

ICED 2020

*Royal International Convention Centre
Brisbane*

ICED

INTERNATIONAL CONGRESS ON
THE EDUCATION OF THE DEAF

THE POWER OF CONNECTION

6-9 JULY 2020 • BRISBANE, AUSTRALIA



www.iced2020.com

SPONSORSHIP & EXHIBITION PROSPECTUS

Invitation

We would like to offer a very warm invitation to you from Brisbane, Australia to participate in the 23rd International Congress on the Education of the Deaf (ICED) from 6th to 9th July 2020. Our beautiful river city, Brisbane, is the capital of Queensland, the Sunshine State of Australia, and a magnificent location for ICED 2020.

Themed “The Power of Connection”, the Congress offers the opportunity for organisations to participate as either a sponsor or exhibitor at the peak international forum for sharing evidence-based practice, research and ideas about education of Deaf and Hard of Hearing students. The first ICED was held in Paris in 1878, and since 1975 has been held every 5 years in countries around the world.

Various levels of sponsorship opportunities are outlined in the Prospectus which we are certain will assist you to achieve your marketing objectives.

However, if there are other ways in which you would like to participate or contribute, the Congress Managers would be happy to consider your suggestions and discuss these with you.

The exhibition will provide organisations with an opportunity to showcase products and services in a face-to-face environment and to demonstrate commitment to supporting best practices in the field of education of Deaf and Hearing of Hearing students.

We look forward to seeing you in Brisbane in July 2020.

Yours sincerely,

Bronwyn Green and Joy MacDougall
ICED 2020 Co-Chairs



The Power of Connection

Congress Theme - The Power of Connection

- Connections throughout the world and across languages and cultures
- Connections through spoken, sign and written languages
- Connections between researchers and practitioners
- Connections between teachers of the deaf and mainstream educators
- Connections between teachers of the deaf and other professionals
- Connections between professionals, students and their families

Who you will meet at ICED 2020

- Academics, researchers & educators in the field of deaf education
- Audiologists
- Deaf and Hard of Hearing delegates from Australia and worldwide
- Disability professionals
- NGO/Advocates for the Deaf and Hard of Hearing community
- Psychologists
- Representatives from local and international bodies for deaf education
- Service providers
- Sign language interpreters
- Therapists
- Training organisations

Why Sponsor or Exhibit at ICED 2020?

The Organising Committee is building a programme that will raise a high level of interest, attracting a range of delegates both locally, nationally and internationally. This Congress will provide sponsors and exhibitors with a cost-effective means to:

- **Increase awareness** of your company's brand and reputation
- **Showcase** your latest innovation, products and services to a targeted group of delegates
- **Raise your company's profile** to those within and outside the industry who are keen to learn more about the benefits of your products and services
- **Build credential** by demonstrating your company's support and contribution towards education of the deaf
- **Broaden your network** of potential customers by engaging them in a pre-qualified, relaxed and informative environment

Sponsorship at a Glance

Package	Price per package (incl.GST)	Opportunities available
<i>Premium Sponsorship</i>		
Platinum Sponsor	A\$25,000	3 available
Gold Sponsor	A\$17,500	5 available
Silver Sponsor	A\$9,500	Unlimited
<i>Congress Access Sponsorship</i>		
Congress Access Sponsor (Per day)	A\$8,000	16 available (Max. 4 sponsors per day)
<i>Business Networking Sponsorship</i>		
Congress Dinner Sponsor	A\$7,500	Exclusive
<i>Brand Positioning Sponsorship</i>		
Lanyard Sponsor	A\$4,000	Exclusive
Satchel Sponsor	A\$4,000	Exclusive
Concurrent Session Sponsor	A\$4,000	Limited
Wifi Sponsor	A\$3,000	Exclusive
Catering Sponsor (Per Day)	A\$2,000	Limited
Reusable Coffee Cup or Pen or Notepad	A\$1,000	Exclusive per item
<i>Congress Support Sponsorship</i>		
Conference Supporter	A\$3,500	Unlimited
Developing Country Delegate Sponsor	A\$3,000	Multiple
<i>Advertising Opportunities</i>		
Seat Drop Brochure/Gift	A\$500	Limited
<i>Exhibition Opportunities</i>		
3mx2m Shell Scheme Booth	A\$3,500	Limited
Not-for-Profit Trestle Table Display	A\$750	Limited

Tailored Sponsorship

We invite you to contact our **Sponsorship and Exhibition Manager, Elaine Koh** at ekoh@arinex.com.au or 02 9265 0700 for a discussion on Tailored Sponsorship options that meet your company's budget and requirements.

