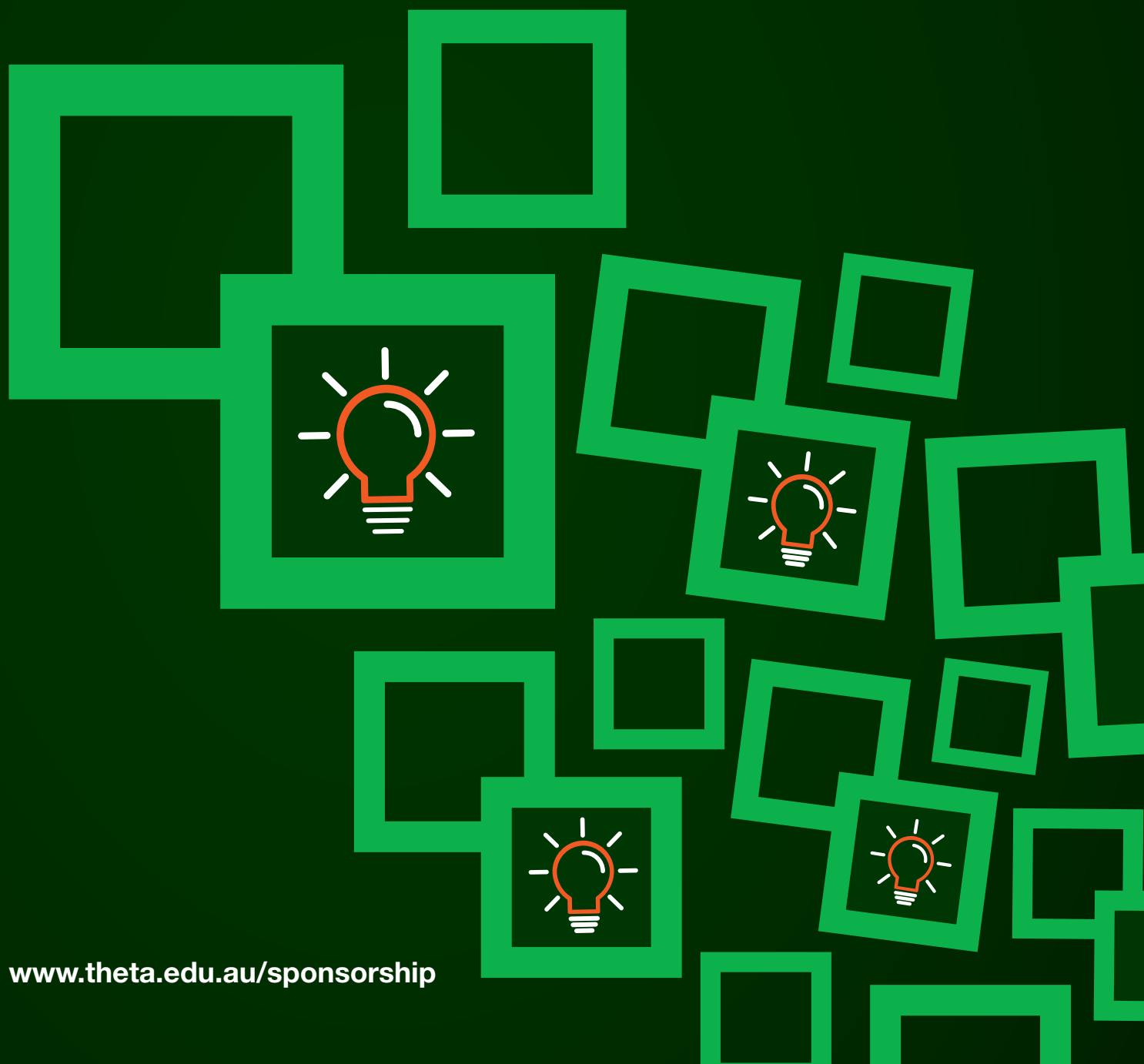


SPONSORSHIP AND EXHIBITION INFORMATION

The Higher Education Technology Agenda
19-22 May 2019
Wollongong Australia
Novotel Northbeach

The Tipping Point



www.theta.edu.au/sponsorship



INVITATION FROM THETA 2019 COMMITTEE

Fiona Rankin, Conference Chair
Director of Information Technology & Management Services, UOW

On behalf of CAUDIT, CAUL, ACODE and host organisation, the University of Wollongong, we invite you to partner with us as we present The Higher Education Technology Agenda (THETA) Conference.

