

**2020 18TH INTERNATIONAL CONFERENCE
FOR EMERGENCY NURSES**

BETWEEN THE FLAGS



**SPONSORSHIP &
EXHIBITION PROSPECTUS**

**GOLD COAST CONVENTION AND EXHIBITION
CENTRE**

14 – 16 OCTOBER 2020



INVITATION TO PARTICIPATE

You are invited to participate in the 18th International Conference for Emergency Nurses as a sponsor and/or exhibitor.

The conference is the premier event for Emergency Nursing in Australia and the Asia Pacific region. The conference is hosted by The College of Emergency Nursing Australasia (CENA), the peak professional association representing emergency nurses with a mission to foster excellence in Emergency Nursing practice.

This annual event attracts 300+ delegates and provides an opportunity for clinicians involved in the delivery of emergency care globally, to collaborate, share ideas, challenge practice, and to lead innovative change to enhance quality patient care.

The International Conference rotates throughout Australia each year and is well established as the leading annual conference event for emergency nursing professionals.

Support of the conference and exhibition will provide your organisation with a number of key benefits:

- Exposure to a qualified, relevant and influential audience before, during and after the event.
- Multiple networking opportunities during the conference to promote your organisation's products and services directly to key decision makers.
- Increase and consolidate your brand exposure as a keen and vital supporter of Emergency Nursing in Australia, New Zealand and the Asia Pacific region.
- Supporters of the conference will consolidate existing industry relationships and develop new ones.

DELEGATE PROFILE

ICEN 2020 is expected to attract 300+ local, national and international delegates from the emergency nursing field. This conference event consistently demonstrates delegate exposure to this number of delegates year on year.

Please join us in this ideal opportunity to exhibit your products and services at what will be an exciting conference.



CONFERENCE SCHEDULE

Wednesday 14th October

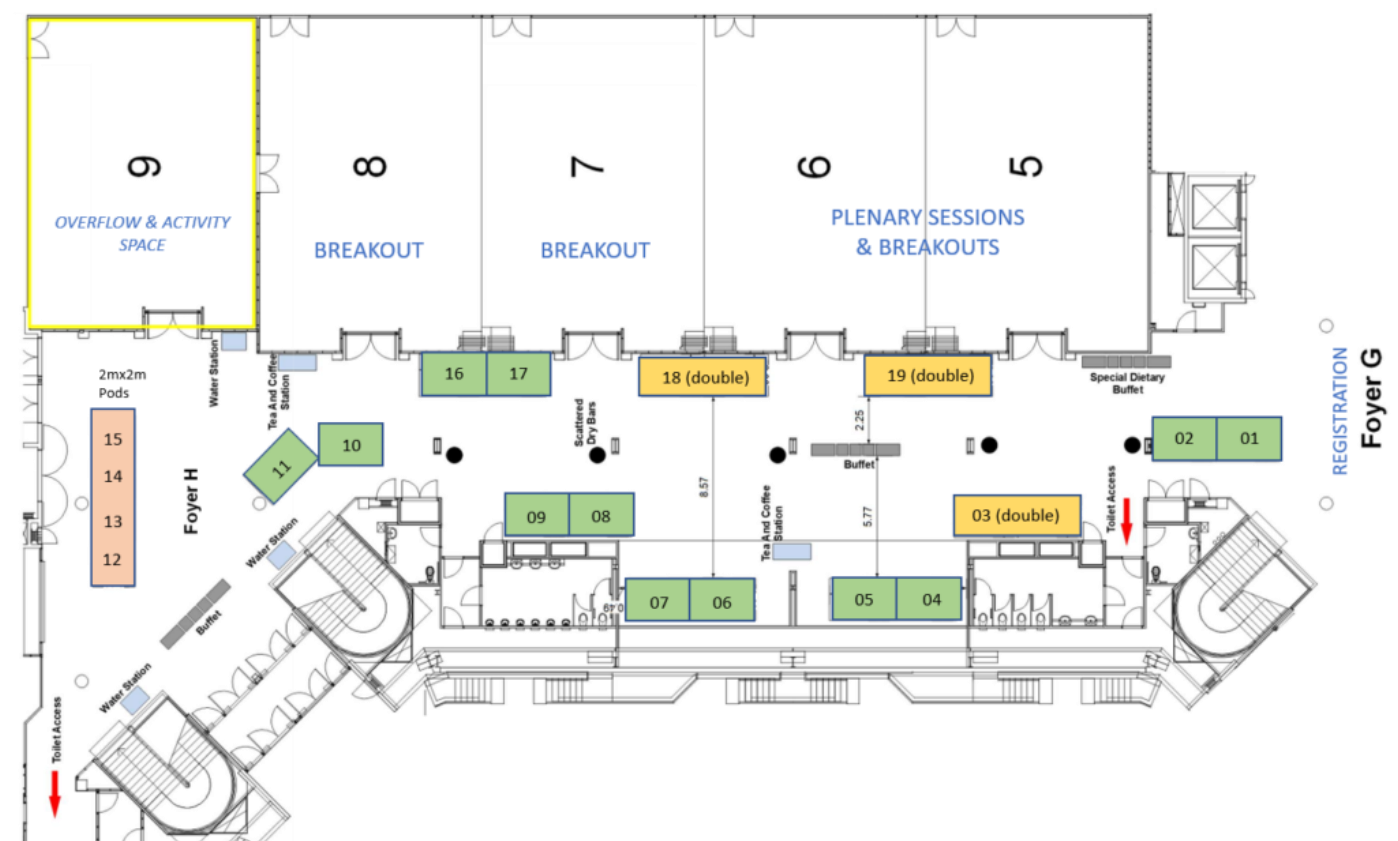
- 0700-1000 Exhibition Build
- 1000-1300 Exhibitor Access for Bump In
- 0830-1300 Pre-Conference Workshops
- 1300-1400 Welcome Lunch for all delegates in the Exhibition. Followed by sessions and Afternoon Tea in the Exhibition
- 1730 Welcome Reception for all delegates in the Exhibition

