

Terms and Conditions

for the

APAIE 2024 Conference and Exhibition

4-8 March 2024, Perth Convention Centre, Perth, Australia

BOOKING AND PAYMENT TERMS:

- All prices are quoted in US Dollars.
- Sponsorship packages and exhibition space will be allocated only upon receipt of a signed Booking Form.
- On receipt of a signed application form, a tax invoice for the full amount will be sent.
- Payment terms – net 14 days.
- All payments due must be received by the Conference Managers prior to the Conference. No sponsor/ exhibitor will be allowed to set up their exhibition stand at the Conference until full payment has been received.
- The Organising Committee may need to make changes to the floor plan, however, changes will not be undertaken without prior discussion with the companies affected.
- Sponsors/Exhibitors consent to their contact details being shared with Conference suppliers and contractors.
- Public and Product Liability insurance to A\$2 million must be taken out by each exhibitor at their own expense

CANCELLATION POLICY:

- (a) In the event of cancellation received by you in writing prior to/on 13 October 2023, you are liable for 50% of the sponsorship package/exhibition space selected.
- (b) In the event of cancellation received by you in writing after 13 October 2023, you are liable for 100% of the sponsorship package/exhibition space selected.
- (c) After your sponsorship package/exhibition space has been confirmed and accepted, a reduction in the sponsorship package/exhibition space selected by you is considered a cancellation.
- (d) The Organising Committee reserves the right to cancel the Conference prior to 31 January 2024 in case of circumstances beyond its control. In such a case all monies paid to date will be refunded in full. The liability of the Organisers will be limited to that amount.
- (e) If the Organising Committee cancels the Conference after 31 January 2024 in case of circumstances beyond its control, a 20% service fee will be deducted from sponsorship package selected with the balance refunded.
- (f) If the Organising Committee cancels the Conference we will not be liable for any expenses incurred by you in preparation of material for the Conference or the supply of goods and services.
- (g) Sponsors/Exhibitors shall not assign or sublet any part of their exhibition space.