THETA is the number one biennial conference in Australasia for Information Technology, Teaching and Learning, Library and Knowledge Management leaders and practitioners in higher education and research.

THETA consistently attracts more than 600 thought-leaders, key decision-makers and users of your products and services.

The conference theme, *'The Tipping Point'*, reflects the magical moment when innovations in the use of information technology in higher education cross a threshold and spread like wildfire. In line with the theme, this event is all about innovations and working at the edges. Are you a part of the *Tipping Point*? We welcome you to contact us to discuss unique conference sponsorship offerings.

CONNECT WITH A SECTOR WORTH \$2.5B

THETA is where leaders converge from across the globe, with concentrated representation of delegates from the Asia-Pacific region.

This is your opportunity to interact with a diverse mix of lead professionals and decision-makers involved in promoting the intelligent use of information and technology in higher education and research.

ACHIEVE YOUR KEY BUSINESS OUTCOMES

Delegates want to meet you and learn about your products and services. THETA is promoted extensively across the sector and throughout the region.

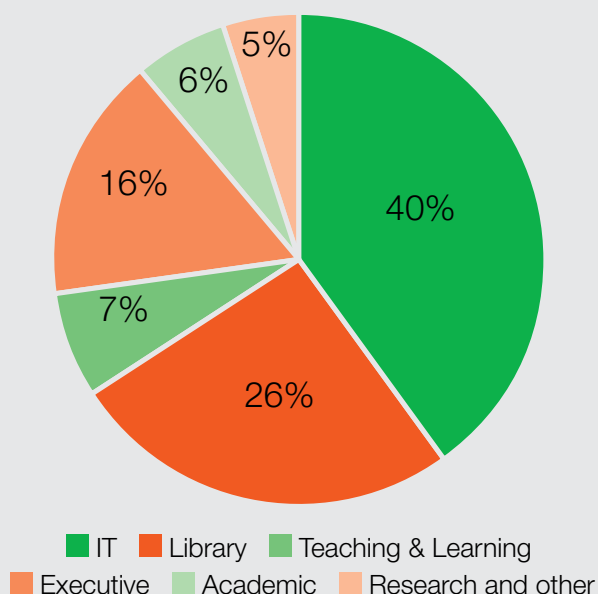
- Demonstrate your industry leadership by being the exclusive host to the conference Gala Dinner
- Strengthen brand awareness by securing naming rights to conference materials and experiences
- Enhance networks and relationships by hosting an exclusive sponsored event
- Use premium speaking opportunities to showcase your latest achievements to an international audience of change makers with decision making authority
- Capture the attention of the sector with multiple high exposure opportunities across conference media

Refer to the detailed partnership opportunities on the following pages for specific benefits associated with each level.

WHO WILL YOU CONNECT WITH?

DELEGATE REPRESENTATION

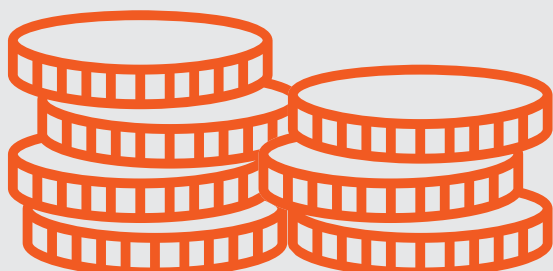
'Over 1/3 of all THETA delegates are key decision makers'



Membership representatives from **62** universities and research organisations



600+ attendees from across Australia, New Zealand and internationally*



Annual investment in technology
\$2.5B+

Annual investment in eResources
\$380M+

* Expected delegate numbers are based on historical fact and are not guaranteed

OPPORTUNITIES AT A GLANCE

	Platinum \$85 000	Gold \$60 000	Silver \$30 000	Bronze \$15 000	Exhibitor \$5 500
Plenary session speaking opportunity	✓				
Opportunity to deliver interactive deep-dive sessions*	✓	✓			
Concurrent stream speaking opportunity*	✓	✓	✓		
Exclusive host to Gala Dinner	✓				
Official co-hosts of Welcome Reception	✓	✓			
Access to primary conference venue to host an exclusive sponsor event**	✓	✓			
Naming/branding rights	3	3	2	1	
Logo on website and app	✓	✓	✓	✓	✓
Logo on official sponsorship board	✓	✓	✓	✓	
Logo on plenary slide	✓	✓			
Logo on concurrent stream slide	✓	✓	✓	✓	
Customised electronic direct mail	4	2			
Newsletter feature article	300wd	200wd	100wd		
Promotional material on conference app	✓ (2)	✓ (2)	✓	✓	✓
Promotional material included in delegate bag	✓ (2)	✓ (2)	✓		
Complimentary registration	4 tickets	3 tickets	2 tickets	1 ticket	Exhibitor Ticket***
Exclusive exhibitor room	✓				
Exhibition display area	6x6	4x2	3x2	2x2	2x2

*Subject to content review with THETA Organising Committee.

