

# APPLICATION & AGREEMENT FOR EXHIBITION SPACE

17 - 19 JUNE 2025

INTERNATIONAL CONVENTION CENTRE, SYDNEY, AUSTRALIA

APPAREL | TEXTILES | HOMEWARES | FOOTWEAR

To apply for a stand please complete all parts (1-7) of this document and submit to Julie Holt, Exhibition Director, at

Email: [julie@iecgroupp.com.au](mailto:julie@iecgroupp.com.au) or

Mobile/Whatsapp: +61 (0) 449 148 886

## PART 1. EXHIBITING COMPANY INFORMATION

COMPANY NAME:

PRODUCTS TO BE DISPLAYED:

COMPANY EMAIL:

COMPANY ADDRESS:

STATE/PROVINCE:

POST/ZIP CODE:

COUNTRY:

COMPANY TELEPHONE NO.:

COMPANY WEBSITE:

WHERE IS THE COMPANY REGISTERED/INCORPORATED?

YEARS OF OPERATION:

MEMBER OF INDUSTRY ASSOCIATION?  YES  NO *If yes please provide details*

### EXECUTIVE SHOW CONTACT

*\*This is the primary contact for all matters regarding your participation.*

FULL NAME:

TITLE:  Mr  Mrs  Ms  Other

ROLE:

CONTACT EMAIL:

CONTACT PHONE:

MOBILE/WHATSAPP:

Are you exhibiting as a co-exhibitor, part of a Group Pavilion, or through an agent?

YES  NO

If yes, please provide details \_\_\_\_\_

## PART 2. INVOICING INFORMATION

AS ABOVE *if different to above*  
INVOICE COMPANY NAME:

ADDRESS:

STATE/PROVINCE:

POST/ZIP CODE:

COUNTRY:

TELEPHONE NO.:

INVOICE COMPANY EMAIL:

### INVOICE CONTACT

FULL NAME:

TITLE:  Mr  Mrs  Ms  Other

ROLE:

INVOICE CONTACT EMAIL:

INVOICE CONTACT PHONE:

*Receipts may be provided only as per details provided in invoicing company name*

Official Use Only

Stand Number

(To be completed by Organiser on acceptance)

Enquiries

T: +61 (0) 3 9596 9205

E: [sourcingsales@iecgroupp.com.au](mailto:sourcingsales@iecgroupp.com.au)

W: [www.globalsourcingexpo.com.au](http://www.globalsourcingexpo.com.au)

International Exhibition & Conference Group Pty Ltd

Level 1 / 197 Bay Street

Brighton VIC 3186 AUSTRALIA

**PART 3. STAND PACKAGES AND PRICING**

**SHELL SCHEME STAND PACKAGE** AUD\$795.00 + GST per m<sup>2</sup> Available in standard 9m<sup>2</sup> or 12m<sup>2</sup> or multiples thereof

Shell Scheme Stand Packages are pre-built and furnished according to the standard options outlined below.

Sourcing: Shell Scheme A (Shelving) – Inclusions at different stand sizes.

\*Note: all stands receive pre-built walls, fascia, and quality carpet tiles as well as the items shown in the below grid.

**FLOOR SPACE ONLY** AUD\$695.00 + GST per m<sup>2</sup> Minimum 9m<sup>2</sup>

Provides an opportunity for Exhibitors to create their own custom stand build. Stand design and build contractor must be approved by the Organiser 60 days prior to Move In. Exhibitors must arrange their own flooring, walls, lighting, furniture, power, signage and display accessories.

NOTE Additional furniture and display accessories for all packages and custom stand builds for Floor Space Only stands are available through the Official Stand Contractor, Exponet. See www.exponet.com.au or contact Exhibitor Services Dept at esd@exponet.com.au or telephone + 61 (2) 9645 7000

**SOURCING: SHELL SCHEME A (SHELVING) (4 metres)**

Perspective View 9 m2  
(3m x 3m inline stand)

**PRE-BUILT STAND**

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

**FASCIA SIGNAGE**

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

**POWER**

1 x single powerpoint per 9m2 or 12m2 stand



Plan View 9 m2  
(3m x 3m inline stand)

**LIGHTING**

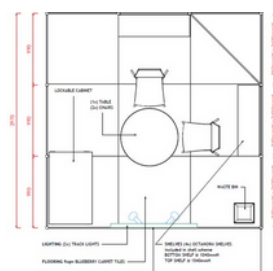
2 x track lights per 9m2 / 3 x track lights per 12m2. Lights are mounted on the inside of the front fascia.

**FURNITURE**

1 x round table with two chairs. 1 x lockable cupboard.