Thursday 15th October

- 0730 ICEN Exhibition open. Sessions end approximately 1700.
Free evening for delegates, committee meetings

Friday 16th October

- 0730 ICEN Exhibition open. Exhibition closes at the end of afternoon tea, approximately 1530.
Conference Dinner this evening.





SPONSORSHIP & EXHIBITION OPPORTUNITIES

A variety of sponsorship packages are being offered. We also invite any new proposals you may wish to put forward; the Committee is happy to negotiate a package that will be of maximum benefit to your organisation and the conference.

AWARD SPONSORSHIP

Elaine Killeen Continuing Professional Development Scholarship	\$500
Innovation in Emergency Care Grant	\$2,000
Indigenous Emergency Nurses Scholarship	\$2,000
Early Career Researcher Grant	\$4,000
Novice Researcher Grant	\$4,000

EXHIBITION PACKAGES

Platinum Sponsor 9m x 2m Exhibition package	\$12,000
Gold Sponsor 6m x 2m Exhibition Package	\$6,600
Silver Sponsor 3m x 2m Exhibition Package	\$4,400
Standard 3m x 2m Exhibition Package	\$3,300
Pod 2m x 2m Exhibition Package	\$2,500

SPONSORSHIP PACKAGES

Platinum Partner	\$12,000
Barista Booth Sponsor	\$6,600
Gala Dinner Sponsor	\$6,600
Gold Sponsor	\$6,600
Silver Sponsor	\$3,300

SPONSORSHIP-ONLY PACKAGES

Name Badge Sponsor	\$3,500
Welcome Reception Sponsor	\$3,500
Tote / Satchel Sponsor	\$3,500
Pocket Program Sponsor	\$3,000
Reusable Coffee Cup Sponsor	\$3,000
Keynote Speaker Sponsor	\$3,000
Conference App Sponsoe	\$2,500
ePoster Sponsor	\$2,000
Wireless Intrnet Sponsor	\$2,000
Water Bottle Sponsor	\$2,500
Website Sponsor	\$2,000
Wednesday Catering Sposnr	\$1,500
Thursday Catering Sponsor	\$2,000
Friday Catering Sponsor	\$2,000
Email Campaign Sponsor	\$2,000





AWARD SPONSORSHIP OPPORTUNITIES

Emergency nursing is a distinct speciality that encompasses the management and treatment of patients in emergency situations, across all age groups and conditions, from minor illnesses and injuries, to trauma and disasters. Education, training and research are vital in enabling emergency nurses to provide safe, high quality emergency care. The College of Emergency Nursing Australasia grants and scholarships provide support to its Members and Fellows seeking to improve clinical practice, healthcare delivery and obtain a higher level of education and professional development. The College is seeking donations to help fund the future of emergency nursing practice and patient care.

