



WIRMS 2013

10-14 NOVEMBER 2013
MANTRA / LORNE VICTORIA

SPONSORSHIP &
EXHIBITION OPPORTUNITIES



HOST BODY

Australian
Synchrotron



Supported
by



www.wirms2013.com.au

Invitation

As host of the 7th international Workshop on Infrared Microscopy and Spectroscopy with Accelerator Based Sources, WIRMS, the Australian Synchrotron is pleased to invite you to join infrared (IR) scientists from Australia and around the globe for what promises to be a stimulating event at the Mantra Erskine Resort, Lorne, on the Great Ocean Road, from 10th to 14th November 2013.

In tradition with previous WIRMS conferences, we expect to be joined by IR scientists and users from many of the Synchrotron (SR) and Free Electron Laser (FEL) IR beamlines around the world, along with many scientists from the Australian Synchrotron user community. WIRMS 2013 will provide a great opportunity to meet and exchange ideas with IR scientists from a range of scientific fields. We look forward to welcoming you to this vibrant meeting in a beautiful location.

WIRMS 2013: An overview

WIRMS 2013 is the 7th International Workshop on Infrared Microscopy and Spectroscopy with Accelerator-Based Sources and is the next in a series of international biennial scientific meetings that has crossed the globe. It provides a peak forum for academics, researchers, synchrotron facilities, a variety of government and relevant agencies and also technical equipment and service providers. We expect to welcome more than 100 professionals from across the world in this specialist area.

The scope of the workshop is to bring together IR scientists and users from SR & FEL facilities worldwide to discuss the latest developments and trends, as well as future directions, and promote even more promising applications in these fields. Another important mission of this workshop is for active experts to provide young researchers and graduate students with a good introduction to this rapidly advancing field.

Benefits to your organisation in supporting the WIRMS 2013 Conference include:

- Wide acknowledgment of your organisation leading up to and during the conference
- Excellent networking opportunities during the conference to promote your products and services to a relevant audience
- Opportunity to utilise the Conference experience to showcase your organisation's strength and relevance in this research field amongst its most influential members

- An opportunity to source new business leads and maintain relationships with existing customers and suppliers
- The possibility to launch new initiatives, products or services directly to the most relevant users and/or influential industry figures
- Gaining access to conference delegates who are keen to improve their knowledge within the field, and through your organisation's support, closely align your organisation with delegates' professional development
- An opportunity for your key staff to connect face to face with the most important people and organisations representing the field in one place over a short period of time

Local Organising Committee (LOC)

Mark Tobin (Chair) – Australian Synchrotron
Ljiljana Puskar (Co-chair) – Australian Synchrotron
Dom Appadoo (Co-chair) – Australian Synchrotron
Lauren Hyde – Australian Synchrotron
Ruth Plathe – Australian Synchrotron
Keith Bamberg – Australian Synchrotron
Melissa Moyle – Australian Synchrotron
Leanne Wallace – Australian Synchrotron
Don McNaughton – Monash University
Bayden Wood – Monash University
Pimm Vongsivut – Deakin University

Programme Highlights

The conference programme will appeal to worldwide audiences involved in driving research and ground breaking new commercial instrumentation and techniques. WIRMS 2013 will host a number of internationally renowned invited speakers, covering an inspiring range of topics.

The programme will include topics such as:

- Infrared Microspectroscopy
- Sub-diffraction Imaging
- Cultural Heritage Applications
- Atmospheric & Astrophysical Sciences
- Facility Developments
- Far-IR and THz Spectroscopy
- Condensed Matter
- Extreme Conditions
- Surface Science
- Coherent Synchrotron Radiation & Free Electron Laser
- Environmental Science and Renewable Energy

The conference will also welcome delegates to attend a number of exciting social functions designed to entertain and facilitate networking of WIRMS 2013 attendees.

Sponsorship Opportunities

A variety of sponsorship packages are being offered for your organisation's exposure at WIRMS 2013, from major sponsorship to a wide variety of individual sponsor items. WIRMS 2013 is also happy to tailor packages not currently available in this prospectus and we encourage those with interest in exposure to contact our Sponsorship and Exhibition Account Manager to discuss what is possible. All listed pricing is inclusive of GST and in AUD.