**CARPET**

Quality carpet tiles



**Stand Package Inclusions (Sourcing Shell Scheme A - Shelves)**

SIZE (m <sup>2</sup> )	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	0	4	1	1	2	1	2	1
12	0	4	1	1	2	1	3	1
15	0	6	1	1	2	1	4	1
18	0	8	1	2	4	1	4	2
27	0	12	2	2	4	1	6	2
36	0	12	2	2	4	1	8	2

**SOURCING: SHELL SCHEME B (RAILS) (2 metres)**

Perspective View 9 m2  
(3m x 3m inline stand)

**PRE-BUILT STAND**

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

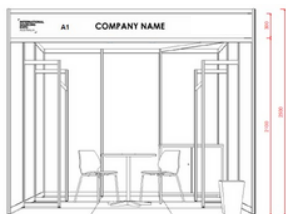
**FASCIA SIGNAGE**

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

**POWER**

1 x single powerpoint per 9m2 or 12m2 stand



Plan View 9m2  
(3m x 3m inline stand)

**LIGHTING**

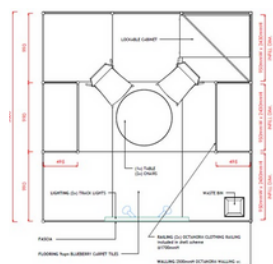
2 x track lights per 9m2 / 3 x track lights per 12m2. Lights are mounted on the inside of the front fascia.

**FURNITURE**

1 x round table with two chairs. 1 x lockable cupboard.

**CARPET**

Quality carpet tiles



**Stand Package Inclusions (Sourcing Shell Scheme B - Rails)**

SIZE (m <sup>2</sup> )	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	2	0	1	1	2	1	2	1
12	2	0	1	1	2	1	3	1
15	3	0	1	1	2	1	4	1
18	4	0	1	2	4	1	4	2
27	6	0	2	2	4	1	6	2
36	8	0	2	2	4	1	8	2

**PART 3. STAND PACKAGES AND PRICING CONTINUED...**

**FOOTWEAR: SHELL SCHEME A (SHELVING) (9 metres)**

Perspective View 9 m2  
(3m x 3m inline stand)

**PRE-BUILT STAND**

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

**FASCIA SIGNAGE**

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

**POWER**

1 x single powerpoint per 9m2 or 12m2 stand



Plan View 9 m2  
(3m x 3m inline stand)

**LIGHTING**

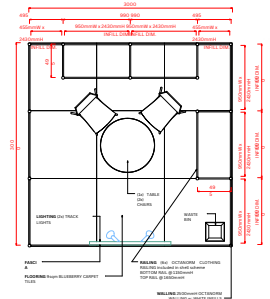
2 x track lights per 9m2 / 3 x track lights per 12m2. Lights are mounted on the inside of the front fascia.

**FURNITURE**

1 x round table with two chairs. 1 x waste bin.

**CARPET**

Quality carpet tiles



**Stand Package Inclusions (Footwear Shell Scheme A - Shelves)**

SIZE (m <sup>2</sup> )	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	0	9	0	1	2	1	2	1
12	0	9	0	1	2	1	3	1
15	0	12	0	1	2	1	4	1
18	0	18	0	2	4	1	4	2
27	0	27	0	3	6	1	6	2
36	0	27	0	4	2	1	8	2

**FOOTWEAR: SHELL SCHEME B (RAILS) (4 METRES)**

Perspective View 9 m2  
(3m x 3m inline stand)

**PRE-BUILT STAND**

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

**FASCIA SIGNAGE**

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

**POWER**

1 x single powerpoint per 9m2 or 12m2 stand



Plan View 9 m2  
(3m x 3m inline stand)

**LIGHTING**

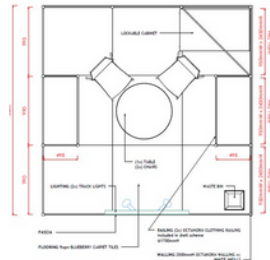
2 x track lights per 9m2 / 3 x track lights per 12m2. Lights are mounted on the inside of the front fascia.

**FURNITURE**

1 x round table with two chairs. 1 x waste bin.

**CARPET**

Quality carpet tiles



**Stand Package Inclusions (Footwear Shell Scheme B - Rails)**

SIZE (m <sup>2</sup> )	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	4	0	0	1	2	1	2	1
12	4	0	0	1	2	1	3	1
15	6	0	0	1	2	1	4	1
18	8	0	0	2	4	1	4	2
27	12	0	0	3	6	1	6	2
36	14	0	0	4	2	1	8	2

**PART 3. STAND PACKAGES AND PRICING CONTINUED...**

Please tick which stand package you select

**Sourcing Shell Scheme A** (9m<sup>2</sup>/ 12m<sup>2</sup>/18m<sup>2</sup>)  
\_\_\_\_\_ (indicate size)

**Sourcing Shell Scheme B** (9m<sup>2</sup>/ 12m<sup>2</sup>/18m<sup>2</sup>)  
\_\_\_\_\_ (indicate size)

**Footwear Shell Scheme A** (9m<sup>2</sup>/ 12m<sup>2</sup>/18m<sup>2</sup>)  
\_\_\_\_\_ (indicate size)

**Footwear Shell Scheme B** (9m<sup>2</sup>/ 12m<sup>2</sup>/18m<sup>2</sup>)  
\_\_\_\_\_ (indicate size)

**Floor space only** (9m<sup>2</sup>/ 12m<sup>2</sup>/ 18m<sup>2</sup>)  
\_\_\_\_\_ (indicate size)

\*Larger stands are available. Please consult the organiser.

