

# BOOKING FORM - MELBOURNE

*Please complete the following form as appropriate. Bookings will be allocated strictly on a first come first served basis.*

## APPLICANT DETAILS

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

Company Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcard: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## PARTICIPATION OPPORTUNITIES

All prices are quoted in Australian dollars and exclude GST.

A tax invoice will be sent upon receipt of your application form.

Platinum Sponsor: A\$27,500

Workshop/Field trip Sponsor: A\$4,400

Gold Sponsor: A\$16,500

Welcome Reception Sponsor: A\$5,500

Silver Sponsor: A\$8,800

Poster Session Sponsor: A\$3,300

Standard Trade Booth (3x3m): A\$3,300

Preferred booth location/s: \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_ .00

10% GST \$ \_\_\_\_\_ .00

**TOTAL \$ \_\_\_\_\_ .00**

*Please email the completed application form to High Profile Events*

For all queries regarding the exhibition, please contact:

Bianca Lee | Operations Manager | High Profile Events (*Conference Secretariat*)

T: +61 3 9596 6662 | M: +61 423 157 693 | email: [bianca@hpe.com.au](mailto:bianca@hpe.com.au)

## TERMS & CONDITIONS

1. 100% of the advertised sponsorship or exhibitor price is due on receipt of tax invoice, to secure your booking
2. All prices quoted in Australian Dollars and exclude GST.
3. The Organising Committee reserves the right to refuse an application.
4. Booth cancellations must be notified in writing. Deposit less a cancellation fee will be refunded only if the booth can be re-sold.
5. In the event of the cancellation of the conference and/or exhibition by the Organiser for any unforeseen reason including a Force Majeure Event, the Organiser will provide:
  - i. a full refund of the booth price; or
  - ii. issue a credit note for the transfer of funds to a future event.
6. The Organiser will not be liable for any additional costs incurred to Exhibitors by third-party suppliers, such as furniture hire, travel and/or transport companies.
7. Exhibitors agree to abide by such conditions as laid down by the Organising Committee and agree not to violate any of the lease conditions of the building in which the Event is being held.
8. All staff working or attending must hold proof of vaccination status or a relevant exemption. Failure to produce proof will result in refusal of entry.
9. If the Exhibitor fails to comply with any of the rules and regulations laid down, or any requirements stipulated, the Organiser has the right to sell the space or enlist a replacement exhibitor and the exhibitor will forfeit all monies paid.
10. The Organiser reserves the right to redesign the floor plan to the benefit of Exhibitors, as it sees fit.
11. Exhibitors must have third party liability insurance cover. A Certificate of Currency is to be provided on request.
12. Exhibitors must not erect any sign, display or obstruction which intrudes into any adjoining Exhibitors' space or affects the safety of the venue.
13. Exhibitors must not damage in any way the walls, floors, ceilings or any other surface of the exhibition area or the Exhibitor will be liable for all associated charges due to the venue.
14. The Organiser accepts no responsibility whatsoever for any actions, suits, proceedings, claims, demands, costs and expenses, which may arise from the supply of samples or other material by participating Exhibitors to any person.
15. The Organiser will take all precautions it considers necessary for the protection and security of exhibited articles but will not be responsible for the safety, loss, damage or compensation of any exhibit or other property under any circumstances whatsoever.
16. Participants must not sub-let exhibition tables or display products or programs that have not been officially endorsed by their company without the prior approval of the Organiser.

***In signing below, I confirm I understand and agree with the above Participation Terms and conditions. Furthermore, I confirm I am authorised to sign on behalf of the Applicant.***

***Full Name:*** .....

***Position:*** .....

***Signed:*** .....

***Date:*** .....

***Please note, your completed application will not be accepted unless this page is signed.***