Premium Sponsorship

**A\$25,000
(incl. GST)**

Platinum Sponsor (3 available)

The Premier Sponsor at the Forefront of the 23rd International Congress on the Education of the Deaf .

Exclusive to the Platinum Sponsor

- Complimentary additional brand positioning sponsorship – Priority selection of Plenary Session Sponsorship (*subject to availability*)

Exhibition

- One (1) complimentary 3mx3m Shell Scheme Exhibition Booth located in a prime position

Congress Registration and Congress Dinner tickets

- Four (4) complimentary Congress delegate registrations inclusive of Congress Dinner

Branding & Visibility *(All logos will be the largest with the following)*

- Logo acknowledgement on Opening and Closing Slides
- Sponsor may display two (2) freestanding banners which will be positioned near the Registration Desk and near/on the main stage in the Plenary Room for the duration of the Congress (maximum size 2m high x 1m wide)
- Verbal acknowledgement as the Platinum Sponsor during the Opening and Closing Sessions
- Satchel insert/Seat drop for two (2) promotional brochures (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Platinum Sponsor on the official sponsor Congress marketing emails
- 100-word company/product profile in the Sponsor section of Congress website
- Prominent logo placement on the Congress website with a hyperlink to the sponsor's company website
- Prominent logo placement on onsite sponsor acknowledgement signage
- Prominent logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Delegate Marketing

- Electronic Delegate list supplied two weeks prior and post Congress (in accordance with privacy laws). This list may be used up to and not beyond the 1st January 2021 for the purposes of contacting ICED 2020 delegates.

Premium Sponsorship

**A\$17,500
(incl. GST)**

Gold Sponsor (5 available)

A Principal Sponsor with high profile presence at the 23rd International Congress on the Education of the Deaf

Exclusive to the Gold Sponsor

- Complimentary additional brand positioning sponsorship – Choice of one (1) Concurrent Session Sponsorship (*subject to availability*)

Exhibition

- One (1) complimentary 3mx3m Shell Scheme Exhibition Booth located in a prime position

Congress Registration and Congress Dinner tickets

- Three (3) complimentary Congress delegate registrations inclusive of Congress Dinner

Branding & Visibility

- Logo acknowledgement on Opening and Closing Slides
- Sponsor may provide a freestanding banner which will be positioned near the Registration Desk for the duration of the Congress (maximum size 2m high x 1m wide) and may be repositioned to the stage during the sponsored Concurrent Session
- Verbal acknowledgement as Gold Sponsor during the Opening and Closing Sessions
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Gold Sponsor on the official sponsor Congress marketing emails
- 80-word company/product profile in the Sponsor section of Congress website
- Prominent logo placement on Congress website with a hyperlink to the Sponsor's company website
- Prominent logo placement on onsite acknowledgement signage
- Prominent logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Delegate Marketing

- Electronic Delegate list supplied post Congress (in accordance with privacy laws). This list may be used up to and not beyond the 1st January 2021 for the purposes of contacting ICED 2020 delegates.

Premium Sponsorship

**A\$9,500
(incl. GST)**

Silver Sponsor (Unlimited)

A Key Congress Sponsor with significant presence at the Congress

Exhibition

- One (1) complimentary 3mx3m Shell Scheme Exhibition Booth located in a prime position

Congress Registration and Congress Dinner tickets

- Two (2) complimentary Congress delegate registrations inclusive of Congress Dinner

Branding & Visibility

- Logo acknowledgement on Opening and Closing Slides
- Sponsor may provide a freestanding banner which will be positioned near the Registration Desk for the duration of the Congress (maximum size 2m high x 1m wide)
- Verbal acknowledgement as Silver Sponsor during the Opening and Closing Sessions
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Silver Sponsor on the official sponsor Congress marketing emails
- 55-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Logo placement on onsite acknowledgement signage
- Logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Delegate Marketing

- Electronic Delegate list supplied post Congress (in accordance with privacy laws). This list may be used up to and not beyond the 1st January 2021 for the purposes of contacting ICED 2020 delegates.