*Note If no option is selected by the Exhibitor, the Organiser will allocate the option deemed the most suitable.  
Note All exhibitors receive free show guide listing.*

Number of open sides desired

*(This cannot be guaranteed although the Organiser will endeavour to provide depending on availability)*

1 open side     2 open sides     3 open sides     4 open sides

**STAND PACKAGE PRICING CALCULATOR**

Please complete below to clarify your requirements and calculate the total fee.

Stand Packages	SQM space (m2) (size of stand ordered)	Rate AUD\$	Subtotal AUD\$
<b>Sourcing: Shell Scheme A Shelving</b> Includes walls, 2 lights per 9m, 3 lights per 12m2, 1 table, 2 chairs, 1 powerpoint, 1 bin, fascia signage, 1 lockable cupboard + 4 metres of shelving*		<b>\$795.00 per m2</b>	(m2 x rate)
<b>Sourcing: Shell Scheme B Rails</b> Includes walls, 2 lights per 9m2, 3 lights per 12m2, 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage, 1 lockable cupboard + 2 metres of in-built hanging rails*		<b>\$795.00 per m2</b>	(m2 x rate)
<b>Footwear: Shell Scheme A Shelving</b> Includes walls, 2 lights per 9m, 3 lights per 12m2, 1 table, 2 chairs, 1 powerpoint, 1 bin, fascia signage + 9 metres of shelving*		<b>\$795.00 per m2</b>	(m2 x rate)
<b>Footwear: Shell Scheme B Rails</b> Includes walls, 2 lights per 9m2, 3 lights per 12m2, 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage, 1 lockable cupboard + 4 metres of in-built hanging rails*		<b>\$795.00 per m2</b>	(m2 x rate)
<b>Floor Space Only</b>		<b>\$695.00 per m2</b>	(m2 x rate)
<b>Fees</b>			
<b>Waste Management Fee (mandatory)</b>		<b>\$100 per stand</b>	\$100
<b>Subtotal</b>		—————>	
<b>Add GST 10% of Subtotal</b>		—————>	
<b>TOTAL AMOUNT PAYABLE AUD\$</b> (INCLUDES GST)			

\*The items described above relate to package inclusions for either a 9m2 or 12m2 shell scheme stand. Should you reserve a larger stand please consult the detailed stand package inclusion summary grid for the relevant package on preceding pages.

**PART 4. PAYMENTS**

**PAYMENT TERMS**

1. Exhibitors are required to pay 50% of their participation fees within 7 days of booking before 15 March 2025, and the balance by 15 March 2025. Any bookings received after 15 March 2025 will be required to pay 100% of the stand fees within 7 days.
2. Confirmed stand assignment and visa invitation letters if applicable will not be provided until the participation fee has been received.
3. It is the responsibility of the exhibitor to inform themselves of information regarding visa applications. Information is available through the Australian Department of Home Affairs website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/visit>.
4. The Organiser will, at its discretion, provide a letter of invitation to confirmed exhibitors after the participation fee has been paid.
5. It is the Organiser's policy not to provide refunds in the case of a visa not being granted.

**PAYMENT METHODS**

Payment must be effected in Australian Dollars (AUD\$). Please email advice of payment and a copy of the remittance to [accounts@iecgroupp.com.au](mailto:accounts@iecgroupp.com.au)

**DIRECT DEBIT**

Account Name: International Expo Group Pty Ltd  
 Bank: Commonwealth Bank  
 Bank Branch Details: 443 Victoria Avenue, Chatswood, NSW 2067, Australia  
 BSB: 062-140 ACCOUNT: 1119-8386

**INTERNATIONAL MONEY TRANSFER**

SWIFT CODE: CTBAAU2S

**CREDIT CARD**

Mastercard and Visa credit cards accepted with a surcharge of 1.75 %  
 To pay by credit card please contact [accounts@iecgroupp.com.au](mailto:accounts@iecgroupp.com.au)

**PART 5. ACCEPTANCE**

1. We wish to order the stand/space as indicated including mandatory administration fees where indicated, and agree to make payment hereunder on the due date to International Expo Group Pty Ltd. Failure to meet payment requirements will result in enforcement of Breach clause of agreement.
2. Public Liability Insurance is covered in your Stand fee.
3. This agreement and declaration together with the accompanying Terms and Conditions along with any Special Conditions on this Order Form, comprise the Agreement between the Exhibitor and the Organiser. The Exhibitor confirms that he/she has received the Exhibition Terms & Conditions and accepts them and that they are legally binding in all parts. This Application and Agreement for Exhibition Space is an enforceable contract once confirmed in writing by both parties to the agreement.
4. We hereby declare that the information provided in the application form is true and correct to the best of our knowledge. We understand that any false or misleading information provided herewith will lead to the rejection of our right to participate in the Exhibition and the Organiser is absolved from any legal responsibility related to the provision of incorrect or misleading information.

