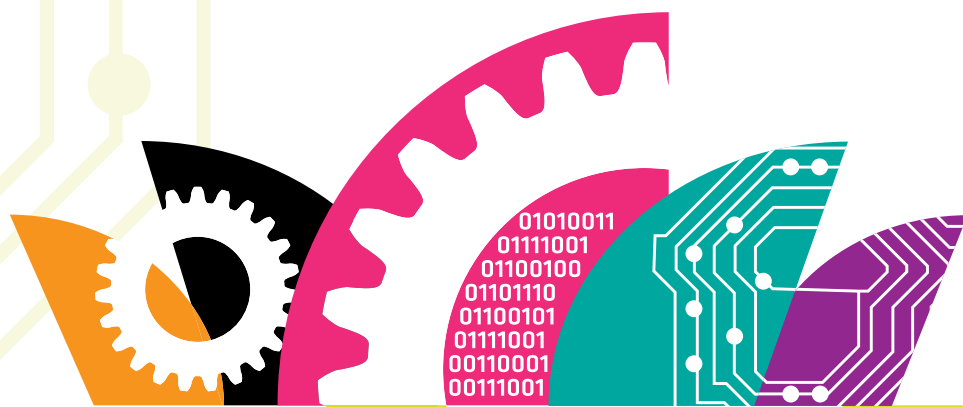


ROBOTICS



RoboCup2019

2-8 July 2019

Sydney | Australia

Sponsorship & Exhibition Opportunities

<https://2019.robocup.org>



PLATINUM

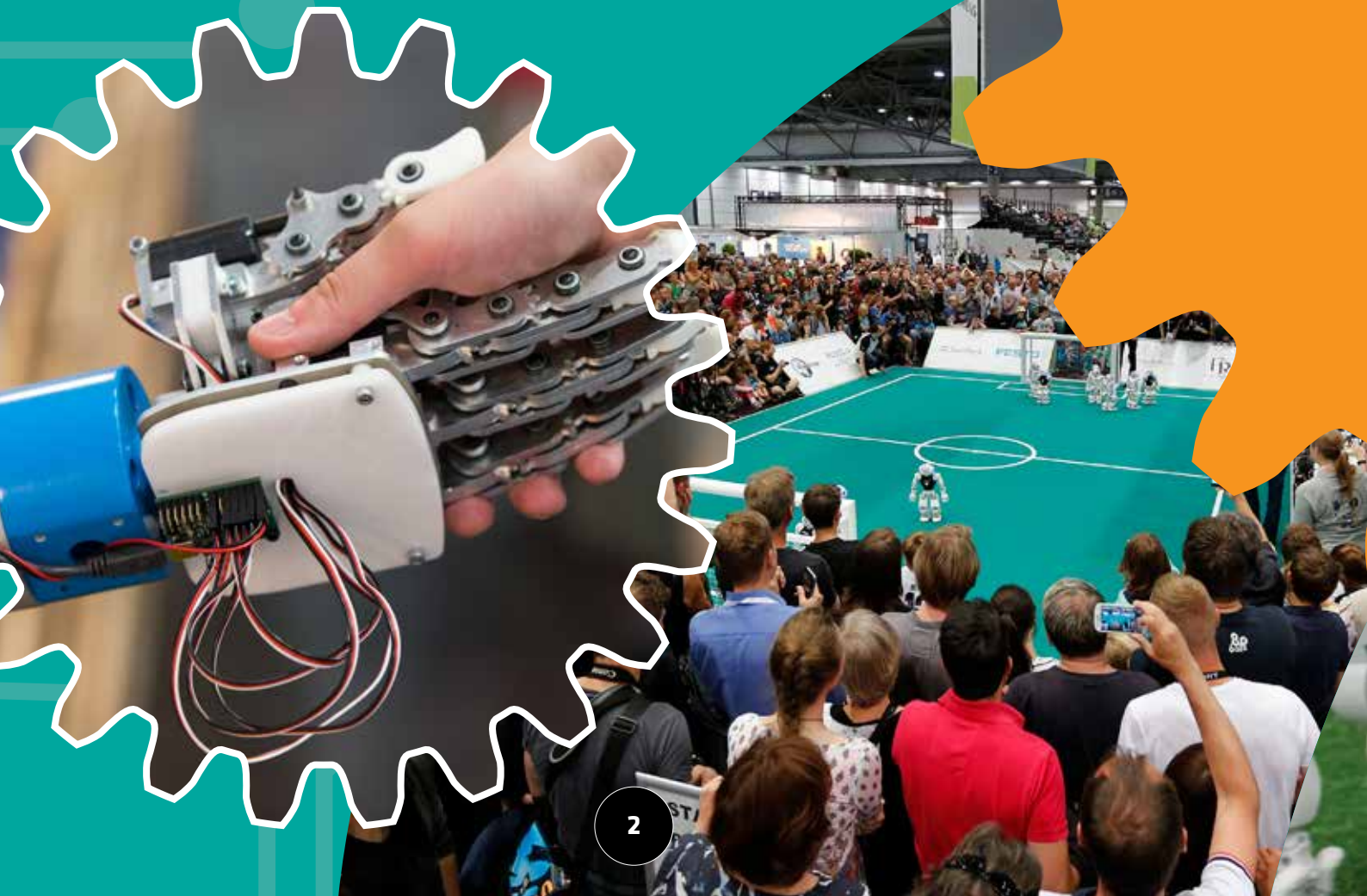
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Platinum Sponsor \$100,000 plus GST

