

THE VET EQUATION

QUALITY INPUTS = REMARKABLE OUTCOMES

NATIONAL VET CONFERENCE

BRISBANE | 31 OCT - 1 NOV 2024

BUMP IN | 30 OCT

2024 SPONSORSHIP HANDBOOK



2024 SPONSORSHIP HANDBOOK

WHY SPONSOR THE 2024 NATIONAL VET CONFERENCE?

The National VET Conference is the **largest** annual gathering of VET practitioners from across Australia and is the perfect platform to showcase your products/services to your target market.

Attendees represent a wide range of different areas of the VET sector. We see representatives from public, private and enterprise RTOs, as well as schools, non-for-profit organisations and government agencies from across the country.

As a Sponsor of the National VET Conference, your organisation gets exposure to our **database of over 77,000+** (Velg Training has 29,000+ Members and 48,000+ Followers) through recognition as a sponsor. A great way to increase brand awareness! Beyond acknowledgement of your sponsorship housed on our website, you will also be provided with a media pack to utilise. Velg Training will be communicating via our social media channels leading up to the event (31,000+ Followers).

SUBSTANTIAL NETWORKING OPPORTUNITIES

More importantly, you get the opportunity to meet, interact and build relationships with key decision makers in the RTO space, in order for you to:

- Generate fantastic leads
- Promote or launch new products/services
- Learn about new technologies and trends
- Keep up to date with industry trends

Feedback from previous years indicates Sponsors are extremely happy with their return on investment when exhibiting at the National VET Conference.

EXPECTED ATTENDEES

- CEOs, RTO Owners, Principals, TAFE Directors
- RTO Compliance Managers/VET Coordinators
- VET Training Managers
- Teachers/Trainers and Assessors
- VET Consultants
- Policy Developers/Makers
- Instructional Designers
- Pre-service VET Teachers
- eLearning Managers/Specialists

LOCATION

BRISBANE CONVENTION & EXHIBITION CENTRE (BCEC)

In 2024, we are keeping close to home to bring you an even more personalised and innovative National VET Conference. Brisbane is the home of Velg Training and we want to share all it has to offer with you.

A relaxed casual river city, Brisbane is unpretentious and has an easy-going attitude. The curving Brisbane River, waterways that crisscross our suburbs, beautiful bushland and rolling hills make it one of the most biodiverse capital cities in Australia. Positioned as one of the world's most welcoming cities, Brisbane is always evolving with new offerings and vibrant entertainment.

A sophisticated modern economy, cultural diversity, and world-class industry capabilities support Brisbane's growing reputation as a global investment destination. The residents are young and skilled, highly educated and culturally diverse; which tends to Brisbane being one of the fastest-growing capital cities in Australia in terms of population and employment. Brisbane's all year round idyllic climate with an average daily temperature of 23°C presents a warm and welcoming destination throughout the year with an extensive range of pre and post-touring opportunities that will enhance strong conference attendance.

As Australia's new world city, Brisbane is built on a strong foundation of infrastructure. Assets include: a world-class international airport; a busy international port; a comprehensive road and rail network; a fully-integrated public transport and ticketing system; vibrant entertainment and sporting venues; and an exceptional range of accommodation options.

Internationally recognised and current title holder of the world's best convention centre, the BCEC is Australia's most awarded meetings and events venue. The BCEC's convenient location in downtown Brisbane in the heart of the arts and entertainment precinct at South Bank offers direct access to all forms of public transport.





YOUR TIME AT NVC...

Velg Training is committed to delivering quality, flexible and innovative training services and products to the Vocational Education and Training sector.

The National VET Conference will provide delegates with the opportunity to engage in a wide variety of topics and explore a multitude of products and services on display in the dedicated Sponsor Exhibition Hall, a space conducive to demonstrations, networking and the sharing of new ideas and information. The Exhibition Hall and all meal breaks are also served within the Exhibition Hall.

WHAT'S UNIQUE ABOUT VELG TRAINING?