Major Sponsor \$6,000

- One complimentary exhibition table (including one complimentary exhibitor registration)
- Verbal acknowledgment as a Major Sponsor during the opening and closing sessions
- One complimentary full registration including social functions
- One additional ticket to the WIRMS 2013 Dinner
- Opportunity to sponsor one invited speaker session (includes Logo displayed on session slide before and after selected sponsored session, acknowledgement by session chair or speaker of sponsor's support, logo displayed in the Programme Book)
- Half page advertisement in the WIRMS 2013 Programme Book
- Opportunity to display one sponsor provided banner for display at the Conference
- Logo in the cover of the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on each WIRMS 2013 E-zine
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage
- One satchel insert
- WIRMS 2013 Delegate list



Individual Sponsorships

Social Functions/Catering

Welcome Reception Sponsor \$3,500

WIRMS 2013 will host a cocktail function on the first evening of the Conference at the Mantra Lorne Ballroom. This is a great icebreaker and networking opportunity.

- Verbal acknowledgement by chair of sponsor's support during the function
- Opportunity for display of up to 3 sponsor provided banners during the function
- Opportunity to be provided with up to two dressed trestle tables for product display during the function
- Two complimentary tickets to the Welcome Reception
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on each WIRMS 2013 E-zine



WIRMS 2013 Dinner Sponsor \$4,000

The WIRMS 2013 Dinner is the highlight of the social programme. It is a well attended function that will give a sponsor an opportunity to receive some brand recognition from a well produced function, whilst ensuring your staff are on-site for the premier networking evening of the Workshop.

- Verbal acknowledgement by chair of sponsor's support during the function
- Opportunity for display of up to 3 sponsor provided banners during the function
- Opportunity to provide one item of marketing material for seat drop at the function
- Two complimentary tickets to the WIRMS 2013 Dinner
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on each WIRMS 2013 E-zine

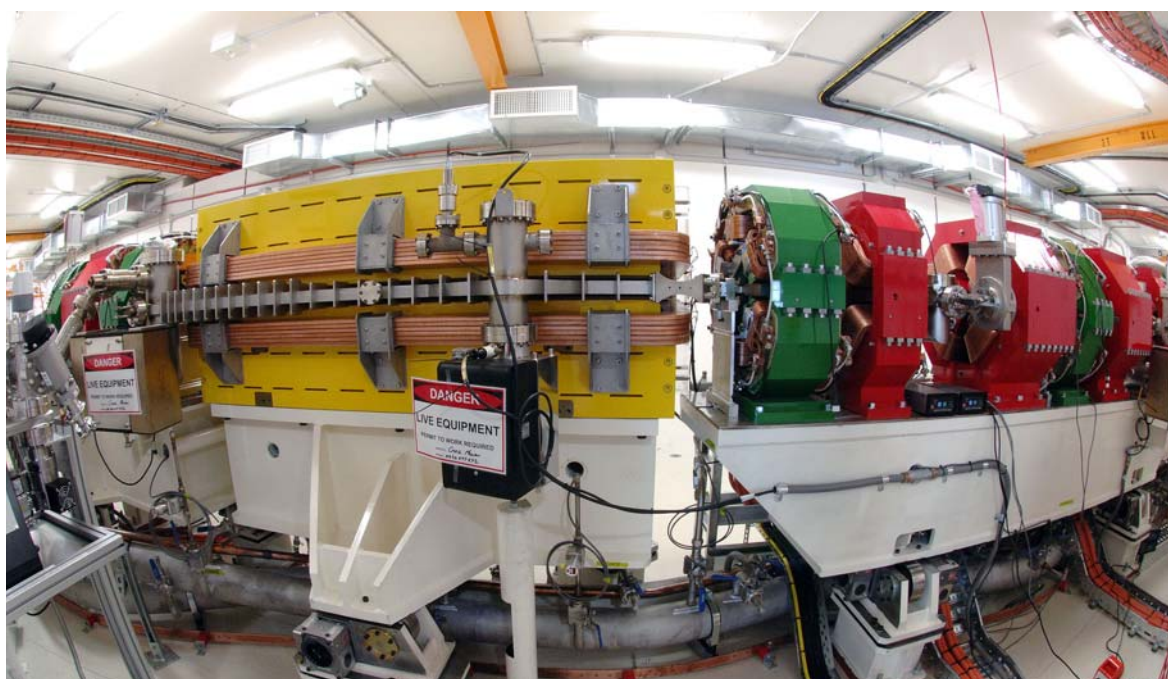
Poster Function Sponsor \$3,500

WIRMS 2013 will host a poster session on the second evening of the Conference at the Mantra Lorne adjacent to the conference space. This is a great networking opportunity for delegates and exhibitors.