Acceptance by the Exhibitor (Authorised Party)	Acceptance by the Organiser (Authorised Party)
Company	Company
Signatory Name	Signatory Name
Signatory Position Title	Signatory Position Title
Date	Date
Signature	Signature

*Include Company Stamp where applicable.*



**PART 7. DETAILED PRODUCT/SERVICE CLASSIFICATION**

This information is used to assess your application. The Expo does not have defined product precincts and the information you provide herewith is primarily for marketing and directory information.

FINISHED GOODS: PRIMARY PRODUCTS YOU PRODUCE (Select a maximum of 6 sub-categories according to your primary product classification. For example, if you select A Apparel & Fashion, please tick up to 6 sub-categories in that section)

**PRODUCT CLASSIFICATION** *Please select maximum 6*

<input type="checkbox"/>	<b>A. APPAREL &amp; FASHION</b>	<input type="checkbox"/> ACTIVEWEAR <input type="checkbox"/> DRESSES & SKIRTS <input type="checkbox"/> FORMAL & EVENING WEAR <input type="checkbox"/> HOODIES & SWEATERS <input type="checkbox"/> INTIMATE APPAREL	<input type="checkbox"/> JEANS/DENIM <input type="checkbox"/> KNITS/TOPS <input type="checkbox"/> LEATHER GARMENTS <input type="checkbox"/> OTHER <input type="checkbox"/> OUTERWEAR/COATS	<input type="checkbox"/> RESORT/SWIMWEAR <input type="checkbox"/> SPECIAL SIZES: CURVY/TALL/PETITE <input type="checkbox"/> SPORTS APPAREL & PERFORMANCE <input type="checkbox"/> SUITS/BLAZERS <input type="checkbox"/> WORKWEAR & UNIFORM
<input type="checkbox"/>	<b>B. FASHION ACCESSORIES</b>	<input type="checkbox"/> BACKPACKS <input type="checkbox"/> BELTS <input type="checkbox"/> EYEWEAR <input type="checkbox"/> GLOVES	<input type="checkbox"/> HANDBAGS/TOTES <input type="checkbox"/> HATS/HEADWEAR/MILLINERY <input type="checkbox"/> HOSIERY/socks <input type="checkbox"/> JEWELRY	<input type="checkbox"/> NECKTIES <input type="checkbox"/> PERSONAL LEATHER GOODS <input type="checkbox"/> SCARVES & WRAPS <input type="checkbox"/> WALLETs
<input type="checkbox"/>	<b>C. FABRIC, TEXTILES &amp; TRIM</b>	<input type="checkbox"/> BUCKLES/HOOKS <input type="checkbox"/> BUTTONS/SNAPS <input type="checkbox"/> CORD & YARN <input type="checkbox"/> FABRIC	<input type="checkbox"/> FASTENERS & ZIPS <input type="checkbox"/> FINDINGS/COMPONENTS <input type="checkbox"/> INTELLIGENT FABRIC <input type="checkbox"/> LABELS	<input type="checkbox"/> NOTIONS <input type="checkbox"/> RIBBONS/APPLIQUE/EMBROIDERY <input type="checkbox"/> TECHNICAL TEXTILES
<input type="checkbox"/>	<b>D. FOOTWEAR</b>	<input type="checkbox"/> CASUAL <input type="checkbox"/> FASHION BOOTS <input type="checkbox"/> FASHION SHOES <input type="checkbox"/> FOOTWEAR ACCESSORIES	<input type="checkbox"/> MENS <input type="checkbox"/> OUTDOOR <input type="checkbox"/> SANDALS <input type="checkbox"/> SLIPPERS	<input type="checkbox"/> SNEAKERS <input type="checkbox"/> SPECIAL PURPOSE <input type="checkbox"/> THONGS/FLIP FLOPS
<input type="checkbox"/>	<b>E. HOME</b>	<input type="checkbox"/> BLANKETS/TROWS <input type="checkbox"/> CURTAINS <input type="checkbox"/> CUSHIONS & COVERS <input type="checkbox"/> HOME DÉCOR	<input type="checkbox"/> LINEN & BEDDING <input type="checkbox"/> OCCASIONAL FURNITURE <input type="checkbox"/> RUGS & FLOORCOVERINGS <input type="checkbox"/> TABLETOP & NAPERY	
<input type="checkbox"/>	<b>F. SERVICE PROVIDER/ TECHNOLOGY</b>	<input type="checkbox"/> ASSOCIATION/EDUCATIONAL <input type="checkbox"/> DESIGN <input type="checkbox"/> FINANCE <input type="checkbox"/> FORECASTING SERVICES	<input type="checkbox"/> LOGISTICS <input type="checkbox"/> PACKAGING/SHOPPING BAGS <input type="checkbox"/> PUBLICATIONS <input type="checkbox"/> RETAIL FIXTURES/POINT OF SALE	<input type="checkbox"/> SCREEN PRINTING <input type="checkbox"/> SOURCING AGENCY <input type="checkbox"/> SUBLIMATION <input type="checkbox"/> TESTING/QUALITY ASSURANCE