Congress Access Sponsorship

**A\$8,000
(incl. GST)
per day**

This sponsorship category helps provide access to information for Deaf and Hard of Hearing delegates at the Congress through Auslan, International Sign Language and Live Captioning of Presentations in English.

Congress Access Sponsor (16 available)

Price is per day (maximum of 4 sponsors per day)

Congress Registration and Congress Dinner tickets

- One (1) complimentary Congress delegate registration inclusive of Congress Dinner

Branding & Visibility

- Verbal acknowledgement as one of the Official Congress Access Sponsors in the Opening and Closing Sessions on one (1) day of the Congress
- Logo acknowledgement on Opening and Closing Slides on one (1) day of the Congress
- Sponsor may display one (1) freestanding banner which will be positioned near the Registration Desk on one (1) day of the Congress (maximum size 2m high x 1m wide)
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as one of the Official Congress Access Sponsor on the sponsor Congress marketing emails
- 100-word company/product profile in the Sponsor section of Congress website
- Prominent logo placement on the Congress website with a hyperlink to the sponsor's company website
- Prominent logo placement on onsite sponsor acknowledgement signage
- Prominent logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Delegate Marketing

- Electronic Delegate list supplied two weeks prior and post Congress (in accordance with privacy laws). This list may be used up to and not beyond the 1st January 2021 for the purposes of contacting ICED 2020 delegates.

Business Networking Sponsorship

**A\$7,500
(incl. GST)**

Congress Dinner Sponsor

(Exclusive)

Presenting sponsor of the highlight of social events for the Congress

- Dinner naming rights – “the ICED 2020 Dinner is proudly sponsored by ...”
- Two (2) complimentary tickets to the Congress Dinner
- Verbal acknowledgement as the Congress Dinner Sponsor at the commencement of the dinner
- Logo printed on the dinner menu (Congress Managers will supply)
- Sponsor may provide the dinner guests with a branded gift or promotional brochure (sponsor to supply and the gift is subject to the approval of the Organising Committee)
- Sponsor may provide a freestanding banner which will be positioned near the entrance to the dinner venue (maximum size 2m high x 1m wide)
- Acknowledgement as Congress Dinner Sponsor on the official Congress marketing emails for the dinner
- 70-word company/product profile in the Sponsor section of the Congress website
- Logo placement on Congress website hyperlink to the Sponsor’s company website
- Logo placement on onsite acknowledgement signage
- Use of Congress logo until end of August 2020
- Electronic Delegate list supplied post Congress (in accordance with privacy laws)

Brand Positioning Sponsorship

Lanyard Sponsor

A\$4,000 (incl. GST), (Exclusive)

- Sponsor to provide own branded lanyards which will be worn by all attendees throughout the Congress
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Lanyard Sponsor on the official sponsor Congress marketing emails
- 40-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with hyperlink to the Sponsor's company website
- Logo placement on onsite acknowledgement signage
- Logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Satchel Sponsor

A\$4,000 (incl. GST), (Exclusive)

- Sponsor to provide own branded satchel used by attendees throughout the Congress (Satchel must display Congress logo alongside sponsor logo)
- Satchel insert for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Satchel Sponsor on the official sponsor Congress marketing emails
- 40-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with hyperlink to the Sponsor's company website
- Logo placement on onsite acknowledgement signage
- Logo placement on Congress collateral
- Use of Congress logo until end of August 2020

Concurrent Session Sponsor

A\$4,000 (incl. GST), (Limited)

- Choice of one (1) Concurrent Session to sponsor (*subject to availability and approval of the Organising Committee*)
- Three (3) complimentary passes for the sponsored session only
- Logo acknowledgement on Opening and Closing Slides at the sponsored session
- Sponsor may provide a freestanding banner which will be positioned near or on stage during the sponsored session (maximum size 2m high x 1m wide)
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)

- Acknowledgement as Concurrent Session Sponsor on the official sponsor Congress marketing emails
- 40-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020

