



# SPONSORSHIP AND EXHIBITION PROSPECTUS



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# FAST FACTS

**Conference Dates:** 17 – 22 October 2021

**Venue:** The Esplanade Hotel Fremantle, Western Australia

**Enquiries:** [icwl2020@arinex.com.au](mailto:icwl2020@arinex.com.au)

**Website:** <https://icwl2020.com.au/>

## Conference Venue



The Esplanade Hotel Fremantle by Rydges is a historical masterpiece located at the heart of Fremantle, a premier tourist destination.

The Esplanade Hotel pays tribute to the history of the building while incorporating references to Fremantle as a port city, creating an environment that is rich, warm and sophisticated for business and leisure travellers alike.

The venue is a walk away from some of Fremantle's most popular restaurants and bars many more.

## Environmental Sustainability Policy

The Conference Steering Committee and Arinex respect our relationship with the environment and we openly acknowledge the adverse effects events can have on this. Thus, sustainability is at the fore of every decision we make in order to minimise our environmental footprint. We are committed to reducing our material waste through the events we manage, and are committed to using sustainable design and, where financially possible, carbon offsetting. We work with partners and suppliers who have strong sustainable policies and we encourage environmental discussions and awareness throughout our industry. We encourage you where possible to make environmentally friendly choices.

# Sponsorship at a Glance

Sponsorship Package	Price A\$ excl. GST
<b>High Value Top Tier</b>	
Platinum Partner	A\$20,000
Gold Partner	A\$10,000
Silver Partner	A\$7,000
Bronze Partner	A\$5,000
<b>Individual Opportunities</b>	
Conference Dinner Partner	A\$10,000
Lanyard & Name Badge Partner	A\$10,000
Coffee Cart Partner	A\$10,000
Closing Reception Partner	A\$8,000
Conference App Partner	A\$8,000
Welcome Reception Partner	A\$6,000
Keynote Speaker Partner	A\$5,500
Industry Day Partner	A\$5,000
Poster Night Partner	A\$4,000
USB Partner	A\$3,000
Catering Partner	A\$2,500
Rehydration Partner	A\$2,000
<b>Advertising Opportunities</b>	
Website Banner	A\$900
Promotional Email (EDM) Banner	A\$700
Conference App Page Banner	A\$600
Session Room Screen Advertisement	A\$500
Conference App Push Notification	A\$350

# Major Sponsorship Entitlements at a Glance

Benefit	Platinum A\$20,000	Gold A\$10,000	Silver A\$7,000	Bronze A\$5,000
Delegate registrations (Inclusive of all social functions)	3	2	1	1
Exhibition registrations (Inclusive of Welcome Reception)	2	-	-	-
Exhibition space	Trestle Table in Prominent Position	Trestle Table	Trestle Table	-
Participant list <ul style="list-style-type: none"> <li>Receive contact details of all participants (in accordance with privacy policy)</li> </ul>	2 weeks prior to event	2 weeks prior to event	After event	After event
Branding inclusions <ul style="list-style-type: none"> <li>Website – one company logo on official website</li> <li>Conference App – one company logo in Conference App</li> <li>Organisation profile – in Conference App</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> 200 Words	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> 100 Words	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> 75 Words	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> 50 Words
Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference	✓	✓	✓	✓
Pull-up Banner (provided by sponsor) <ul style="list-style-type: none"> <li>Display in the Registration foyer</li> </ul>	✓	-	-	-
Verbal acknowledgement <ul style="list-style-type: none"> <li>At Opening and Closing Sessions</li> </ul>	✓	✓	✓	✓
Conference App <ul style="list-style-type: none"> <li>Push Notifications</li> <li>Recognition as a sponsor</li> <li>Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) Note: advertisement must be approved by the Conference Steering Committee.</li> </ul>	<ul style="list-style-type: none"> <li>1</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>✓</li> </ul>
Use of the Conference logo until the end of October 2021	✓	✓	✓	✓