**Any other information about your product or service that you wish to provide:**

To apply for a stand please complete all parts (1-7) of this document and submit to Julie Holt, Exhibition Director, at  
**Email: [julie@iecgroupp.com.au](mailto:julie@iecgroupp.com.au) or**  
**Mobile/Whatsapp: +61 (0) 449 148 886**

# APPENDIX A – EXHIBITION TERMS & CONDITIONS

## 1. DEFINITIONS

- 1.1 **The Contract** is the contract referred to in clause 2.4.
- 1.2 **The Contract Fee** means the total cost of the Space and related fees detailed in the Space Application.
- 1.3 **The Deposit** is the portion of the Contract Fee described in the Space Application. For applications received after 15 March 2025, the 'deposit' represents the full participation fee unless expressly agreed otherwise.
- 1.4 **Force Majeure** means an act of God, war, revolution or any other unlawful act against public order or authority, an industrial dispute including strike or other labour disturbance; a government restraint including a declaration of emergency; natural disaster including earthquake, fire or flood and any other event which is not within the Organiser's control.
- 1.5 **The Cancellation Fee** is the fee described in clause 11.
- 1.6 **The Exhibition** is the Exhibition described in the Space Application.
- 1.7 **The Exhibition Venue** is the place where the Exhibition will be held, as described in the Space Application.
- 1.8 **The Exhibitor** is the Applicant whose details are set out in the Space Application and where not inconsistent with the context, a reference to the Exhibitor includes all of its Employees, Agents or Contractors.
- 1.9 **The Exhibitor Manual** means the manual relating to the Exhibition supplied by the Organiser to the Exhibitor which will, in any event, be made available to the Exhibitor either in hard copy or online at least two (2) months before the Exhibition, including any amendments.
- 1.10 **The Move-In** is the time specified by the Organiser for the Exhibitor to set up displays prior to the opening of the Exhibition.
- 1.11 **The Move-Out** is the time specified by the Organiser for the Exhibitor to dismantle and remove displays following conclusion of the Exhibition.
- 1.12 **The Organiser** is International Expo Group Pty Ltd. International Exhibition and Conference Group Pty Ltd acts on behalf of the Organiser in promoting and delivering the event.
- 1.13 **The Rules & Regulations** means the Rules and Regulations contained within the Exhibitor Manual and elsewhere prescribed by the Organiser, including any published or communicated deadlines. The Organiser may interpret, alter and amend any of the Rules and Regulations and to issue additional Rules and Regulations at any time it considers necessary to ensure the orderly operation of the Exhibition. Any and all Rules and Regulations shall be final and binding on the Exhibitor.
- 1.14 **The Space** means the space within the Exhibition venue described in the Space Application under 'Stand Packages'.
- 1.15 **The Space Application/Stand Agreement** means the form accompanying these Terms and Conditions.

## 2. APPLICATION FOR SPACE

- 2.1 An application for space in the Exhibition shall be made by completing the Space Application and returning it to the Organiser. The Organiser reserves the right to accept or reject the Application. The Organiser may at any time require the Applicant/Exhibitor to produce copies of the certificate of incorporation, business registration certificate or any company registration requirements. The Organiser and Exhibitor expressly agree and acknowledge that the Space Application may be prepared, signed and exchanged electronically.
- 2.2 The Exhibitor cannot exhibit or promote itself under a different company name to that nominated on the Space Application without express permission of the Organiser.
- 2.3 The Organiser may accept an application for space by either:
  - (a) Signing a copy of the completed Space Application and returning it to the Exhibitor; or
  - (b) Notifying the Exhibitor in writing (including by email) that the application has been accepted.
- 2.4 When accepted by the Organiser, the Space Application becomes a binding contract between the Applicant as Exhibitor and the Organiser. The Exhibitor agrees to exhibit and to be bound by these Terms and Conditions and any Rules and Regulations imposed by the Authorities.

## 3. SPACE ALLOCATION & EXHIBITION PROGRAM

- 3.1 The Organiser grants to the Exhibitor a licence to use the space to participate in the Exhibition. The grant of the licence does not constitute the grant of a right of tenancy. The Organiser reserves the right to alter the floorplan and configuration of any stand and shall only make an adjustment to the Contract Fee if the overall size of the space is reduced. The Organiser may advise the Applicant of a stand location at the time of acceptance of the application or withhold final allocation until closer to the Exhibition at its sole absolute discretion. While the Organiser will undertake to honour any specific allocation, it retains the right to adjust location or re-assign stands at any time for reasons of consolidation or otherwise to optimise the event.

- 3.2 The Organiser reserves the right to change the floorplan, site character, venue, exhibition program, date or other variables at anytime.
- 3.3 Hall pillars and other structural elements found within the hired stand area or venue do not entitle the Exhibitor to a reduction in the participation fee or stand reassignment. Hall pillars and on site elements cannot be used as part of an exhibit without express permission of the Organiser.