**Catering costs are the responsibility of the sponsor.

***Full registration, excluding Gala Dinner. Dinner tickets can be purchased as an add-on.

All packages are first come, first served. All prices are listed in AUD and include GST.

PLATINUM SPONSOR

\$85,000 (INCL GST)

As the pre-eminent THETA sponsor, you have public exposure over and above other sponsors, working closely with the THETA committees to shape the overall conference experience for all delegates

PROMOTION

- ✓ Recognition as the Platinum Sponsor throughout all conference communications
- ✓ Platinum sponsorship acknowledged by the Conference Chair at official opening and closing ceremonies
- ✓ Exclusive host of the Gala Dinner, Lagoon Restaurant, Wollongong Northbeach.
- ✓ Official co-host of the THETA 2019 Welcome Reception, Innovation Campus, UOW.
- ✓ Plenary speaking opportunity to address all delegates (10mins)
- ✓ Speaking opportunity to delegates in the concurrent stream presentation program*
- ✓ Opportunity to deliver up to two interactive deep-dive sessions (~90mins/each)*
- ✓ VIP access to the primary conference venue to host an exclusive sponsored event*, e.g. sponsored breakfast, sunset drinks or networking meeting. Based on your requirements, the committee will assist you by inviting a targeted audience to your event**
- ✓ Choice of three naming rights/branding opportunities (refer to p7)
- ✓ Inclusion of two pieces of promotional material in delegate bag
- ✓ Inclusion of two pieces of promotional material on the conference app
- ✓ Dominant placement of company logo on official sponsorship board
- ✓ Logo on holding slides at the start of plenary and concurrent stream presentations
- ✓ Hyperlinked logo and company profile on the conference mobile app and website
- ✓ Logo recognition on the conference pocket program and venue signage.
- ✓ Featured 300-word company feature article in the conference newsletter
- ✓ Two custom electronic distribution mail (EDM) sent to prospective attendees, plus a further two EDM sent to confirmed attendees with targeted message
- ✓ Delegate list – prior to the conference you will receive an electronic copy of the delegate list (name, organisation, state and country only), in accordance with privacy legislation
- ✓ Use of official THETA 2019 logo prior to and during the conference

REGISTRATION AND EXHIBITION

- ✓ Four complimentary full registrations, including all social functions
- ✓ Exclusive exhibition room adjacent to registration area
- ✓ Exhibition booth in premium location – 6 x 6m

*Subject to content review with THETA Organising Committee.

**Catering costs are the responsibility of the sponsor.

GOLD SPONSOR

\$60,000 (INCL GST)

PROMOTION

- ✓ Recognition as Gold Sponsor throughout all conference communications
- ✓ Official co-host of the THETA 2019 Welcome Reception
- ✓ Speaking opportunity to delegates in the concurrent stream presentation program*
- ✓ Opportunity to deliver one interactive deep-dive session (~90mins)*
- ✓ VIP access to the primary conference venue to host an exclusive sponsored event*, e.g. sponsored breakfast, sunset drinks or networking meeting. Based on your requirements, the committee will assist you by inviting a targeted audience to your event**
- ✓ Choice of three naming rights/branding opportunities (refer to p7)
- ✓ Inclusion of two pieces of promotional material in delegate bag
- ✓ Inclusion of two pieces of promotional material on the conference app
- ✓ Dominant placement of company logo on sponsorship board and holding slides at the start of all plenary and concurrent stream presentations.
- ✓ Logo on holding slides at the start of plenary and concurrent stream presentations
- ✓ Hyperlinked logo and company profile on the conference mobile app and website
- ✓ Logo recognition on the conference pocket program and venue signage
- ✓ Featured 200-word company feature article in the conference newsletter
- ✓ One custom electronic distribution mail (EDM) sent to prospective attendees, and a further one EDM sent to confirmed attendees with targeted message
- ✓ Delegate list – prior to the conference you will receive an electronic copy of the delegate list (name, organisation, state and country only), in accordance with privacy legislation
- ✓ Use of official THETA 2019 logo prior to and during the conference.