# High Value Top Tier

## Platinum Partner

A\$20,000 (Exc.GST)

- Three (3) Conference delegate registrations inclusive of all social functions
- One (1) Complimentary Exhibition Trestle Table located in a prominent position
- Two (2) Exhibitor Registrations inclusive of Welcome Reception
- One (1) Push Notification on the Conference App
- Delegate list supplied two weeks prior to the Conference ((in accordance with privacy policy)
- 200-word profile in the Conference App
- Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee.*
- Verbal acknowledgement as the Platinum Sponsor during the opening and closing sessions
- The sponsor may provide a freestanding banner which will be positioned in the Registration Area for the duration of the Conference (maximum size 2m high x 1m wide)
- Recognition as a sponsor (with organisation logo) in the Conference App
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Gold Partner

A\$10,000 (Exc. GST)

- Two (2) Conference delegate registrations inclusive of all social functions
- One (1) Complimentary Exhibition Trestle Table
- Delegate list supplied two weeks prior to the conference (in accordance with privacy policy)
- 100-word profile in the Conference App
- Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee.*
- Verbal acknowledgement as a Gold Sponsor during the opening and closing sessions
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Silver Partner

A\$7,000 (Exc. GST)

- One (1) Conference delegate registration inclusive of all social functions
- One (1) Complimentary Exhibition Trestle Table
- Delegate list supplied after the Conference (in accordance with privacy policy)
- 75-word profile in the Conference App
- Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee*
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

- One (1) Conference delegate registration inclusive of all social functions
- Delegate list supplied after the Conference (in accordance with privacy policy)
- 50-word profile in the Conference App
- Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee.*
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official conference/congress website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the conference logo until the end of October 2021

# Individual Opportunities

## Conference Dinner Partner

A\$10,000 (Exc. GST)

- The sponsor may provide a freestanding banner which will be positioned at the entrance to the Conference Dinner venue (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed on the tables at the Conference Dinner (Conference Managers to supply)
- Opportunity for organisation representative to present a five (5) minute speech at the function (basic audio visual will be provided – additional audio visual is at the expense of the sponsor)
- Organisation logo will be printed on all dinner programs/menu and tickets
- Sponsor may provide the Conference Dinner guests with a branded gift (sponsor to supply gifts). *Note: Subject to the approval of the Conference Steering Committee.*
- 100-word profile in the Conference App
- Six (6) tickets for the sponsor's nominated guests to attend the Conference Dinner
- Opportunity for sponsor to provide branded materials such as napkins for use by guests during the function. We welcome your ideas to provide additional theming for the function, subject to the approval of the Conference Steering Committee
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021



## Lanyard & Name Badge Partner

A\$10,000 (Exc. GST)

- One (1) Conference delegate registration inclusive of all social functions
- Logo to appear on all name badges and/or lanyard alongside the Conference logo
- Environmentally friendly lanyards and name badge papers to be sourced by the Conference Managers
- Final design to be approved by the Conference Steering Committee.
- 50-word profile in the Conference App
- One (1) Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee*
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Coffee Cart Partner

A\$10,000 (Exc. GST)

- One (1) Conference delegate registration inclusive of all social functions
- Opportunity to provide branded coffee cups and/or serviettes (Sponsor to supply materials)
- The Sponsor may provide two (2) 2m x 1m freestanding banners, positioned alongside the coffee cart
- Opportunity to provide promotional materials at the coffee cart (Sponsor to supply promotional materials)
- 50-word profile in the Conference App
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Recognition as a Sponsor (with organisation logo) on the Sponsor's page of the official Conference website, hyperlinked to the Sponsor's home page
- Use of the Conference logo until end of October 2021

## Closing Reception Partner

A\$8,000 (Exc. GST)

