

Exhibition and Sponsorship Application

Booths are allocated on a first come, first served basis. Sponsors receive first preference.

Once this form is received by WALGA and payment made in full, your organisation will be considered for the sponsorship or exhibition space that you have indicated on the form.

Key Contact: _____ Position: _____

Company Name for Invoices: _____

Mailing Address: _____

Phone (M): _____ Phone (B): _____

Email: _____

Company Name for Booth/Display Space: _____

Products/Services to be exhibited: _____

Are you currently a WALGA Preferred Supplier (please circle) YES NO

SPONSORSHIP

We wish to apply to be:

Supporting Sponsor	Breakfast Sponsor	Coffee Cart Sponsor	Charge Bar Sponsor	Convention App Sponsor
\$11,000	\$5,500	\$8,000	\$1,500	\$2,500
<input type="checkbox"/>				

TRADE EXHIBITION

We wish to apply for:

- Booth - Government/Corporate
\$3,950 (incl GST)
- Booth - Community Service Organisation
\$3,000 (incl GST)

Booth Preferences

1st _____ 2nd _____ 3rd _____

Payment: A final Tax Invoice will be issued on confirmation.

Please provide a Purchase Order Number OR Reference Name for invoicing _____
(MUST be provided) if you would like to pay by Credit Card, please give us a call and quote the invoice number.

- I have read the Cancellation Policy and Terms and General Conditions (overleaf) and accept all of its conditions.

Executed for and on behalf of above-named Organisation: _____

Name _____ Position _____

Signature _____ Date _____

Please complete and return this form to

Ulla Prill, Event Manager, WALGA

PO Box 1544 West Perth 6872

P (08) 9213 2043 | E exhibitor@walga.asn.au



CANCELLATION POLICY

Cancellations will only be accepted in writing, emailed or faxed and must be signed by an authorised person. If the cancellation is received by Thursday, 18 August 2022, an administration fee of 25% of the total price is retained. If the cancellation is received from **Friday, 19 August 2022**, no refund will be given and the sponsor/exhibitor will be liable for payment of the balance should it not have been received by the cancellation date.

Resale of cancelled bookings: Resale conditions apply to both Sponsorship and Trade Exhibition opportunities, however this only applies to trade if all trade booths are sold. If we are not able to resell the trade booth or Sponsorship Package, no refund is payable regardless of when advice is provided. In case of resale, an administration fee of 25% of the total price is retained.

COVID-19 Cancellation: WALGA guarantees to refund all fees, as invoiced by WALGA, if our event is cancelled due to COVID-19 restrictions.

TERMS AND GENERAL CONDITIONS

All exhibitors acknowledge that participation at the WA Local Government & Trade Exhibition implies certain responsibilities. The following terms and conditions are applicable to this event.

1. All details provided with this package are subject to change. Information contained within is provided in good faith, and it is expected that details will not change greatly between now and when the event commences, however this cannot be guaranteed. WALGA reserves the right to amend booth locations and allocations, as well as all other aspects of the event including the program, speakers and stated times. Any exhibitor likely to be impacted by any change will be kept informed.
2. If the exhibitors fail to comply in any substantial respect with the terms of this Booking Contract, the organisers shall have the right to sell the space; the exhibitor however to be liable for any loss suffered by the organisers thereby, and all monies paid by the exhibitor hereunder shall be forfeited to the organisers. In the event of the exhibitor failing to occupy the said space by the advertised opening time of the Exhibition, the organisers are authorised to occupy the said space to be occupied in such a manner as it may be deemed best for the interest of the exhibition without refund to the said exhibitor from any liability hereunder.
3. No exhibitor shall erect any sign, stand, wall or obstruction which in the opinion of the organisers interferes with an adjoining exhibitor.
4. The exhibitor will not damage any walls or floors or ceiling of the exhibition area in which its stand is located by nails, screws, oil, paint, or any other cause whatsoever. WALGA reserves the right to on-charge any costs or penalties incurred for damages that are directly attributable to an exhibitor in breach of this clause.
5. Insurance liability. Neither the organisers nor the venue owners will be responsible for the safety of the exhibit or property of any exhibitor, or any other person for the loss or damage of or destruction to same by theft or any other cause whatsoever, or of any loss or damage whatsoever sustained by the exhibitor by the reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosions, inevitable accident, force majeure or any other cause not within the control of the organisers or for any loss or damage occasioned if by reason of happenings of any such event, the opening of the exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the exhibition. The exhibitor agrees and undertakes to insure in their full replacement value the contents of its stand and all associated equipment and materials.
6. The exhibitor is responsible for the safety of their products, display and stand. During move in and move out periods, materials should not be left unattended at any time.
7. The organisers shall not be responsible for any damage 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 made against the organisers.
8. Sponsorship and booth allocations are provided on a 'first in' basis with preference given to event sponsors. If a preferred booth location has been taken by another exhibitor WALGA will offer alternatives to you.
9. In order to ensure smooth participation WALGA may set various deadlines in relation to items such as signage, registration, printing etc. WALGA is under no obligation to action any items or request from an exhibitor that deals with an issue that had an identified due date, and which has subsequently passed. Exhibitors are responsible for ensuring their own compliance with identified deadlines.
10. Booths may only be represented by ONE organisation. No stand may be sublet in any manner without the consent of the organisers.
11. WALGA has full rights of refusal of any Exhibitor Application without explanation.



WALGA

WORKING FOR LOCAL GOVERNMENT