REGISTRATION AND EXHIBITION

- ✓ Three complimentary full registrations, including all social functions
- ✓ Exhibition booth in premium location – 4 x 2m

*Subject to content review with THETA Organising Committee.

**Catering costs are the responsibility of the sponsor.

SILVER SPONSOR

\$30,000 (INCL GST)

PROMOTION

- ✓ Recognition as Silver Sponsor throughout all conference communications
- ✓ Speaking opportunity to delegates in the concurrent stream presentation program*
- ✓ Choice of two naming rights/branding opportunities (refer to p7)
- ✓ Inclusion of one piece of promotional material in delegate bag
- ✓ Inclusion of one piece of promotional material on the conference app
- ✓ Logo on official sponsorship board
- ✓ Logo on holding slide at the start of the concurrent stream presentations.
- ✓ Hyperlinked logo and company profile on the conference mobile app and website
- ✓ Featured 100-word company feature article in the conference newsletter
- ✓ Delegate list – prior to the conference you will receive an electronic copy of the delegate list (name, organisation, state and country only), in accordance with privacy legislation
- ✓ Use of official THETA 2019 logo prior to and during the conference

REGISTRATION AND EXHIBITION

- ✓ Two complimentary full registrations, including all social functions
- ✓ Exhibition booth – 3 x 2m

*Subject to content review with THETA Organising Committee.

BRONZE SPONSOR

\$15,000 (INCL GST)

PROMOTION

- ✓ Recognition as Bronze Sponsor throughout all conference communications
- ✓ Choice of one branding opportunity (refer to Naming Rights, p7)
- ✓ Inclusion of one piece of promotional material on the conference app
- ✓ Logo on official sponsorship board and holding slides at the start concurrent stream presentations
- ✓ Hyperlinked logo and company profile on the conference mobile app and website
- ✓ Delegate list – prior to the conference you will receive an electronic copy of the delegate list (name, organisation, state and country only), in accordance with privacy legislation
- ✓ Use of the THETA Conference logos prior to and during THETA

REGISTRATION AND EXHIBITION

- ✓ One complimentary full registration, including all social functions
- ✓ Exhibition booth – 2 x 2m

EXHIBITORS

EXHIBITION BOOTH \$5,500 (INCL GST)

An exhibition booth is a great way to position your organisation, connect with conference delegates and promote your services. All conference lunch and refreshment breaks will be held in the exhibition areas to ensure a high traffic flow of delegates.

PROMOTION

- ✓ Promoted as Conference exhibitor across high exposure digital and print mediums
- ✓ Company logo and profile in the conference mobile app and website (hyperlinked)
- ✓ Inclusion of one piece of promotional material on Conference app
- ✓ Delegate list – prior to the conference you will receive an electronic copy of the delegate list (name, organisation, state and country only), in accordance with privacy legislation
- ✓ Use of the THETA Conference logos prior to and during THETA

REGISTRATION AND EXHIBITION

- ✓ One complimentary registration, including attendance at the Welcome Reception. Tickets to the Gala Dinner may be purchased at an additional cost of \$170 per ticket.
- ✓ Exhibition booth – 2 x 2m

Please note: All staff on site must be registered to attend, either by utilising your complimentary registration or purchasing an additional registration. No visitor passes will be issued. If you require additional staff members on your booth for the duration of the exhibition, an extra exhibitor staff ticket may be purchased at a cost of \$550 incl GST.



NAMING RIGHTS AND BRANDING OPPORTUNITIES:

Strengthen awareness of your company as industry leaders with multiple high exposure naming rights and branding opportunities. Each sponsorship level includes selection(s) from the following list:

- Official host to one of the conference lunches
- Official host to one of the conference tea breaks
- Naming rights to a conference experience zone, e.g. chill-out lounge, charge station, etc.
- Naming rights to one barista station
- Naming rights to the ice cream cart
- Naming rights to the drinks refrigerator
- Naming rights to a morning fitness session
- Naming rights to conference experiential tours
- Naming rights to the conference shuttle bus service
- Branding of the conference coffee KeepCup
- Branding of the Welcome Reception wine glass
- Branding of the conference polo shirt
- Similar opportunity of your own design

Please note: Platinum and Gold Sponsors have first choice of opportunities, and confirmed on a first in, first served basis. All designs or branded items are subject to approval by the Organising Committee. Sponsors are responsible for the supply signage and any promotional attire (e.g. barista caps, aprons etc.) associated with selected opportunities.

