

## Northwest Regional Careers Expo Exhibiting Terms & Conditions

This agreement is made between Northwest Regional Careers Expo ABN: 27 612 019 244 (“The Organisers”) and the organisation agreeing to exhibit (“Exhibitor”). The agreement is relevant from the period beginning the 1 November 2017 to the 17<sup>th</sup> May 2018. It is in respect to the 2018 Northwest Regional Careers Expo which is held on 16 May 2018, at TRECC Tamworth. By making a booking for a site and paying a fee for the site (Exhibition Fee), you (the Exhibitor) are entering into an agreement between the Organiser and agree to the following terms:

1. The person completing this booking request is authorised to do so on behalf of the exhibiting organisation. Should the contact person change prior to the event date, the exhibitor must notify the organiser. The exhibiting organisation will still be responsible for the management of the site and is liable for the expense of the site. **Change of booking contact is no reason to void this agreement.**
2. Upon Northwest Regional Careers Expo receiving a booking request the “Exhibitor” is considered as confirmed for the event. All Exhibitors must pay the full amount due within 30 days of the invoice date. Exhibitors that book 30 days or less prior to the expo must pay in full prior to the expo taking place.
3. **Any cancellation received between 13<sup>th</sup> April 2018 and the event date will be subject to a 100% cancellation Fee to be paid in full prior to the event start date.**
4. No exhibitor shall occupy site space until all monies owing to Organisers have been paid in full.
5. Any Exhibitor who does not fulfil their obligation to staff their site and utilise their booked space will forfeit their payment.
6. Set-up times will be advised in the exhibitor booklet for each venue. If the Exhibitor does not arrive (or call the Organiser) by 9:30am on the day of the event, the site space will be given to a wait-listed exhibitor and the Exhibitor will not receive a refund, unless prior arrangements have been made with the Organiser.
7. The Exhibitor must take care when installing/dismantling his/her/its equipment and site as not to cause damage to the Venue carpet, walls, floor and booths, including all panels, fascia and lighting. The Exhibitor agrees to staff and continually keep open throughout the course of the exhibition the space allocated to it.
8. Business must be conducted only within the Exhibitor’s own site. Furniture and/or promotional material must not project into walkways. Walkways must be kept clear at all times.
9. No activities/furniture on the Exhibitor’s site should interfere with other sites or the good order and safety of the event or other Exhibitors. The organisers reserve the right to take action if this occurs.
10. The Exhibitor is responsible for the safety of their products and site. Materials and equipment in any site should not be left unattended at any time during the Expo public session times.
11. It is the responsibility of the Exhibitor to leave the site space clean and tidy during the exhibition and on moving out.
12. The Organisers reserve the right to determine, amend or alter the floor plan at any time during the lead up to the event.
13. All custom build sites, displays and vehicles must be approved by the Organisers and the venue prior to the event start date.

