

**EXHIBITOR BOOKING AGREEMENT**  
**2024 ASIA-PACIFIC VENUE INDUSTRY CONGRESS**

Brisbane Exhibition and Convention Centre, Australia  
Sunday 19<sup>th</sup> May 2024 to Tuesday 21<sup>st</sup> May 2024



**Inclusions:**

- One complimentary Exhibitor stand - 3m x 2m
- Recognition on all Congress exhibitor marketing collateral including VMA digital platforms
- One complimentary Delegate registration to the 2024 Asia-Pacific Venue Industry Congress, including access to all sessions and social functions
- Electronic delegate list of Congress Attendees (post-Congress)
- Listing in Congress Exhibitors Page
- Promotional item (provided by sponsor) included in Congress attendee satchels
- All-day catering, Welcome reception and After 5! Networking social function for Delegates held in the Exhibition area maximizing opportunities for exhibitors to network with Delegates.

<b>Bump In Period</b>	Sunday 19 <sup>th</sup> May between 12.00noon – 4.30pm. Booths must be completely bumped in by 4.30pm.
<b>Trade Exhibition Opening Hours</b>	Sunday 19 <sup>th</sup> May 2024: Monday 20 <sup>th</sup> May 2024: 8.00am - 6.30pm Tuesday 21 <sup>st</sup> May 2024: 8.00am – 4.00pm
<b>Bump Out Period</b>	Tuesday 21 <sup>st</sup> May 2024 from 4.00pm onwards (after Afternoon Tea) Exhibitors must be fully bumped out by 9.00pm on 21 <sup>st</sup> May 2024
<b>Number of spaces required</b>	3m x 2m Shell <input type="text"/>

**2024 Asia-Pacific Venue Industry Congress Exhibiting Terms & Conditions**

1. This agreement is made between Venue Management Association (Asia and Pacific) Ltd (ACN 056 680 123) (“Organiser”) and the organisation agreeing to exhibit (“Exhibitor”). The agreement is respect to the 2024 Asia-Pacific Venue Industry Congress which is held on the 19<sup>th</sup> May to 21<sup>st</sup> May 2024, at

Brisbane Exhibition and Convention Centre, Brisbane ("Venue"). The Exhibitor agrees to the following terms and conditions.

2. The person who signs the Exhibitor Booking Agreement (including these terms and conditions) ("Booking Agreement") is authorised to sign on behalf of the Exhibitor. Should the contact person change prior to the event date, the Exhibitor must notify the Organiser. The Exhibitor will still be responsible for the management of the stand and is liable for the expense of the stand. Change of booking contact is not a reason to void this agreement.

3. The Organiser will organise and conduct the event or other activity on behalf of the Exhibitor in accordance with the Booking Agreement.

4. The Organiser will make all reasonable efforts to offer site space as requested by the Exhibitor and in accordance with the Exhibitor's reasonable directions.

5. Upon the Organiser receiving a signed Booking Agreement or Online Registration, the Exhibitor is considered as confirmed for the event. All Exhibitors are required to pay via credit card at time of booking or in accordance with the invoice due date. All accounts must be paid in full prior to the event taking place. Please note if a registration is made less than two weeks prior to the event (16 May), credit card is the only payment option available.

6. If the VMA cancels the Congress a 100% refund policy will apply. Any cancellation received in writing prior to the 23<sup>rd</sup> April 2024 will be subject to a 30% cancellation fee. If the booking has been paid in full a refund of 70% will be given. If the booking has not been paid the 30% will be due for payment prior to the event start date. Any cancellation received in writing after the 23<sup>rd</sup> April 2024 will be subject to a 100% cancellation fee. If the booking has not been paid the full amount will be due for payment prior to the event start date.

7. For any payment made via credit card, a processing fee of 1.4% on Visa & Mastercard and 2.4% on American Express will apply. Our surcharge fees are not greater than our cost of acceptance. Any other unexpected costs incurred by VMA in the processing of payments will be charged back to the remitter. Such costs include, but are not limited to, bounced cheques fees and related bank charges.

8. No stands may be sublet without the consent of the Organiser. Pod stands are only permitted to hold one Exhibitor. 3m x 2m Standard Display stands are only permitted to hold one Exhibitor.

9. No Exhibitor shall occupy stand space until all monies owing to the Organiser have been paid in full.

10. Any Exhibitor who does not fulfil their obligation to staff their stand and utilise their booked space will forfeit their payment.

11. The Exhibitor agrees to staff and continually keep open throughout the course of the event the space allocated to it. Exhibition Visitors (including Stand Attendees) are not permitted entry into the Congress speaker sessions including workshops, the Official Opening and Keynote, and speaker presentations.