Platinum Sponsorship is limited to **three** opportunities

Entitlements

- 36sqm of free exhibition space in prime location
- Eight complimentary sponsor registrations
- Eight tickets to the Welcome Reception and Major Party
- Logo or company name printed on the lanyards
- One page advertisement in the Participant Booklet (subject to production deadlines)
- Acknowledgement as Platinum Partner during opening and closing ceremonies
- Company Logo on partner signage at the venue
- Company Logo included on RoboCup 2019 electronic newsletters
- Company Logo displayed prominently on the RoboCup 2019 website
- Attendee delegate list – an electronic list will be provided two weeks prior to and two weeks after RoboCup 2019. Excel format: name, organisation, state and email address (subject to privacy legislation)



GOLD

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Gold Sponsor \$50,000 plus GST

Gold Sponsorship is limited to **five** opportunities

Entitlements

- 18sqm of free exhibition space in prime location
- Four complimentary sponsor registrations
- Four tickets to the Welcome Reception and Major Party
- Half page advertisement in the RoboCup 2019 Participant Booklet (subject to production deadlines)
- Acknowledgement as Gold Sponsor during opening and closing ceremonies
- Company Logo on partner signage at the venue
- Company Logo included on RoboCup 2019 electronic newsletters
- Company Logo displayed prominently on the RoboCup 2019 website



STEM

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You can make a difference in the community, as well as in the lives of young STEM innovators, as you achieve your marketing, branding and public relations goals in support of STEM Education.

The following levels of STEM sponsorship are defined:

Champion Level \$50,000 plus GST

- Recognition in select press releases
- Name/Logo on Champion Banner, in Participant Booklet and on the RoboCup 2019 website
- Customised tour of a STEM Expo event
- Two free Exhibition Booths

Innovator Level \$40,000 plus GST

- Recognition in select press releases
- Name/Logo on Innovator Banner, in Participant Booklet and on the RoboCup 2019 website
- Customised tour of a STEM Expo event
- Free Exhibition Booth

Motivator Level \$30,000 plus GST

- Name/Logo on Motivator Banner, in Participant Booklet and on RoboCup 2019 website

Supporter Level \$10,000 plus GST

- Name listed on RoboCup 2019 website



TEAM AUSTRALIA

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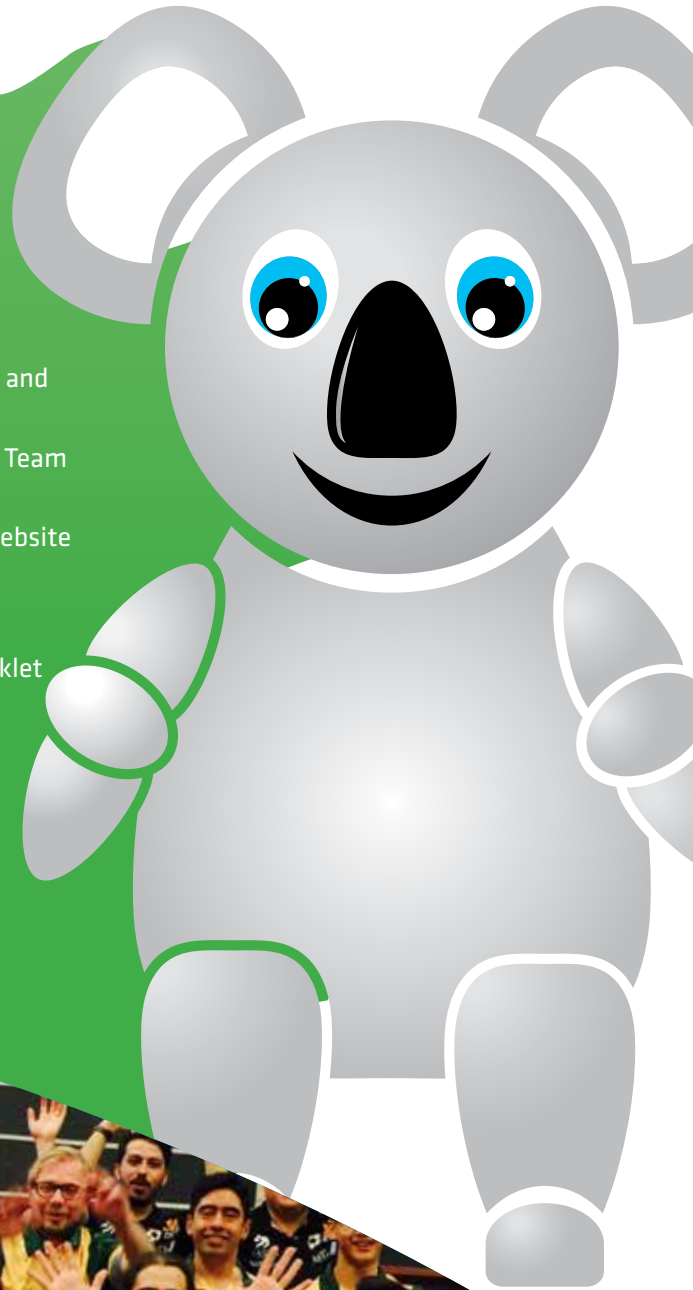
Team Australia Sponsor \$50,000 plus GST

Exclusive Opportunity

As the host country, Australia is keen to ensure we profile the strong skills of the Australian attendees in all the leagues, including RoboCup Junior.

