

Northern Rivers Careers Expo 2019 - Terms of Business

Management: The Northern Rivers Careers Expo is organised, in good faith, by BABELFISH, who can be contacted on 0429 854516 or at info@babel-fish.com.au. BABELFISH is in no way responsible in any way whatsoever for any claim arising from any aspect of the Expo.

Operating Hours: The Expo will run on Thursday 9th May 2019 and Friday 10th May 2019 from 9am to 1pm. The Expo Organiser reserves the right to amend these times and or dates and or change the venue location at its own discretion – exhibitors will be informed if this occurs. Any such change does not constitute a valid reason for cancellation of any aspect of an exhibitor's booking.

Site Information: Stand sizes may vary and are allocated in the order of booking. All Expo sites will have access to power and the venue supplies Wi-Fi upon request. The organiser cannot guarantee the quality or availability of Wi-Fi access.

Set up: Access to the venue will be from 2pm to 5pm on Wednesday 8th May 2019. The site will also be open from 8am Thursday 9th May 2019. Site set-up must be completed by 8:30am Thursday 9th May 2019.

Break Down: Exhibitors must staff, and must not dismantle or pack up, their site until the close of the event at 1pm Friday 9th May.

Requirements: All exhibitors must operate in a rational and fair manner and accept the following conditions:

- The exhibitor must at all times ensure that pedestrian traffic is not blocked as a result of persons visiting their site.
- The exhibitor must ensure that Workplace Health and Safety practices are observed at all times at their expo site.
- Exhibitors must ensure that noise levels emanating from their site will be at a level that is considerate of others.
- Visitors must not be coerced into providing personal details for mailing lists, but may do so by free choice.
- Exhibitors must not promote any item or service considered by the Expo Organiser to be inappropriate.
- The Expo Organiser reserves the absolute right to Cancel or Veto any exhibit or activity.
- Directions from the Expo Organiser must be adhered to in all instances.

Power: 240 volt, single-phase power (10 amps) is available. You will need to provide your own cables with all cords displaying a current appliance test tag. Untagged items will be banned from use or may be tested, for a fee of \$20 per item, by the onsite electrician.

Security & Risk: The exhibitor acknowledges that any loss or damage to any stock, equipment, reputation or goodwill that may result for whatever reason either before, during or after this event is at the exhibitor's own risk. The Expo Organiser takes no responsibility for any of the above, or any claim against or resulting from the Northern Rivers Careers Expo.

Damage: Exhibitors must not adhere or affix to, write on, screw into, hammer or modify the walls, hall or building in any way. The exhibitor will meet the cost of any damage or repairs caused by the exhibitor, its staff, or as a result of the exhibitor's activity at the Expo. If any damage occurs, the exhibitor must inform the Expo Organiser immediately.

Hazardous Material: Exhibitors must notify the Expo Organiser if any item involved with their Exhibit is classifiable under the HazChem schedule. The Expo Manager has the right to refuse the storage and/or usage of any such material.

Public Liability Insurance: The Exhibitor shall take out public liability insurance with a limit of no less than \$10 million (and indemnifies) and will indemnify the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the participant's use of the site and in particular but without limiting the generality of the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused by or contributed to by the use of the site by the participant or any servant, agent or other person duly authorised by the participant whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the participant or any other person.

Refund Policy: Should activities be cancelled, or attendance be poor, due to weather, or for any other reason, there will be no refund of fees. The Expo Organiser incurs almost all expenses relating to the event in advance, hence, refunds are not possible.

Cancellation: Should you need to, notice of your cancellation must be received in writing NO LATER THAN Friday 28.03.19 and will incur a cancellation fee of 50% of the value of the booking. The Expo Organiser reserves the right to cancel any booking that has not paid in full and submitted a Public Liability Insurance Certificate by 26.04.19 and the cancellation fee will be charged.

Payment: A tax invoice will be issued upon receipt of your booking. Full and Final payment is required NO LATER THAN 26.04.19. Internet deposits can be made to BABELFISH BSB: 082 489. Account: 573521292. Please email remittance to info@babel-fish.com.au and quote your invoice number as your reference. Cheques payable to BABELFISH can be mailed to PO Box 1777, Byron Bay NSW 2481.