## 4. EXHIBITS, EXHIBITORS & REMOVAL OF GOODS

- 4.1 All exhibits must be directly related to the Exhibition profile and accord with the Exhibitor's nominated products for exhibit in the Space Application.
- 4.2 Each Exhibitor must keep its space adequately merchandised and staffed for the duration of the Exhibition and be in attendance on the stand at Exhibition open.
- 4.3 The right to use the stand allocated and obligations accrued is exclusive to the Exhibitor and cannot be transferred, assigned, subcontracted or otherwise shared without express written permission of the Organiser.
- 4.4 The Organiser reserves the right to refuse admission or remove any person or persons where the Organiser in its absolute discretion considers that person or persons to be intoxicated, unruly or likely to create a disturbance.
- 4.5 The Exhibitor is prohibited from making, producing, or causing any sound, including but not limited to music or sound produced by broadcasting from any electronic or other device, or vibration or odour which may impinge on the requirements and experience of Exhibitors and Visitors to the Exhibition.
- 4.6 Exhibitors must be in attendance at the venue no later than 3pm at Move-In with stands fully set up no later than 7pm on that day. In the event that an Exhibitor does not attend Move-In by 5pm or the exhibition display materials do not arrive in time for the Exhibition, the Organiser reserves the right to modify or reallocate the stand at the account of the Exhibitor.
- 4.7 The Exhibitor shall not without express permission from the Organiser remove any of the products or fixtures of the Stand or any of its decorations until the Exhibition is officially closed. Such action will result in a fine of AUD \$1000.00 and may result in preclusion from future participation in the Exhibition. The Exhibitor shall only transport exhibits and related items on to the stand during Move-In and Move-Out.
- 4.8 The Organiser shall not be responsible for receiving or storing any products or stand materials on behalf of the Exhibitor. The Exhibitor shall remove from the Exhibition venue all goods and display materials and if applicable, any custom-built stands, and restore the area to its original condition within TWO hours after the conclusion of the Exhibition or as prescribed by the Organiser. Failure to do this may deem such items forfeited and they will be disposed of by the Organiser and/or their appointed agent at the Exhibitor's expense. The Organiser shall not be liable for any loss, damage or expense whatsoever as a consequence thereof.

## 5. FREIGHT & EXHIBITS

- 5.1 The Exhibitor is responsible for receipt and of inbound shipments to the venue. Non-receipted freight items may be transferred to a contractor's warehouse at the Exhibitor's expense.
- 5.2 All items brought to, stored and removed from the Exhibition venue are at the sole risk of the Exhibitor and should be safeguarded at all times.

## 6. CONDUCT & CANVASSING

- 6.1 Exhibitors must at all times act responsibly and courteously to Visitors, Contractors and other Exhibitors and must not, by their actions, cause a nuisance or act in a manner that could damage the reputation of the Organiser or adversely impact the running of the Exhibition.
- 6.2 Exhibitors must not canvass or distribute promotional material other than from their own stand. Exhibitors must not sell products from their stands except for trade sales contracts for fulfilment after the Exhibition.
- 6.3 The Exhibitor shall not take any photographs or video recording of any Exhibitor or Exhibition feature without written approval of the Organiser.
- 6.4 Exhibits must not display a price tag.
- 6.5 The preparation of hot food on the stand is not permitted due to the potential nuisance to others.
- 6.6 All Exhibitors undertake not to conduct any parallel event inside or outside the Exhibition venue throughout the duration of the event without express permission of the Organiser.

## 7. COMPLIANCE WITH REGULATIONS

- 7.1 The Exhibitor must comply with all fire, safety, health and other laws, Rules and Regulations imposed by the Authorities and/or the Organiser.
- 7.2 Where an Exhibitor participates in the Exhibition as part of a group stand it is the requirements. Exhibitor's responsibility to ensure that any party with which it participates complies with the Rules and Regulations described in clause 7.1 and with the Terms and Conditions of this Contract. If any space is contracted on behalf of a group of Exhibitors, then they should be jointly and severally responsible in payment and obligations.
- 7.3 Upon any breach of this clause 7, the Organiser may remove or alter all or any part of the Space or of the Exhibition in order to rectify the failure to comply, in which case the Organiser will not be liable for any loss or damage whatsoever sustained as a result.