Wifi Sponsor

A\$3,000 (incl. GST), (Exclusive)

- Logo placement on all Wifi-related signage and instructions for delegates – "ICED 2020 Wifi is sponsored by ..."
- Sponsor may provide a freestanding banner which will be positioned near the Registration desk or Catering area (maximum size 2m high x 1m wide)
- Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as the Wifi Sponsor on the official sponsor Congress marketing emails
- 35-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020

Catering Sponsor

A\$2,000 (incl. GST) per day, (Limited)

- Logo placement on small table signs at catering stations on day of sponsorship
- Two (2) complimentary passes for sponsor to network with delegates during breaks (excludes entry into other Congress sessions)
- Sponsor may provide a freestanding banner which will be positioned at the catering area on day of sponsorship (maximum size 2m high x 1m wide)
- Sponsor's corporate literature or novelty gift may be made available to delegates at catering stations on day of sponsorship (sponsor to provide materials which are subject to the approval of the Organising Committee)
- Acknowledgement as a Catering Sponsor on the official sponsor Congress marketing emails
- 25-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020

Reusable Coffee Cup/Pen/Notepad Sponsor

A\$1,000 (incl. GST) per item, (Limited)

- Reusable coffee cup/pen/notepad to be provided to all delegates (sponsor to supply cup/pen/notepad)
- 15-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020

Congress Support Sponsorship

**A\$3,500
(incl. GST)**

Conference Supporter (Unlimited)

Congress Registration

- One (1) complimentary Congress delegate registration

Branding & Visibility

- Logo acknowledgement on Opening and Closing Slides
- Satchel insert/Seat drop for one (1) promotional brochure (maximum four x A4 pages per brochure) or novelty item (sponsor to supply material which is subject to the approval of the Organising Committee)
- Acknowledgement as Conference Supporter on the official sponsor Congress marketing emails
- 35-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020



Congress Support Sponsorship

Developing Country Delegate Sponsor

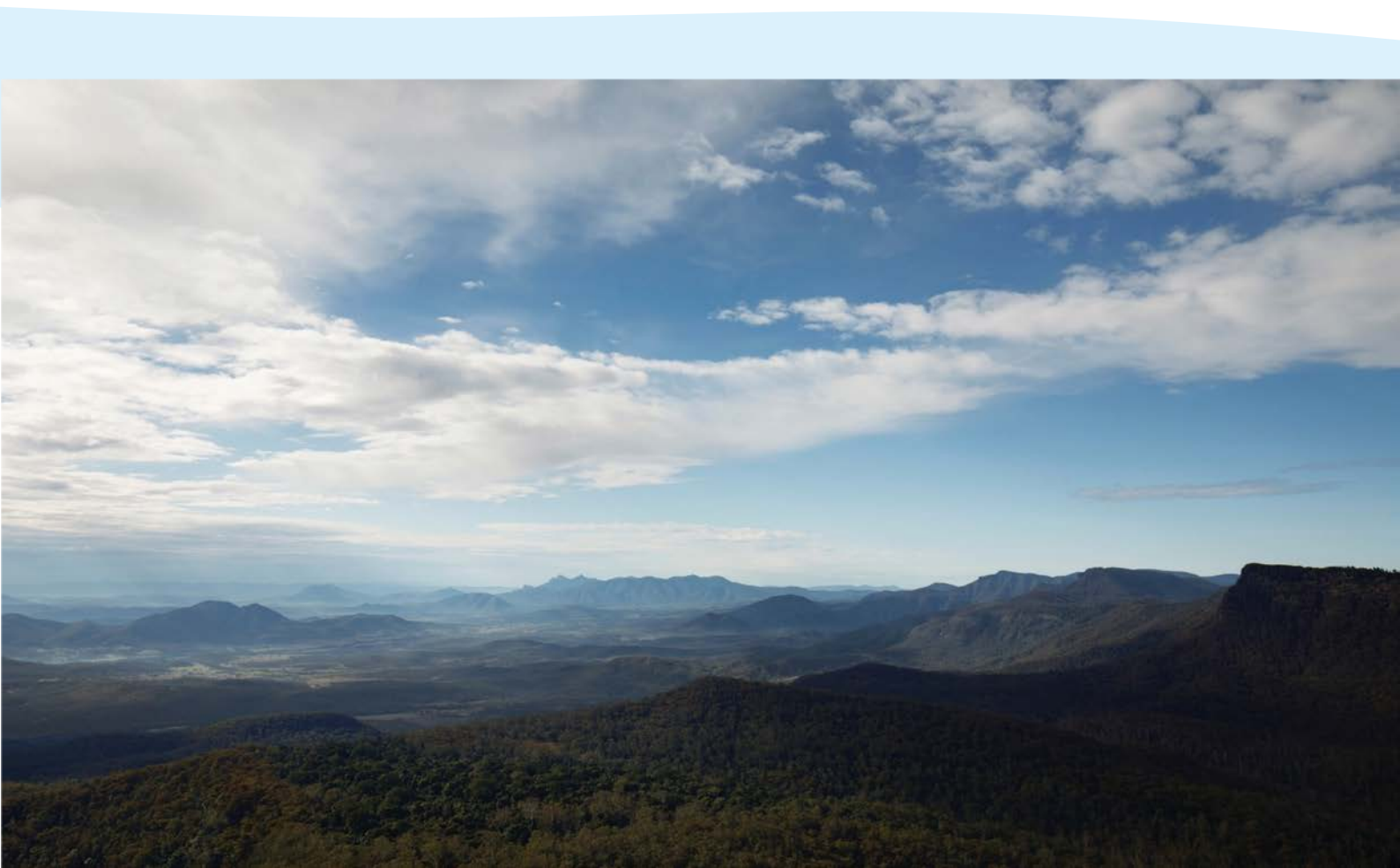
A\$3,000 (incl. GST), (Multiple)