Entitlements

- Acknowledgement as Team Australia Sponsor during opening and closing ceremonies
- Company Logo branding on all on-site signage and Australian Team Working Areas acknowledging Team Support
- Company Logo displayed prominently on the RoboCup 2019 website
- Four complimentary sponsor registrations
- Four tickets to the Welcome Reception and Major Party
- Full page advertisement in the RoboCup 2019 Participant Booklet (subject to production deadlines)
- Company Logo on partner signage at the venue
- Company Logo included on RoboCup 2019 electronic newsletters



STEM EXPO

STEM Expo Sponsor \$40,000 plus GST

The STEM Expo is a full-day of festivities designed to provide opportunities for community members of all ages to interact explore and view demonstrations of fast emerging science, engineering, technology, and maths (STEM) activities and careers.

Features the following opportunities for your organisation

- A Main Stage with STEM entertainment & performances
- Interactive STEM activities including engineering designs, science experiments, technology equipment demos, and informative workshops
- Networking and volunteer opportunities
- Support the shaping of our future workforce by helping develop a pipeline of talent



INSTITUTIONAL

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Institutional Sponsor \$11,000

Open to Universities and Institutes only \$11,000

Entitlements

- Company Logo on all sponsor signage at venue
- Company Logo on RoboCup 2019 Website
- Company Logo included in electronic newsletters
- Two complimentary tickets to RoboCup 2019 including access to the Welcome Reception and Major Party



Wi-Fi

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Official Wi-Fi Sponsor \$70,000 plus GST

Exclusive opportunity

All attendees will have high-level access to internet and data, which is crucial to the attendee experience. Help all attendees stay connected at RoboCup 2019 as the Official Wi-Fi Partner.

Entitlements

- Acknowledgement as the official Wi-Fi Sponsor
- Company logo printed on wireless login instructions
- Naming rights to the wireless network
- Company Logo on the RoboCup 2019 website
- Company Logo in the Participant Booklet
- Company Logo on sponsor signage onsite at RoboCup 2019
- Attendee delegate list – an electronic list will be provided two weeks prior to and two weeks after the RoboCup 2019. Excel format: name, organisation, state and email addresses (subject to privacy legislation)



STUDENT & ECR

Student and Early Career Researcher Support - Packages \$3,300 plus GST per participant

Students and Early Career Researchers from developing countries and other underrepresented groups will be provided with airfare and accommodation costs, as well as complimentary registration, to enable their participation in RoboCup 2019.

Entitlement

- Company Logo to appear on the RoboCup 2019 website with hyperlink to your company website acknowledging support of Student and Early Career Researchers.



VOLUNTEERS

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Volunteers Sponsorship \$25,000 plus GST

Exclusive Opportunity

RoboCup 2019 relies on the support of volunteers to ensure seamless operation for all participants. Your vital support will enable young scientists with knowledge and experience to participate in RoboCup 2019.

The Organisers anticipate that your support will be invaluable to RoboCup 2019.

SOLD

- Company logo will be featured on the Volunteer T-Shirt in acknowledgement
- Company logo on the RoboCup 2019 website sponsor page



MEDIA CENTRE

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Media Centre Sponsor \$40,000 plus GST

Exclusive Opportunity

This room will be used by all Media at RoboCup 2019 and provides an exclusive branding opportunity.

- Opportunity to provide signage within the Media Room (digital and banners, including company logo on Media Wall)
- Company logo in Participant Booklet
- Company logo on RoboCup 2019 website

Recruiters at RoboCup 2019

Access to Talent from \$5,000 plus GST

Nowhere else will you find so many highly skilled, industry relevant delegates as well as emerging young talent under one roof at one time, than at Robocup 2019.

These brightest minds will be excited to hear about opportunities at your organisation.

A 'Recruiters at Robocup' web page will be created on the Robocup 2019 website where you can promote your organisation and job opportunities to entice the brightest minds in the industry. In the lead up to the event we will send each registered attendee a 'Recruiters at Robocup' Electronic Direct Mail with your dedicated recruitment email address or portal to upload their resume. In addition, on-site at Robocup we will be able to offer some limited meeting room space for you to conduct interviews (this will be available on a first come first served basis).

This opportunity is available as an additional Sponsorship opportunity for RoboCup 2019 Partners and your logo will appear as a supporter under Recruiters at Robocup 2019.