# APPENDIX A – EXHIBITION TERMS & CONDITIONS

## 8. STAND USAGE & LIMITS & RELATED WORKS

- 8.2 No part of the stand or any display may project beyond the allotted dimensions of the space. Stands must not exceed a maximum height of 2.5 metres without the permission of the Organiser. No items may project into the aisles.
- 8.3 The Exhibitor shall use the stand and any part of the space allocated in a manner and format satisfactory to the Organiser and in the spirit of the Exhibition. If the Organiser believes that the use of the stand is unacceptable or that the Exhibitor has breached the Rules and Regulations of the Exhibition, the Exhibitor may be disqualified from the Exhibition and asked to immediately leave the Exhibition and venue and to clear all or any part of the stand or space at the Exhibitor's expense.
- 8.4 Should an Exhibitor accommodate a Co-Exhibitor or a company which is additionally represented, without the express permission of the Organiser, this shall be the grounds for dissolving the contract without notice and to have the stand space vacated at Exhibitor risk and expense. No claims of any kind can be made against the Organiser in this case, including no claims for damages.
- 8.5 The Exhibitor is liable for any damage to walls, fixtures or floors of their stand.
- 8.6 The Exhibitor must not make any modifications to stand fascia or standard signage without express permission of the Organiser.
- 8.7 No modifications to the stand build including shelf or fixture adjustment can be made once the Exhibition is open to Visitors. Any display enhancements such as overhead banners or other must be granted with express permission by the Organiser no later than twenty-eight (28) days prior to the Exhibition.
- 8.8 **SHELL SCHEME STANDS**  
Shell scheme stands will be provided with walls, carpet, electrical outlet, lighting and a fascia panel (which may not be altered, removed or covered in any way) with the Exhibitor's name and stand number. Such shell scheme stands also come equipped with standard furniture inclusions as nominated by the Exhibitor at the time of booking. No modification or swapping of such packages can be allowed by the Organiser later than sixty (60) days prior to the Exhibition. Any such request for modification is purely the discretion of the Organiser and any failure or omission is at Exhibitor expense. The stand will be provided by the appointed Contractor and are of standard templates. No variation of the fascia board, lettering, fittings or structure shall be permitted without the express permission of the Organiser.

## 8.9 FLOOR SPACE ONLY SITES

Exhibitors booking Floor Space Only sites are responsible for the construction of their Exhibition stand. Custom-built stands must not impede the structure of adjacent stands. The stand build Contractor, and design plans, need to be approved by the Organiser no later than sixty (60) days prior to the Exhibition. Exhibitors must inform themselves of, and comply with, any and all statutory and venue requirements regarding such builds and work carried out by the Exhibitor or its Agents at the Exhibition venue must conform to all applicable statutes and regulations. The Organiser or its appointed Contractor reserves the right to prohibit or stop any work that is undertaken which contravenes statutes, rules or regulations and will not be liable for any loss arising from this action.

## 9. TERMS OF PAYMENT & PARTICIPATION FEES

- 9.1 The Organiser will issue a Tax Invoice to the Exhibitor for the deposit which shall be payable by the Exhibitor to the Organiser by the date specified in the Space Application/Stand Agreement.
- 9.2 The Organiser will issue a Tax Invoice to the Exhibitor for the balance of the contract fee which shall be payable by the Exhibitor to the Organiser by the due date specified in the Space Application/Stand Agreement. Where an Application for Space is received, and accepted after the balance due date, the total contract fee is due and payable immediately.
- 9.3 If the Exhibitor pays by credit card then surcharges will apply in accordance with the schedule as advised by the Organiser.
- 9.4 Administrative fees may be payable in relation to processing refunds and late payments as advised by the Organiser.
- 9.5 The Exhibitor is responsible for settling all accounts for expenses incurred by it, its Agents, Employees or Contractors in connection with the Exhibition.
- 9.6 Interest on overdue amounts may be charged at a rate of 1.50% per calendar month or part thereof and the Exhibitor shall be liable for, and expressly undertakes to pay, all such interest.
- 9.7 In the event of any default in payment, the Exhibitor shall be liable on an indemnity basis for any and all legal and/or debt collection expenses incurred by the Organiser in pursuing outstanding payment.

## 10. TERMINATION BY THE ORGANISER

- 10.1 The Exhibitor acknowledges and agrees that clauses 1 - 9 are essential terms of this contract and if the Exhibitor is in breach of any of them, the Organiser may terminate this contract immediately if the Exhibition or the Move-in has already commenced; or by giving three (3) business days written notice if prior to the Move-In.
- 10.2 If this contract is terminated due to non-payment of any amount owing to the Organiser, the Organiser may re-let the space to another Applicant and recover damages in the form of the cancellation fee as detailed in clause 11. Payment that is more than fourteen (14) days outstanding will result in automatic forfeiture of the contract space with full responsibility by the Applicant for payment owing. Should any payment remain outstanding less than seven (7) days prior to the Exhibition Move-In then the Organiser will re-allocate the space or re-dress the space at its discretion with expenses charged to the Exhibitor.
- 10.3 The Organiser may terminate this Contract immediately if the Exhibitor brings the Organiser or the Exhibition into disrepute or into adverse publicity or notoriety that affects the Organiser or Exhibition in a negative manner.
- 10.4 If the Organiser suffers an event of Force Majeure, the Organiser may terminate this contract immediately upon giving written notice (including by email) detailing the Force Majeure event.
- 10.5 The Organiser may terminate this contract without cause prior to the commencement of the Exhibition upon giving twenty-eight (28) days' notice to the Exhibitor.