Make it possible for delegates from developing countries to attend the Congress by providing funding for their flights and/or accommodation

- Certificate of Appreciation for the sponsor's support
- 35-word company/product profile in the Sponsor section of Congress website
- Logo placement on Congress website with a hyperlink to the Sponsor's company website
- Use of Congress logo until end of August 2020

Advertising Opportunity

Seat drop brochure or gift	A\$500.00	Limited
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Exhibition Opportunities

3mx2m Shell Scheme Booth

A\$3,500 (incl. GST)

- One (1) complimentary Exhibitor registration
- One (1) 3mx2m shell scheme exhibition booth
- Fascia signage with your company name
- Two (2) spotlights
- One (1) general power outlet

Additional furniture may be ordered at Exhibitor's cost



**Please note that this is a visual representation used for example purposes only. The shell scheme booths may not look exactly like this.*

Not-for-Profit Trestle Table Display

A\$750 (incl. GST)

- One (1) complimentary Exhibitor registration
- One (1) Poster Board
- One (1) clothed trestle table
- Two (2) chairs

Available for not-for-profit organisations/associations only (subject to Organising Committee approval)



Sponsorship / Exhibition Booking Form

Sponsorship & Exhibition Managers
 Arinex Pty Ltd
 Level 10, 51 Druitt Street
 SYDNEY NSW 2000, Australia

ABN: 28 000 386 676
 Tel: +61 2 9265 0700
 Fax: +61 2 9267 5443
 Email: sponsorship@arinex.com.au
 Web: <https://iced2020.com/>

Attention: Elaine Koh

In respect of: 23rd International Congress on the Education of the Deaf 2020

Organisation name (for marketing purposes): _____
 Organisation name (for invoicing purposes): _____
 Address: _____ City: _____
 Postcode: _____ State: _____ Country: _____

Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name: _____ Position: _____
 Tel: _____ Fax: _____
 Email: _____ Website: _____

A. SPONSORSHIP PACKAGE(S) REQUESTED	COST A\$
1.
2.
TOTAL A\$:

B. EXHIBITION BOOTH / TRESTLE TABLE REQUESTED

Please reserve the following booth type / trestle table (please tick):

	Shell Scheme	Trestle Table
3m x 2m (6sqm) single booth	<input type="checkbox"/> A\$3,500 (incl. GST)	<input type="checkbox"/> A\$750 (incl. GST)

We intend to install a custom stand therefore will not be requiring a shell scheme.
** Please note space only does not include power. Should you require power for your custom stand, please organise through the official stand builder.*

Preferred Booth Position (s) (refer to floor plan) **TOTAL A\$:**

Please indicate companies you do not wish to be placed near*:

**Subject to availability at the time of booking and may be subject to change.*

Preferred Fascia Name.....