- Verbal acknowledgement by chair of sponsor's support
- Opportunity for display of up to 3 sponsor provided banners during the function
- Opportunity to be provided with up to two dressed trestle tables for product display during the function
- Two complimentary tickets to the Poster Function
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on each WIRMS 2013 E-zine

Coffee Breaks (6 opportunities) \$1,500

- Chair to acknowledge sponsor support before coffee break
- Opportunity to display one sponsor provided banner for display at coffee break location
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage



Programme

Invited Speaker Session Sponsor (6 Opportunities) \$2,500

WIRMS 2013 will invite a number of speakers to present that will represent key focal areas of the programme content. Sponsors have an opportunity to gain cost-effective exposure in niche parts of the programme through support of invited speakers' sessions in a relevant area.

- Chair or speaker to acknowledge sponsor support at start of presentation
- Opportunity to display one sponsor provided banner for display in the sponsored session
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage
- Logo on each WIRMS 2013 E-zine

Invited Speaker Gift (Exclusive) \$500

Each invited speaker will receive a thank you gift for presenting at the WIRMS 2013 conference. We extend this sponsorship opportunity to local businesses who are keen to showcase their products and encourage patronage by our delegates.

- Once expressions of interest have been received, successful gift sponsor will be selected by the LOC
- Sponsor will supply invited speaker gifts
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide

- Logo on the conference website with a hyperlink to your organisation's website
- One insert in Delegates Satchel (Single A4 page, or discuss with Exhibition Secretariat for alternative options)
- Logo on WIRMS 2013 signage

Sponsored Technical Talks (3 opportunities) \$2,000

This is an opportunity for organisations to provide updates on their latest technical developments. A short abstract should be submitted, outlining your proposed talk.

Technical Talk approval will be at the discretion of the organising committee following abstract approval. Contact the Exhibition secretariat for further information.

- One Scientific presentation at the conference (15 minutes plus 5 minutes questions) to present latest technical developments of relevance to the conference community
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage

Individual Sponsorships

Delegate Services

Name Badge and Lanyard Sponsor **(Exclusive) \$2,500**

Each WIRMS 2013 attendee will receive a name badge and lanyard to wear for access to sessions and catering for the duration of the Workshop. This is a great option for visual branding of your organisation on-site.

- Sponsor logo on the WIRMS 2013 name badges and lanyards
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage

Programme Book Sponsor **(Exclusive) \$3,500**

WIRMS 2013 will produce a programme book as the primary reference for delegates in attendance to sessions, speaker information, programme schedule and general information.

- Full page advertisement on the back cover of the WIRMS 2013 Programme Book
- Logo on the cover of the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage

Note Pad and Pen Sponsor **(Exclusive) \$1,500**

Included in the delegate satchels will be a note pad and pen combo for use by delegates during and after WIRMS 2013.

- Sponsor logo on the WIRMS 2013 note pads and pens produced by the meeting
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage

Delegate Satchel Sponsor **(Exclusive) \$2,500**

Each WIRMS 2013 attendee will receive a satchel to include the conference materials and for use on-site and post-Workshop. This is a great option for visual branding of your organisation on-site and into the future.

- Satchel approved and supplied by LOC
- Sponsor logo as well as WIRMS 2013 logo on the delegate satchels
- Logo in the WIRMS 2013 Programme Book
- Logo on the sponsors' slide
- Logo on the conference website with a hyperlink to your organisation's website
- Logo on WIRMS 2013 signage

Advertising

The following advertising opportunities are available in the publications being planned for WIRMS 2013.

- Logo and hyperlink as sponsor on E-zines (electronic marketing magazines) – **\$400**
- Advertisement WIRMS 2013 Programme Book inside back cover (full page, colour) – **\$850**
- Advertisement WIRMS 2013 Programme Book (full page, B&W) – **\$650**
- Advertisement WIRMS 2013 Programme Book (half page, B&W) – **\$500**
- Satchel insert* in Delegate Satchels – **\$500**

** Satchel insert advertising material included must be a single A4 page, exceptions may be approved on a case-by-case basis by the WIRMS 2013 Organising Committee.*

Exhibition

The WIRMS 2013 Conference will be hosting a small but well positioned exhibition that will open from Monday 11 November for three full days until close of the main body of the Workshop on Wednesday 13 November. Equally close to registration, session rooms and our poster boards, the exhibition will serve as the networking hub of the Conference and is where all conference catering including morning tea, lunch and afternoon tea will be served. This is a great option for those organisations who want to have a base-of-operations for networking and sharing information on-site.