- The sponsor may provide a freestanding banner which will be positioned at the entrance to the Conference Closing venue (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed on the tables at the Conference Closing (Conference Managers to supply)
- Sponsor may provide the Conference Closing guests with a branded gift (sponsor to supply gifts). *Note: Subject to the approval of the Conference Steering Committee*
- 100-word profile in the Conference App
- Six (6) tickets for the sponsor's nominated guests to attend the Conference Closing only
- Opportunity for sponsor to provide branded materials for use by guests during the function. We welcome your ideas to provide additional theming for the function, subject to the approval of the Conference Steering Committee
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Conference App Partner

A\$8,000 (Exc. GST)

- Profile Sponsor Page on the app
- One (1) push notification sent to delegates during the Conference on behalf of the Sponsor
- One (1) promoted post for one day
- Logo to be featured on all Conference app promotional materials such as the instructional sheet
- 50-word profile in the Conference App
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference

- Recognition as a Sponsor (with organisation logo) on the Sponsor's page of the official Conference website, hyperlinked to the Sponsor's home page
- Use of the Conference logo until the end of October 2021

## Welcome Reception Partner

**A\$6,000 (Exc. GST)**

- Four (4) complimentary passes for nominated guests to attend the Welcome Reception only
- Sponsor may provide a five (5) minute welcome address at the reception
- Verbal acknowledgement as the Welcome Reception Sponsor at commencement of the reception
- The Sponsor may provide one (1) 2m x 1m freestanding banner, positioned at the entrance to the Welcome Reception for the duration of the event.
- 50-word profile in the Conference App
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Keynote Speaker Partner

**A\$5,500 (Exc. GST)**

- The sponsor may provide a freestanding banner which will be positioned in a prominent location during the sponsored session (maximum size 2m high x 1m wide)
- Your organisation logo will feature on the audio-visual screen in the session room prior to and at the conclusion of the sponsored session
- 50-word profile in the Conference App
- Verbal recognition by the Session Chair directly before and after the Speaker's session

- Two (2) passes for nominated guests to attend the sponsored session (these passes are for the sponsored session only, attendance to other sessions is not included)
- Corporate literature may be displayed in the sponsored session room (sponsor to supply)
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Industry Day Partner

**A\$5,000 (Exc. GST)**

- One (1) Conference delegate registration inclusive of all social functions
- One (1) push notification sent to delegates on the Industry Day of the Conference on behalf of the Sponsor
- The sponsor may provide a freestanding banner which will be positioned at reception for the duration of the Industry Day (maximum size 2m high x 1m wide)
- 50-word profile will appear on the Conference App
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Poster Night Partner

**A\$4,000 (Exc. GST)**

- 50-word profile in the Conference App
- The sponsor may provide a freestanding banner which will be positioned at the entrance to the Poster Night venue (maximum size 2m high x 1m wide)

- Logo displayed on Poster Boards numbers
- Four (4) tickets for the partner's nominated guests to attend the Poster Night only
- Opportunity for sponsor to provide branded materials for guests during the function. We welcome your ideas to provide additional theming for the function, subject to the approval of the *Conference Steering Committee*
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

**USB Partner**

**A\$3,000 (Exc. GST)**

*All Conference abstracts will feature on USB's*

- Company logo to appear on all USB's provided to delegates (the Conference Steering Committee reserves the right to source and select the Conference USB's)
- One (1) Promotional electronic advertisement to be included in the Conference App (sponsor to supply material) *Note: advertisement must be approved by the Conference Steering Committee*
- 50-word profile in the Conference App
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Recognition as a Sponsor (with organisation logo) on the Sponsor's page of the official Conference website, hyperlinked to the Sponsor's home page
- Use of the Conference logo until end of October 2021

## Catering Partner

A\$2,500 Per Day(Exc. GST)

- Verbal recognition by the session Chair prior to the refreshment break
- Corporate literature may be displayed at the sponsored catering break station (sponsor to supply)
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the break area (maximum size 2m high x 1m wide)
- Small table signs featuring the organisation name and logo displayed at the sponsored lunch stations (Conference Managers to supply)
- Two (2) passes for nominated guests to attend the catering lunch (these passes are for the sponsored lunch only, attendance to other sessions and catering breaks is not included)
- 50-word profile in the Conference Program and Abstract Book
- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Use of the Conference logo until the end of October 2021

