

# Exhibition & Sponsorship Contract



**FIRE**  
AUSTRALIA2021  
Conference & Tradeshow



## Details

Contact name:	
Position:	
Company:	
Postal Address:	
Suburb/City:	State:
Country:	Postcode:
Phone:	Mobile:
Email:	FPAA Member Number (if known):

## Tradeshow Contact

Contact name:	Contact name:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:

## Stand Preference (inc GST)

Space only     Standard package    Stand size:    =    Price: \$

Preferred stand locations (See separate floorplan)

1st:    2nd:    3rd:    4th:    5th:

## Sponsorship Preference (inc GST)

Please list the package(s) you would like to sponsor

Package 1:	Price: \$
Package 2:	Price: \$
Package 3:	Price: \$
Package 4:	Price: \$

**Total of all options selected: \$**

## Payment (FPA AUSTRALIA – ABN 30 005 366 576)

50% deposit within 7 days of submitting contract. 50% balance due 15 February 2021

EFT Payment    An invoice will be issue to you upon receipt of this signed agreement. Payment is required 7 days from invoice date.

Visa     MasterCard     Amex    Please note that a 1.76% surcharge applies to VISA and Mastercard payments, and a 3.0% surcharge applies to Amex payments

Card No:    Expiry    /    CCV

Name on card:    Signature

Amount    \$

# Sponsor & Exhibitor Terms and Conditions



Completion of this application form is an acceptance of the Fire Australia 2021 Exhibitor Terms & Conditions as published on the Fire Australia website. I understand that exhibition spaces and sponsorship packages will only be allocated upon receipt of application and deposit monies. The organiser's decision is final. FPA Australia reserves the right to refuse any advertising, sponsorship or exhibition application.

## SCHEDULE ADHERENCE

All exhibitors must adhere to the pre-established schedule provided on the Fire Australia website ([www.fireaustralia.com.au](http://www.fireaustralia.com.au)) including the timelines associated with the payment of their balance and provision of required information. This is to ensure the planning of the conference and tradeshow is not hindered by sending reminders and follow up emails to obtain these items. The times outlined for set up cannot be extended due to agreements with the venue and contractors.

The same requirements apply to the removal of your exhibition booth. Due to the open hours of the exhibition Workplace Health & Safety prevent the movement of any equipment throughout the space until all attendees have departed the tradeshow hall. No access to the loading dock or its equipment will be permitted during the event. Similarly, couriers and trolleys will not be permitted into the tradeshow hall until the scheduled pack up time.

## CANCELLATION AND REFUNDS

I understand that in the event of cancellation of exhibition and/or sponsorship that any and all deposits will be forfeit. Refunds will not be given unless all available exhibition space is sold. Any applicable refunds will not be processed until after the conclusion of the event. In the event that the balance payment is not paid by the due date, the organisers may cancel my exhibition/ sponsorship and deposits forfeited. Cancellation and refund requests must be made in writing and submitted to Fire Australia via [ben@conferenceworks.com.au](mailto:ben@conferenceworks.com.au)

## COVID-19 CLAUSE

If Government restrictions and safety measures for the COVID-19 pandemic are extended so as to prohibit a party from undertaking an obligation contained within this agreement. Either a full refund will be provided to the sponsor or exhibitor or the sponsor or exhibitor may roll over their payment to the next possible Fire Australia event.

## PAYMENT CONFIRMATION

50% deposit must be paid to FPA Australia within 7 days of submitting the completed exhibition and sponsorship application form. A confirmation email and tax receipt will be emailed upon successful application. The remaining outstanding balance is due on Friday, 15 February 2021.

## FAILURE TO PAY

In the event that the deposit invoice has not been paid within 7 days of submitting the contract, FPA Australia have the right to allocate your preferred booth to another organisation.

In the event that the balance payment is not paid by Friday 15 February 2021 FPA Australia have the right to cancel or sell your booth to another organisation and exclude your organisations bio and logo in any and all marketing promotion leading up to and over the duration of Fire Australia 2021, including but not limited to the program brochure, event signage, website recognition and correspondence sent out by FPA Australia and a refund will only be payable if all available exhibition space is sold.

