**EXHIBITOR BOOKING AGREEMENT**

**CONTACT DETAILS**

Organisation: Click here to enter text. Date: Click here to enter text.

Full Name: Click here to enter text.

Postal Address: Click here to enter text.

City: Click here to enter text.

State: Click here to enter text. Postcode: Click here to enter text.

Phone: Click here to enter text. Mobile: Click here to enter text.

Email: Click here to enter text.

Website: Click here to enter text.

**EXHIBIT RESERVATION**

|  |  |
| --- | --- |
| **Members**  | **Non-Members**  |
| $900.00 per day +GST | $1,200.00 per day +GST |
| 2 complimentary 1 day passes | 1 complimentary 1 day passes |
| **\*Exhibit for 3 days and receive a 15% discount** |

|  |
| --- |
| Please select: |

Members [ ]  Non-Members [ ]

Please select which days you would like to exhibit on:

|  |  |  |  |
| --- | --- | --- | --- |
| Monday (Day 1)[ ]  | Tuesday (Day 2)[ ]  | Wednesday (Day 3)[ ]  | All 3 Days [ ]  |

**PAYMENT DETAILS**

Please select: Invoice [ ]  Credit Card [ ]

Name on Card: Click here to enter text.

Card Number: Click here to enter text.

Expiry Date: Click here to enter text. CVC: Click here to enter text.

**TERMS & CONDITIONS**

1. Pricing & Cancellation Fees
2. All prices are exclusive of GST;
3. Cancellation fee: All bookings cancelled after September 30th 2019, will incur a 20% cancellation fee. All bookings cancelled after this date will incur a 50% cancellation fee;
4. Invoice payments: If you have chosen to pay by invoice, you will receive an invoice within 5 days via email. All payments must be paid within 14 days, or you may forfeit your booking;
5. Credit Card payments: For all credit card payments, we will process your payment upon receipt of this booking form. Please ensure you have the necessary funds available including GST. There are no fees for paying via credit cards.
6. Stands
7. Exhibitors must have their stand completely set up by 8:00am, when registration will commence. Likewise, all merchandise and collateral must be removed by 5:30pm;
8. Exhibitors will be provided with one clothed trestle table with two chairs, set up in the foyer where all conference breaks will be taken. Exhibitors may choose to bring along one standard size pull up banner with merchandise and relevant collateral;
9. The Exhibitor takes full responsibility for their stand. In no way is the Pride Inclusion Team responsible for set up or security of the Exhibitor’s merchandise or collateral.
10. Customer Conduct
11. There is a strict policy of no onsite commercial activity. No merchandise to be sold at the stall;
12. Exhibitors are prohibited from canvassing and/or harassing other attendees;
Exhibitors are prohibited from sublicensing or sharing their stand with other companies or organisations;
Sexualised images, explicit language will not be allowed in any materials, banners, promotions displayed at the stall;
13. No recording of conference sessions;
14. Pride Inclusion Programs’ have the right to request the removal of any materials not appropriate to a workplace conference, stop the sale of merchandise or ask people to leave as a result of inappropriate workplace behaviour.

Full Name: Click here to enter text.

Date: Click here to enter text.

Signature: Click here to enter text.