



## TERMS AND CONDITIONS

- 1.** Only participants who have received an acceptance of their booking from the organisers (Social Impact Institute Pty Ltd) and have paid in full by the invoice due date may exhibit at the Melbourne Seniors & Disability Expo.
- 2.** The participant shall comply with all relevant Work Health & Safety legislation affecting your participation at the Expo.
- 3.** The participant is required to provide the organiser with current certificates of currency issued by the insurer for the required insurances listed in this agreement at the time they finalise their booking. The organiser has the right to reject the insurance on the grounds it does not meet the obligations contained herein or because the insurer is not acceptable to the organiser.
- 4.** The participant must have current public and product (if applicable) liability insurance cover with a limit of liability of no less than ten million dollars per occurrence with respect to public liability and in the aggregate with respect to products liability during the dates of the event (**21st and 23rd November 2019**), including move-in the day prior (**21st November 2019**) to setup your stall.
- 5.** The participant shall take out all risks property insurance for all its assets located at the site. Subject to clause 5A, the participant indemnifies and will indemnify the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the participant's use of the site, including but not limited to the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused or contributed to by the use of the site by the participant or any servant, agent or other person duly authorised by the participant whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the participant or any other person.
- 5a.** The liability of the participant under any indemnity in clauses 5 or 8 of this agreement or any other clause of this agreement will be reduced proportionately to represent the share of responsibility that the participant has for the actions, claims, demands, losses, damages, costs and expenses according to the extent to which the participant's (or its servants, agents or other person authorised by the participant) breach of any provision of the agreement or the participant's (or its servants, agents or other person authorised by the participant) negligent or wrongful acts or omissions caused or contributed to the actions, claims, demands, losses, damages, costs and expenses in the course of using the site from the organiser.
- 6.** The organiser reserves the right to cancel this booking agreement and retain any money paid or to recover any money not paid in relation thereto if there is in the opinion of the organiser any infringement of any of the terms and conditions in this agreement or if the exhibitor does not occupy its space at the commencement of and during the full period of the Expo.
- 7.** The organiser reserves the right to refuse applications on the basis to ensure that organisations are suitable for the Expo and that there is a variety of exhibitors present.
- 8.** All property and equipment of the participant that is brought onto the Melbourne Seniors & Disability Expo site is at the risk of the participant and subject to clause 5A, the participant hereby agrees to indemnify the organiser against any and all actions, claims, demands, losses, damages, costs or expenses in relation to any loss, damage, accident, claims or injury caused by such equipment and property whether to the organiser or third parties, however occasioned.
- 9.** The organiser reserves the right to alter booth allocations at its discretion and will notify any exhibitors involved in these changes and accommodate them with a new location.
- 10.** Payment for your booth or sponsorship at the Melbourne Seniors & Disability Expo is expected by the due date on the invoice unless an extension has been approved by the organiser (Social Impact Institute Pty Ltd). Booths will not be guaranteed or allocated until payment is made in full.
- 11.** If a payment remittance is not issued via email within 48 hours of an overdue notice sent out by the organisers (Social Impact Institute Pty Ltd) your booth will be cancelled and assigned to the next organisation on the waiting list.
- 12.** The organiser shall be responsible only for the provision of the services specified on the application form, and does not warrant to provide any other services.
- 13.** To comply with the Work, Health and Safety Act the participant is responsible for the creation and maintenance of a safe environment for both their workers and visitors including the use of only safe and correct lifting procedures during booth setup, the safe and correct use of mechanical items or products and electrical equipment such as extension leads and power boards.



