

# ACTA 2024 CLINICAL TRIALS AND REGISTRIES SYMPOSIUM

2-4 DECEMBER ■ PULLMAN MELBOURNE ALBERT PARK



Australian  
Clinical  
Trials  
Alliance

Please use **BLOCK LETTERS** to complete form

## COORDINATOR DETAILS

### SECTION 1

This person will be the main contact pre, during and post event. They will receive regular communications relating to deadlines and other critical information updates.

Company name

Name Exhibiting as

Contact no

Email

## BILLING DETAILS

### SECTION 2

Name

Contact no

Email

## SPONSOR REQUIREMENTS

### SECTION 3

Please tick your preference below:

SPONSORSHIP PACKAGE	AMOUNT	SPONSORSHIP PACKAGE	AMOUNT
Major Sponsor	\$50,000	Session Sponsorship	\$6,600
Gold Sponsor	\$30,000	Workshop Sponsorship	\$6,600
Silver Sponsor	\$15,000	Coffee Cart	\$5,500
Exhibitor	\$6,600	Conference App	\$3,000
ACTA Soirée	\$8,000		
Lanyards	\$4,000	<b>TOTAL</b>	

*All prices are quoted in Australian dollars and are inclusive of the Australian Goods and Services (GST) tax.*

## PAYMENT CONDITIONS

### SECTION 4

The total fee will be required to be paid in full within Fourteen (14) days of the tax invoice being issued to secure your booking. Sponsorship acknowledgment will not be confirmed until full payment has been received. Payments are non-refundable.

Signature

Date

*By signing this Application Form you confirm that the Applicant Company agrees to abide by the attached Terms and Conditions.*

Please return completed form to [events@sjve.com.au](mailto:events@sjve.com.au)

# TERMS AND CONDITIONS

## THE CONTRACT

1. The term "Organiser" refers to SJ Venues and Events and includes associations, corporate and government bodies who have engaged SJ Venues and Events 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 or sponsorship.
3. The "Owner" refers to the Australian Clinical Trials Alliance, the owner of the Event.
4. The "Event" refers to the ACTA 2024 Clinical Trials and Registries Symposium, from 2 to 4 December 2024, and includes the time prior to the official commencement of the Event for setup, and after the official close of the Event for the pack-down, and all times during the Event.
5. A legally binding contract is formed between the Owner and Exhibitor only when the Owner and Organiser accepts the signed Application Form.
6. The Owner and Organiser may cancel the contract at its discretion if the agreed payment is not received within 30 days of the Owner's tax invoice.

## THE APPLICATION

7. An official Application Form must be received to reserve space.
8. By completing the Application Form, the Exhibitor confirms that it has read and agrees to abide by these terms and conditions.
9. The Owner and Organiser reserves the right to refuse an application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition. This applies even after the Owner and Organiser accepts the signed Application Form but only if the Owner and Organiser has reasonable cause for such prohibition.
10. Booth availability may be limited or restricted, and allocations and available quantities will be advised by the Organiser to the Exhibitor in due course upon the Organiser processing all applications for the Event.

## PAYMENT & CANCELLATION

11. The total fee is required to be paid within fourteen (14) days of the Owner's tax invoice being issued to the Exhibitor. This payment in full will secure the Exhibitor's booking.
12. The Exhibitor will not receive any sponsorship or exhibition entitlements until all monies have been paid.
13. If the Exhibitor pays by electronic funds or an international cheque/bank draft the Exhibitor agrees to pay any bank charges and must include these in the amount it transfers. If the Exhibitor pays via credit card, a merchant fee may be charged if detailed within the sponsorship and exhibition prospectus or the application form.
14. All prices listed are in AUD and are inclusive of GST.
15. If the Exhibitor wishes to cancel its participation, a request must be submitted to the Organiser in writing. The Organiser may or may not agree to any such cancellation in its discretion.
16. If the Organiser agrees to any such cancellation, any payments received will be forfeited by the Exhibitor and any payments due at the time of cancellation must be paid in full by the Exhibitor as a condition of the cancellation. If the Organiser, using its reasonable endeavours, is able to resell all the space allocated then a refund will be given less an administration fee of \$300.
17. The Exhibitor shall not be entitled to occupy its allocated exhibition space until all monies owing by it to the Owner are paid in full.
18. If the Exhibitor fails to occupy its allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed by the Organiser to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of the Contract and will not be eligible for a refund.

