

WIOA Terms and Conditions and Cancellation Policy For Exhibitors

DEFINITIONS

“Conference” means the event including the Exhibition.

“Exhibition Equipment Supplier/s” means the companies hired by the Organiser to construct the trade sites and supply furniture and equipment for the conference.

“Exhibition Hall” means the venue in which the exhibition and conference is to be held.

“Exhibitor” means the company or person that has submitted an application form and has been allocated an exhibition space.

“Exhibitors Information Pack” means the Organiser’s manual which describes the rules and requirements of Exhibitors’ utilising the exhibition hall and the services and equipment provided for Exhibitors use during the course of the event. This document is provided to the Exhibitors Primary Contact.

“Organiser” means the Water Industry Operators Association of Australia (WIOA) ABN 83 123 468 422.

“Trade Site” means either a booth or space within the exhibition venue an Exhibitor has booked or is allocated.

“Tradie” means the same as Exhibitor – see definition for “Exhibitor” above.

RESPONSIBILITIES & OBLIGATIONS

1. The Organiser (WIOA) is responsible for the overall running of the Conference, the allocation of exhibition trade sites and invoicing of exhibitors for the bare trade site and all meals. The Exhibition Equipment Supplier is responsible for supply and construction of all trade sites including fascia signage, supply and installation of all power & lighting, supply delivery and invoicing of trade site furnishings & associated equipment.
2. The Exhibitor is obliged to act in accordance with the rules and requirements as set out in the Exhibitor Information Pack and by the owner of the Exhibition venue. The Exhibitor is responsible to read and agree to the Terms & Conditions and Cancellation policy, make payment in full by the due date and adhere to deadlines.

TRADE SITES

3. Trade Sites will be allocated in the order in which WIOA receives the completed application form either off our facsimile machine or via email after the commencement of registration on the advertised registration day. If the trade site/s requested have already been allocated, each company will be contacted in turn to make a selection from the trade sites still available. WIOA will confirm the trade site allocated to each Exhibitor in writing.
4. The Organiser reserves the right to assign or reassign trade sites and to alter the size, shape or position of the trade sites and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and Exhibitors.
5. No Exhibitor shall sublet or share the whole or any part of the space trade site allotted without the knowledge and consent of the Organiser.

PAYMENTS

6. The Organiser will issue the exhibitor an invoice for the reserved trade site/s. The invoiced amount must be paid in full by 5 April 2012.
7. The Organiser reserves the right to re-allocate the trade site if payment is not received by the due date.

CANCELLATIONS

8. Exhibitors may cancel their trade site/s at any time prior to the exhibition. Cancellations must be made in writing.
9. Cancellations made more than 60 days prior to the exhibition will be charged an administration fee of 10% of the invoiced value.
10. Cancellations made between 30 & 60 days prior to the exhibition will receive a full refund less an administration fee of 20% of the invoiced value.
11. Cancellations made less than 30 days from the exhibition date will receive no refund.

INSURANCE

12. All Exhibitors are required to have a current Public Liability Insurance and Property Damage Insurance Policy in respect of the Trade Site, display materials and all Exhibitor’s Personnel at the Exhibition. Insurance shall be in an amount of not less than Ten Million Australian Dollars (AUD\$10,000,000) with an insurance office or company approved by WIOA. Where practicable, such Insurance Policy shall be in the joint names of the Exhibitor and the Water Industry Operators Association of Australia and each Exhibitor shall produce such Policy and Certificate of Currency for inspection by WIOA by 5 April 2012.
13. In the event of non-provision of evidence of appropriate insurance, WIOA reserves the right to forbid the Exhibitor from occupying the trade site until such time as all insurance requirements are satisfied.

RELEASE & INDEMNITY

14. The Exhibitor hereby indemnifies and releases the Water Industry Operators Association of Australia (WIOA) (“the Organiser”), the Exhibition Equipment Supplier and the Venue Managers; in respect to any claims, actions, suits, demands, costs and expenses for damage or injury to person or property arising directly or indirectly out of attending and displaying goods at the Exhibition.

SECURITY

15. The Organiser has arranged security during the course of the event and also relies on the security provided by the Venue. Beyond this, the Organiser, the Exhibition Equipment Supplier and the Venue Managers, and their employees are not responsible for any damage to or for the loss or destruction of an exhibit from fire or theft or accidents or injury resulting from such causes.

UNAVOIDABLE OCCURRENCES

16. In the event that the Exhibition is cancelled or delayed outside the control of the Organiser, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, work stoppages, slow downs or disputes, or other similar events, then the Exhibitor may be issued a refund after all fixed expenses are paid, any remaining funds will be distributed to Exhibitors. The Exhibitor shall not claim for any loss or damage.