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## TERMS AND CONDITIONS

1. Only participants who have received an acceptance of their booking from the organisers (4community Pty Ltd) and have paid in full by the invoice due date may exhibit at the Nepean 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 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 during the dates of the event (**14th and 15th September 2018**), including move-in the day prior (**13th September**) to setup your stall.
5. The participant shall take out all risks property insurance for all of its assets located at the site. 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.
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 exhibitor's present.
8. All property and equipment of the participant that is brought onto the Nepean Disability Expo site is at the risk of the participant and 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 Nepean Disability Expo is expected by the due date on the invoice unless an extension has been approved by the organiser (4community 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 (4community Pty Ltd) your booth will be canceled 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 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. The participants 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 is not permitted as per the venues guidelines and health & safety regulations. Samples will be permitted providing approval has been sought and granted by the organisers (4community) and a council permit has been granted and submitted to the organisers (4community Pty Ltd) prior to the 16th August 2018. Confectionery items may be considered for direct approval providing they are packaged with a detailed ingredient list. Permission from parents or carers is required before handing out any confectionery items to minors. The organiser (4community 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 29th June 2018**, the organisers (4community Pty Ltd) 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 (4community Pty Ltd) an admin fee of \$250.00+GST will still be deducted from the refund. **In the event of a cancellation after the 29th June 2018, no refund applies, and 100% of the registration fee will be forfeited.**
19. Exhibitor move-in and dismantling times as indicated must be strictly adhered to. Move-In times are **3pm-6pm, Thursday 13th September** and clean up and final prep is **7:00am - 8.30am, Friday 14th September 2018. Move-in after 6:00pm on Thursday 13th September is not permitted**, unless approval has been sought and granted by the organisers (4community). The move-out time is **3pm-6pm, Saturday 15th September 2018. Times are subject to change; all exhibitors will be notified if updates are made to the move-in schedule.**
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.