## Rehydration Partner

A\$2,000 (Exc. GST)

- Sponsor has exclusive rights to provide branded, reusable water bottles
- Sponsor has exclusive right to place marketing collateral around water station
- Sponsor logo on Conference app
- Acknowledgement as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference
- Acknowledgement as a Sponsor on signage situated onsite the Conference
- Use of the Conference logo until the end of October 2021

# Advertising Opportunities

Website Banner  
A\$900 (Exc. GST)

Promotional Email  
(EDM) Banner  
A\$700 (Exc. GST)

Conference App  
Page Banner  
A\$600 (Exc. GST)

Session Room Screen  
Advertisement  
A\$500 (Exc. GST)

Conference App Push  
Notification  
A\$350 each(Exc. GST)

Trestle Table

A\$1,500 (Exc. GST)

Each Trestle Table Display package includes the following:

- Trestle table display space 2m wide x 2m deep, includes:
  - One (1) trestle table
  - Two (2) chairs
- One exhibitor pass
- A comprehensive exhibition manual
- 50-word profile per organisation in the Conference app
- Use of the Conference logo until the end of October 2021

## Design Your Own Package

*We understand the value of your sponsorship and are enthusiastic to discuss customized sponsorship opportunities with you to guarantee we meet your promotional goals while ensuring a successful conference. This can include direct financial support and/or in-kind contributions.*

Contact [icwl2020@arinex.com.au](mailto:icwl2020@arinex.com.au) to explore a custom sponsorship that will work best for you.

# SPONSORSHIP AND EXHIBITION BOOKING CONFERENCE APPLICATION FORM

Sponsorship & Exhibitions Account Manager  
International Conference & Workshop on Lobster  
Biology and Management 2021  
Arinex Pty Ltd  
3/110 Mounts Bay Road  
PERTH WA 6000, Australia

Tel: +61 8 9486 2000  
Email: [icwl2020@arinex.com.au](mailto:icwl2020@arinex.com.au)  
Web: [www.icwl2020.com.au](http://www.icwl2020.com.au)

## A. SPONSORSHIP PACKAGE(S) REQUESTED

Organisation name (for marketing purposes):

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Organisation name (for invoicing purposes):

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Address:

City:

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Postcode:

State:

Economy:

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Main Sponsor / Exhibitor contact: Mr / Mrs / Ms / Other:

Name:

Position:

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Tel:

Fax:

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Email:

Website:

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## B. SPONSORSHIP PACKAGE(S) REQUESTED

**COST A\$**

- |    |       |       |
|----|-------|-------|
| 1. | ..... | ..... |
| 2. | ..... | ..... |

<b>AMOUNT PAYABLE A &amp; B</b>	A\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: Friday 17 July 2021 (incl. GST))	A\$



## CREDIT CARD AUTHORISATION

### Required

To secure your booking please complete the credit card authorisation below.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Credit/Debit card transaction fees will be charged to the sponsor/exhibition in addition to the above package charges.

Visa: 1.71%

AMEX: up to \$20,00 – 2.145% (for amounts above

Mastercard: 1.72%

this please contact the Conference Managers)

**Please note all transactions by credit card will Conference Appear on your statement as payment to: 'Conference by Arinex'**

Please charge the 50% deposit amount above to the following credit card

MasterCard     Visa Card     AMEX

Credit card number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

CCV: \_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### PAYMENT DETAILS (please tick)

We wish to pay via EFT. Bank details will be provided by the Sponsorship Managers with your tax invoice.

We wish to pay via the above credit card.