12. The Exhibitor must not pack up its stand partially or totally before closing time on the event's last day. No goods or promotional material can be left on the Exhibitors stand after the agreed bump out date and time.

13. Furniture and/or promotional material must not project into walkways. Walkways must be kept clear at all times.

14. Demonstrations and distribution of literature and samples should only take place inside the assigned booth. Canvassing outside the booth and distribution of materials outside the booth and Exhibit Hall are prohibited.

15. No activities/furniture on the Exhibitor's stand should interfere with other stands or the good order and safety of the event or other Exhibitors. The Organiser reserves the right to take action if this occurs.

16. The Exhibitor is responsible for the safety of their products and stand. Materials and equipment in the Exhibitor's stand should not be left unattended at any time during the event, at move in and move out.

17. If the Exhibitor should fail to remove all his property or otherwise fail to vacate the Event premises by the end of tenancy due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Venue, or any other losses and costs incurred by the Organisers. As a result of the Exhibitor failing to vacate the premises by the agreed time, the Organisers may remove any property of the Exhibitor left in the Event hall by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.

18. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the event and on moving out.

19. No equipment or voice-reproducing machines can be operated in such a manner as to cause a disturbance to other exhibitors. Earphones should be provided, or such devices should be enclosed in a special soundproof booth. VMA reserves the right to determine when sound is interfering with another exhibit and must be discontinued.

20. The Organiser reserves the right to determine, amend or alter the floor plan at anytime during the lead up to the event. All Exhibitor space assignments are made by and at the sole discretion of the Organiser. While every effort will be made to accommodate exhibitor requests no guarantee is given. Sponsors receive priority placement.

21. No part of any exhibit or sign shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building (or its furniture) so it defaces them in any way. The exhibitor is liable for damage from failure to observe these rules.

22. All custom build stands, displays and vehicles must be approved by the Organisers (such approval not to be unreasonably withheld) and the Venue prior to the event start date.

23. All custom build stands, displays and vehicles must be removed from the venue prior to 7pm on the last day of the event.

24. During move in and move out times all Exhibitors may be required to wear high visibility safety vests. These vests must be supplied by the Exhibitor. The Organiser will have a small number of vests for loan.

25. Trolleys are not permitted in the exhibition hall whilst the event is open to the public. Goods must be hand carried to the Exhibitor's stand whilst the event is open. Restocking of goods on the Exhibitor's stand using trolleys can be done before the event opens each day or after closing.

26. The Organiser and the Exhibitors shall comply with all relevant regulations and legal requirements of the Venue and all relevant State and Commonwealth Departments, including risk analysis, lottery regulation, food safety regulation, occupational health and safety, privacy and any other regulations deemed relevant by the Venue or the Government. No Exhibitor is allowed to supply, serve or provide alcoholic beverages from their booth, or to event attendees, without the express written consent of the VMA.

27. The Organiser reserves the right to amend the dates for holding the event, to close the event or vary its hours upon reasonable written notice to the exhibitor. If the Organiser amends the date for the event the Exhibitor reserves the right to request a refund or credit from the Organiser for the amount paid by the Exhibitor; and

28. Exhibits shall remain at the event on compliance with these rules and regulations. The Organiser reserves the right to prohibit in whole or in part and reject any Exhibitor or its representative in the case of material failure to comply with the rules and regulations. There shall be no payment refund if such action is deemed necessary.

29. Exhibitors will be supplied with an Event Delegate list post event, including the name, organisation and contact details of those delegates who do not 'opt out'.

30. The Organiser makes no guarantees of traffic flow or the demographic nature, quantity of presumed quality of leads collected by Exhibitors. The Organiser encourages all exhibitors to market their presence at the annual conference.

31. All Exhibitors and their representatives agree to adhere to all rules and regulations, requirements, and restrictions as set forth. Those Exhibitors who, in the opinion of Organiser, do not conform to these regulations or who conduct themselves unethically will be subject to action as deemed appropriate by the Organiser.

32. This agreement is governed by the laws of the State of VIC. Any legal action arising from it shall be litigated in the appropriate court of that State.

33. An amendment to this agreement is valid only if made in writing signed by an authorised representative of each party.

34. The Organiser and Exhibitor are independent contractors. Neither party may act as, or represent itself to be the agent or partner of the other. Neither party may bind or purport to bind the other.

35. If the Organiser or Exhibitor fails to insist on strict performance of any condition by the other, it is not a waiver of any later breach or default. A waiver is only binding on the party granting that waiver if made in writing.