## OBLIGATIONS AND RIGHTS OF THE OWNER AND ORGANISER

19. The decision of the Organiser is final and decisive on any question not covered in this contract.
20. The Owner and/or Organiser reserves the right to cancel the Event or to postpone the Event from the set dates and to hold the Event on other dates as may be notified to the Exhibitor. If the Owner and/or Organiser cancels the Event or postpones the Event, it will have no liability to the Exhibitor as a result of having done so.
21. The Organiser agrees to use its reasonable endeavours to promote the Event to maximise participation. Despite the foregoing, and despite anything in these Terms and Conditions or in any other document or communication to the Exhibitor, the Owner/Organiser does not make any promises to the Exhibitor as to the number of participants who will attend the Event or the direct or indirect revenue or benefit, if any, that the Exhibitor may receive as a result of exhibiting at the Event.
22. The Owner/Organiser reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the Exhibitor's stand ("the Stand") and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Owner/Organiser.
23. The Owner/Organiser reserves the right to change the exhibition floor layout if necessary.
24. The Owner/Organiser is responsible for the control of the exhibition area only.
25. The Owner may shorten or lengthen the duration of the Event and alter the hours during which the exhibition is open. The Exhibitor agrees to keep its exhibition open during all of the hours of the Event as may be shortened or lengthened pursuant to this clause.
26. The Owner may refuse, without limitation, to permit activity within the Event or may require cessation of activities at their discretion. The Exhibitor must immediately cease any activity at the Event which is prohibited by the Owner.
27. The Exhibitor must only use catalogues, acknowledgements, handbills and printed matter with respect to the Event which is approved by the Owner. The Owner reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the Event.
28. The Owner/Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents' entry to the Event if they do not hold a purchased or complimentary entry card.
29. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the Event.
30. The Organiser will specify any regulations regarding sound levels including microphones, sound amplification, machine demonstrations and videos. The Exhibitor agrees to abide by these regulations.

## OBLIGATIONS AND RIGHTS OF THE EXHIBITOR

31. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
32. The Exhibitor must register all representatives
33. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the Event and which goods and/or services have been approved by the Organiser.
34. The Exhibitor must comply with all applicable laws, including laws in relation to Workplace Health and Safety (WH&S). The Exhibitor will therefore act with care to avoid damage to persons or property during the Event.
35. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the Event the Exhibitor will promptly remove all exhibits, tools and other materials so that the space occupied by the Exhibitor is in the same condition as prior to the start of the Event. If the Exhibitor fails or refuses to do so, the Organiser will arrange for this to be done by an external party at a cost to be paid by the Exhibitor.
36. 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.
37. The Exhibitor is responsible for all items within their allocated exhibition space.
38. The Exhibitor will not use nails, screws or other fixtures on any part of its exhibition or outside of its Booth including walls and floor unless authorised by the Organiser. In any case, all damage of any nature caused by the Exhibitor or its employees, agents, contractors or invitees will result in the Exhibitor being invoiced for all repairs of such damage.
39. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance, disturbance or nuisance to others at the Event.
40. The Exhibitor shall not assign, sublet or share the whole or any part of the space booth allocated without the knowledge and consent of the Organiser.
41. The Exhibitor is bound by these Terms and Conditions and those Conditions set out in this Prospectus which is acknowledged as being received.
42. The Organiser will only accept sponsorship from organisations that abide by their relevant industry code of conduct, for instance the TGA, and all applicable laws. On submitting an application you warrant that you comply with applicable laws and all provisions of the relevant code(s) of conduct and it is your responsibility to ensure that they continue to be complied with for the duration of the sponsorship/exhibition period. In the event of non-compliance or insufficient evidence of your ability to ensure ongoing compliance upon request, The Organiser may suspend or terminate your sponsorship and/or exhibition arrangements, without being liable to pay any compensation to you. If funds have already been obtained by The Organiser for your organisation's sponsorship/ exhibition, this will be refunded less a \$300 administration fee.

## STORAGE OF GOODS

43. Unless otherwise communicated, storage will not be provided onsite at the Event. Under no circumstance are the Exhibitor's goods permitted to be stored in public access areas or in any other areas other than the Exhibitor's Booth.

## EXHIBITOR SERVICES AND CONSTRUCTION

44. Official contractors will be appointed by the Organiser to undertake booth 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 Event are required to produce current Certificates of Currency for Insurance, Public Liability and WH&S. Access will be denied without such documentation.

## INSURANCE AND LIABILITY

45. It is the responsibility of the Exhibitor to ensure that its Stand and its goods on display are adequately insured for theft and damage. All exhibitors shall insure, indemnify and hold the Owner, the event venue and the Organiser harmless in respect of all costs, claims, demands and expenses. Exhibitors are responsible for any injury to persons and damage to property or the Event environment caused during the setting up, operation, dismantling and removal of the exhibition.
46. All Exhibitors must have Public Liability Insurance for the period of the Event and must be able to produce this documentation immediately at the request of the Owner/Organiser.
47. Exhibitors must insure, indemnify and hold the Owner/Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
48. Whilst the Owner/Organiser will endeavour to protect exhibition property whilst on display at the Event, it must be clearly understood that the event venue, the Owner and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
49. The Owner/Organiser shall not be liable for any loss which the Exhibitor may incur as a result of the intervention of any Authority, including but not limited to any loss as a result of the Exhibitor being prevented from using the Stand or any part of it in any manner whatsoever.
50. The Owner will not be liable and makes no guarantee of the number of visitors to the Event. Equally the Owner will not be accountable for (and has made no representation to the Exhibitor in relation to) the level of commercial activity generated for the Exhibitor as a result of the Event.

## MISCELLANEOUS

51. The Owner's/Organiser's failure to enforce any of these terms shall not be construed as a waiver of any of the Exhibitor's rights.

## LIVE DEMONSTRATIONS

52. If the Exhibitor intends to perform live demonstration(s) of any kind, including patient demonstrations, during the Event it must first obtain the written approval of the Owner.
53. Exhibitors are required to notify the Owner/Organiser of any patients, models or other third parties attending the Event as a guest of, or for the purpose of participating in a live demonstration run by, the Exhibitor, and must register them accordingly with the Organiser.
54. The Exhibitor is responsible for removing and properly disposing of all sharp, flammable or dangerous objects or equipment used in or associated with the live demonstration(s).