\$5,500 (includes promotion and Electronic Direct Mail)

\$7,700 (includes promotion, Electronic Direct Mail and 4 hours interview space)



RESCUE & @HOME

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RoboCup Rescue \$10,000 plus GST

Australian Rescue Sponsor with Branding included on

- The Rescue Arena
- The featured car in the Rescue Arena
- Members from Australian Rescue Teams with the opportunity for the sponsor to provide branded T-Shirts and caps

@Home \$10,000 plus GST

RoboCup 2019 @ Home Sponsor with Branding included on

- The perimeter fencing for @Home as well as rigged banners above the @Home dedicated zone



FIELD & SEATING

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Field Sponsors \$30,000 plus GST per Field Sponsorship

Each League will provide high impact visual branding opportunities. Field Sponsors will receive the following entitlements:

- Perimeter fencing logo placement for selected league as well as rigged banners above the League Field sponsored

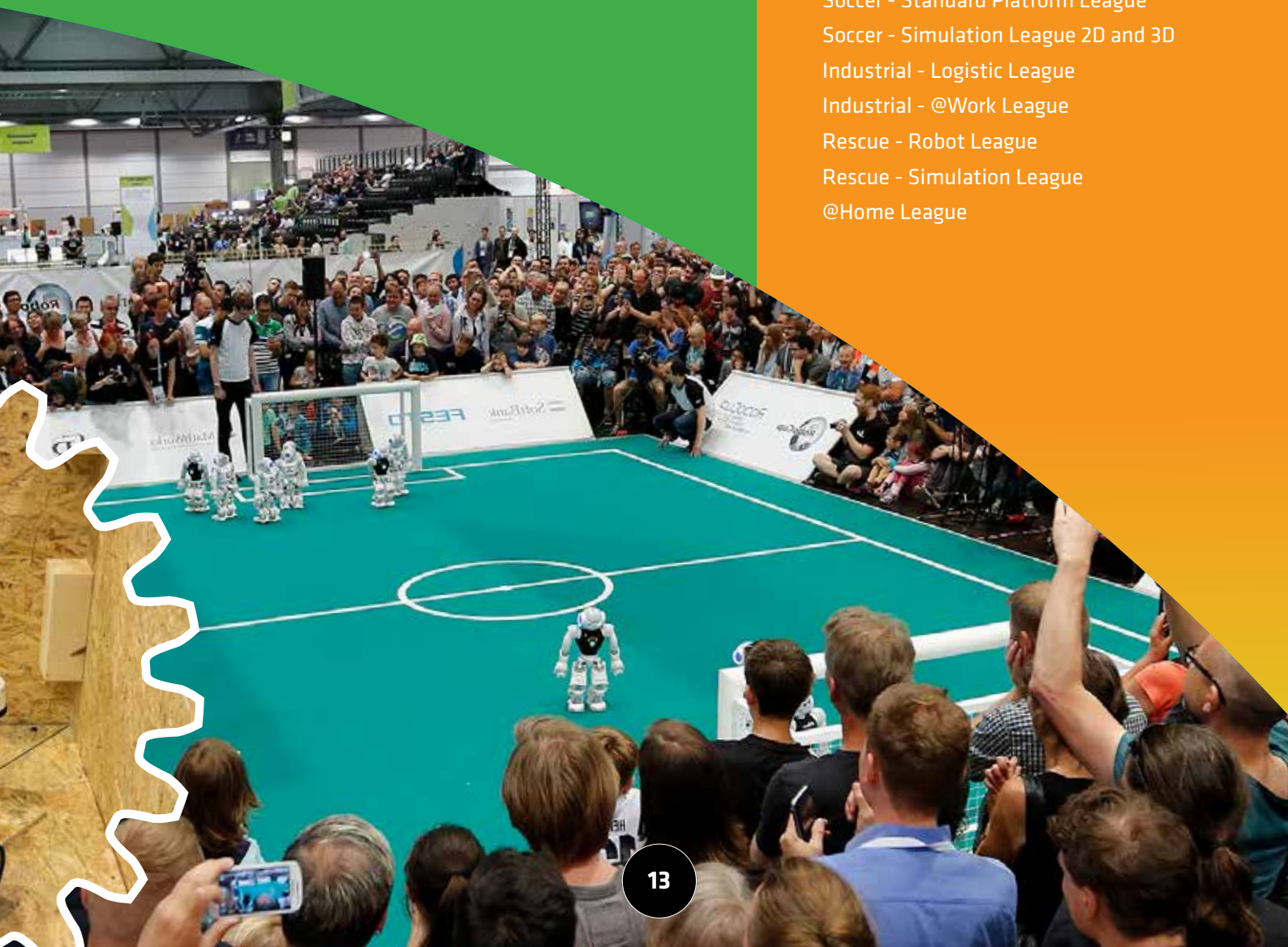
Stadium Seating Sponsor \$20,000 plus GST per Stadium

Stadium Seating is limited to **five** opportunities

- Branding on the stadium seating as well as the rigged banners above the stadium seating

Leagues include:

Soccer - Small Size League
Soccer - Middle Size League
Soccer - Humanoid
Soccer - Standard Platform League
Soccer - Simulation League 2D and 3D
Industrial - Logistic League
Industrial - @Work League
Rescue - Robot League
Rescue - Simulation League
@Home League



