

CARBON FARMING WEEK 2011

Dubbo Regional Theatre & Convention Centre - Darling Street

Incorporating

- Carbon Farming Conference • Carbon Farming Expo
- Carbon Farming 101 (*Farm Ready Approved*) • Welcome Event
- Carbon Cocky Awards Gala Dinner
- Festival of Fertiliser, Compost and BioFerts (*Creating Healthy Soils*)

As an Exhibitor at the Carbon Farming Expo and/or the Festival of Fertiliser, you will join other Regional, National and International businesses in showcasing carbon farming products and services which will equip landholders with the knowledge needed to take advantage of the opportunities ahead, creating new revenue streams through Carbon Farming and increased Soil Health & Fertility

EXHIBITOR MANUAL

www.carbonfarmingconference.com.au



DUBBO NSW
28-29 SEPTEMBER, 2011



CARBON FARMING WEEK EVENTS

Tuesday 27th September 2011	Festival of Fertiliser Expo <ul style="list-style-type: none">• Fertiliser, Compost and Healthy Soil & Food Expo• Workshops, Door Prizes and Cooking Competition – <i>for the Farmer, Cook and Gardener. Meet Fertiliser/Compost experts, Food/Gardening Gurus</i> Carbon Farming 101 <ul style="list-style-type: none">• Introductory Half Day Workshop – <i>farm ready approved</i> Welcome Event...a Unique Venue!	9.00am – 4.00pm 12.30pm – 4.00pm 5.30pm – 8.00pm
Wednesday 28th September 2011	Day 1 Carbon Farming Conference Day 1 Carbon Farming Expo Free Wine & Cheese Tasting in Exhibition Venue 6.00pm Carbon Cocky Awards Gala Dinner	8.45am – 5.00pm 8.00am – 5.00pm 5.00pm – start time 7.30pm
Thursday 29th September 2011	Day 2 Carbon Farming Conference Day 2 Carbon Farming Expo	8.45am – 5.00pm 8.00am – 5.00pm

Foreword from Carbon Farmers of Australia

Dear Valued Exhibitor,

Welcome to Carbon Farming Week – incorporating the 5th Carbon Farming Conference & Expo, the Carbon Farming 101 Workshop, the Carbon Cocky Awards Gala Dinner and our newest marketing opportunity for exhibitors, the Festival of Fertiliser, Compost & Bioferts. These events are organized by Carbon Farmers of Australia which is celebrating 5 years of campaigning for landscape regeneration through carbon offset credits.

We would like you to join us at the Carbon Farming Expo 2011 or the Festival of Fertiliser 2011...or both... which will be held Tuesday 27th, Wednesday 28th and Thursday 29th September at the Dubbo Theatre and Convention Centre, Darling Street, Dubbo.

This Exhibition Manual contains general and technical information regarding the two exhibitions and various forms that need to be completed to ensure that all your requests are delivered on time.

Please fill in all required forms and fax back to 02 6882 0504 prior to the indicated deadlines. We will make every effort to accommodate your requirements.

We urge you to pay close attention to the promotional opportunities included in the manual in order to maximize your firm's presence at these Expos. Our experience in managing prior events has proven that the more you do to increase your firm's visibility at this upcoming event, the more business you will generate...both on the day and into the future.

If you should have queries or require assistance in way, please do not hesitate to contact me at (02) 6374 0329 or our event coordinator, Jan Grady at (02) 6882 1425 or 0429 821 425. .

Thank you for your interest and we look forward to working with you to maximize the exposure of your business to the valuable target markets at both Expos this year.

We remain at your service and please remember, we are here to help.

Kind regards



Louisa Kiely
Director, Carbon Farmers of Australia
Phone: 02 6374 0329 Email: louisa@carboncoalition.com.au

Organising Committee

Louisa Kiely
Exhibition Producer & Manager
Carbon Farmers of Australia
Phone: 02 6374 0354
Email: louisa@carboncoalition.com.au

Jan Grady
Exhibition Coordinator
InnoVent
Phone: 02 6882 1425
Mobile: 0429 821 425
Fax: 02 6882 0504
Email: jangrady@innovent.com.au

Contents

Page 2	Foreword from Carbon Farmers of Australia
Page 4	Introducing the Expo Team
Page 5	BIG...and now even BIGGER
Page 6	<ul style="list-style-type: none">• Meals and Refreshments• Promotional Support & Marketing Campaign
Page 7	<ul style="list-style-type: none">• Promotional Support & Marketing Campaign (continued)• Want to Maximise the Exposure for your Business?
Page 8	Western Magazine Carbon Farming Week Feature Booking Form
Pages 9, 10	Exhibitor Information
Page 11	Exhibition Timelines – Bump-in and Bump-out – Door Opening Hours
Page 12	Floor Plan
Pages 13, 14, 15	Site Costs & Inclusions
Page 16	<ul style="list-style-type: none">• Important Deadlines and Planning Timelines• Organising Committee
Page 17	Optional Extras Order Form
Page 18	Registration Form
Page 29	Name Tag Order Form
Page 20	Exhibitor Information Form
Pages 21, 22	Exhibition Terms & Conditions

Introducing the Expo Team

For the past four years, Michael and Louisa Kiely have organised and conducted the world's only Carbon Farming Conference and Expo, attracting delegates nationally from all states of Australia and internationally, including New Zealand and Canada. This year Louisa and Michael will again be supported by Jan Grady from InnoVent, in delivering outstanding results for all stakeholders.

