

CMSF Expo 2020

Booth Booking Form



Booth organiser contact details

| | | | | |
|----------------------|--|----------------------|----------|---------|
| Surname | | Mr Mrs Ms Miss Other | | |
| First Name | Preferred name | | | |
| Job title/occupation | Organisation (this is what will appear on signage) | | | |
| Postal Address | | | | |
| Suburb | City | State | Postcode | Country |
| Telephone (BH) | Mobile | *Email | | |

* All correspondence sent by AIST will be sent to this email address (i.e. tax invoice, confirmation).

Exhibition booth details

Booth type

Deluxe Booth (fully customisable)

Deluxe Single - \$9,450 (ex GST)

- 3m x 3m
- includes 2 booth attendants*

Deluxe Double - \$17,400 (ex GST)

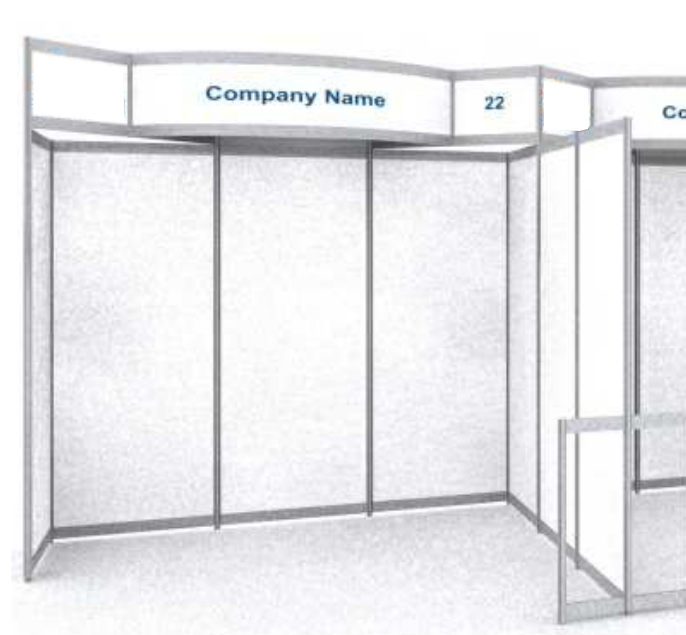
- 6m x 3m
- includes 3 booth attendants*

* Booth attendants have access to Exhibition Hall and Welcome Function only.
Delegate registration must be purchased for access to conference sessions.

Standard Booth (not customisable)

Standard Single - \$4,995 (ex GST)

- 2m x 2m
- includes 2 booth attendants*
- 1 bar table with 2 stools
- 1 x 42" LCD screen on stand



Additional booth attendants

Additional booth attendant at \$500 ex GST. Maximum 3 attendants per single booth. If you wish to register an additional booth attendee, please contact Phoebe Pace, ppace@aist.asn.au, for a registration form.

Preferred booth number/s

Please refer to the CMSF Expo floorplan.

1st 2nd 3rd

Will you have any competitions, giveaways or services at your booth? YES NO

If yes, you agree to advise AIST by Friday 7 February 2020 of these items (AIST reserves the right to decline competitions, giveaways or services, therefore prior approval from AIST is required. All food & beverage must be approved by the venue).

Payment

Booth Cost (ex GST)

\$ Credit Card EFT

To secure your registration, payment must be received within 14 days.

Credit Card

MasterCard Visa AMEX
Card Number CCV Expiry Date (MM/YY)

Name on Card

I authorise AIST to debit my credit card with the above amount.

Signature (if completing electronically please type your full name)

Date

EFT

Please email a remittance advice citing the company name as the reference to remittance@aist.asn.au

Account Name: AIST Business Management
BSB: 083-004
Account Number: 86-569-8137
Bank: National Australia Bank

Terms and conditions

The **exhibitor** will be responsible for any damage to the walls or the floors or such part of the building as may be occupied by the EXHIBITOR for the duration of the event if such damage is caused by the EXHIBITOR.

