State Conference 2024

**Exhibitor Agreement**

Please complete and return this form to secure your exhibition space.

**Section 1: Contact Details**

|  |  |
| --- | --- |
| **Organisation Name:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Address:** | Street: Click or tap here to enter text.Suburb: Click or tap here to enter text. State: Choose an item. Postcode: Click or tap here to enter text. |
| **Website:** | Click or tap here to enter text. |
| **Facebook:** | Click or tap here to enter text. |
| **Twitter:** | Click or tap here to enter text. |

I am the main contact person leading up to the conference. [ ]  Yes [ ]  No

## Onsite Contact Details on Conference Days

Please complete this section if the person who will be at the conference is different to the above person.

|  |  |
| --- | --- |
| **Contact name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

**Section 2: Exhibitor Requirements**

All exhibitor spaces include:

* A market stall:
	+ 1 x trestle table
	+ 2 x chairs
	+ Access to an electrical power outlet
* Access for 2 people to foyers, refreshments and lunch, and the networking function (does not include access to conference sessions)
* Exhibitor logo with contact details displayed on the Conference website and Conference program

*Price: $1,650 per exhibitor space*

## Optional extras:

* Extra exhibitor pass includes access to foyers, refreshments and lunch

*Price - $230 per person*

* Delegate conference pass for exhibitors wishing to attend conference sessions

*Price - $99 per person*

Please complete the section below to indicate your requirements:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **No. required** | **Unit price****(GST included)** | **Sub-total** |
| **Market stall** | Click or tap here to enter text. | $ 1,650.00 | $ Click or tap here to enter text. |
| **Extra exhibitor pass (access to foyers, refreshments and lunch)** | Click or tap here to enter text. | $ 230.00 | $ Click or tap here to enter text. |
| **Delegate conference pass (access to all conference sessions)** | Click or tap here to enter text. | $ 99.00 | $ Click or tap here to enter text. |
| **Total amount payable** |  |  | **$ Click or tap here to enter text.** |

**Section 3: Exhibitor Directory Listing**

Organisation details to appear in the listing of Exhibitors.

Complete only if **different** to the Exhibitor Contact Details.

|  |  |
| --- | --- |
| **Organisation Name:** | Click or tap here to enter text. |
| **Contact Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Address:** | Street: Click or tap here to enter text.Suburb: Click or tap here to enter text. State: Choose an item. Postcode: Click or tap here to enter text. |
| **Website:** | Click or tap here to enter text. |
| **Facebook:** | Click or tap here to enter text. |
| **Twitter:** | Click or tap here to enter text. |

**Section 4: Declaration and Checklist**

[ ]  I have read and accept the terms and conditions listed below and wish to become an exhibitor at the Volunteering Victoria 2024 State Conference.

[ ]  I agree to be invoiced for the total indicated above (including 10% GST).

**Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

## Checklist

[ ]  I have returned the completed booking form and arranged payment of the invoice.

[ ]  I have provided my organisation logo as a high-resolution PNG file.

[ ]  I have provided the website URL for my organisation.

[ ]  I have provided my company profile for inclusion in the conference materials.

**Please return your completed form to:**

Helen Kierce – Events Manager, Volunteering Victoria

Email: conference@volunteeringvictoria.org.au

Phone: 03 9052 4524

**Terms and Conditions**

1. ‘Conference Organiser’ refers to Volunteering Victoria representatives
2. The term ‘Exhibitor’ includes any person, firm, company or corporation identified on the application form, and its employees and agents
3. ‘The conference’ refers to the 2024 State Conference held on 19 & 20 June 2024
4. ‘Exhibition’ refers to the activities and products within designated space
5. All prices listed include GST of 10%
6. A signed application form is required to allocate Exhibition space
7. Volunteering Victoria will be responsible for allocating the table space
8. Payment is required within 30 days of issue of invoice
9. Upon receipt of signed application form, the Conference Organiser will confirm entitlements in writing together with a tax invoice for the deposit.
10. Exhibitors are not permitted to assign or sublet any part of the booth
11. Any exhibitor functions and events aimed at conference delegates that coincide with the conference must seek approval from the Conference Organisers
12. Placement of exhibitor branding on the conference website is at the discretion of the Conference Organisers.
13. The Conference Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand
14. The Conference Organiser may amend the duration of the Exhibition and alter the hours during which the Exhibition is open.
15. The Conference Organiser reserves the right to refuse any person including Exhibitor staff, representatives, visitors, contractors and / or agents’ entry to the Exhibition if they do not hold a conference name badge.
16. The Conference Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the Exhibition.
17. The Conference Organiser will accept no liability for loss or damage to Exhibitor goods.
18. The Conference Organiser will not be liable and makes no guarantee of the number of visitors to the Exhibition. Equally the Conference Organiser will not be accountable for the level of commercial activity generated.
19. The Exhibitor must comply with all the directions / requests issued by the Conference Organiser
20. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring Exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring Exhibition spaces.
21. The Exhibitor agrees to adhere to all Venue rules and regulations.
22. The Exhibitor agrees to follow all reasonable direction from the Conference Organiser and Venue staff.
23. Discounts for any entitlements not used or required will not be provided.
24. Cancellation policy: In the event of a cancellation, the Exhibitor must submit the request in writing to the Conference Organiser. A charge of 50% of total fees applies for cancellations prior to 5 June 2024. No refunds will be made for cancellations after this date.
25. Privacy statement: To assist with your participation, your organisation and contact details will be shared with conference delegates and may be shared with suppliers and contractors. If you object to your contact details being shared, please inform the Conference Organiser at conference@volunteeringvictoria.org.au
26. Grievance resolution: Depending on the nature of the issue, concerns should first be expressed to the Event Manager; and for matters relating to management also with the Conference Director.

**END OF DOCUMENT**