AMOUNT PAYABLE (TOTAL A plus B)	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 6 April 2020 (incl. GST))	A\$

Sponsorship / Exhibition Booking Form

CREDIT CARD AUTHORISATION

Required

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Please note all transactions by credit card will appear on your statement as payment to: 'Conference by Arinex'

Please charge the total amount above to the following credit card

MasterCard Visa Card AMEX

**Please note a credit card surcharge may apply for payment processing.*

Credit card number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ CCV: _____

Name on card: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT DETAILS (please tick)

- We wish to pay via EFT. Bank details will be provided by the Exhibition Managers with your tax invoice.
- We wish to pay via the above credit card. A processing fee may apply.
- We wish to pay with a different credit card. (Please note – a separate booking form will be provided for you to include your credit card information)

Please note: All bookings under \$2,500 must be paid with credit card and the full amount will be charged at time of booking.

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by: _____ (please print name)

Date: _____

Signature: _____

Please note that your booking will not be processed unless all sections above and on the following pages are completed.

SEE OVER FOR TERMS AND CONDITIONS ►

Sponsorship / Exhibition Booking Form

SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **6 April 2020**. Applications received after **6 April 2020** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official congress material until full payment and a booking form have been received by the Exhibition Managers.
5. If sponsorship payment is not received by **6 April 2020** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged for the remaining unpaid amount.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **6 February 2020**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Congress in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Congress.
9. Sponsorship entitlements including organisation logo on the Congress website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. The Delegate List may be used by the Sponsor (if entitled) for the purpose of contacting ICED 2020 Congress delegates only. The list must not be used for the purpose related to future Congress and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Congress. The inclusion of email addresses is at the discretion of the Congress Managers.
11. You will exercise due care in and around the Congress venue and in all matters related to your sponsorship of the Congress so that no harm is caused.
12. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
13. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Congress, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Congress venue.
14. Privacy Statement –
 YES, I consent to my details being shared with suppliers and contractors of the Congress to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 NO, I do not consent.

EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition space/booths/display tables will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **6 April 2020**. Applications received after **6 April 2020**, must include full payment. Payments for exhibition of \$2,500 and under will be required to be paid by credit card and will be charged the full amount.

Sponsorship / Exhibition Booking Form

3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and a signed booking form have been received by the Exhibition Managers.
5. If exhibition payment is not received by **6 April 2020** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.
6. Public and Product Liability insurance to a minimum of A\$20 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Exhibition Managers at the time of submitting the booking form or by no later than **6 April 2020**.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per 6 square metre space or shell scheme stand / display table booking to cancellations on or before **6 February 2020**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space may result in relocation of exhibit space at the sole discretion of the Exhibition Managers. Any space not claimed and occupied before the specified time and date of move-in may be reassigned without refund. All communications regarding cancellation must be made in writing.
8. The Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.
9. If the exhibitor intends to install a custom-built stand, the Exhibition Managers must be advised, and such advice must include full details and stand dimensions. This information must be received no later than **6 April 2020**. All display construction requires the approval of the Exhibition Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
10. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Congress premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Exhibition Managers reserve the right to terminate your use exhibition space/booth/display table allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Exhibition Managers, if any of these things occur or are threatened by you.
11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Exhibition Managers.
12. The Delegate List may be used by the Exhibitor for the purpose of contacting ICED 2020 Congress delegates only. The list must not be used for the purpose related to future conferences and shall not be transferred in whole or in part to any third party. The delegate list may be used for up to a twelve-month period from the start date of the Congress.
13. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any
14. You will exercise due care in and around the Congress venue and in all matters related to your sponsorship of the Congress so that no harm is caused.
15. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the space/booth/display table package chosen by or allocated to you.
16. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Congress, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Congress venue.
17. Privacy Statement –
 YES, I consent to my details being shared with suppliers and contractors of the Congress to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 NO, I do not consent.