## 11. CANCELLATION BY THE EXHIBITOR

- 11.1 An Exhibitor who withdraws from the Exhibition for any reason whatsoever will be liable for the cancellation fee which shall be calculated as follows, where column A is the number of days between the date on which notification of withdrawal is given and the date of commencement of the Exhibition, and column B is the percentage of the contract fee which will comprise the withdrawal fee:

A	B
More than 240	50%
Between 240 and 150	80%
Less than 150	100%

- 11.2 Notification of cancellation must be made in writing (including by email) to the Organiser.

## 12. EXCLUSION OF LIABILITY

- 12.1 To the extent permitted by law, the Organiser gives no warranty and makes no representation:  
(a) That the Exhibition will attract any or any minimum number of Visitors or will achieve any particular outcome for the Exhibitor; or  
(b) As to the accuracy of the information provided by the Organiser.
- 12.2 The Organiser is not liable to the Exhibitor for any loss arising out of:  
(a) Any restrictions or conditions regarding the construction, completion, alteration or dismantling of any stands imposed by the Authorities; or  
(b) The location, entry point, exhibition program or sighting of the space; or  
(c) The failure of any services normally provided at the Exhibition venue; or  
(d) The amendment to all or any part of the Exhibition Manual; or  
(e) Changes imposed by any of the Authorities; or  
(f) An event of Force Majeure
- 12.3 The Exhibitor shall have no claim for damages of any kind against the Organiser in respect of loss or damage to the Exhibitor, direct or consequential arising from the prevention, cancellation, postponement, abandonment or part-time opening or relocation of the Exhibition either wholly or in part if for any reason beyond the Organiser's control or Force Majeure or if the Exhibition facility becomes wholly or partially unavailable or Inappropriate (in the Organiser's opinion) for the holding of the Exhibition (change event).
- 12.4 In the situation of a change event, the Organiser shall be entitled to retain all sums paid by the Exhibitor or such part thereof as the Organiser considers reasonable if the Exhibition is able to be held (with whatever changes are required as a result of the change event). The Exhibitor will have no claim for compensation as a result of any changes.
- 12.5 The Organiser reserves the right at all times to cancel, postpone or amend the published dates of the Exhibition to a date which is, in the opinion of the Organiser, most applicable for such an Exhibition, using this right only where circumstances necessitate such action and without liability being incurred by the Organiser.
- 12.6 The Organiser assumes no risk and the Exhibitor releases the Organiser from liability for loss or damage to person or goods.
- 12.7 In no event shall the Organiser be liable to the Exhibitor for any consequential, indirect, special or Incidental damages or loss. This includes for the consequences of any introduction or commercial transaction, or intellectual or commercial property violation or trade infringement made during or as a result of the Exhibition.
- 12.8 The Exhibitor is fully liable for any loss or damage to the venue, which arises due to an act or omission of the Exhibitor or any of its Agents/Associates, Contractors, other Exhibitors or Visitors.

# APPENDIX A – EXHIBITION TERMS & CONDITIONS

## 13. GST

- 13.1 'GST' means ant tax calculated by reference to the value of goods and services provided, calculated and levied at the point of sale or supply of goods or supply of the services and the 'GST Act' means the Act of Parliament resulting from the A New Tax System (Goods and Services Tax) Act 1999.
- 13.2 Except where express provision is made by the contrary, and subject to this clause, any amount that may be payable under the contract is exclusive of any GST. If a party makes a taxable supply in connection with this contract for a consideration which represents its value, then the recipient of the taxable supply must also pay, at the same time and in the same manner as the value is otherwise payable, the amount of any GST payable in respect of the taxable supply.
- 13.3 The Exhibitor may use the Tax Invoice provided by the Organiser to claim for a refund of GST paid by the Exhibitor but the Exhibitor must be aware that any refund of GST is not guaranteed and should not be relied on, and is the exclusive recourse of the Exhibitor.

## 14. ACKNOWLEDGEMENT

- 14.1 The Exhibitor acknowledges that it is bound by these Terms and Conditions by virtue of:
- (a) The signature of any authorised person on the Space Application;
  - (b) Electronic acceptance of the contract by any ostensibly authorised person;
  - (c) Payment of any sum due under the contract; or
  - (d) Participating in the Exhibition.

## 15. SEVERABILITY

- 15.1 If anything in this contract is unenforceable, illegal or void then it is severed and the rest of this contract remains in force and effective.

## 16. GOVERNING LAWS

- 16.1 The laws of the State of Victoria will apply to this contract and any dispute or court proceedings must be heard in the State of Victoria.

## 17. PRIVACY

- 17.1 The Exhibitor's contact details may be shared with approved service providers including but not limited to marketing agents, build contractors and logistic companies in the course of marketing and operations for the Exhibition. This right shall be granted in perpetuity in furtherance of marketing the Exhibition, and includes print and digital publication of Exhibitor listings, copy, imagery, trademarks, logos, videos, interviews and Exhibition installations. The Organiser disclaims all responsibilities for errors in print and digital publications and listings. The Exhibitor must not provide any interview, public announcement, press statement, or other publicity or promotion whatsoever in relation to the Exhibition without express permission of the Organiser.

## 18. PUBLIC LIABILITY INSURANCE

- Public Liability Insurance is covered in your stand package fee.