RoboCup 2019 APP

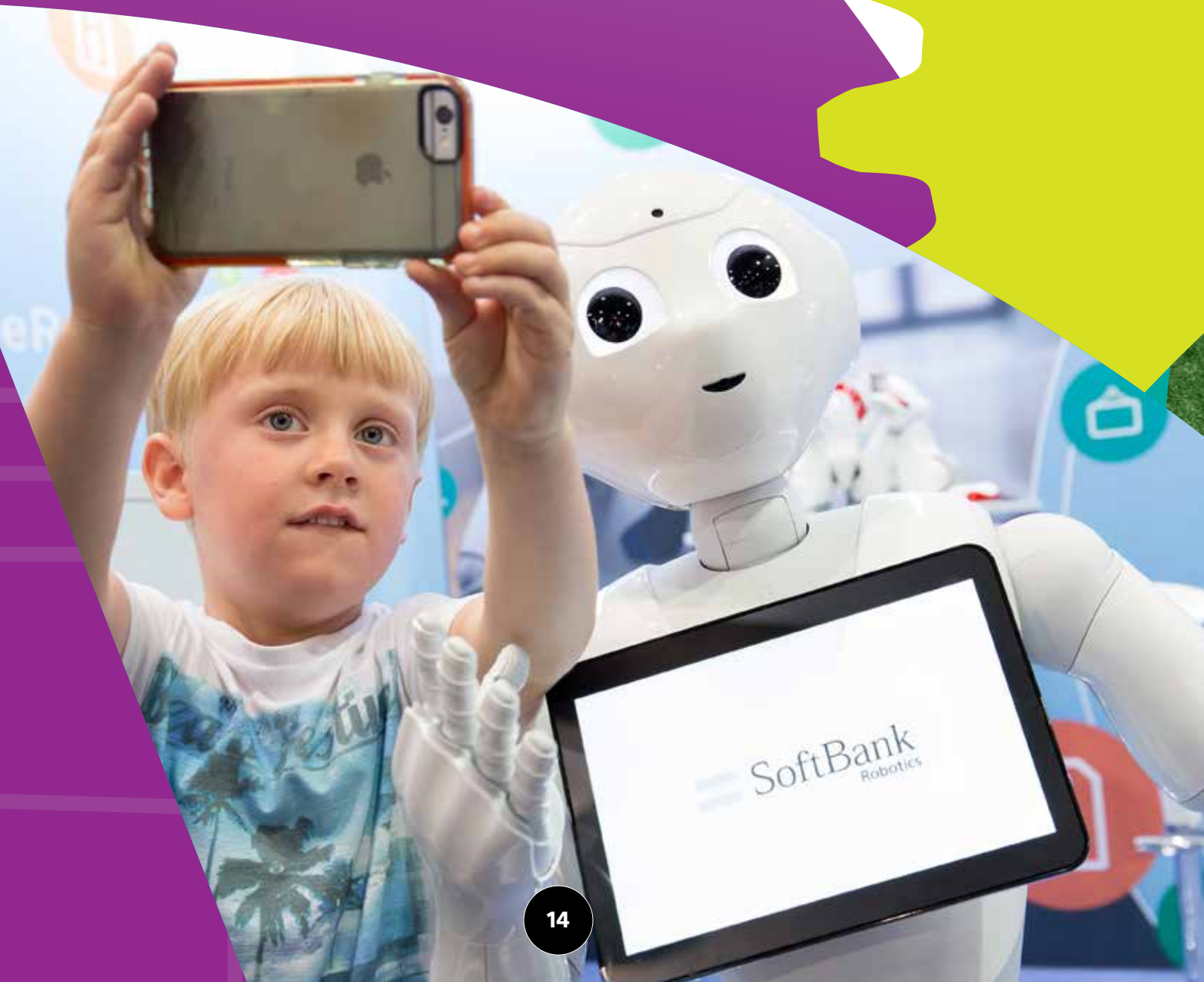
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RoboCup 2019 App Sponsor \$50,000 plus GST

Exclusive Opportunity

The RoboCup 2019 App will be downloaded by attendees and will contain important information including the Competition program, maps, exhibition booth information, and interactive information.

- Company logo will be included on the main menu screen of the App
- Opportunity to place a digital banner advert on the home screen of the App
- Dedicated page within the App to showcase your Company's information



RECHARGE ZONE

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Team Recharge Zone Sponsors \$7,000 plus GST per recharge zone

Each Team Re-charge area will form the working hub across the leagues. Station of hot water urns, tea, coffee, 2 minute noodles, biscuits and fruit will be provided. Sponsor acknowledgements will include

Entitlements

- Naming rights through visual signage at each recharge station sponsored
- Company Logo on the RoboCup 2019 website
- Company Logo in the Participant Booklet



RoboCup 2019 Junior

RoboCup 2019 Junior Sponsorship items from \$5,000 plus GST

- Company logo prominently displayed on the Junior OnStage Stage - **\$5,000** - multiple opportunities
- Company logo prominently displayed in the Mentor Lounge Area - **\$2,500** - multiple opportunities
- Opportunity to showcase an approved promotional video to be screened during non-competition periods - **\$1,000** per screening - multiple opportunities (Video file to be provided for up to 3 minutes each)

Junior Poster Area \$7,000 plus GST

Exclusive Opportunity

- Naming rights to the Junior Poster Area
- Opportunity to provide a banner within the Poster Area (2m high x 1m wide, free standing)
- Company logo on RoboCup 2019 website



Welcome Reception

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Welcome Reception Sponsor \$30,000 plus GST

