require all exhibitors to have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of \$10,000,000 or above. This refers to damage or injury caused to third parties/visitors on, or in, the vicinity of an exhibition stand. Exhibitors are required to submit their Public Liability Insurance Certificate along with their booking form.

Disclaimer

Disability Employment Australia has the right to amend or add any sponsorship package and accept any sponsorship offer, listed or unlisted, at anytime and without notice. Disability Employment Australia also reserves the right to relocate exhibitors if needed.

Unavoidable occurrences

In the event that the Conference is cancelled or delayed through no fault of Disability Employment Australia, or the venue, including but not limited to; fire, flood, labour disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slowdowns or disputes, or other similar events then the exhibitor/sponsor shall not be entitled to any refund or claim for any loss or damage.

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. Please be security conscious. Do not leave wallets, laptops, mobile phones or any easily portable items unattended at your stand, at anytime. The protection of your property is your responsibility.

Deposits and payment

50% deposit is required to confirm all sponsorship and exhibition packages. The balance is payable by 10 May 2024.

100% payment is required to confirm all sponsorship and exhibition packages booked from 19 April 2024.

Cancellations

Cancellations must be made six (6) weeks prior to the Conference to be entitled to a full refund. Notification must be made in writing to lucy@Conferenceworks.com.au. Any exhibitors cancelling six (6) weeks or less prior to the Conference forfeit all monies paid, and are not entitled to refunds or compensation due to loss of trade. Disability Employment Australia will assume that non-attendance by exhibitors is a default cancellation. All monetary payments, inclusive of, but not limited to, EFT and cheque, must be made no later than **10 May 2024**.

Artwork & design submission

All sponsors and advertisers must provide the logos and associated information to be used in their sponsorship package to Disability Employment Australia. Inclusion of corporate logos or recognition in printed material is subject to meeting publication deadlines.

All logos and artwork to be used for print purposes must be provided in CMYK colour and in a vector format, or as a 300ppi resolution JPG. Recommended file types are PSD, PDF, AI, TIFF or EPS. Please contact us if you require more information.

Exhibition times

All exhibition stands must be staffed throughout the duration of the Conference.

Exhibition Set-up Time

Wednesday 12 June, 6:30am–8:00am

Day One

Wednesday 12 June, 8:00am–5:00pm

Day Two

Friday 13 June, 8:00am–4:00pm

Please note!

- All stands must be set up and operational from 8.00am on Wednesday 12 June.
- Stands are not to be packed up before 4.00pm on Thursday 13 June.
- Detailed set-up and dismantling instructions will be provided to each exhibitor closer to the Conference dates.

Sponsorship and Trade Exhibition – Application Form

Organisation name:

ABN:

Pre-event contact name:

Pre-event contact phone:

Pre-event contact email:

Address:

State:

Postcode:

Website:

Twitter:

Facebook:

Detail

Cost

Exhibitor stand # preference:

Sponsorship package:

Additional promoter opportunities:

TOTAL: \$

Method of payment: Direct Credit Cheque Credit card (a payment link will be emailed to you)

I have read and hereby agree to the terms and conditions as set out in this Disability Employment Australia package.

Signature:

Full name:

Position:

Date:

Application procedure

To apply for sponsorship or an exhibition stand please complete the above form and return to: **lucy@Conferenceworks.com.au** along with your **Public & Product Liability Insurance Certificate**.

A tax invoice will be forwarded to you as soon as the Sponsorship and Trade Exhibitor Application Form has been received. For further details or to discuss tailored opportunities please contact us.

Contact Details

Conference Works

E. **lucy@Conferenceworks.com.au**

P. 0450 248 624

Disability Employment Australia

E. **events@disabilityemployment.org.au**

P. 03 9012 6000

www.disabilityemployment.org.au



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