Opportunities still available after all sponsorship levels have been filled will be available for purchase individually by sponsors and exhibitors (P.O.A).



UNIQUE AND CUSTOMISED PARTNERSHIP OPPORTUNITIES:

These opportunities have been reserved for customised partnership packages. Get in touch to discuss being the official THETA 2019 provider of one of the following exclusive opportunities:

- Lecture capture provider
- Official WiFi provider
- Conference delegate bag provider
- Name badge & lanyard provider
- Conference app sponsor

We welcome other unique partnership ideas that capture delegate attention and add to the THETA experience.

ADVERTISING OPTIONS:

CONFERENCE APP: \$750

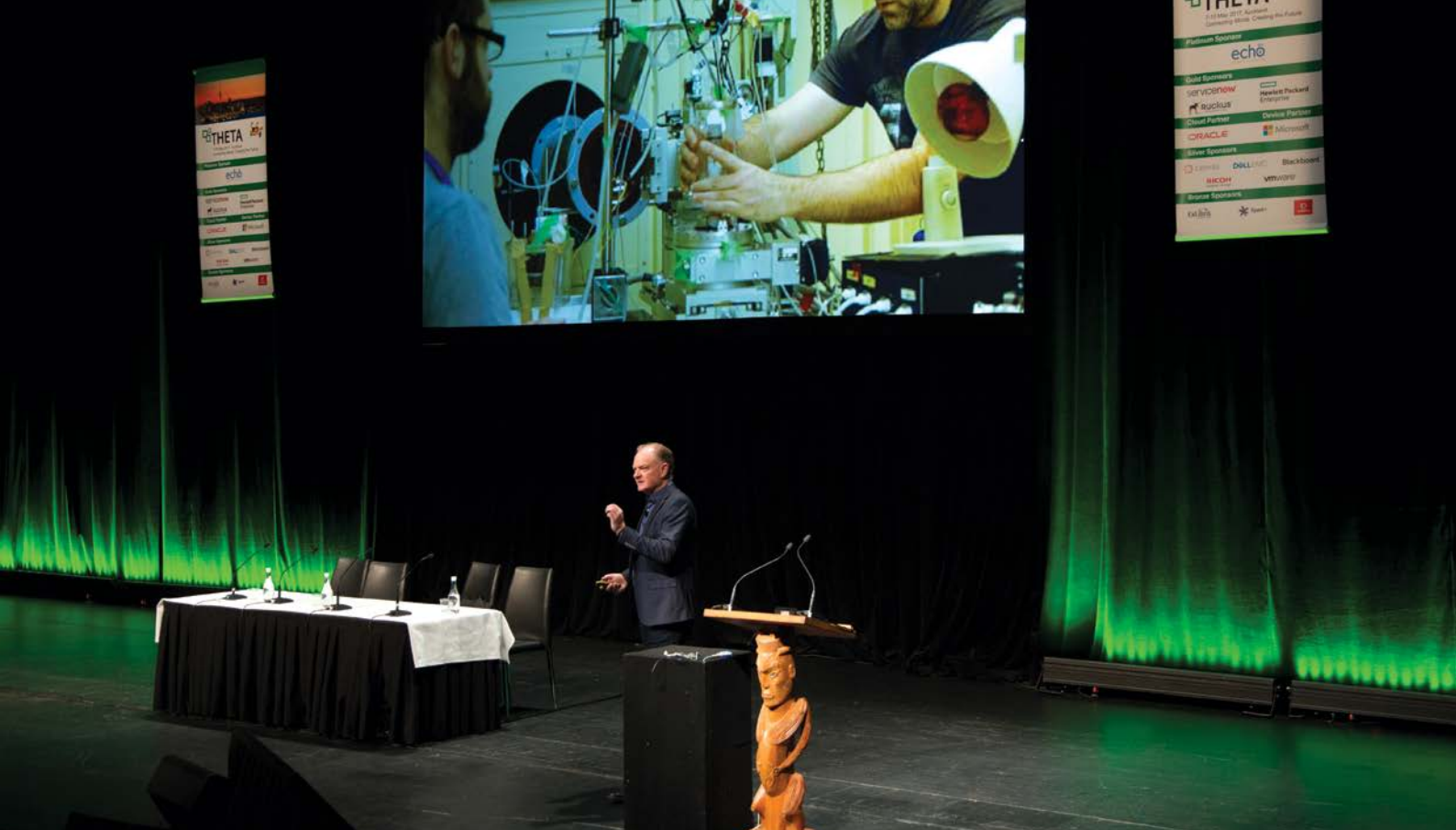
Advertising space will be available in the Conference App which will be used by all delegates. Advertising in this Conference App will provide excellent exposure for your organisation.