14. All extension leads and power boards must be safety tagged and tapped down where practical.
15. Participant's, equipment and products must be occupied within the booth area only. If any personnel, equipment or products are deemed by the organisers to be obstructing the walkways, you will be asked to move them or have them removed permanently if this is not possible.
16. All exhibitor booths must be manned during both days of the Expo with at least 2 people. Should you need to leave the booth, a minimum of 1 person must remain at all times during the operating times of the Expo.
17. The supply and sale of any food and beverages to the public by exhibitors may only be permitted with prior approval from the venue and the organisers (Social Impact Institute Pty Ltd) in accordance with the venue's guidelines, the Expo operations manual and relevant health & safety regulations in the state and local government. All **permits and approvals** must be obtained by the exhibitor and must be submitted to the organisers prior to the **25th October 2019**. This includes confectionery items and their distribution at the Expo must follow the same approvals prior to the Expo and meet all guidelines outlined by the venue and Expo operations manual. Permission from parents or carers is required before handing out any confectionery items to minors. The organiser (Social Impact Institute Pty Ltd) takes no responsibility for allergic reactions, sickness, permanent injury or death resulting from confectionery, food or beverages distributed by exhibitors to attendees.
18. All cancellations must be submitted formally via email. **If cancellations are made prior to 20th September, 2019**, the organisers reserve the right to charge a cancellation fee of 50% on the total cost of the refund. If an immediate replacement can be confirmed by the organisers (Social Impact Institute Pty Ltd) an admin fee of \$150.00+GST will be deducted from the refund. **In the event of a cancellation after the 20th September, 2019, no refund applies, 100% of the registration fee will be forfeited.**
19. **Exhibitor Set-up** and dismantling times as indicated must be strictly adhered to as per the Expo operations manual. Move-in times are **3.00pm-6.00pm, Thursday 21st November** and **7:00am-8.00am, Friday 22nd November**. All vehicles must move-in during on the Thursday during their allocated booking time, due to strict access restrictions. Move-in after **8.00am on Friday, 22nd November** is strictly not permitted. Please refer to the Expo operations manual for the correct move out time on **Saturday 23rd November**, exhibitors are not permitted to leave or pack up their booth prior to the Expo closing time and the move-out time listed in the Expo operations manual.
20. It is the requirement of the participant to leave the site rubbish free and in good, clean condition. All sites, booths and hire equipment are to be left in their original condition at the end of the Expo or excess charges may apply.
21. Social Impact Institute reserves the right to use any photograph/video taken at any event held by Social Impact Institute, without the expressed written permission of those included within the photograph/video. Social Impact Institute may use the photograph/video in publications or other media material produced, used or contracted by Social Impact Institute including but not limited to: brochures, books, magazines, websites, social media. By participating in an Social Impact Institute event or by failing to notify in writing your desire to not have your photograph used, you are agreeing to release, defend, hold harmless and indemnify Social Impact Institute from any and all claims involving the use of your picture or likeness. To ensure privacy, images will not be identified using full names or personal identifying information without written approval from the photographed subject. A person who does not wish to have their image recorded should notify the photographer and contact [info@socialimpact.institute](mailto:info@socialimpact.institute) in writing. Any person/organisation not affiliated with Social Impact Institute may not use, copy, alter or modify Social Impact Institute photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized person from Social Impact Institute.
22. Exhibitors are permitted to take photographs and videography within their booth space to promote their organisation and presence at the Expo. Exhibitors are not permitted to interview members of the public, staff, volunteers, other exhibitor or performers outside their booth. Where videography or photography is taken of a specific individual or group, written permission must be sought from that individual or group prior to publication. Records of permission must be kept by the exhibitors and a copy given to the organisers. Where photography or videography is used in conjunction with the Expo branding, to promote the exhibitor or the Expo, written permission must be sought from the organizer prior to publishing.
23. To the maximum extent permitted by law, neither party will have any liability to the other for fines, penalties, taxes (except GST) and any exemplary, aggravated or punitive damages, liquidated damages or any indirect or consequential loss (including but not limited to loss of business, loss of revenue, loss of contract, loss of production, lost opportunity costs), legal costs and expenses (except reasonable legal costs awarded by a court) except where such losses are covered by an insurance policy held by the party.