

# Booking Form - 2020 Expo with 10% Christmas Discount

## EXHIBITION STAND AND SPONSORSHIP

Contact:

Position:

Company:

Address:

Suburb:

State:  Postcode:

Telephone (BH):

Mobile:

Email:

Accounts Payable Contact Name:

### EXHIBITION OPPORTUNITIES ALL PRICES EXCLUDING GST

- |                          |                |          |        |
|--------------------------|----------------|----------|--------|
| <input type="checkbox"/> | Premium Booth  | (3 x 2m) | \$3375 |
| <input type="checkbox"/> | Standard Booth | (2 x 2m) | \$2250 |

Optional Extras:  Swift Scanner \$160 + gst  Gala Dinner Ticket \$150 inc gst

Please give your top three booth number preferences below:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

All sponsorship and exhibition prices exclude GST. The Executive Assistant Network will confirm your participation with a confirmation email, tax invoice and Exhibitor Manual for completion.

### EAN EVENTS - MULTI-STAND BOOKING OPTION

If you would like to participate in any upcoming EAN congress and exhibition events, please tick the appropriate box or boxes below. You will then be contacted to discuss your multi-stand booking and additional marketing benefits.

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> Sydney<br>25 & 26 March | <input type="checkbox"/> Perth<br>20 & 21 May | <input type="checkbox"/> Melbourne<br>20 & 21 July | <input type="checkbox"/> Brisbane<br>2 & 3 September | <input type="checkbox"/> Canberra<br>17 & 18 November |
|--|---|--|--|---|

**Multi - Stand booking discounts- 3 stands 7.5%, 4 stands 12.5%, 5 stands 15%**

**NOTE:** by signing below you agree to all the Terms and Conditions listed within the Exhibitor Agreement/Contract.

**SIGNED:** \_\_\_\_\_

**DATE:**     /     /

### SPONSORSHIP OPPORTUNITIES ALL PRICES EXCLUDING GST

- |                      |          |                          |                                   |          |                          |
|----------------------|----------|--------------------------|-----------------------------------|----------|--------------------------|
| Gold Sponsor .....   | \$10,000 | <input type="checkbox"/> | Exhibition Cocktail Sponsor ..... | \$ 2,500 | <input type="checkbox"/> |
| Silver Sponsor ..... | \$ 6,000 | <input type="checkbox"/> | Lanyard Sponsor .....             | \$ 3,000 | <input type="checkbox"/> |
| Dinner Sponsor ..... | \$ 3,000 | <input type="checkbox"/> | Pads & Pens Sponsor .....         | \$ 3,000 | <input type="checkbox"/> |
| Lunch Sponsor .....  | \$ 2,000 | <input type="checkbox"/> |                                   |          |                          |

Contact Kirsten Thompson on 02 8402 5000 or [kirsten@executiveassistant.com](mailto:kirsten@executiveassistant.com) for more info on multi stands or sponsorship opportunities

# CC Authorisation

## EXHIBITOR CREDIT CARD AUTHORISATION FORM

I \_\_\_\_\_ being a duly authorised representative of \_\_\_\_\_ hereby authorise Executive Assistant Network to charge my credit card the sum of my selected stands and/or sponsorship as per the Booking Form and Exhibitors Agreement/Contract.



**CREDIT CARD** Please select one

- MasterCard
  American Express
  Visa



**TOTAL DUE \$** \_\_\_\_\_ **(Incl. GST)**

**Card Number**    □□□□ □□□□ □□□□ □□□□

**Security Code**    □□□□

**Expiry Date**    □□/□□

**Cardholder Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

The 10% discount is only applicable to credit card payments.

# Exhibitor Agreement

## TERMS & CONDITIONS

1. For the purpose of this contract, the term Management refers to the Executive Assistant Network (EAN).
2. Management agrees to provide the Exhibitor with the agreed inclusions as outlined in the original sponsorship/exhibition package and Exhibition Manual. Any additional requirements will be at the Exhibitor's expense.
3. The Exhibitor agrees to abide by all rules and regulations adopted by the Management in the best interests of the Exhibition and agree that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during or after the Exhibition.
4. The Exhibitor agrees to abide by the payment schedule as outlined by Management.
5. The Exhibitor will be liable for and will indemnify and hold Management harmless from any loss or damages whatsoever directly or indirectly occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the Exhibitor, other Exhibitors and members of the public attending the Exhibition, either on the said space or elsewhere if said loss or damage arose from or was in any way directly or indirectly connected with the Exhibitor's occupancy of the said space.
6. Management reserves the right, at its sole discretion, to change the date or dates upon which the Exhibition is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in any part where caused directly or indirectly by or in consequence of fire, flood, storm, war, rebellion, insurrection, riot, strike or any cause whatever beyond the control of Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should be in any way rendered unusable, this contract shall not be binding.
7. The contract may be cancelled by either party provided written notice is received 180 days prior to the first day of the Exhibition, contracts cancelled after this date will be liable for 100% of the total contracted cost. Space abandoned or not occupied at the start of the Exhibition may be repossessed without indemnity and reassigned by Management for exhibits and other uses.
8. Management reserves the right to alter or change the space assigned to the Exhibitor, and the exhibition floor plan.
9. Management reserves the right to alter or remove exhibits or part thereof and to expel Exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to other Exhibition participants.
10. The Exhibitor agrees to confine their presentation within the contracted space only and to maintain staff in the exhibition space during Exhibition hours.
11. The Exhibitor agrees that any contract with the Press on Exhibition premises shall be by arrangement with Management officials.
12. The Exhibitor is responsible for the placement and cost of insurance related to his/her participation in the Exhibition.
13. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between Management, official contractors serving companies and the building in which the Exhibition will take place and according to the labour laws of the jurisdiction in which the building is located.
14. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Exhibition, but must remain intact until the closing hour of the last day of the Exhibition. The Exhibitor also agrees to be entirely responsible for the moving-in, assembly, maintenance, disassembly and removal of the exhibit, equipment and belongings to and from the Exhibition building, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
15. The Exhibitor agrees not to cause any damage to the walls, floors and ceilings in connection with the erection of the exhibition stand or the utilisation of the exhibited products.
16. Every precaution will be made to prevent losses due to pilfering, but the Management will not accept liability for losses of any kind. Exhibitors with special security needs should contact the Management.
17. The Exhibitor agrees to obtain any necessary permits or approvals required from any Federal, State or Local Government for the display of products.
18. All Exhibitor invoices and additional costs such as exhibitor catering will be paid according to the invoice payment terms.
19. The Exhibitor agrees to facilitate credit card payment for any outstanding amounts should they not be made prior to commencement of the event.
20. Management reserves the right to refuse entry to an exhibitor if outstanding payment obligations have not been met by the Exhibitor in full prior to the event.