Exhibition Table **\$2,000**

- One dressed trestle table (1800 mm)
- Two chairs
- One complimentary exhibitor registration
- Opportunity for display of up to 2 sponsor provided banners
- Satchel and conference programme (one pack per booth)
- Conference delegate list of attendees (subject to privacy laws)
- Distribution of promotional items from your stand to delegates
- Exhibitor listing in the conference programme book

Exhibitor Registration

Exhibitor registration includes:

- Access to the exhibition and sessions
- Catering including morning and afternoon teas and lunch each day of the exhibition
- One delegate satchel per booth (individual exhibitors will only be offered their own satchel if there are surplus satchels available).
- One complimentary ticket to the Welcome Reception/Poster Function
- One complimentary ticket to the WIRMS 2013 Dinner

Additional exhibitor registrations can be purchased at a cost of \$500 incl GST. Additional social functions tickets can also be purchased separately.

General Terms and Conditions

- All costs include GST and are in AUD
- A tax invoice will be sent upon receipt of a signed application form
- The confirmation of a sponsorship item is at the discretion of the WIRMS 2013 Organising Committee and will take into account the level of sponsorship, sponsoring organisation, sponsorship package availability, date of application booking and other relevant matters.
- Exhibition floor plans are current at the time of printing but are subject to change at any time. Confirmed exhibitors will be notified of any changes.
- If you have alternate requirements please do not hesitate to contact us about the possibility of customising the sponsorship packages described above

WIRMS 2013 Sponsorship and Exhibition Secretariat

Thomas Howden

Sponsorship and Exhibition Account Manager

Level 9, 234 George Street

Sydney NSW 2000

Tel: 02 9254 5000

Email: thomash@icmsaust.com.au

Web: www.wirms2013.com.au



Sponsorship & Exhibition Form

PERSONAL DETAILS Please note all correspondence including invoices will be sent to the contact supplied below.

Company Name _____

Contact Person _____

Position _____ Email _____

Telephone _____ Fax _____

Address _____

State _____ Postcode _____

Country _____ Website _____

SPONSORSHIP OPPORTUNITIES

Please tick appropriate box • All sponsorship prices are inclusive of 10% GST (Goods and Services Tax)

☐ **Major Sponsor** \$6,000

Individual Sponsorships

Social Functions/Catering

☐ Welcome Reception Sponsor \$3,500

☐ WIRMS 2013 Dinner Sponsor \$4,000

☐ Poster Function Sponsor \$3,500

☐ Coffee Breaks \$1,500

Programme

☐ Invited Speaker Session Sponsor \$2,500

☐ Sponsored Technical Talks \$2,000

☐ Invited Speaker Gift \$500

Delegate Services

☐ Name Badge and Lanyard Sponsor \$2,500

☐ Programme Book Sponsor \$3,500

☐ Note Pad and Pen Sponsor \$1,500

☐ Delegate Satchel Sponsor \$2,500

Advertising

☐ Logo and hyperlink on E-zines \$400

☐ Advertisement (full page, colour) in Programme Book \$850

☐ Advertisement (full page, B&W) in Programme Book \$650

☐ Advertisement (half page, B&W) in Programme Book \$500

☐ Satchel insert in Delegate Satchels \$500

EXHIBITION OPPORTUNITIES

	Cost (AUD)	Number of Tables	Total inc GST
Exhibition Table	\$2,000 incl 10% GST	_____	_____

EXHIBITION REQUIREMENTS Priority of placement within the exhibition will be offered to sponsors first and then sold in accordance with the date of application receipt.

Preferred exhibition location: First Choice: _____ Second Choice: _____ Third Choice: _____

TERMS AND CONDITIONS

- WIRMS 2013 reserves the right to refuse your application for any reason at its sole discretion.
- If your application is accepted, WIRMS 2013 will contact you using the contact information provided by you on the Sponsorship and Exhibition Application Form.
- All accepted applicants must sign and return either the Sponsorship Agreement, as applicable, within 14 days of receiving notification of acceptance of your application. WIRMS 2013 will provide you with the relevant Agreement. Failure to return the signed Sponsorship Agreement within the period specified in this clause will result in the immediate revocation of such acceptance.
- You acknowledge and agree that You have read the information contained in the WIRMS 2013 Prospectus and that such information forms part of these Terms and Conditions.

PAYMENT

☐ I wish to pay by bank transfer. Bank details will be supplied on your tax invoice issued with confirmation

I have read and agree to the Terms and Conditions of this Application and wish to become an exhibitor/sponsor of WIRMS 2013 (*cross out whichever does not apply). I agree to be invoiced for a total of \$_____ (including GST).