Louisa Kiely Woolgrower, Wellington District.

Louisa obtained her Bachelor of Agricultural Economics from the University of New England. She worked in the market research industry as a field supervisor while bringing up her 3 children. In 1991- 2003 Michael and Louisa established and grew a city based Marketing agency from zero to 55 employees. In this business, she was Director and General Manager of Boomerang! Integrated Marketing & Advertising. Intent on following her first choice of career, she studied for the Advance Diploma of Farm Management at Sydney University (Orange), trained in Holistic Management, and since 1998 she has been a woolgrower in the Wellington NSW district.

She was selected by the Central Western Catchment Management Authority as one of 10 highly innovative landholders in the Catchment, to be trained in farm planning and soil restoration. Through this training she and husband Michael became convinced that soil carbon could solve many agricultural, environmental, and climate change problems.

She co-founded the Carbon Coalition Against Global Warming in February 2006 to lobby for the right of Australian landholders to trade on the emissions offset market the credits they can earn by sequestering carbon in their soils. They have since travelled throughout Australia and the United States meeting scientists and farmers and spreading the word about "Carbon Farming".

Seeking to build bridges with the scientific community, she organised two Soil C Summits between Scientists and Farmers, in Dubbo and Orange NSW. She organised and ran the world's first Carbon Farming Expo & Conference in Mudgee in November 2007 and the second and third in Orange in 2008, 2009 with delegates from every State in Australia and NZ.

Louisa is the co-founder of Carbon Farmers of Australia (CFA) – a not-for-profit trading arm of the Carbon Coalition. CFA has developed a trading model for soil carbon which gives farmers access to markets before the formal Emissions Trading Scheme begins. CFA has also published the world's first Carbon Farming Handbook.

Louisa has been recognized for her work by being chosen as runner-up in the 2008 Rural Woman of the Year. She has also been appointed to the Regional Development Australia Committee – Orana Region. This intergovernmental committee has been established to ensure the future strength and development in Rural and Regional Australia.

Michael Kiely BA (Hons), A. Dip. A., Dip DM

Prior to moving to the country, Michael forged a creative career in Marketing for 30 years. He holds both the Certificate and Diploma of Direct Marketing from the Australian Direct Marketing Association (ADMA). Michael was creative director of a large agency, as well as a regular conference speaker, a lecturer and workshop facilitator for many organizations. He has been a judge for many marketing awards programs. Michael was editor of Marketing magazine for 10 years and is now executive editor. He was founding chairman and managing director of Boomerang Integrated Marketing and Advertising. He was inducted into the Australian Direct Marketing Hall of Fame in 2001.

Having moved to the country, and realising the huge challenges Agriculture faces, he set about using his skills to research all issues concerning Farmers and Climate Change. He is now an Agriculture Climate Change Consultant and educator.

In this role Michael & Louisa are woolgrowers from the Wellington district of NSW and Convenors of the Carbon Coalition Against Global Warming, a farmers' and citizens' movement which aims to have soil carbon recognised as a major solution to Climate Change. They are also principals of Carbon Farmers of Australia a company that will aggregate and sell soil carbon credits. They have been delegates at many high level symposia in Australia and the USA. They led a fact-finding delegation to the USA on behalf of Australian farmers in 2006. While there, they negotiated the first order for soil carbon credits from the Chicago Climate Exchange. Michael recently appeared as an expert witness before the NSW Premier's Greenhouse Advisory Panel and the NSW Department of Primary Industries Climate Risk Management Project.

Jan Grady Senior Consultant, Exhibition Producer and Coordinator

Jan has a wealth of experience in Special Event, Conference and Exhibition consultation, development and management...and is a specialist in delivering exceptional sponsorship and sales and marketing strategies. Jan comes from a retail business and event management background and has worked as a community volunteer for over 30 years. She is renowned for delivering memorable and successful events...and leads a team boasting a combined 120 years experience in the Event, Conference and Exhibition industries. Nobody knows the ins and outs of what makes an Exhibition, Conference or Special Event work better than Jan.

BIG...and now even BIGGER!!

More than just the Carbon Farming Conference & Expo ...now incorporating the Festival of Fertiliser!!