- Opportunity to make a 5-minute welcome address to guests during the Welcome Reception
- 7 x tickets to the Welcome Reception
- Acknowledgement as the Welcome Reception Sponsor during opening and closing ceremonies
- Opportunity to display corporate signage (supplied by partner) during the Welcome Reception
- Opportunity to provide one (1) feature article to be included in a pre-Event email distribution by the Conference Organisers (artwork/content subject to approval by the Conference Organisers)
- Company Logo on the RoboCup 2019 website
- Company Logo on sponsor signage onsite at RoboCup 2019
- Attendee list – an electronic list will be provided two weeks prior to and two weeks after the Conference. Excel format: name, organisation, state and email addresses (subject to privacy legislation)



MAJOR PARTY

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Major Party Sponsor \$80,000 plus GST

- Opportunity to make a 5-minute welcome address to guests during the Major Party
- 7 x full registrations including tickets to the Major Party
- Acknowledgement as the Major Party Sponsor during opening and closing ceremonies
- Opportunity to display corporate signage (supplied by partner) during the Major Party
- Opportunity to provide one (1) feature article to be included in a pre-event email blast to be distributed by the Event Organisers (artwork/content subject to approval by the Event Organisers)
- Company Logo on the RoboCup 2019 website
- Company Logo on sponsor signage onsite at RoboCup 2019
- Attendee list – an electronic list will be provided two weeks prior to and two weeks after the Conference.
Excel format: name, organisation, state and email addresses (subject to privacy legislation)



JUNIOR PARTY

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Junior Party Sponsor \$60,000 plus GST

Exclusive \$60,000 (inc GST) Entitlements

- Opportunity to make a 5-minute welcome address to guests during the Junior Party
- 7 x full registrations including tickets to the Junior Party
- Acknowledgement as the Junior Party Sponsor during opening and closing ceremonies
- Opportunity to display corporate signage (supplied by partner) during the Junior Party
- Opportunity to provide one (1) feature article to be included in a pre-Event email blast to be distributed by the Event Organisers (artwork/content subject to approval by the Event Organisers)
- Company Logo on the RoboCup 2019 website
- Company Logo on sponsor signage onsite at RoboCup 2019
- Attendee list – an electronic list will be provided two weeks prior to and two weeks after the Event. Excel format: name, organisation, state and email addresses (subject to privacy legislation)



BARISTA SPONSOR

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Barista Sponsor \$10,000 plus GST

Five Opportunities

Five barista zones will be located within the exhibition halls serving coffee and tea throughout RoboCup 2019 during exhibition open times. Benefits include:

- 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)
- Opportunity to place Sponsor provided banners (up to five in the barista zone (2m high by 1m wide, free standing)
- Company Logo in RoboCup 2019 Program (subject to printing deadlines)
- Company Logo on RoboCup 2019 Website
- One complimentary sponsor registration to RoboCup 2019 including ticket to the Welcome Reception



WORKSHOPS

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Workshop / Hands-on Interactive Session (TedX style session)
\$7,000 plus GST

There will be new exciting sessions available to sponsor in 2019.
All workshop will be centrally located at the Exhibition Centre,
ensuring access to all participants in the one location.

- Acknowledgment as a session sponsor
- Opportunity for sponsor to invite speakers and create a program for a 90 minute session
- Opportunity for two company representatives to attend the session
- Company logo displayed on the RoboCup 2019 website
- Company logo printed in the Participant Booklet
- Company logo displayed on digital signage and on the slide during the session



Increase your Exposure

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Sponsorship and Exhibition Add-ons

Sponsored Electronic Direct Mail \$4,000 plus GST*

Want to invite attendees to your own Social Event at Robocup 2019 or promote your latest product?

We can facilitate a dedicated EDM from your organisation with your logo and text and send it to all registered attendees of Robocup 2019.

**Available only to confirmed sponsors or exhibitors at Robocup 2019*

Merchandise (price on application)

Want to include a small gift into the RoboCup Teams' Goody Bag? All team attendees will receive a complimentary bag with the full program of events, attendee handbook and keepsake mementos. This is a great opportunity if you don't have an exhibition stand or want to provide something to encourage visitors.

Size and weight restrictions will apply.

Your logo added to a gift \$2,000 plus GST

Limited budget? We will be providing a range of small gifts in the team bags and can include your logo on the branded RoboCup 2019 item. Please contact us for a list of available items.

EXHIBITION OPTIONS

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Robotics / AI Space \$20,000 plus GST

36sqm prime space allocation

- Free space to build a customised stand or interactive display
- Access to power

Additional Exhibition Entitlements

- Name badges for eight (8) representatives
- Tickets for eight (8) representatives to attend the Welcome Reception

Exhibition Booth \$7,000 plus GST Major Hall Exhibition Booth \$5,000 plus GST Junior Hall

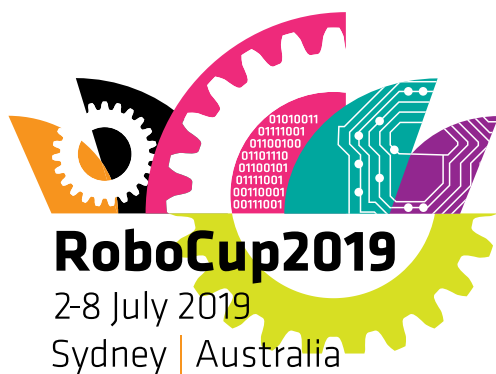
Stand 3m x 3m

- Back and side walls
- Company name on fascia over each open side
- Two spotlights
- One standard power outlet