DELEGATE BAG INSERTS: \$1000

This is your opportunity to deliver your message directly to your target market by providing a brochure or promotional material to be inserted in all delegates' bags. A maximum size of up to A4 with a thickness of 2 individual pages (4 printed pages) can be included, OR a suitable promotional item.

ADDITIONAL EXHIBITION STAFF

If you require additional staff members for your exhibition, an Exhibitor Staff fee of \$550 incl GST per staff member applies. This cost includes daily catering and attendance at the Welcome Reception. Tickets to the Gala Dinner may be purchased at an additional cost of \$170 per ticket.



PRELIMINARY PROGRAM AND EXHIBITION TIMETABLE

Please note, dates and times are a guide only and may be subject to change.

SUNDAY 19TH MAY

Exhibition bump-in (time to be advised)

1700 Welcome Reception

MONDAY 20TH MAY

0800 Exhibition opens

Plenary and concurrent sessions

1600 Exhibition closes

TUESDAY 21ST MAY

0800 Exhibition opens

Plenary and concurrent sessions

1600 Exhibition closes

1830 Conference Gala Dinner

WED 22ND MAY

0800 Exhibition opens

Plenary and concurrent sessions

1400 Exhibition closes

Exhibition bump-out (time to be advised)

IMPORTANT RESTRICTIONS

When planning your investment to sponsor, please note that no sponsor may hold a competitive event during conference times or during conference social functions.

WHAT WE REQUIRE FROM SPONSORS AND EXHIBITORS:

- Promotional material for display at the conference and items for inclusion in delegate bags.
- Please consider environmental sustainability when planning your conference participation. Recycled and re-usable promotional materials are strongly encouraged.
- Logo (eps, jpg and png format), company profile and web address for recognition on the conference website, app, signage and promotional material.
- Completed registrations for nominated delegates.
- Presentation abstracts

As all presentations are advertised in the conference program and require Program Committee approval, abstracts must be submitted in the same time-scale as the Call for Papers process. Please visit www.theta.edu.au for submission information.



SECURE YOUR PLACE

Your organisation's exposure in conference materials is subject to confirmation of sponsorship prior to print and production deadlines. Maximise your sponsorship investment by confirming your participation as early as possible.

A completed booking form is required to secure your spot. Confirmation is subject to availability of your preferred sponsorship package.

Your participation in THETA 2019 is confirmed upon receipt of your completed booking form, and payment (being a 50% deposit of the total amount payable).

Once your participation has been confirmed, we will provide you with a sponsorship and exhibition manual, outlining conference dates, exhibition hours, key contacts, shipping and storage information, services and equipment.

CONFERENCE ORGANISING AND VENDOR COMMITTEE MEMBERS

HOST MEMBERS

Fiona Rankin, Conference Chair
Director of Information Technology & Management Services, UOW

Dominique Parrish
Conference Program Committee Chair
Associate Dean (Education), Faculty of Science, Medicine and Health, UOW

Paul Morgan
Conference Experience Committee Chair
Senior Manager Client Services, Information Management & Technology Services, UOW

Tracey Pascoe
Business Development Manager, Destination Wollongong.

Hayley Rodd
Marketing and Communications Coordinator,
Innovation Campus, UOW

CAUDIT

Kerry Holling
Conference Vendor Committee Chair
Chief Information and Digital Officer, Western Sydney University

Steve Johnston

CAUDIT Vendor Committee Representative
Director Strategic Procurement, CAUDIT

Steven Wojnarowski

CAUDIT Organising Committee Representative
Director Analytics and Strategic Initiatives, CAUDIT.