- Established in 2003
- Leading professional development provider for VET practitioners from RTOs across Australia
- Our mission is to educate, inspire and empower Australia's VET community through involvement in high quality professional development, while being supported by a dedicated membership program
- We listen to client feedback and deliver services that meet evolving individual and organisational needs
- We respond to the ever changing VET sector
- Proven largest attendance rate at a National VET Conference
- All aspects of the Conference are solely administered by Velg Training (not outsourced)



OVERVIEW

The Exhibition will run for the duration of the Conference. Priority of Booth selection within the Exhibition will be offered to Platinum, Gold, Silver and Bronze Sponsors first and then prioritised by taking into account each organisations level of sponsorship and the date of application receipt.

In 2024, Velg Training is pleased to offer the opportunity to tailor a bespoke sponsorship package. Please contact us with your exciting ideas!

SPONSORSHIP OPPORTUNITIES

includes GST

Platinum Sponsor (exclusive to one organisation)	\$18,800
Gold Sponsor (5 packages)	\$12,850
Silver Sponsor (5 packages)	\$9,900
Bronze Sponsor (6 packages)	\$6,750
Premium Sponsor (10 packages)	\$4,950
Standard Sponsor (54 packages)	\$3,900

Additional opportunities to Sponsor the 2024 National VET Conference are available by negotiation with Velg Training. Please contact us on **07 3866 0888** or email **sponsorship@velgtraining.com**

IMPORTANT DATES

Official Release: 10 November 2023

Package Applications Close: 30 June 2024

PRIZE DRAWS

Prize draws can be run (and are encouraged to be run) at a Sponsor's booth, independently. This is an excellent way to encourage personal interaction direct with delegates (business card draw or similar), and a fantastic way to broaden your own potential client listing. These booth-run prize draws however are to be administered by the Sponsor.



THE VET EQUATION

SPONSOR INCLUSION SUMMARY

The following table provides a summary of the sponsorship packages available at the
2024 National VET Conference.

	Platinum \$18,800	Gold \$12,500	Silver \$9,700	Bronze \$6,500	Premium \$4,900	Standard \$3,800
EXCLUSIVITY (NUMBER OF PACKAGES AVAILABLE)	1	5	5	6	10	54
Pre Event						
Logo on Velg Training website with link to a preferred URL	✓	✓	✓	✓	✓	✓
Organisational profile on Velg Training website	Max. 200 words	Max. 150 words	Max. 100 words	Max. 50 words	x	x
Article in Velg Training eNews announcing sponsorship level	✓	✓	✓	x	x	x
Promotional article in Velg Training eNews	✓	✓	x	x	x	x
Announcement of sponsorship tweet and promotional tweet (extending a product of service on offer) on the @velgtraining Twitter account using event hashtag #2024NVC	✓	✓	✓	x	x	x
During Event						
Full Registration to National VET Conference	4	3	2	1	0	0
Keynote speaking spot in the plenary session on Day 1 (maximum of 5 minutes)	✓	x	x	x	x	x
Free standing banner in all presentation rooms for duration of the Conference	✓	x	x	x	x	x
Free standing banner in Plenary room for the duration of the Conference	✓	✓	x	x	x	x
Free standing banner in one presentation room of your choosing for the duration of the Conference (allocated by Velg Training) for the duration of the conference (excluding penalty)	x	x	✓	✓	x	x
Organisation logo printed on delegate name tags	✓	x	x	x	x	x
Acknowledgement at the Conference as a Sponsor by Velg Training	✓	✓	✓	✓	✓	✓
Exhibition Booth (including spotlights, power, skirted trestle table, 2x chair/s and catering for booth rep/s)	2 Booth Reps	2 Booth Reps	2 Booth Reps	2 Booth Reps	2 Booth Reps	1 Booth Rep
Organisation name on custom booth fascia (indicated if logo is also included)	Logo included	Logo included	Logo included	✓	✓	✓
Conference Handbook advertisement	Full & 1/2 page	Full page	1/2 page	1/4 page	x	x
Acknowledgement as a Sponsor in the Conference Handbook with website URL and Twitter Handle (if available)	✓	✓	✓	✓	Logo/URL	Logo/URL
Satchel insert for Delegate Conference Bags*	3	2	1	1	x	x
Half-price Conference registration for one additional Sponsor Delegate	✓	✓	✓	✓	✓	✓
Post Event						
Photographs of organisation at event	✓	✓	✓	✓	✓	✓
Sponsorship Certificate	✓	✓	✓	✓	✓	✓
Digital Satchel Insert Post Event	x	x	x	x	✓	x
Article in Velg Training eNews thanking 2024 Sponsors	✓	✓	✓	x	x	x
Subsequent promotional article in Velg Training eNews	✓	✓	x	x	x	x

*One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training.