We wish to pay with a different credit card. (Please note – a separate booking form will be provided for you to include your credit card information)

*Please note that your booking will not be processed unless all of the preceding sections are completed. Please also complete Paragraph 9 under Sponsorship Booking Terms & Conditions and Paragraph 11 under Exhibition Booking Terms and Conditions as Conference Applicable.*

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by: \_\_\_\_\_ (please print name)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that your booking will not be processed unless all sections above and on the following page are completed.

## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where Conference Appropriate, Goods & Services Tax (GST) is Conference Applicable to all goods and services offered by the Conference Managers and all prices in this document are exclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **17 July 2021**. Conference Applications received after **17 July 2021** must include full payment.
3. All monies are payable in Australian dollars. Cheques should be made payable to Arinex Pty Ltd for and on behalf of the ICWL 2021 and must be drawn on an Australian bank.
4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the event. No organisation will be listed as a sponsor in any official Conference material until full payment and a booking form have been received by the Conference Managers.
5. **CANCELLATION POLICY:** Cancellations must be provided in writing to the Conference Managers. In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **5 August 2021**. No refunds will be made for cancellations after this date and full payment will be required. Should a cancellation be made prior to payment being made, the Conference Appropriate cancellation fee will be Conference Applicable, and the Conference Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by the above cancellation policy.
6. No sponsor shall assign, sublet or Conference Apportion the whole or any part of their sponsorship package except upon prior written consent of the Conference Managers.
7. Sponsorship monies will facilitate towards the successful planning and promotion of the Conference in addition to subsidising the cost of management, communication, invited speakers, Conference and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Conference.
8. Sponsorship entitlements including organisation logo on the Conference website and other marketing material will be delivered only after receipt of the required deposit or full payment.
9. Privacy Statement – YES, I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Limited. [ ]  
NO, I do not consent.

## EXHIBITION BOOKING TERMS & CONDITIONS

1. Where Conference Appropriate, Goods & Services Tax (GST) is Conference Applicable to all goods and services offered by the Conference Managers and all prices in this document are exclusive of the GST. GST is calculated at the date of publication of this document. The Conference Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Display spaces will be allocated only on receipt of signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax

invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **17 July 2021**. Conference Applications received after **17 July 2021**, must include full payment.

3. **All monies are payable in Australian dollars.** Cheques should be made payable to Arinex Pty Ltd on behalf for and on behalf of ICWL 2020 and must be drawn on an Australian bank.

4. All monies due and payable must be received (and cheques cleared) by the Conference Managers prior to the event. No exhibitor will be allowed to begin move-in operations or be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Conference Managers.

5. Public and Product Liability insurance to a minimum of A\$20 million or equivalent must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Conference Managers at the time of submitting their booking form or by no later than **5 August 2021**. The name of the insured on the insurance certificate must be the same as the name of the Exhibitor entering into the contract with the Conference Managers. Otherwise, the exhibitor company must be listed as an interested party on the insurance certificate. The certificate must be current and cover all move-in, operational and move-out dates of the Conference. Insurance coverage for exhibitors residing overseas must include Australia (or the economy in which the Conference is operational should it be held outside of Australia).

6. **CANCELLATION POLICY:** Cancellations must be provided in writing to the Conference Managers. In the event of cancellation, a service fee of A\$1,000.00 applies for display space bookings on or before **5 August 2021**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the Conference Appropriate cancellation fee will be Conference Applicable, and the Conference Managers will issue an invoice which will be payable within seven (7) days. After Exhibition has been confirmed and accepted, a reduction in Exhibition is considered a cancellation and will be governed by the above cancellation policy.

7. The Conference Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Conference Managers will not discount or refund for any facilities not used or required.

8. No exhibitor shall assign, sublet or Conference Apportion the whole or any part of their booked space except upon prior written consent of the Conference Managers.

9. Participant List may be used by the Exhibitor for the purpose of contacting ICWL 2021 Conference Participants only. The list must not be used for a purpose related to future Conferences and shall not be transferred in whole or in part to any Third party.

10. Privacy Statement – YES, I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by Arinex Pty Ltd. [ ] NO, I do not consent.