14. Trolleys are not permitted in the exhibition hall whilst The Expo is open to the public. Goods must be hand carried to your site whilst The Expo is open.
15. Vehicles are not permitted to be moved in the exhibition hall whilst The Expo is open to the public. Vehicles are to be set up by 8.30am, prior to opening of the expo and can be moved out at close of expo, 2.30pm. An authorised organiser or TRECC staff will guide vehicles in the exhibition hall.
16. All custom build sites, displays and vehicles must be removed from the venue prior to 12pm on Thursday, 17<sup>th</sup> of May 2018.
17. All exhibitors shall be producers or representatives for the products and/or services displayed.
18. The Exhibitor indemnifies the Organiser and/or its agents against any claims or suits for loss, injury, or other damage to any person or thing arising from the exhibitor's presence or display regardless of how the same may arise, whether through negligence or otherwise.
19. The Exhibitor shall take out Public Liability Insurance Cover for at least \$10 million for the Exhibitor's display covering loss from public risk, fire and theft.
20. The Organisers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organisers in the event of any claim being made against the Organisers.
21. Exhibitors shall comply with the regulations and legal requirements of the venue and all relevant State and Commonwealth Departments, including risk analysis, lottery regulation, food safety regulation and any other regulations deemed by the Organiser, the Venue or the Government.
22. The Organisers reserve the right to amend the dates for holding The Expo. Organisers will not be responsible for any loss occasioned thereby. The Organisers also reserve the right to close The Expo or vary its hours.
23. Exhibits shall remain at the event, solely on strict compliance with these rules and regulations. Organisers reserve the right to prohibit in whole or in part and reject any exhibitor or its representative in the case of failure to comply with the rules and regulations. There shall be no payment refund if such action is deemed necessary.
24. The Exhibitor Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional material.
25. If the Exhibitor is displaying products or any materials which are determined, at the Organiser's discretion to be inappropriate, offensive, disparaging or discriminatory the Exhibitor will be asked to remove these immediately.
26. As the Expo is aimed at visitors who are predominately under 18 years of age, and in order to comply with Venue Liquor Licensing requirements, no alcohol is to be displayed, served or consumed on the site or included in any prize draws.
27. Exhibitors must not dismantle the site, either partially or totally prior to closing time.
28. No goods or promotional material shall be left on the Exhibitor's site and exhibits must be packed up after 4pm (unless prior arrangements are made with the Organisers). Any materials and equipment not removed by 12pm on Thursday, 17<sup>th</sup> of May 2018 will be either disposed of or freighted to the exhibiting organisation fully at the Exhibitor's expense.
29. The Exhibitor is responsible for arranging couriers and transportation of exhibition equipment and exhibits to and from the Expo.
30. The Exhibitor must make his/her/its own arrangements for storage of exhibits and equipment prior, during and after the Expo.

## Northwest Regional Careers Expo Event Guide Terms & Conditions

1. Upon receiving a booking request, your organisation's information is considered as confirmed for the event booklet.
2. Northwest Regional Careers Expo Event booklet will be an A4 publication (Front and Cover full colour, all other pages black and white) which will include the Event Map, Exhibitor List and Exhibitor Description (150 words). This guide will be a minimum of 8 pages.
3. All Exhibitor Descriptions and Logos must be received no later than Friday, 13th April 2018.
4. **Once Exhibitor Descriptions and Logos has been received by the Organiser the information is deemed to be approved for print by the Organisation. Changes will not be accepted after Friday, 13th April 2016.**
5. All organisations will also receive their company information displayed on [www.nwrce.org.au](http://www.nwrce.org.au) or Facebook [www.facebook.com/NWRCE/](https://www.facebook.com/NWRCE/).
6. Descriptions and Logos must not include any inappropriate language or images. The Organisers reserve the right to reject any submissions deemed inappropriate for the target audience.
7. Organisers reserve the right to prohibit in whole or in part and reject any exhibitor information in the case of failure to comply with the rules and regulations.
8. The Organisers reserve the right to determine, amend or alter the Event Booklet at any time during the lead up to the event.
9. The Organisers reserve the right to amend or alter any descriptions that exceed 150 word limit.
10. Any descriptions provided will be used at any time and at the Organiser's discretion. Marketing material that cannot be used prior to the event date for promotional purposes should not be submitted.
11. The Organiser may produce an official event booklet listing exhibitors for the Expo and will feature all exhibitors either on the Expo website or Facebook. The Organiser accepts no responsibility for any incorrect information or any other error. The Organiser gives no warranty as to the type or extent of the promotion of the Expo or as to attendance numbers at the Venue.
12. By making a booking for a space the Exhibitor gives consent to the Organiser to take and use photographs, images and any video footage of the Exhibitor, or the space during the Expo for any of the Organiser's promotional purposes in perpetuity in any media without any payment to the Exhibitor. Use of social media sites such as NWRCE Facebook, Rotary Club of Tamworth First Light Facebook, Rotary Club of Tamworth First Light Bulletin and other Rotary media sites or publications will be used but is not limited to these media sites or publications.
13. The Exhibitor is permitted to take a reasonable amount of photographs for his/her/its own promotional and marketing use provided that the Exhibitor does not infringe the Organiser's intellectual property rights it holds in connection with the Expo.