PLATINUM SPONSOR – \$18,800 (incl. gst)

1 PACKAGE

This is an exclusive opportunity for one organisation to be seen as a major supporter of the 2024 National VET Conference, receiving unparalleled exposure within the industry. This package will truly set the chosen organisation apart from the competition.

Pre Event

- Logo on Velg Training website
- Organisation profile (max. 200 words) listed on Velg Training's website
- One promotional article in a edition of Velg Training eNews, with link to a preferred URL (circulation to 77,000+)
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)
- An announcement as the Platinum Sponsor in one edition of Velg Training eNews, with link to a preferred URL (circulation to 77,000+)
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)

During Event

- First choice of prominent position for a 6m x 6m exhibition booth including:
 - » two spotlights,
 - » power,
 - » two skirted trestle tables & four chairs,
 - » and catering for two Booth Representatives.
- Organisation name on custom booth fascia, logo included
- Opportunity for a suitably qualified organisational representative to deliver a keynote speech in the plenary session on Day 1 of the Conference, to a maximum of 5 minutes (Velg Training reserves the right to make the final decision on topic/content based on information provided)
- One full-page and one half-page colour advertisement in the Conference Handbook (prominent positions)
- Acknowledgement as a Platinum Sponsor in the Conference Handbook (logo, organisation name and preferred URL)
- Organisation logo printed on the delegate nametags
- Conference satchel inserts (to be supplied by the sponsoring organisation and limited to three inserts. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Free standing banner (provided by the sponsoring organisation) displayed in a prominent position in all presentation sessions for duration of Conference

- Free standing banner in plenary room for the duration of the Conference
- Acknowledgement at the Conference as the Platinum sponsor
- Full Conference registrations for four delegates
- Half-price Conference registration for one additional delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- One promotional article in a post-conference edition of Velg Training eNews (to occur before 31 December 2024; circulation to 77,000+)
- Article in Velg Training eNews thanking you for your sponsorship, with link to a preferred URL (circulation to 77,000+)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event

GOLD SPONSOR – \$12,850 (incl. gst)

5 PACKAGES

This level of sponsorship provides three organisations leading sponsorship benefits and secures exceptional exposure before and during the Conference.

Pre Event

- Logo on Velg Training website
- Organisation profile (max. 150 words) listed on Velg Training's website
- One promotional article in a preceding edition of Velg Training eNews, with link to a preferred URL (circulation to 77,000+)
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)
- An announcement as a Gold Sponsor in one edition of Velg Training eNews, with link to a preferred URL (circulation to 77,000+)
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)

During Event

- Choice of position for one 6m x 3m exhibition booth including:
 - » two spotlights,
 - » power,
 - » skirted trestle table & two chairs,
 - » and catering for two Booth Representatives.
- Organisation name on custom fascia, logo included
- Full-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Gold Sponsor in the Conference Handbook (logo, organisation name, preferred URL)
- Conference satchel inserts (to be supplied by the sponsoring organisation and limited to two inserts. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by the organising committee)
- Free standing banner (provided by the sponsoring organisation) displayed in the plenary room for the duration of the Conference
- Acknowledgement at the Conference as a Gold Sponsor by Velg Training
- Full Conference registrations for three delegates (including all catering)
- Half-price Conference registration for one additional delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- One promotional article in a post-conference edition of Velg Training eNews (to occur before 31 December 2024; circulation to 77,000+)
- Article in Velg Training eNews thanking you for your sponsorship, with link to a preferred URL (circulation to 77,000+)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event

Note: Only a Sponsor Delegate ticket will receive entrance into the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ \$130.00 per person.

SILVER SPONSOR – \$9,900 (incl. gst)

5 PACKAGES

This level of sponsorship provides four organisations leading sponsorship benefits and secures exceptional exposure before and during the Conference.

