

# EXHIBITOR BOOKING AGREEMENT

Melbourne Career Expo  
26 - 28 JULY 2024

Melbourne Exhibition Centre, Southbank  
Friday 9am - 4pm  
Saturday & Sunday 10am-4pm  
[careerexpo.com.au](http://careerexpo.com.au)



Organisation

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Name to Appear

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(This is the organisation name that will appear on the event Exhibitor List and Website - Max. 35 characters)

Contact Name

Position

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Postal Address

Postcode

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Phone

Mobile

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Email

Website

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## SITE RESERVATION

Stand Location Preference

1.

2.

3.

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## EXHIBITION DISPLAY

Includes: Power, Carpet, Testing & Tagging, Lighting, Fascia Signage, Walls  
Table/Chair package is optional

**Corner Loading** \$150

All corner stands are subject to the corner loading fee (per corner)  
Please ensure you tick the box above if booking a corner stand/s

2.5m x 2m **Mini Display** \$2,750

3m x 3m **Standard Display** \$4,500

6m x 3m **Double Display** \$7,500

9m x 3m **Triple Display** \$10,000

6m x 6m **Multi Display** \$12,000

Space only \_\_\_\_\_ sqm (min. 18sqm) \$320 per sqm

Space only does NOT include power, lighting, fascia signage, walls or furniture. Please note, it is strictly one exhibitor per stand, regardless of stand size. For full details refer to T&C's.

## AUTHORISATION

**TERMS & CONDITIONS** All prices are GST inclusive. All bookings are subject to a 30% cancellation fee, if cancelled prior to the 1st May 2024.

All bookings cancelled between 1st May 2024 and 31st May 2024 will be subject to a 75% cancellation fee. All bookings cancelled between 1st June 2024 and the event date will be subject to a 100% cancellation fee – no exceptions. This is due to event deadlines and contractual agreements with venue and contractors.

I agree to abide by the organisers full terms and conditions.

Signed

Date

/ /

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Company Authorised Person

Career Exhibitions Pty Ltd ABN 27 612 019 244  
42A Hartington Street, Elsternwick, VIC 3185  
P. 03 9620 9920 Email : [info@careerexpo.com.au](mailto:info@careerexpo.com.au)

PLEASE EMAIL THIS FORM TO  
[info@careerexpo.com.au](mailto:info@careerexpo.com.au)

## PAYMENT DETAILS

Preferred method of payment

**CHEQUES**

All cheques made payable to  
Career Exhibitions Pty Ltd

**E.F.T**

Career Exhibitions Pty Ltd  
Commonwealth Bank of Australia  
**BSB : 063 100**  
**ACC : 10320458**

Please quote invoice number in reference  
Email all remittance to [info@careerexpo.com.au](mailto:info@careerexpo.com.au)

## Melbourne Career Expo Exhibiting Terms & Conditions

1. This agreement is made between Career Exhibitions Pty Ltd ABN: 27 612 019 244 ("Organiser") and the organisation agreeing to exhibit ("Exhibitor"). The agreement is relevant from the period beginning the 17 July 2023 to the 31 July 2024. It is in respect to the 2024 Melbourne Career Expo which is held on the 26 – 28 July 2024, at The Melbourne Convention and Exhibition Centre South Wharf ("Venue"). The Exhibitor agrees to the following terms and conditions.
2. The person who signs the Exhibitor Booking Agreement (including these terms and conditions) ("Booking Agreement") is authorised to sign on behalf of the Exhibitor. Should the contact person change prior to the event date, the Exhibitor must notify the Organiser. The Exhibitor will still be responsible for the management of the stand and is liable for the expense of the stand. Change of booking contact person is not a valid reason to void this agreement.
3. The Organiser will organise and conduct the event or other activity on behalf of the Exhibitor in accordance with the Booking Agreement.
4. The Organiser will make all reasonable efforts to offer site space as requested by the Exhibitor and in accordance with the Exhibitor's reasonable directions.
5. Upon the Organiser receiving a signed Booking Agreement, the Exhibitor is considered as confirmed for the event. All Exhibitors are requested to pay a minimum of 30% deposit within 30 days of the invoice date. The balance will be due no later than 31 May 2024. Exhibitors who book after 31 May 2024 must pay in accordance with the invoice due date. All accounts must be paid in full prior to the event taking place.
6. Any cancellation received in writing prior to the 1 May 2024 will be subject to a 30% cancellation fee. If the booking has been paid in full a refund of 70% will be given. If the booking has not been paid the 30% will be due for payment prior to the event start date.
7. Any cancellation received in writing between 1 May 2024 and 31 May 2024 will be subject to a 75% cancellation fee which will be due for payment prior to the event start date.
8. Any cancellation received between 1 June 2024 and the event date will be subject to a 100% cancellation fee which will be due for payment in full prior to the event start date.
9. No stands may be sublet without the consent of the Organiser.  
2.5m x 2m Mini Display stands are only permitted to hold one Exhibitor.  
3m x 3m Standard Display stands are only permitted to hold one Exhibitor.
10. If the Exhibitor owns multiple businesses and wishes to promote more than one organisation within their stand, they will be required to purchase a minimum of 18sqm. Approval will need to be gained from the Organiser (such approval to not be unreasonably withheld).
11. No Exhibitor shall occupy stand space until all monies owing to the Organiser have been paid in full.
12. Any Exhibitor who does not fulfil their obligation to staff their stand and utilise their booked space will forfeit their payment.
13. The Exhibitor agrees to staff and continually keep open throughout the course of the event the space allocated to it.
14. The Exhibitor must not pack up its stand partially or totally before closing time on the event's last day. No goods or promotional material can be left on the Exhibitors stand after 7pm on the last day of the event.
15. Business must be conducted only within the Exhibitor's own stand. Furniture and/or promotional material must not project into walkways. Walkways must be kept clear at all times.
16. No activities/furniture on the Exhibitor's stand should interfere with other stands or the good order and safety of the event or other Exhibitors. The Organiser reserves the right to take action if this occurs.
17. The Exhibitor is responsible for the safety of their products and stand. Materials and equipment in the Exhibitor's stand should not be left unattended at any time during the event, at move in and move out. Any materials and equipment not removed by 7pm on the last day of the event will be either disposed of or freighted to the Exhibitor fully at the Exhibitor's expense.
18. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the event and on moving out.
19. The Organiser reserves the right to determine, amend or alter the floor plan at any time during the lead up to the event.