Additional Exhibition Entitlements

- Name badges for two (2) representatives per 3m x 3m stand
- Tickets for two (2) representatives to attend the Welcome Reception





RoboCup2019

2-8 July 2019

Sydney | Australia

<https://2019.robocup.org>

Event Organisers



Emma Bowyer

Event Director RoboCup 2019

emmab@icmsaust.com.au

Ph: +61 2 9254 5000

ICMS Australasia

GPO Box 3270 Sydney

NSW Australia 2001

Andrea O'Sullivan

Sales Manager Sponsorship &

Exhibition RoboCup 2019

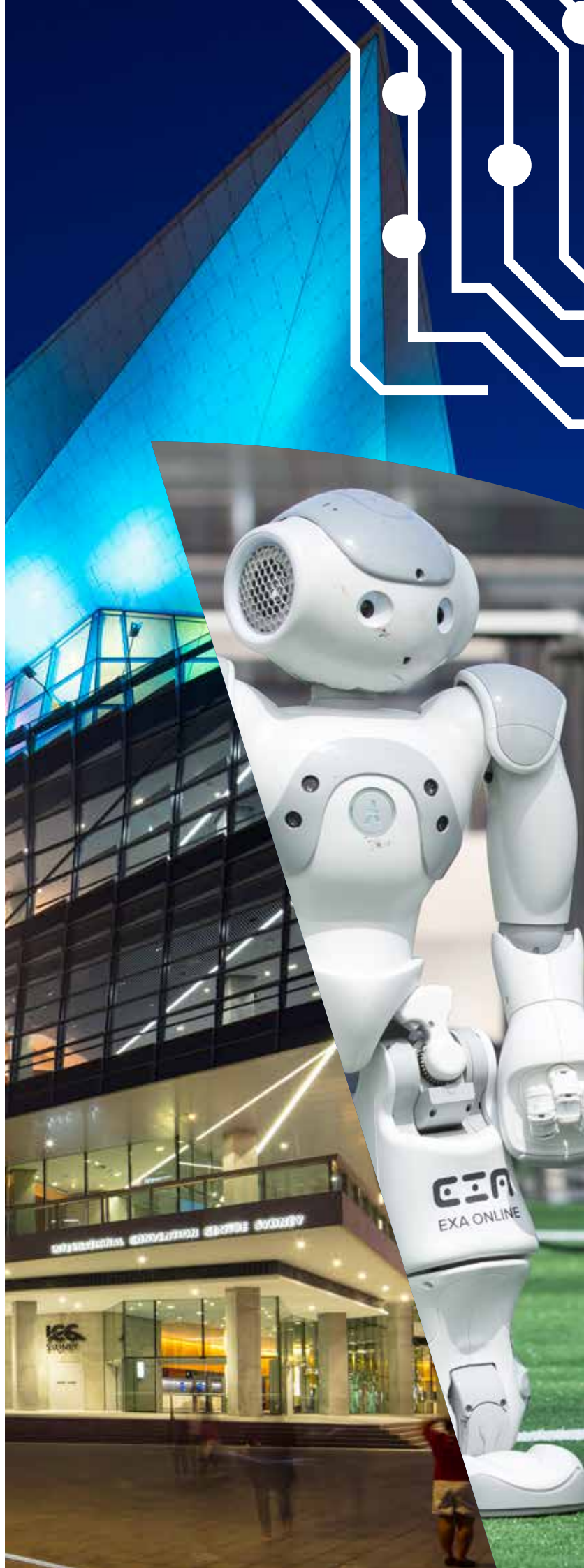
andrea@icmsaust.com.au

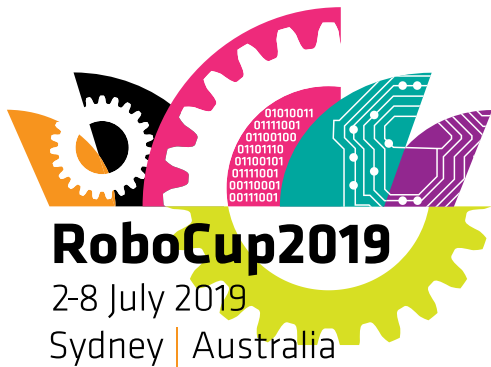
Ph: +61 7 3255 1002

ICMS Australasia

GPO Box 3270 Sydney

NSW Australia 2001





RoboCup2019

2 - 8 July 2019 | Sydney, Australia

<https://2019.robocup.org>

SPONSORSHIP FORM

PERSONAL DETAILS

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

Company Name _____

Contact Person _____

Position _____ Email _____

Telephone _____ Fax _____

Address _____

State _____ Postcode _____

Country _____ Website _____

SPONSORSHIP OPPORTUNITIES

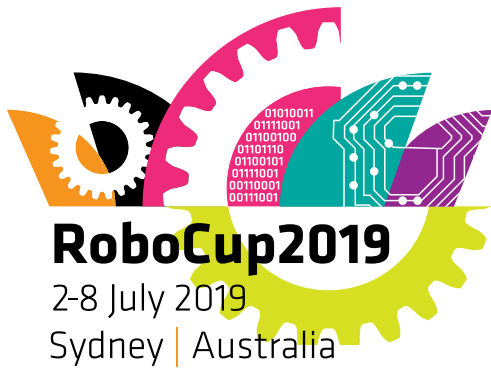
Please tick appropriate box. All sponsorship prices are in AUD. An additional 10% GST (Goods and Services Tax) will be added.