Elaine Killeen Continuing Professional Development Scholarship – Award amount \$500

The Elaine Killeen Continuing Professional Development Scholarship is the first memorial scholarship by the College in recognition of the outstanding contribution made by Elaine Killeen to emergency nursing education. The purpose of the Elaine Killeen Continuing Professional Development Scholarship is to provide funds to those Members and Fellows of the College to support their continuing professional development (CPD) as an Emergency Nurse.

Innovation in Emergency Care Grant – Award amount \$2,000

The purpose of the Innovation in Emergency Care Grant is to foster and support innovative approaches to an existing problem or issue with the focus of improving patient-centred emergency care, enhancing safety and/or patient experience.

Indigenous Emergency Nurses Scholarship – Award amount \$2,000

The purpose of the Indigenous Emergency Nurses Scholarship is to encourage and support Aboriginal, Torres Strait Islander and Māori emergency nurses undertaking postgraduate education relevant to emergency nursing.

Early Career Researcher Grant – Award amount \$4,000

Our aim of the Early Career Researcher Grant is to support the development of established researchers conducting research that expands emergency nursing science and knowledge, patient safety and quality of emergency care.

Early Researcher Grant – Award amount \$4,000

The purpose of the Early Researcher Grant is to provide funds for emergency nurses embarking on research to expand emergency nursing science and knowledge, patient safety and quality of emergency care.

Award sponsors will be acknowledged on the CENA and ICEN 2020 websites and their logo will be included on the framed certificate given to the recipient. If attending the conference the sponsor will be invited to have a representative present the award at the conference dinner on Friday 16th October 2020 at Gala Dinner.

To participate as a sponsor of one or more of these awards book by emailing CENA national@cena.org.au.





SPONSORSHIP & EXHIBITION PACKAGES

All exhibition packages include exhibitor registrations with access to sessions and most social functions. All package amounts include GST.

Platinum Sponsor \$12,000

Becoming a Platinum Partner gives your organisation the opportunity to develop an on-going relationship with the delegates and CENA members. The package is designed to give organisations a strong presence at the conference and continue the relationship between conferences.

Benefits:

- Logo and acknowledgement as a *Platinum Partner* on all conference materials including print, PDFs and broadcast emails
- **Four** banners displayed during the conference: Two in the plenary hall and two in the catering area
- **Five** exhibitor registrations including the Welcome Reception and the Conference Dinner and access to sessions
- Up to **Three x 3mx2m sites (18sqm)**, with booth structures if desired, in a preferred position (subject to the date of booking)
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App.
- Logo in the pocket program
- **One** Holding Slide Advert (1 x 16.9 slide) rotating daily on holding slides in all plenary sessions
- **Two** PDF e-satchel inserts in the conference App (provided by sponsor)
- **One** video message/advert linked to the conference App (provided by sponsor)
- **One** Pocket Program Advert Colour (A6 internal, one page)
- Delegate list in the conference App
- Logo & hyperlink displayed on the Association website
- Acknowledgement as a *Conference Partner* in the college newsletter (subject to the date of booking)
- Half page advertisement in the college newsletter (subject to the date of booking)
- **Two** x college memberships
- Opportunity to distribute **one** gift at registration

Plus you can choose to add **one** of the following packages (subject to availability at the time of booking):

1. Pocket Program Sponsor
2. Name Badge Sponsor
3. Poster Sponsor
4. Keynote Speaker/Session Sponsor (subject to speaker approval)



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5. Conference Website Sponsor
 6. Day Catering Sponsor (select day)

Gold Sponsor Package \$6,600

Gold sponsorship allows you to value-add your exhibition at the conference by accruing a range of branding and advertising benefits.

Each exhibition site includes:

- Logo and acknowledgement as a *Gold Sponsor* on all conference materials including print, PDFs and broadcast emails
- Two standard 3m x 2m exhibition sites (12sqm) with booth structure and furniture if desired (6m x 2m site, see floorplan)
- Logo, 200 word profile, hyperlink listed on the conference website
- Logo, 200 word profile, hyperlink included on the conference App
- Listing in the pocket program
- Logo in the pocket program
- One PDF e-satchel insert
- One video e-satchel insert
- Three exhibitor registrations including the Welcome Reception and the Conference Dinner and access to sessions
- One pull-up banner in the plenary hall for the duration of the meeting
- Delegate list in the conference App and sent via excel

GOLD EXHIBITORS can purchase available minor sponsorship packages \$3,500 and under for half price! (excludes packages above \$3,500)

Barista Booth

The Barista Sponsorship package is an exclusive opportunity not to be missed. The barista station will each have a staffed barista machine serving unlimited coffee, hot chocolate and tea throughout the conference.