The **exhibitor**, subject to being provided with the applicable rules and regulations, will comply with all rules and regulations applicable to the venue for the event, and with the rules and regulations of the Fire Brigade, Health Department or any other authority having control over the venue for the event.

The **exhibitor** agrees to ensure the cleanliness and tidiness of the EXHIBITOR'S space including after the exhibition, promptly removing all exhibits, tools and other materials and will otherwise leave the space in the same condition as it was presented upon commencement of the event.

The **exhibitor** agrees to comply with all statutory regulations relating to the preparation, storage and display of foodstuffs and beverages from the space.

The **exhibitor** must not at any time before, during or after the Event use any name, logo, trademark, design or other symbol, or any advertising or commercial symbol, owned, used or licensed by AIST without the prior written consent of AIST unreasonably withheld.

The **exhibitor** may not distribute promotional materials or sample goods and services outside their space.

The **exhibitor** may not sell any products or services at their booth.

AIST is not responsible for any staff or other persons, employed or contracted by the **exhibitor** and is not liable for any loss or injury suffered by any persons employed or contracted by the **exhibitor** at the event, unless such loss or injury is as a result of negligent act of omission of AIST, its employees or agents. The **exhibitor** agrees to comply with all applicable laws including laws in relation to occupational health and safety, and act with care to avoid damage to person or property.

AIST is not responsible for any loss or damage to any product exhibited by the **exhibitor**, with the exception of any negligent act or omission of AIST or its employees, at the event and the **exhibitor** will make all necessary arrangements for the security and insurance of the products it displays from the space.

Notwithstanding any other term in this agreement, any liability of the **exhibitor** under this agreement will be reduced proportionately to the extent that AIST's act or omission or any failure by AIST, or its employees, to comply with its obligations under this agreement causes or contributes to, directly or indirectly, the loss or damage for which the **exhibitor** is liable.

To the extent permitted by law, **exhibitor** is not liable for any indirect, special economic or consequential loss or damage suffered or incurred by AIST arising out of or in connection with this agreement. Liability of **exhibitor** shall be limited to the value of the fees paid in this agreement.

The exhibitor must advise AIST of any competitions, giveaways, food and beverage or services that they wish to provide on their booth by Friday 7 February 2020. AIST reserves the right to decline competitions, giveaways or services therefore prior approval from AIST is required. Please note: This information will be held in confidence and not shared with any other parties.

CMSF Expo cancellation policy

Cancellations and termination of this agreement will only be accepted when written notification is received from the EXHIBITOR. If this Agreement is terminated before Friday 20 December 2019, 50% of the Booth Exhibition fees will be refunded to the Exhibitor (or, if the Exhibitor has not paid 50% of the Fees, it will do so). If this Agreement is terminated on or after Friday 20 December 2019, no refund will be made and the Exhibitor will forfeit any right to a refund of the Booth Exhibition fees paid or any part thereof (and the Exhibitor will pay any unpaid Fees).

Refunds of booth attendant registration fees will only be made when written notification is received by Monday 13 February 2020 and a \$100 cancellation fee will apply for the cancellation. No refund of booth attendant registration fees will be made when cancellations are received after Monday 13 February 2020, however a transfer of the registration to another person is permitted. The initial transfer is free, however subsequent transfers will incur a \$25 administration fee.

All cancellations must be received in writing. Email cancellations/transfer requests to: Kate Goh at kgoh@aist.asn.au

Privacy policy

AIST understands and respects the importance of protecting the privacy of individuals and is committed to complying with the Australian Privacy Principles contained in the Privacy Act 1988. The way AIST handles your personal information is in accordance with the Privacy Act.

AIST's full privacy policy can be found here: <http://www.aist.asn.au/misc/privacy-policy/aist-privacy-policy.aspx>

Signature of acceptance

Yes, I agree to the cancellation policy and terms and conditions

Signature (if completing electronically please type your full name)

Date

Please note: Should the exhibition floorplan require extension or extraction, AIST reserves the right to make changes where necessary.