Signature: _____ Date: ____/____/12

FORWARD COMPLETED APPLICATION FORMS TO:

WIRMS 2013
GPO Box 3270
Sydney NSW 2001

Tel: +61 2 9254 5000
Fax: +61 2 9251 3552
Email: thomash@icmsaust.com.au

TERMS AND CONDITIONS OF CONTRACT

The Contract

1. The term "Organiser" refers to ICMS Australasia Pty Ltd and includes associations, corporate and government bodies who have engaged ICMS Australasia Pty Ltd as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identified in the Application Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Exhibitor when the Organiser accepts the signed Application Form and receives a minimum of 50% of the total owing as a deposit. The Organiser will then issue a confirmation letter to the Exhibitor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

The Application

5. An official Exhibition Application Form must be received to reserve space.
6. The Organiser reserves the right to refuse application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition.

Obligations and Rights of the Organiser

7. The decision of the Organiser is final and decisive on any question not covered in this contract.
8. The Organiser agrees to hold the exhibition however, reserves the right to postpone the exhibition from the set dates and to hold the exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organiser.
9. The Organiser agrees to promote the exhibition to maximise participation.
10. The Organiser agrees to allocate the Exhibitor an exhibition space as close as possible to their desired location.
11. The Organiser reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Organiser.
12. The Organiser reserves the right to change the exhibition floor layout if necessary.
13. The Organiser is responsible for the control of the exhibition area only.
14. The Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
15. The Organiser agrees to provide the Exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of the Exhibitor.
16. The Organiser has the right to take action based on verbal or written directions including those contained in the Exhibition Manual. This is to ensure that all laws in connection with the exhibition are complied with, to prevent damage to person or property and to maximise the commercial success of the exhibition.
17. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
18. The Organiser reserves the right to specify heights of walls and coverings for display areas.
19. The Organiser reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the exhibition.
20. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.
21. The Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a purchased or complimentary entry card.

22. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
23. The Organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The exhibitor agrees to abide by these.
24. The Organiser will arrange security onsite during the period of the exhibition but will accept no liability for loss or damage.
25. The Organiser will arrange for daily cleaning of aisles outside the exhibition open hours.

Obligations and Rights of the Exhibitor

26. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
27. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
28. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
29. The Exhibitor must comply with all directions / requests issued by the Organiser including those outlined in the Exhibition Manual.
30. The Exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
31. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Exhibitor will promptly remove all exhibits, tools and other materials. If the Exhibitor fails or refuses to do so, the Organiser will make arrangements for this to be done by an external party at a cost to be paid by the Exhibitor.
32. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
33. The Exhibitor will submit plans and visuals of custom designed exhibits to the Organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building. A valid Insurance Certificate of Currency for independent exhibition contractors will also be submitted prior to the Organiser granting this company access to the exhibition area.
34. The Exhibitor is responsible for all items within their allocated exhibition space.
35. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the Organiser if flammable or dangerous materials are required for the success of the exhibit.
36. The Exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the Organiser. In any case all permanent damage will result in the Exhibitor being invoiced for all repairs.
37. The Exhibitor acknowledges that the Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the Exhibitor acknowledges that the Organiser will not be able to provide assistance in tracking lost deliveries. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified or on return.
38. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
39. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the Organiser.

Storage of goods

40. Unless otherwise communicated storage will not be provided onsite at the exhibition. Under no circumstance are

goods permitted to be stored in public access areas.

Stand Services and Construction

41. Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

Insurance and Liability

42. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser.
43. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
44. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
45. The Organiser shall not be liable for any loss, which exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.
46. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

Payment & Cancellation

47. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and NO refund will be made. NO exhibitor shall occupy allocated exhibition space until all monies owing to the Organiser by the Exhibitor are paid in full.
48. In the event that the Exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.
49. If the Exhibitor wishes to cancel their participation a request must be submitted to the Organiser in writing. Exhibitor cancellations and refunds will be administered as follows:
 - a. If notice of cancellation is received 12 months or more before the first day of the exhibition, the Exhibitor will be entitled to a 75% refund on funds due at the time of cancellation.
 - b. If notice of cancellation is received between 6 and 12 months before the first day of the exhibition, the Exhibitor will be entitled to a 50% refund on funds due at the time of cancellation.
 - c. If notice of cancellation is received less than 6 months before the first day of the exhibition, the Exhibitor will not be entitled to a refund.
 - d. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor may be invoiced for the difference to satisfy the above cancellation and refund policy.
50. If notice of cancellation is received prior to the first payment being made, the Exhibitor will be invoiced for and agrees to pay 25% of the total funds owing at that time.
51. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

Terms & Conditions of Contract Reviewed June 2004