Each exhibition site includes:

- Logo and acknowledgement as a *Gold Sponsor* on all conference materials including print, PDFs and broadcast emails



- **One** standard 3m x 2m exhibition site in a prominent position. Barista can be placed within booth or nearby.
- Logo, 200 word profile, hyperlink listed on the conference website
- Logo, 200 word profile, hyperlink included on the conference App
- Listing in the pocket program
- Logo in the pocket program
- **One** PDF e-satchel insert in the conference App
- **Two** exhibitor registrations including the Welcome Reception and the Conference Dinner and access to sessions.
- Delegate list in the conference App and sent via excel

Silver Exhibition Package \$4,400

Upgrade your exhibition package by becoming a Silver Sponsor. This package gives you additional exposure and promotion during the conference.

Each exhibition site includes:

- Logo and acknowledgement as a *Silver Sponsor* on all conference materials including print, PDFs and broadcast emails
- One standard (6sqm) exhibition booth structure and furniture
- Logo, 200 word profile, hyperlink listed on the conference website
- Logo, 200 word profile, hyperlink included on the conference App
- Listing in the pocket program
- Logo in the pocket program
- One PDF e-satchel insert
- Two exhibitor registrations including social functions and access to sessions
- Delegate list in the conference App and sent via excel

SILVER EXHIBITORS can purchase available minor sponsorship packages under \$3,500 for half price! (excludes packages above \$3,500)

Standard Exhibition Site \$3,300

The exhibition will run for the duration of the conference with morning tea, afternoon tea and lunch served in the exhibition area. The welcome reception will also be held in the exhibition area.

Each exhibition site includes:

- Area measuring 3-metres wide x 2-metres deep (6sqm)
- Booth structure with side walls and back wall
- Header board with your company name



- Trestle table with table cloth
- Two chairs
- Two spotlights
- One 4 amp power outlet
- Logo, 50 word profile, hyperlink listed on the conference website
- Logo, 50 word profile, hyperlink included on the conference App
- Listing in the pocket program
- Two exhibitor registrations including the Welcome Reception and access to sessions. Tickets to the Conference Dinner may be purchased.
- Delegate list in the conference App

Upgrade your exhibition booking to Silver Sponsorship for only \$1,100!

Pod Exhibition Site \$2,500

The exhibition will run for the duration of the conference with morning tea, afternoon tea and lunch served in the exhibition area. The welcome reception will also be held in the exhibition area.

Each exhibition site includes:

- Area measuring 2-metres wide x 2-metres deep (4sqm)
- Booth structure with side walls and back wall
- Header board with your company name
- Pod furniture package
- Two spotlights
- One 4 amp power outlet
- Logo, 50 word profile, hyperlink listed on the conference website
- Logo, 50 word profile, hyperlink included on the conference App
- Listing in the pocket program
- One exhibitor staff registration including the Welcome Reception and access to sessions. Tickets to the Conference Dinner may be purchased.
- Delegate list in the conference App

Upgrade your exhibition booking to 3m x 2m for only \$800!

SPONSORSHIP PACKAGES ONLY

Opportunities listed below do not include an exhibition component. All package amounts include GST.

Name Badge Sponsor \$3,500

This sponsorship opportunity offers prominent exposure of your organisation and logo. Each delegate will receive a name badge when they register at the conference.





Benefits

- Logo and acknowledgement as *Name Badge Sponsor* on all conference material including print, PDFs and broadcast emails
- Logo printed on each delegate name badge
- Opportunity to provide branded lanyards (double clip)
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a joint sponsors slide in the plenary hall.

Welcome Reception Sponsor \$3,500

Exclusive opportunity: This event is always a highlight for delegates. It is the first opportunity for delegates to connect at the conference. This is also one of only two opportunities to address delegates at the conference.

