

As an alternative to using this form you can book at **vceandcareers.com.au (To Exhibit)**

Organisation name \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**STAND TYPE AND PAYMENT DETAILS**

Fees inclusive of GST.

**To take advantage of the Early Bird discount, payment is required by 14 October 2011.**

A tax invoice/receipt will be issued when we receive your completed booking form.

**Shell**     **Early Bird Fee \$2800** payable by 14 October 2011    **OR**     **Full Fee \$3100** payable within 14 days of invoice

**Booth**     **Early Bird Fee \$1800** payable by 14 October 2011    **OR**     **Full Fee \$2100** payable within 14 days of invoice

**Display**     **Early Bird Fee \$800** payable by 14 October 2011    **OR**     **Full Fee \$1000** payable within 14 days of invoice

**Credit Card Payment**

Visa     MasterCard     American Express     Diners    Card number \_\_\_\_\_

Amount \$ \_\_\_\_\_ Expiry date \_\_\_\_\_ Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

**Direct Deposit**

Commonwealth Bank BSB 063-156    Account Number 1003 2583    Resources for Courses

**Cheque**

Payable to Resources for Courses    PO Box 2281 North Brighton Victoria Australia 3186

**SEMINAR PROGRAM**

There is no charge for a seminar presentation. Maximum 45 minutes and **subject to availability**.

I require a seminar time  Preferred day:     Thursday     Friday     Saturday     Sunday

Presentation title \_\_\_\_\_

**STAND POSITION**

If you exhibited at the 2011 Expo would you like the same stand position? (subject to availability) Yes  No

If you are a new exhibitor, Resources for Courses will contact you to discuss your stand location (stand allocation subject to availability)

**EXHIBITOR DESCRIPTION FOR EXPO VISITOR GUIDE (published in The Age on Monday 30 April 2012)**

If you exhibited at the 2011 Expo can we use the same description? (see enclosed Expo 2011 Visitor Guide) Yes  No

If you are a new exhibitor or want to change your description (approx. 50 words, include your website and phone number) email it to **team@resourcesforcourses.com.au**

I agree to abide by the Organisers' conditions (see over)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS TO EXHIBIT AT THE AGE VCE AND CAREERS EXPO 2012

This agreement is made between RESOURCES FOR COURSES P/L ABN 58 058 570 700 ("The Organisers") and the person or organisation agreeing to exhibit ("Exhibitor"). The Exhibitor agrees to the following terms and conditions.

1. The Exhibitor agrees to staff and continually keep open throughout the course of the exhibition the space allocated to it.
2. No exhibitor shall erect an obstruction or create a situation which in the opinion of the Organisers interferes with the good order of The Expo or with any other exhibitor.
3. All exhibitors shall be producers or representatives for the products and/or services displayed.
4. Trolleys are not permitted in the exhibition hall whilst The Expo is open to the public. Goods must be hand carried to your stand whilst The Expo is open. Restocking of goods on your stand using trolleys can be done before The Expo opens each day or after closing.
5. At bump in and bump out times all exhibitors must wear high visibility safety vests.
6. You must not pack up your stand partially or totally before closing time on The Expo last day. No goods or promotional material can be left on your stand after 6pm on the last day of The Expo.
7. Exhibitors shall comply with the regulations and legal requirements of the venue and all relevant State and Commonwealth Departments.
8. No monies paid by exhibitors will be refunded after 3 February 2012.
9. Exhibitors have 14 days to make payment for a stand after the due date on the invoice. After that time, and only if payment has not been made, the stand may be available for sale to another Exhibitor. No Exhibitor shall occupy stand space until all monies owing to Organisers have been fully paid.
10. If an exhibitor wishes to cancel a paid exhibition space, a refund of 30% of the exhibitor fee will only be made if the request is made at least three months prior to the exhibition.
11. The Exhibitor indemnifies the Organiser and/or its agents against any claims or suits (in tort contract or otherwise) for loss, injury, or other damage to any person or thing arising from the Exhibitor's presence or display regardless of how the same may arise, whether through negligence or otherwise. The Exhibitor shall effect Public Liability insurance of at least \$10 million for the Exhibitor's display covering loss from public risk, fire and theft with the Organisers interest under this clause noted and will produce the policy relating thereto on demand.
12. The Organisers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organisers in the event of any claim being made against the Organisers.
13. The Exhibitor is responsible for safety of their products and stand. Material on your stand should not be left unattended at any time during the Expo, at move in and move out.
14. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the exhibition and on moving out.
15. The Organisers reserve the right to amend the dates for holding The Expo to dates which in the opinion of the Organisers is more suitable. Organisers will not be responsible for any loss occasioned thereby. The Organisers also reserve the right to close The Expo or vary its hours.
16. The Organisers reserve the right to amend or alter the exact location of the stand and the Exhibitor undertakes to agree to such alteration(s).
17. Business must be conducted only within the Exhibitor's own stand. Furniture and/or promotional material must not project into walkways or neighbouring stands. Walkways must be kept clear.
18. No stand may be sublet without the consent of the Organisers.
19. Exhibits shall remain at The Expo, solely on strict compliance with these rules and regulations. Organisers reserve the right to prohibit in whole or in part and reject any exhibitor or its representative in the case of failure to comply with the rules and regulations. There shall be no payment refund if such action is deemed necessary.
20. This Contract is governed by the laws of the State of Victoria. Any legal action arising from it shall be litigated in the appropriate court of that State.