Pre Event

- Logo on Velg Training website
- Organisation profile (max. 100 words) listed on Velg Training's website
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)
- An announcement as a Silver Sponsor in one edition of Velg Training eNews, with link to a preferred URL (circulation to 77,000+)
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)

During Event

- Choice of position for one 3m x 3m exhibition booth (including two spotlights, power, skirted trestle table, two chairs and all catering for two booth representatives)
- Organisation name on custom fascia, logo included
- Half-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Silver Sponsor in the Conference Handbook (logo, organisation name and preferred URL)
- Conference satchel inserts (to be supplied by the sponsoring organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Free standing banner (provided by the sponsoring organisation) displayed in one presentation room of your choosing for the duration of the Conference (excluding plenary)
- Acknowledgement at the Conference as a Silver Sponsor by Velg Training
- Full Conference registrations for two delegates
- Half-price Conference registration for one additional delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- Article in Velg Training eNews thanking you for your sponsorship, with link to a preferred URL (circulation to 77,000+)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event

BRONZE SPONSOR – \$6,750 (incl. gst)

6 PACKAGES

This level of sponsorship provides six organisations leading sponsorship benefits and secures exceptional exposure before and during the Conference.

Pre Event

- Logo on Velg Training website
- Organisation profile (max. 50 words) listed on Velg Training's website
- Promotional tweet, extending a product or service offer on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)
- Announcement of sponsorship tweet on the @velgtraining Twitter account using event hashtag #2024NVC (reach 3,600+)

During Event

- Choice of position for one 3m x 3m exhibition booth (including two spotlights, power, skirted trestle table, two chairs and all catering for two Booth Representatives)
- Organisation name on custom fascia, logo included
- Quarter-page, colour advertisement in the Conference Handbook
- Acknowledgement as a Bronze Sponsor in the Conference Handbook (logo, organisation name and preferred URL)
- Conference satchel insert (to be supplied by the sponsoring organisation and limited to one insert. One satchel insert is equivalent to a single A4 double-sided page. All satchel inserts are subject to approval by Velg Training)
- Acknowledgement at the Conference as a Bronze Sponsor by Velg Training
- Full Conference registration for one delegate
- Half-price Conference registration for one additional delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event

PREMIUM SPONSOR - \$4,950 (incl.gst)

10 Packages

This sponsorship package is for sponsors who wish to capitalise on the event through choosing their booth position and being listed as a Premium Sponsor in the Conference Handbook.

Pre Event

- Logo on Velg Training website

During Event

- Choice of position for one 3m x 3m exhibition booth with the following inclusions:
 - Skirted trestle table and two chairs
 - Two spotlights
 - One general-purpose outlet
- Catering for two staff monitoring the booth (please note – this does not include attendance at any Conference sessions)
- Organisation name on booth fascia
- Acknowledgement as a premium sponsor in the Conference Handbook
- Acknowledgement at the Conference as a premium sponsor by Velg Training
- Half-price Conference registration for one delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event
- 1x Digital Satchel Post Event to all Delegates

STANDARD SPONSOR - \$3,900 (incl.gst)

54 Packages

A standard sponsorship provides the opportunity to engage and network with all delegates as an exhibitor at the Conference

Pre Event

- Logo on Velg Training website

During Event

- One 3m x 3m exhibition booth with the following inclusions:
 - Skirted trestle table and one chair
 - Two spotlights
 - One general-purpose outlet
- Catering for one staff monitoring the booth (please note – this does not include attendance at any Conference sessions)
- Organisation name on booth fascia
- Acknowledgement as a standard sponsor in the Conference Handbook
- Acknowledgement at the Conference as a standard sponsor by Velg Training
- Half-price Conference registration for one delegate

Post Event

- Delegate List sent to Sponsor (List will only include Delegates who have opted into receiving marketing material)
- Sponsor will receive a Sponsorship Certificate acknowledging their generous support of the 2024 National VET Conference
- Sponsor to receive relevant photographs of the event

Note: Only a Sponsor Delegate ticket will receive entrance into the Welcome Function, Booth Monitors will need to purchase an additional Welcome Function ticket @ \$130.00 per person.