Benefits

- Logo and acknowledgement as *Welcome Reception Sponsor* on all conference materials including print, PDFs and broadcast emails
- Verbal acknowledgement as *Welcome Reception Sponsor* during the Welcome Reception
- Opportunity to address delegates during the Welcome Reception (5 minutes)
- **One** pull-up banner displayed in a prominent location during the Welcome Reception
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a **joint sponsors slide** in the plenary hall
- **Four** complimentary tickets to the Welcome Reception.

Tote / Satchel Sponsor \$3,500

Exclusive opportunity: If this package is sponsored all delegates attending the meeting will receive the conference material in a unique tote or satchel. All efforts are made to ensure the tote or satchel is highly desirable to encourage delegates to keep long after the meeting has concluded. You also have the opportunity to include one insert in each tote.





Benefits

- Logo and acknowledgement as Meeting Tote/ Satchel Sponsor on all conference materials including print, PDFs and broadcast emails
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a joint sponsors slide in the plenary hall
- One satchel insert.

Pocket Program Sponsor \$3,000

This is a great opportunity to reinforce your branding to all delegates. Each delegate will receive a copy of the pocket program when they register at the conference.

Benefits:

- Logo and acknowledgement as *Pocket Program Sponsor* on all conference materials including print, PDFs and broadcast emails
- Logo on the front cover of the pocket program*
- Logo printed on each page of the pocket program
- Advertisement on the back cover of the pocket program (A6)
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a joint sponsors slide in the plenary hall.

Note, other high level sponsors will also be acknowledged on the front cover.

Reusable Coffee Cup Sponsor \$3,000

Your company will receive direct exposure to each delegate with their own coffee cup in the conference tote. Note: Only provided if sponsored.

Benefits:

- Logo and acknowledgement as a Reusable Coffee Cup Sponsor on all advertising including print, web, app and e-flashes
- Company logo on Reusable Coffee Cup (artwork provided by sponsor)
- Logo, 200 word profile and hyperlink in the conference app
- Logo, 200 word profile and hyperlink on the conference website



- Delegate list in the meeting app and sent via excel prior to conference (name, position, organisation, state/country)
- One PDF (1MB max) brochure/flyer attached to your meeting App profile

Keynote Speaker/Session Sponsor \$3,000

This is a prestigious branding opportunity to be associated with a leader in your field. A range of international and national speakers will be invited to present at the conference; please check the website for confirmed speaker and session details. Note: Sponsors must be approved by the selected speaker.

Benefits

- Logo & hyperlink displayed with the session or speaker on the conference website
- Logo displayed with the session or speaker on the on-line program
- Verbal acknowledgement as *Speaker Sponsor* or *Session Sponsor* at the commencement the relevant session.
- Logo printed with the session or speaker in the pocket program.
- Logo & hyperlink displayed with the session or speaker in the conference App
- One pull-up banner in the room during the session
- Flyer distributed during the session (supplied by sponsor)
- One full registration, including social functions
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a joint sponsors slide in the plenary hall.

Conference App Sponsor \$2,500

Exclusive Opportunity: Your logo, company profile (200 words) and hyperlink will be included on the delegate Conference App. With your logo on every page and an option for your own custom survey to delegates of up to 8 questions. This App will be the delegates go-to source for digital information on the conference including the program, speaker profiles, venue maps and much more.

Benefits

- Logo and acknowledgement as *Conference App Sponsor* on all conference materials including print, PDFs and broadcast emails.
- Delegate list in the conference app



- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- One PDF e-satchel insert
- Logo displayed on a joint sponsors slide in the plenary hall
- Logo on each page of the conference App
- Optional delegate survey tailored to your organisation (8 questions).

Water Bottle Sponsor \$2,500

*Your company will receive direct exposure to each delegate with a bottle of water in the conference tote. **Note:** Only provided if sponsored.*

Benefits

- Logo and acknowledgement as a *Water Sponsor* on all advertising including print, web, app and e-flashes
- Company logo on bottles of water (artwork provided by sponsor)
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Delegate list in the meeting app and sent via excel prior (name, position, organisation, state/country)
- One PDF e-satchel insert.

ePoster Sponsor \$2,000

Show your support for ongoing emergency nursing research and programs by sponsoring the ePosters at the conference. Posters will be displayed on latest technology large portrait touch screens throughout the exhibition area. Each poster will include a header with the sponsor's logo. The Sponsor will also be acknowledged on the ePoster list in the Pocket Program and on the Conference Website.