CAUL

Margie Jantti

CAUL Organising Committee Representative
Director of Library Services, UOW

Diane Costello

CAUL Vendor Committee Representative
Executive Officer, CAUL

ACODE

Maarten de Laa

ACODE Organising Committee Representative
Director, Learning, Teaching & Curriculum, UOW

Nick Ford

ACODE Vendor Committee Representative
Team leader, e-Learning Support, University of Canterbury

BOOKING FORM



PRIMARY CONTACT

Company Name: _____

Contact person: _____

Position: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Company web address: _____

SPONSORSHIP/EXHIBITION PACKAGE

I would like to book the following package:

Platinum Gold Silver Bronze

Exhibitor. Exhibition booth preference:

First preference _____, 2nd preference _____, 3rd preference _____

or

My company would like to discuss a unique sponsorship offering

Details: _____

PAYMENT

Request a tax invoice for payment

I have directly deposited funds to your account

Name of bank: Commonwealth Bank of Australia

Account name: Leishman Associates

BSB: 067 000

Account no: 1036 5932

Swift code: CTBAU2S

Prices quoted in the package are in Australian Dollars and inclusive of GST

I have read the Event Sponsorship & Exhibition Terms and Conditions

Signature: _____

Date: _____

Return to:

kim@laevents.com.au
THETA 2019
C/- Leishman Associates
227 Collins Street,
Hobart TAS 7000
T 03 6234 7844
ABN: 22 103 078 897

CHECKLIST

These items will be used on the conference website, Mobile App and Pocket Program. Please send them to kim@laevents.com.au

(This checklist does not apply to advertising bookings).

- Yes, I have provided an electronic copy of the company logo (jpg, eps, png files)
- Yes, I have provided the company website address
- Yes, I have provided 75 words of promotional text (text exceeding 75 words will be edited for length)



TERMS AND CONDITIONS OF SPONSORSHIP AND/OR EXHIBITION CONTRACT

THE HIGHER EDUCATION TECHNOLOGY AGENDA (THETA) CONFERENCE 2019

THE CONTRACT

1. The term "Organiser" refers to the THETA 2019 Conference Committee and Leishman Associates.
2. The term "Vendor" includes any person, firm, company or corporation and its employees and agents identified in the application form or other written request for sponsorship and/or exhibition space.
3. The term "Venue" refers to the Novotel Wollongong and other locations as may be used for the conference.
4. The term "Event" relates to The Higher Education Technology Agenda (THETA) Conference 2019, including the corresponding exhibition and sponsorship inclusions.
5. A "Contract" is formed between the organiser and sponsor and/or exhibitor when the organiser accepts the signed sponsorship and exhibition form and receives a minimum of 50% of the total owing as a deposit. The organiser will then issue a confirmation letter and tax invoice to the vendor. Confirmation is subject to the availability of the preferred sponsorship and/or exhibition package.
6. By signing the sponsorship and exhibition form the vendor accepts the full terms and conditions as outlined within this document.
7. The organiser may cancel to the contract at their discretion if the agreed deposit is not received on receipt of the booking form (for credit card or cheque payments) or within 7 days (for electronic fund transfers). Additionally, the organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

THE APPLICATION

8. An official sponsorship and exhibition form must be received to reserve sponsorship items or exhibition booth/space.
9. Sponsorship and exhibition packages and exhibition booths will be allocated in order of receipt of booking form and 50% deposit.
10. All decisions regarding speaker slots, booth locations, etc. will be based on the date of receipt of the sponsorship and exhibition form and 50% deposit.
11. The organiser reserves the right to refuse application or prohibit any exhibitor from participation without assigning a reason for such refusal or prohibition.

OBLIGATION AND RIGHTS OF ORGANISER

12. The decision of the organiser is final and decisive on any question not covered in this contract.
13. The organiser agrees to hold the event, however reserves the right to postpone the event from the set dates and hold the event 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.
14. The organiser agrees to promote the event to maximise participation.
15. The organiser agrees to allocate the vendor an exhibition space as close as possible to their desired location.
16. The organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the vendor undertakes to agree to any alteration to the site or the space re-allocated by the organiser.
17. The organiser reserves the right to change the exhibition floor layout if necessary.
18. The organiser is responsible for the control of the exhibition area only.
19. The organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.