## MOVING/DOWNSIZING BOOTH(S)

On completion of the exhibition and sponsorship application form FPA Australia holds the right to refuse exhibitors from moving or downsizing their booth size or moving location. This request must be made in writing and submitted to Fire Australia at [ben@conferenceworks.com.au](mailto:ben@conferenceworks.com.au)

## WORK SAFE WEAR

A Construction Zone has been designated by FPA Australia and the International Convention Centre, Sydney (ICC Sydney) as the tradeshow hall during bump-in and bump-out of the exhibition space. All organisers, contractors, exhibitors and their team members must wear high visibility safety vests during this time within the designated construction zone. Access will not be granted into the (tradeshow hall) during the construction times, if a high visibility safety vest is not worn. Please view the schedule for all bump in bump out times. No open toe shoes, sandals or high heels are permitted when bumping in and out, closed toe flat shoes are to be worn for your own safety. All personnel are to be over the age of 16. Personnel under the age of 16 are not permitted to be on site during the bump in and bump out stages.

## CODE OF CONDUCT

It is a condition of entry that any and all exhibition staff will conduct themselves in a safe, professional and polite manner while in attendance at Fire Australia 2021. This includes any and all areas associated with the event, including, but not limited to the exhibition hall, conference halls, registration area and meetings rooms. There is also an expectation that attendees will dress and present themselves in a neat and professional manner. This code of conduct also extends to visiting colleagues, clients and delegates. Any behaviour deemed to be in conflict with this code may result in the expulsion of the offending individual(s) from the event. FPA Australia has the sole right to restrict, remove or alter any activity that is deemed not to be in the spirit or intent of the event. All staff attending your booth must check in at the registration desk to obtain their allocated nametag. Access will not be permitted into the event without a nametag.

## PROMOTIONAL ACTIVITIES

The activities you undertake at Fire Australia 2021 to promote your organisation, its products and services must be considered safe, reasonable and appropriate. A full Work Health and Safety review of exhibition space will be conducted at the conclusion of the setup of your booth. Any equipment or materials deemed to be hazardous must be amended or removed prior to the commencement of the event. To avoid ambush marketing any and all promotional activities must be contained within the purchased exhibition booth space, unless prior approval has been granted. Excessive noise will not be accepted. Hand out materials beyond small samples and paper will require pre-approval from Fire Australia at [ben@conferenceworks.com.au](mailto:ben@conferenceworks.com.au). Excessive placement of branded vehicles, personnel and materials in and around the event venue will also be deemed as ambush marketing. Your promotional activities must be professional in their nature. This precludes activities considered blasphemous, insulting, lewd, racist, and discriminatory or inappropriate in any way. Any organisation considered to be in a breach of this will be asked to cease the activity in question, and may be removed from the exhibition.

## INSURANCE AND INDEMNITY

The organisers, FPA Australia and International Convention Centre, Sydney (ICC Sydney) shall not be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor's employees (public or other) or property from any case whatsoever prior to, during and subsequent to the period covered by the exhibition contract.

On contracting for an exhibition booth, the exhibitor expressly releases the organisers, International Convention Centre, Sydney (ICC Sydney) and contractors from, and agrees to indemnify same against any and all claims for such direct loss, damage or injury. Exhibitors shall indemnify and hold blameless the organisers and contractors from all liability, damage and accident, which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. All displayed equipment must be flameproof, no attachments or defacements to walls, floor or ceiling is permitted and all exhibition content is subject to approval by the organisers and International Convention Centre, Sydney (ICC Sydney) and must remain within the exhibition area for the duration of the exhibition and conference. Prior written consent must be obtained from the Fire Australia at [ben@conferenceworks.com.au](mailto:ben@conferenceworks.com.au) for dangerous substances, flammable liquids, gas/or naked flames, live animals, external audio/ visual services, sound amplification equipment, filming, generators and the sale or supply of alcohol, refreshments, food or merchandise. It is strongly recommended that all exhibitors cover their equipment, exhibits and display material with adequate insurance at the exhibitors own expense.

## Signatory

I the undersigned am eligible to sign for and on behalf of the organisation below to acknowledge our understanding and acceptance of the Fire Australia 2021 terms and conditions.

Name:

Position:

Organisation:

By ticking this box as the signatory detailed above, you declare all information provided to be correct & to abide by all terms & conditions.

Date:

/

/

Signature:

Please return to: Ben Waite: [ben@conferenceworks.com.au](mailto:ben@conferenceworks.com.au) or +61 (0) 3 9870 2611