Benefits

- Logo and acknowledgement as *ePoster Sponsor* on all conference materials including print, PDFs and broadcast emails
- Logo featured on the ePoster digital header on each poster
- Delegate list in the conference app
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program joint sponsor page
- Logo in the pocket program on the page listing the ePosters
- Logo on the conference website on the page listing the ePosters
- One PDF e-satchel insert



- Logo displayed on a joint sponsors slide in the plenary hall.

Wireless Internet Sponsor \$2,000

***Exclusive Opportunity:** No conference is complete without the provision of strong free internet and your company has the opportunity to to be branded as the provider of this essential service. In addition your company name will be the wireless password for internet provided to delegates throughout the conference. Signage reminding delegates of the wireless log in details will be branded with your logo.*

Benefits

- Logo and acknowledgement as a *Wireless Internet Sponsor* on all advertising including print, web, app and e-flashes
- Logo, 200 word profile & hyperlink on the conference App
- Logo, 200 word profile & hyperlink on the conference website
- Logo in the pocket program
- Logo featured on the sponsors slide
- One PDF e-satchel insert

Website Sponsor \$2,000

The conference website is the main information source for delegates in the lead-up to the conference. Regular updates and extensive program and speaker information will ensure delegates will be visiting regularly – seeing your logo each time.

Benefits

- Logo and acknowledgement as *Website Sponsor* on all conference materials including print, PDFs and broadcast emails
- Logo on each page of the conference website
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- Logo featured on the sponsors slide
- One PDF e-satchel insert

Email Campaign Sponsor \$2,000

***Exclusive Opportunity:** Your logo and web address will be included in all pre-conference email marketing. A conference update will be emailed to potential delegates approximately every month. This is the ideal opportunity to build your brand with delegates before they arrive at the conference.*

Benefits



- Logo & hyperlink on all conference broadcast emails*
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo in the pocket program
- Logo featured on the sponsors slide
- One PDF e-satchel insert
- One satchel insert

* Note, other high level sponsors will also be acknowledged on broadcast emails.

Thursday Catering Sponsor \$2,000

Day catering sponsors will be acknowledged in the pocket program, on-line program and with A5 signs on the buffet tables.

Benefits

- Naming rights for the catering breaks for one day.
- Logo & hyperlink displayed with the catering break on the on-line program.
- Logo on signage displayed on catering stations.
- Logo printed in the pocket program next to the day's catering
- **Two** pull-up banners in the catering area on that day
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo displayed on a **joint sponsors slide** in the plenary hall
- One PDF e-satchel insert.

Friday Catering Sponsor \$2,000

Day catering sponsors will be acknowledged in the pocket program, on-line program and with A5 signs on the buffet tables.

Benefits

- Naming rights for the catering breaks for one day.
- Logo & hyperlink displayed with the catering break on the on-line program.
- Logo on signage displayed on catering stations.
- Logo printed in the pocket program next to the day's catering
- **Two** pull-up banners in the catering area on that day
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo displayed on a **joint sponsors slide** in the plenary hall
- One PDF e-satchel insert.



Wednesday Catering Sponsor \$1,500

Day catering sponsors will be acknowledged in the pocket program, on-line program and with A5 signs on the buffet tables.

Benefits

- Naming rights for the catering breaks for one day.
- Logo & hyperlink displayed with the catering break on the on-line program.
- Logo on signage displayed on catering stations.
- Logo printed in the pocket program next to the day's catering
- **Two** pull-up banners in the catering area on that day
- Logo, 200 word profile & hyperlink on the conference website
- Logo, 200 word profile & hyperlink on the conference App
- Logo displayed on a **joint sponsors slide** in the plenary hall
- One PDF e-satchel insert

Advertising & Promotion Opportunities – Various

The following advertising options are available to reinforce other sponsorship packages or as individual items. For example, an advertisement in the pocket program is a fantastic way to get additional exposure, promote your exhibition stand location and keep your name in front of delegates during the conference.

Opportunities

- Plenary Holding Slide Advert \$1,000 (rotating in the conference holding slides before, after and between plenary sessions on the big screens for the duration of the conference – sponsor to supply 16:9 ration PPT Artwork)
- Pocket program (A6 page) \$500 (sponsor to supply artwork – subject to print deadlines)
- E-Brochure linked to the conference App \$500 (sponsor to supply brochure / flyer PDF)
- Web ad with hotlink (150×150 tile) \$500 (sponsor to supply artwork)





TERMS & CONDITIONS

BOOKINGS & PAYMENTS

Acceptance of Terms and Conditions

Conference Design Pty Ltd, members of the Organising Committee and the Host Organisation are collectively referred to as The Organisers.