20. The organiser agrees to provide the vendor with a sponsorship and exhibition manual prior to the event for the purpose of communicating required actions on the part of the vendor.
21. The organiser has the right to take action based on verbal or written directions including those contained in the sponsorship and 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.
22. The organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
23. The organiser reserves the right to specify heights of walls and coverings for display areas.
24. The organiser reserves the right to disapprove the content and presentation of the vendor catalogues, acknowledgements, handbills and printed matter with respect to the exhibition.
25. The organiser may determine the hours during which the vendor will have access to the exhibition venue for the purpose of setting up and dismantling.
26. The organiser reserves the right to refuse any person including vendor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a purchased or complimentary entry card.
27. The organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
28. The organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The vendor agrees to abide by these.
29. The organiser and venue accept no liability for personal accident no loss or damage suffered by any participant, accompanying person, invited observed or any other person by whatever means. Neither do the organiser and the venue accept liability for any equipment, software or other goods of whatever form brought to the event by the vendor or other persons. The organiser and the venue accept no liability for any goods left unattended at the event, whether in the exhibition hall or otherwise.
30. The organiser will arrange for daily cleaning of aisles outside the exhibition open hours. Vendors requiring stand cleaning services are required to book this service directly with the venue.
31. The organiser will supply the vendor with an electronic copy of the delegate list (name, organisation, State only, in PDF format) in accordance with Privacy Legislation 2001, distributed prior to the event.

OBLIGATIONS AND RIGHTS OF THE VENDOR

32. The vendor is responsible for obtaining insurance for their equipment in transit to and from the event, and whilst at the venue. The vendor is responsible for securing and/or removing all valuable items when the exhibition booth is left unoccupied.
33. The vendor must ensure that all accounts are finalised and paid prior to the allocated exhibition bump-in period.
34. The vendor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
35. The vendor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
36. The vendor must comply with all directions/requests issued by the organiser including those outlined in the sponsorship and exhibition manual.
37. The vendor must comply with all applicable laws, including laws in relation to occupational health and safety. The vendor will therefore act with care to avoid damage to persons or property in the exhibition.

38. The vendor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the vendor will promptly remove all exhibits, tools and other materials. If the vendor 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 vendor.
39. The vendor will not display an exhibit in such a manner as to obstruct or affect neighbouring vendors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
40. The vendor will submit plans and visuals of custom designed exhibition stands to the organiser for approval prior to the commencement of the exhibition. Vendors 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.
41. The vendor is responsible for all items within their allocated exhibition space.
42. The vendor's exhibition must not be removed and displays must not be dismantled either partly or in total before the closing time on the last day of the exhibition.
43. The vendor 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.
44. The vendor 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.
45. The vendor acknowledges that it is their own responsibility to arrange for the freight of all relevant goods both prior to and post the event. The organiser is unable to assist with these details. The vendor acknowledges that the organiser will not be able to provide assistance in the tracking of lost deliveries. The vendor 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.
46. The vendor agrees to abide by requests made by the organiser to stop any activity that may cause annoyance to others in the exhibition.
47. The vendor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the organiser.
48. The vendor agrees to not hold a competing event during any official event programmed times. The organisers will advise suitable times when additional vendor events may be held.

STORAGE OF GOODS

49. 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.

STAND SERVICES AND CONSTRUCTION

50. Official contractors will be appointed by the organiser to undertake the standard stand construction, supply additional furniture, electrics, telecoms and IT equipment as arranged by the vendor. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

INSURANCE AND LIABILITY

51. All vendors 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.
52. Vendors 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.
53. 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.
54. The organiser shall not be liable for any loss, which exhibitors 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.
55. 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

56. No sponsorship and or exhibition packages will be confirmed until after the organiser has received the sponsorship and exhibition form and 50% deposit.
57. No booth spaces will be held until after the organiser has received the sponsorship and exhibition form and 50% deposit.
58. All deposits are non-refundable.
59. The vendor 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 vendor shall occupy allocated exhibition space until all monies owing to the organiser by the vendor are paid in full.
60. In the event that the vendor 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 vendor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.
61. If the vendor wishes to cancel their participation a request must be submitted to the organiser in writing. Vendor cancellations and refunds will be administered as follows:
 - a. If notice of cancellation is received prior to Monday 17 December 2018, the vendor will be held liable for 50% of the total sponsorship and/or exhibition cost previously committed to.
 - b. If notice of cancellation is received on or after Monday 17 December 2018, the vendor will be held liable for the full balance of their sponsorship and/or exhibition cost previously committed to.
 - c. If notice of cancellation is received and full payment for funds owing has not been received, the vendor may be invoiced for the difference to satisfy the above cancellation policy.
62. If notice of cancellation is received prior to the first payment being made, the exhibitor will be invoiced for and agrees to pay 25% of the total funds owing at that time.
63. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

Terms & Conditions off Contract Reviewed April 2018.



MORE INFORMATION

www.theta.edu.au
Leishman Associates
T 03 6234 7844