20. All custom build stands, displays and vehicles must be approved by the Organisers (such approval not to be unreasonably withheld) and the Venue at least 14 days prior to the event start date.
21. All custom build stands, displays and vehicles must be removed from the venue prior to 7pm on the last day of the event.
22. All Exhibitors shall be producers or representatives for the products and/or services displayed.
23. During move in and move out times all Exhibitors must wear high visibility safety vests. These vests must be supplied by the Exhibitor. The Organiser will not supply Hi Vis vests. Vests can also be purchased through vending machines at the venue at the exhibitor expense.
24. Trolleys are not permitted in the exhibition hall whilst the event is open to the public. Goods must be hand carried to the Exhibitor's stand whilst the event is open. Restocking of goods on the Exhibitor's stand using trolleys can be done before the event opens each day or after closing.
25. Exhibitors are requested to obtain and hold insurance for their stand display equipment or activity performed within their stand. The Organiser will not be held liable for any theft or damage to stand, or equipment or any injury caused to exhibitor staff or event attendees by activities performed by the Exhibitor.
26. The Organiser and the Exhibitors shall comply with all relevant regulations and legal requirements of the Venue and all relevant State and Commonwealth Departments, including COVIDSafe regulations, risk analysis, lottery regulation, food safety regulation, occupational health and safety, privacy and any other regulations deemed relevant by the Venue or the Government.
27. The Organiser reserves the right to amend the dates for holding the event, to close the event or vary its hours upon reasonable written notice to the exhibitor. If the Organiser amends the date for the event the Exhibitor reserves the right to request a credit from the Organiser for the amount paid by the Exhibitor; any credit can only be used towards the next organised event and will become void if not used. Refunds will not be offered.
28. Should the event need to be cancelled during the event dates, due to COVID or other pandemic regulations or lockdown, a credit will be offered by the Organiser pro rata of event days not opened. This credit can only be used towards the next organised event and will become void if not used. Refunds will not be offered for event days not opened.
29. Exhibits shall remain at the event on compliance with these rules and regulations. The Organiser reserves the right to prohibit in whole or in part and reject any Exhibitor or its representative in the case of material failure to comply with the rules and regulations. There shall be no payment refund if such action is deemed necessary.
30. This agreement 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.
31. An amendment to this agreement is valid only if made in writing signed by an authorised representative of each party.
32. The Organiser and Exhibitor are independent contractors. Neither party may act as or represent itself to be the agent or partner of the other. Neither party may bind or purport to bind the other.
33. If the Organiser or Exhibitor fails to insist on strict performance of any condition by the other, it is not a waiver of any later breach or default. A waiver is only binding on the party granting that waiver if made in writing.

**Please complete below and return with the Exhibitor Booking Agreement:**

**Exhibiting Organisation Name:**

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**Authorised Person Name**

**Position:**

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**Exhibitor Signature:**

**Date:**

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