

EXHIBITOR BOOKING AGREEMENT

SpotJobs Career Expo
21-23 JULY 2017

Royal Exhibition Building
Friday 10am-3pm
Saturday & Sunday 10am-4pm
careerexpo.com.au



Organisation

Name to Appear

(This is the organisation name that will appear on the event Exhibitor List and Website - Max. 30 characters)

Contact Name

Position

Postal Address

Postcode

Phone

Fax

Mobile

Email

Website

SITE RESERVATION

Stand Location Preference 1.

2.

3.

EXHIBITION DISPLAY

Includes Power, Testing & Tagging, Lighting, Fascia Signage, Carpet, Walls
Table/Chair package is optional

- Corner Loading** \$150
All corner stands are subject to the corner loading fee (per corner)
Please ensure you tick the box above if booking a corner stand/s
- 2.5m x 2m **Mini Display** \$1999
- 3m x 3m **Standard Display** \$3699
- 6m x 3m **Double Display** \$5899
- 9m x 3m **Triple Display** \$8599
- 6m x 6m **Multi Display** \$9999
- Space only** _____ sqm (min. 18sqm) \$260 per sqm

Space only does not include power, lighting, fascia signage, walls or furniture. Please note, it is strictly one exhibitor per stand, regardless of stand size. For full details refer to T&C's.

PAYMENT DETAILS

Preferred method of payment

- Cheque**
All cheques made payable to
Career Exhibitions Pty Ltd
- E.F.T**
Career Exhibitions Pty Ltd
Commonwealth Bank of Australia
BSB : 063 100
ACC : 10320458

Please quote invoice number in reference
Email all remittance to info@careerexpo.com.au

AUTHORISATION

TERMS & CONDITIONS All prices are GST inclusive. All bookings are subject to a 30% cancellation fee, if cancelled prior to the 1st May 2017. All bookings cancelled between 1st May 2017 and 31st May 2017 will be subject to a 75% cancellation fee. All bookings cancelled between 1st June 2017 and the event date will be subject to a 100% cancellation fee - no exceptions. This is due to event deadlines and contractual agreements with venue and contractors.

Tick - I Agree to abide by the organisers full terms and conditions on following page.

Signed

Date / /

Company Authorised Person

Career Exhibitions Pty Ltd ABN 27 612 019 244
Level 2, 485 Flinders Lane Melbourne VIC 3000
P. 03 9620 9920 E. info@careerexpo.com.au

**PLEASE EMAIL THIS FORM TO
info@careerexpo.com.au**



Career Expo Exhibiting Terms & Conditions

1. This agreement is made between Career Exhibitions Pty Ltd ABN: 27 612 019 244 ("The Organisers") and the organisation agreeing to exhibit ("Exhibitor"). The agreement is relevant from the period beginning the 1 August 2016 to the 31 August 2017. It is in respect to the 2017 Career Expo which is held on the 21 – 23 July 2017, at The Royal Exhibition Building Carlton. The Exhibitor agrees to the following terms and conditions.
2. The person who signs this booking agreement is authorised to sign 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 stand and is liable for the expense of the stand. Change of booking contact is not reason to void this agreement.
3. Upon Career Exhibitions receiving a signed Booking Agreement, your organisation is considered as confirmed for the event. All Exhibitors must pay a minimum of 30% deposit within 30 days of the invoice date. The balance will be due no later than 30th May 2017. Exhibitors who book after 30th May 2017 must pay in accordance with the invoice due date. All accounts must be paid in full prior to the expo taking place.
4. Any cancellation received in writing prior to the 1st May 2017 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.
5. Any cancellation received in writing between 1st May 2017 and 31st May 2017 will be subject to a 75% cancellation fee which will be due for payment prior to the event start date.
6. Any cancellation received between 1st June 2017 and the event date will be subject to a 100% cancellation fee which will be due for payment in full prior to the event start date.
7. No stands may be sublet without the consent of the Organiser.
2.5m x 2m Mini Display Stands are only permitted to hold one exhibiting organisation.
3m x 3m Standard Display Stands are only permitted to hold one exhibiting organisation.
8. If the exhibiting organisation owns multiple businesses and wishes to promote more than one organisation within their stand, they will be required to purchase a minimum of 18sqm. Approval will need to be gained from the organiser and an additional fee of \$500 inclusive of GST will apply to each and every additional business.
9. No exhibitor shall occupy stand space until all monies owing to Organisers 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 exhibition the space allocated to it.
12. You must not pack up your stand partially or totally before closing time on the event's last day. No goods or promotional material can be left on your stand after 6pm on the last day of the event.
13. Business must be conducted only within the Exhibitor's own stand. Furniture and/or promotional material must not project into walkways. Walkways must be kept clear at all times.
14. No activities/furniture on your stand should interfere with other stands or the good order and safety of the event or other Exhibitors. The organisers reserve the right to take action if this occurs.
15. The Exhibitor is responsible for the safety of their products and stand. Materials and equipment in your stand should not be left unattended at any time during the Expo, at move in and move out. Any materials and equipment not removed by 7pm on the last day of the event will be either disposed of or freighted to the exhibiting organisation fully at the exhibitors expense.
16. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the exhibition and on moving out.
17. The Organisers reserve the right to determine, amend or alter the floor plan at anytime during the lead up to the event.
18. All custom build stands, displays and vehicles must be approved by the Organisers and the venue prior to the event start date.
19. All custom build stands, displays and vehicles must be removed from the venue prior to 7pm on the last day of the event.
20. All exhibitors shall be producers or representatives for the products and/or services displayed.



- 21. During move in and move out times all exhibitors must wear high visibility safety vests. These will be supplied by The Organiser. These vests will be signed in and out for by the Exhibitor. Should the Exhibitor not return the vests to the Organiser there will be a \$15 charge per vest to the Exhibitor which the Exhibitor agrees to pay upon invoice.
- 22. Trolleys are not permitted in the exhibition hall whilst The Expo is open to the public. Goods must be hand carried to your stand whilst The Expo is open. Restocking of goods on your stand using trolleys can be done before The Expo opens each day or after closing.
- 23. 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.
- 24. The Exhibitor shall take out Public Liability insurance of at least \$10 million for the Exhibitor's display covering loss from public risk, fire and theft.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. 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.
- 29. This Contract is governed by the laws of the State of Victoria. Any legal action arising from it shall be litigated in the appropriate court of that State.

Please complete below and return with Exhibitor Booking Agreement:

Exhibitor Print Name

Company Name & Position:

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Exhibitor Signature:

Date:

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