<input type="checkbox"/> Platinum Sponsorship	\$100,000	<input type="checkbox"/> @Home Sponsor	\$10,000
<input type="checkbox"/> Gold Sponsorship	\$50,000	<input type="checkbox"/> Field Sponsor	\$30,000
<input type="checkbox"/> STEM - Champion	\$50,000	<input type="checkbox"/> Stadium Seating Sponsor	\$20,000
<input type="checkbox"/> STEM - Innovator	\$40,000	<input type="checkbox"/> RoboCup 2019 App Sponsor	\$50,000
<input type="checkbox"/> STEM - Motivator	\$30,000	<input type="checkbox"/> Team Recharge Zone Sposnor	\$7,000
<input type="checkbox"/> STEM - Supporter	\$10,000	<input type="checkbox"/> RoboCup 2019 Junior Sponsorship Items	\$5,000+
<input type="checkbox"/> Team Australia Sponsor	\$50,000	<input type="checkbox"/> Junior Poster Area Sponsor	\$7,000
<input type="checkbox"/> STEM Expo Sponsor	\$40,000	<input type="checkbox"/> Welcome Reception Sponsor	\$30,000
<input type="checkbox"/> Institutional Sponsor	\$11,000	<input type="checkbox"/> Major Party Sponsor	\$80,000
<input type="checkbox"/> Official Wi-Fi Sponsor	\$70,000	<input type="checkbox"/> Junior Party Sponsor	\$60,000
<input type="checkbox"/> Student & ECR	\$3,300	<input type="checkbox"/> Barista Sponsor	\$10,000
<input type="checkbox"/> Volunteers Sponsor	\$25,000	<input type="checkbox"/> Workshops / Interactive Session	\$7,000
<input type="checkbox"/> Media Centre Sponsor	\$40,000	<input type="checkbox"/> Electronic Direct Mail	\$4,000
<input type="checkbox"/> Access to Talent - Promo + EDM	\$5,000	<input type="checkbox"/> Merchandise	POA
<input type="checkbox"/> Access to Talent - Promo + EDM + 4hrs	\$7,000	<input type="checkbox"/> Logo on Gift	\$2,000
<input type="checkbox"/> RoboCup Rescue Sponsor	\$10,000		

I agree to be invoiced for a total of \$ AUD _____ + 10% GST _____ = **TOTAL:**
for the items selected above. **\$ AUD**

Signature _____ Date ____ / ____ / ____

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



RoboCup2019

2 - 8 July 2019 | Sydney, Australia

<https://2019.robocup.org>

EXHIBITION FORM

EXHIBITION BOOTH 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

- A 50% deposit is required upon confirmation of your Robocup 2019 sponsorship item and / or booth number.
Final deposit will be due by 31 March 2019.
- Applications made after 31 March 2019 payment will be required in full. Should you wish to discuss a payment plan please contact the Sponsorship & Exhibition Manager.

EXHIBITION CONFIRMATION

	Cost (AUD)		10% GST	Total including GST
<input type="checkbox"/> Robotics / AI Space (36sqm)	\$20,000	+	_____	_____
<input type="checkbox"/> Exhibition Booth (3m x 3m) - Major Hall	\$7,000	+	_____	_____
<input type="checkbox"/> Exhibition Booth (3m x 3m) - Junior Hall	\$5,000	+	_____	_____

Declaration: I have read and accept the terms and conditions in the prospectus and wish to become an exhibitor at RoboCup 2019.

I agree to be invoiced for a total of \$ AUD _____ + 10% GST _____ = **EXHIBITION TOTAL:**
\$ AUD

Signature _____ Date ____ / ____ / ____

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

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 payment online.

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

Forward completed application to:

RoboCup 2019 Sponsorship and Exhibition Manager

Email: andrea@icmsaust.com.au

Tel: +61 7 3255 1002 | Fax: +61 7 3255 1004

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 identified 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 space.
6. The Organiser reserves 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 and to hold the exhibition on other dates as near to 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 reserve 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 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 exhibitors. 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.

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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.

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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. If the Exhibitor wishes to cancel their participation a request must be submitted to the Organiser in writing. Exhibitor cancellations and refunds will be administered as follows:
 - a. If notice of cancellation is received 12 months or more before the first day of the exhibition, the Exhibitor will be entitled to a 75% refund on funds due at the time of cancellation.
 - b. If notice of cancellation is received between 6 and 12 months before the first day of the exhibition, the Exhibitor will be entitled to a 50% refund on funds due at the time of cancellation.
 - c. If notice of cancellation is received less than 6 months before the first day of the exhibition, the Exhibitor will not be entitled to a refund.
 - d. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor may be invoiced for the difference to satisfy the above cancellation and refund policy.
50. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

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 identified 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 space.
6. The Organiser reserves 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 and to hold the exhibition on other dates as near to 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 reserve 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 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.
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Terms & Conditions of Contract Reviewed November 2014