2024 NATIONAL VET CONFERENCE SPONSORSHIP APPLICATION & PAYMENT FORM

To sponsor this event, please complete the form below, provide a 20% deposit and email to Velg Training (sponsorship@velgtraining.com). Confirmations and notifications will be communicated via email.

Please complete the form with your details as you would like them printed/displayed in promotional materials. Velg Training accepts no responsibility for misprinted details that have been provided incorrectly.

PAYMENT BY DIRECT EFT

Organisation (for invoicing):

Brand to be Exhibited (if not same as above):

Contact Name:

Mailing Address:

Suburb: State: Postcode:

Telephone: Mobile:

Email:

Website:

SPONSOR DETAILS

Attach a copy of the EFT remittance to the application form and return to Velg Training.

Bank Name: Queensland Country Bank

Account Name: Velg Training Pty Ltd

BSB: 654 000 Account Number: 4152 5434

PAYMENT BY VISA OR MASTERCARD

Card Type (Please Tick): ☐ Visa ☐ Mastercard

Credit Card Number:

Cardholders Name:

Expiry Date: CCV:..... Signature:

TYPE OF SPONSORSHIP

(all prices include GST - tick appropriate box)

Sponsorship		
Platinum Sponsor	☐	\$18,800
Gold Sponsor	☐	\$12,850
Silver Sponsor	☐	\$9,900
Bronze Sponsor	☐	\$6,750
Premium Sponsor	☐	\$4,950
Standard Sponsor	☐	\$3,900
Extras		
We will be in contact to organise Additional Booth Reps and Additional Delegates at a later date.		

2024 NATIONAL VET CONFERENCE SPONSORSHIP PAYMENT PLAN

If you would like to pay for your Sponsorship in a Payment Plan, please fill out the table below. The initial deposit needs to be a 20% deposit; however the two remaining amounts are at your choosing. Please ensure you complete this Payment Plan and the Application & Payment Form when submitting to Velg Training. The Conference will be held from **31 Oct - 1 November 2024**.

*Final payment to be received by Velg Training in full by 30 June 2024

PROPOSED PAYMENT SCHEDULE

Payment Number	Date partial payment to be made	Amount to be paid
Initial Deposit (20%)	Payable on Signing Application	
2 nd Deposit		
Final Deposit	30 June 2024	

PAYMENT METHOD

Payment by direct EFT

Attach a copy of the EFT remittance to the Application & Payment Form and return to Velg Training

Bank Name:	Queensland Country Bank	BSB Number:	654 000
Account Name:	Velg Training	Account Number:	41525434
Payment by ☐ Visa or ☐ Mastercard (Please tick)			
Credit Card Number:			
Cardholder Name:		Expiry Date:	
Signature:		CCV:	

Terms & Conditions

I have read and accept the Terms & Conditions for the 2024 National VET Conference on page 17 of this handbook.

Signed:		Date:	
---------	--	-------	--

Velg Training Pty Ltd
P 07 3866 0888 E sponsorship@velgtraining.com
9 Froude St, Banyo Q 4014

Terms & Conditions of Contract

Disclaimer

All information is correct at time of publication. Velg Training reserves the right to amend these packages subject to changes in the program format. Upon completion of the Sponsorship Application & Payment Form, sponsors are entering into a legal agreement.

The Contract

1. The term "Organiser" refers to Velg Training Pty Ltd
2. The term "Sponsor" includes any person, firm, company or corporation and its employees and agents identified in the Application & Payment Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Sponsor when the Organiser accepts the signed Application & Payment Form and receives a minimum of 20% of the total owing as a deposit. The Organiser will then issue a confirmation email and receipt to the Sponsor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application & Payment Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

The Application

5. A Sponsor Application & Payment Form and a 20% deposit must be received to reserve space.
6. The Organiser reserves the right to refuse application or prohibit any Sponsor from participation without assigning a reason for such refusal or prohibition. All funds made including deposit will be returned.

