

By registering for either exhibition/sponsorship you agree to the following terms and conditions. International Association of Wildland Fire (IAWF) does not accept any responsibility for any errors, omissions or changes.

EXHIBITION/SPONSORSHIP BOOKING TERMS AND CONDITIONS

1. Exhibition/sponsorship packages are available for purchase. Please review the prospectus and return a completed application form to the conference secretariat High Profile Events.
2. All prices are in Australian Dollars and include GST.
3. A payment of 100 per cent will be required at the time of booking.
4. Credit card payments incur a surcharge. 2 per cent for all Visa/Mastercard and 2.5 per cent for AMEX.
5. Full payment must be received by 14 days from date of invoice. If payment is not received by the due date, the allocated sponsorship or exhibition booth may be cancelled.
6. You will not receive any sponsorship or exhibition entitlements (including booth allocation) until all monies have been paid.
7. You must notify the conference organisers in writing if you intend to cancel sponsorship or an exhibition booth.
8. No sponsor shall assign, sublet or apportion the whole or any part of their exhibition and/or sponsorship package except upon prior written consent of the Conference Organisers.
11. All costs associated with advertising, display space, printing, branded gifts (and such cost incurred with sponsorship or exhibiting) are to be covered by the sponsor or exhibitor.
12. Sponsorship monies will facilitate towards the successful planning and promotion of the conference 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 conference.

CANCELLATIONS

1. Cancellations made before **Friday 18 January 2019** will be refunded less 50 per cent of the total purchase price. Cancellations made after this date will not be refunded.
2. Cancellations will not be considered if IAWF deems that sponsorship entitlements have already been provided prior to the submission of cancellation.

ON-SITE

1. Your application to sponsor or exhibit does not constitute a delegate registration.
2. All exhibition staff present at the conference must register for the conference.
3. During the bump-in and bump-out times, all people present in the exhibition hall must wear protective clothing including enclosed shoes and high visibility vests, which are to be purchased or supplied by the exhibitor.

DISPLAY

1. We reserve the right to ask you to remove any display items we deem as unacceptable.
2. Advertising material (e.g. banners) is not allowed outside the designated booth area. Obstruction of the aisles or walkways, in any form, is not allowed.
3. Excessive noise, which inconveniences other exhibition or conference delegates, is not allowed.
4. You will be responsible for any reasonable costs of repairing the booth or premises if you paint, mark or damage any fixtures or fabric.
5. You are solely responsible for any physical loss or damage to your own property.
6. Public and Product Liability insurance to a minimum of \$10 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 Conference Secretariat at the time of submitting their booking form, or by no later than **Friday 18 January 2019**.
7. Nails, staples and pins should not be used on the booths to mount or attach items.
8. While innovative methods of attracting delegates to your booth are encouraged, practices disadvantaging other exhibitors or detracting from the exhibition will be discouraged.
9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Conference Organisers.
10. The Conference Organisers reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. IAWF will not discount or refund for any facilities not used or required.
11. No exhibitor will be allowed to begin bump-in operations or be listed as an exhibitor in the on-site publications until full payment has been received by the Conference Organisers.
12. If it is intended to utilise a custom-built stand, the Conference Organisers must be advised and such advice must include full details and stand dimensions. This information must be received by no later than **Friday 8 February 2019**. All display construction requires the approval of the Conference Organisers. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan. We request that you consider the environmental principles of reducing waste, water and energy with the use of packaging and the use of plastic and disposable products.

PUBLIC LIABILITY INSURANCE

International Association of Wildland Fires, High Profile Events and Sydney International Convention Centre will not be held accountable or liable for any damage, loss, harm or injury to any person or any property of the exhibition however caused.

Exhibitors are required to ensure that they have \$10 million of Public Liability Insurance in respect of bodily injury to persons, or property damage.

Exhibitors are required to submit a copy of their Public Liability Insurance certificate along with their booking form.

Please note: If your normal business insurance only covers your stock at your normal place of business, you should consider taking out additional insurance to cover your stock from the time your goods are dispatched to the exhibition until they are returned to your premises.

SECURITY AND INSURANCE

International Association of Wildland Fires, High Profile Events and Sydney International Convention Centre will provide reasonable security during the conference, however neither the organisers, nor the convention centre, nor any of their staff, employees, agents or other representatives shall be held accountable, responsible or liable for, and the same are released from accountability, responsibility or liability, for any damage, loss, harm or injury however caused to persons or property of the exhibitor or the exhibitor's staff, employees, agent or other representatives, nor to goods or other property sent off in transit to the Sydney International Convention Centre or remaining there after the conference.