The Organisation listed on the sponsorship and exhibition application will be referred to as your Organisation or collectively as sponsors and exhibitors.

By returning a Sponsorship and Exhibition Booking Form you are accepting these terms and conditions.

Acceptance of Applications

Conference Design will issue a Tax Invoice once a Sponsorship and Exhibition application has been accepted.

Any advertising is not an offer capable of acceptance. The Organisers reserve the right to decline any sponsorship and exhibition application.

GST and AUD

All costs are inclusive of GST and listed in Australian Dollars.

Payments

Payment is required within 14 days of us issuing your Tax Invoice to confirm your application.

Sponsorship and exhibition entitlements, including the allocation of exhibition space, do not commence until payment has been received.

Cancellation of Sponsorship and Exhibition Bookings

Once a sponsorship and exhibition application has been accepted all payments are non-refundable. If you are no longer able to attend the conference please contact Conference Design to discuss your participation.


Cancellation or Postponement of the Conference

The Organisers do not accept any liability for losses incurred if the conference is cancelled or postponed due to an event that renders proceedings with the meeting inadvisable, illegal, impracticable or impossible.

If the conference is cancelled or postponed refunds will not be issued but available funds will be credited towards the rescheduled conference.

An unforeseen event could include, but is not limited to, an infectious disease outbreak; industrial disruptions; service provider failures; governmental restrictions or





regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension or restriction on transportation; or any other emergency.

GENERAL INFORMATION

Disclaimer and Changes

Every effort has been made to present all the information accurately, however no liability is accepted for any inaccuracy and the Organisers reserve the right to change any published information.

The Organisers reserve the right to amend, update or delete sponsorship and exhibition packages and the exhibition floor plan.

Exhibition Floor Plan

The exhibition floor plan is subject to change without notice. The floor plan is not to an exact scale, but accurately represents the position and sizes of exhibition spaces.

Correspondence

When booking please appoint a single point of contact within your Organisation. All bookings will be recorded under the one name and all correspondence will be sent to this person.

Allocation of Exhibition Spaces

Conference Design will allocate exhibition spaces after taking into account each organisation's sponsorship, the date of application, preferences, proximity to competitors and any other matters deemed relevant.

Insurance

All sponsors and exhibitors must have adequate insurance for the period of the conference, including public and products liability cover and professional indemnity insurance. We may request a certificate of currency.

Indemnity

Your Organisation shall indemnify and hold harmless the Organisers for any loss, damage to property or injury to persons suffered as a result of your participation in the conference, except where the Organisers are found to be negligent.

Supply of Goods and Services

The supply of any goods, services, samples or advice is entirely at your Organisation's own risk.





DURING THE CONFERENCE

Security

No valuable items should be left unattended at your exhibition at any time and especially not overnight. No responsibility is accepted for any loss or damage to equipment and display materials.

Representatives

Anyone from your Organisation attending the conference or guests you wish to invite to the conference must register with Conference Design before the conference. An official name badge will be required to access the meeting and exhibition area.

Custom Stands

All custom stands must fit within the purchased exhibition space. Custom stands must not exceed 3.0 metres high. If you have any questions please email us a floor plan and elevations of your proposed stand.

Delegate List

Due to privacy requirements the delegate list will be supplied on the Conference App at the time of the conference and will include name, organisation and state.

Interactive Exhibitions

Whilst we encourage you to develop entertaining and interactive displays to attract delegates, please be mindful not to disturb other exhibitors or delegates.

Storage

There is limited storage space on site for exhibition equipment or packaging.

Signage at the Venue

The venue doesn't allow any signage to be fixed to walls or other surfaces. Your signage should be free standing to allow for easy placement and should be contained within your exhibition space.

Dismantling Displays

Due to safety requirements you will not be able to dismantle your display before the published closing time.

Damage to the Venue

Your Organisation shall indemnify the Organisers from all liability for damage to the venue deemed to have been caused by your staff, contractors, agents or guests. The cost of repairs will be the sole responsibility of your Organisation.