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, but cannot guarantee a minimum number of Attendees. Nor can the Organiser make any predictions on how many Delegates will register in-person.
10. Following Pre-release the Organiser agrees to allocate the Sponsor an exhibition space, where the priority of booth positioning within the exhibition will be offered to Platinum, Gold, Silver and Bronze sponsors first and then prioritised by taking into account each organisation's level of sponsorship, the date of application receipt, preferences and other relevant matters.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site location of the stand, or alter the size of the stand, and the Sponsor 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 communicate all required actions to be completed by the Sponsor.
16. The Organiser has the right to take action based on verbal or written directions 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 of printed matter with respect to the exhibition.
20. The Organiser may determine the hours during which the Sponsor 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 Sponsor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a sponsorship package.
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 Sponsor agrees to abide by these.
24. The Organiser will liaise with the venue regarding 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.
26. The Organiser will not be responsible to know of any direct competitors.

Obligations and Rights of the Sponsor

27. The Sponsor must ensure that all accounts are finalised and paid prior to 30 June 2024.
28. The Sponsor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
29. The Sponsor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
30. The Sponsor must comply with all directions/requests issued by the Organiser.
31. The Sponsor must comply with all applicable laws, including laws in relation to workplace health and safety. The Sponsor will therefore act with care to avoid damage to persons or property in the exhibition.
32. The Sponsor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Sponsor will promptly remove all exhibits, tools and other materials. If the Sponsor 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 Sponsor.
33. The Sponsor will not display an exhibit in such a manner as to obstruct or affect neighbouring Sponsors. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
34. The Sponsor will submit plans of customised designed exhibits to the Booth Builder prior to the commencement of the Exhibition.
35. The Sponsor is responsible for all items within their allocated exhibition space.
36. The Sponsor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition.
37. The Sponsor 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 Sponsor being invoiced for all repairs.
38. The Sponsor 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.
39. The Sponsor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
40. The Sponsor agrees to conduct all business transactions within their allocated exhibition space.

41. Sponsors agree not to advertise or hold during the Conference an event in competition with any part of the National VET Conference.
42. Where the Sponsor wishes to showcase two or more businesses that operate under the Sponsor's organisational banner. The Sponsor must purchase a booth for each of the businesses showcased.

Storage of goods

43. 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

- 44a. Official contractors will be appointed by the Organiser to undertake stand construction. 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 WHS. Access will be denied without such documentation.
- 44b. The sponsoring organisation is solely responsible for the test and tag of all electronic equipment as per the regulations of the venue.

Insurance and Liability

45. All Sponsors 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 venue.
46. Sponsors 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.
47. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
48. The Organiser shall not be liable for any loss, which Sponsor 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.
49. 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

50. The Sponsor 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 Sponsor shall occupy allocated exhibition space until all monies owing to the Organiser by the Sponsor are paid in full.
51. In the event that the Sponsor 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 Sponsor contracted to this space will remain liable to all Terms & Conditions of Contract and will not be eligible for a refund.
52. If the Sponsor wishes to cancel their participation, a request must be submitted to the Organiser in writing. Sponsor cancellations and refunds will be administered as follows:
 - a. If notice of cancellation is received between 3 months before the first day of the exhibition, the Sponsor will be entitled to a 25% refund on funds due at the time of cancellation.
 - b. If notice of cancellation is received less than 3 months before the first day of the exhibition, the Sponsor will not be entitled to a refund.
 - c. If notice of cancellation is received and full payment for funds owing has not been received, the Sponsor will be invoiced for the difference to satisfy the above cancellation and refund policy.
 - d. Where the sponsoring organisation purchases Additional Booth Representative or Sponsor Delegates and cancellation occurs, any payments made will fall under the Velg Training refund policy.
53. Booth availability may be limited or restricted, and allocations and available quantities will be advised upon processing your application.

Unavoidable Occurrences

In the event that the Conference/Exhibition/Event is cancelled or delayed through no fault of Velg Training and/or the venue operator including but not limited to fire, flood, labour disputes, natural disasters, acts of God(s), health disasters, government directions, civil disorders, riots, insurrections, work stoppages, slow downs or disputes, or other similar events then the Exhibitor/Sponsor shall not be entitled to any refund or claim for any loss or damage.

Terms & Conditions of Contract Reviewed September 2023.