The Expo team has been working hard for over several months to extend the original unique Carbon Farming Conference & Expo concept to what is now arguably the world's only combined Carbon Farming Week, incorporating the Carbon Farming Conference & Expo and the Festival of Fertiliser, Compost & Bioferts (*creating healthy soils, healthy food*). Additional events will be the Carbon Cocky Awards Gala Dinner, a Welcome Event and Carbon Farming 101... an Introductory Half Day Workshop prior to the 2 day Conference.

You are to be congratulated on considering the **Carbon Farming Exhibition and/or Festival of Fertiliser, Compost & Bioferts**, organised by Louisa and Michael Kiely, as part of your marketing strategy. These events will be well produced and promoted with you in mind and you will be given wide ranging opportunities to market to and successfully reach your target market.

To fully benefit from being an exhibitor during Carbon Farming Week your business should specialise in providing products and services that help farmers manage their carbon cycles to maximize profit, production and protection of the future: increasing soil carbon stocks, reducing on-farm emissions, generating energy, growing fuel crops, managing water flows and contributing to the health of the business, the consumer and the environment.

More opportunity...now attracting a broader Target Market!!

We are confident that the expertise of the professionals being showcased at both Expos will definitely impress our newly expanded target market.

This is a unique opportunity to take advantage of the drawing power of these niche Expos by becoming an exhibitor. Think of the possibilities...and the opportunity to utilize your valuable time in speaking with powerful networked people who are genuinely interested in acquiring information about your services and products.

Come and join with other like-minded exhibitors in experiencing the great economic benefits of embracing this fantastic opportunity to showcase your expertise and products to an expanded, much broader target market at these two Expos. See the registration form (Page 18) for details about our **Early Bird Discount Offer**. You may complete and fax this form to our coordinator or register online at <http://www.carbonfarmingconference.com.au/>

Workshop and Seminar opportunities for all Festival of Fertiliser exhibitors

FREE Workshop and Seminars will be presented by exhibitors throughout the day for visitors to the Festival of Fertiliser on Tuesday 27th September 2011, and will be allocated on a first in basis. Please ensure you tick the Workshop/Seminar or Demonstration 'box' on the Booking form on the Exhibitor Information Form (Page 20).

Prizes worth thousands of dollars will be advertised and drawn throughout the Carbon Farming Expo and the Festival of Fertiliser Expo and music, entertainment, demonstrations and the interactive workshops and seminars will create a fantastic atmosphere for visitors during Carbon Farming Week.

NEW! NEW! NEW! Cooking Competition and Gardening Gurus

The Festival of Fertiliser, Compost and Healthy Food & Soil Expo will be promoted to a target market of landholders, who can bring their families to an enjoyable day of learning and participation... and also gardeners wanting to learn about healthy soils and healthy food. A 'Healthy Food' Cooking Competition will be held this year and Gardening Gurus will be sharing their knowledge with Festival visitors.

New website

Our website is being revamped this year, and will prove a valuable tool to promote Carbon Farming Week...incorporating Carbon Farming 101, Carbon Cocky Awards Gala Dinner, Carbon Farming Conference, Carbon Farming Expo and Festival of Fertiliser Expo... with easy access to up to date information, including the contact details of all exhibitors, competitions, available workshops and seminars and an overview of the Conference Program, our Speakers and the Exhibitor's Manual.

We do encourage you to offer **special prices for bookings** confirmed on the day, and to give away promotional items, organise demonstrations at your stand or secure a time to present a workshop or seminar to showcase your business.

This event will be an experience in itself.

We want everyone talking about and enjoying your services. If you would like to know what opportunities are available to gain even more promotional exposure as a sponsor, please contact us to discuss on (02) 6374 0329 - Louisa or (02) 6882 1425 - Jan.

For help in maximizing the results of your Expo presence, our specialty staff will help you with every aspect of the event. We want to help you:

- Introduce your business to the Market
- Launch new products or services
- Generate new leads
- Network and collaborate with others
- Accept new orders, and we encourage you to choose your site now...to engage not just any market...but your target market!

Thousands of dollars in business are written each year at the Carbon Farming Expo and Festival of Fertiliser. Please call us to discuss if you are interested in being an exhibitor.

We expect this exhibition to sell fast because we are offering sites at a reasonable cost. Call us as soon as possible to confirm your registration as an exhibitor and reserve your chosen position. **An early bird discount** is yours when you register and pay in full before 29th July 2011.

Meals and Refreshments

Carbon Farming Expo

All exhibitors at the Carbon Farming Expo on Wednesday 28th and Thursday 29th September must also be registered as Conference Delegates, and as such will have Lunch, Morning Tea and Afternoon Tea provided, together with other Conference Delegates.

Tea and coffee will be provided, in the Oxley Room, free of charge to exhibitors 7am – 8.00am on 28th and 29th September 2011. Water coolers will be positioned throughout the venue.

Festival of Fertiliser

Food, cool drinks, tea and coffee will be available to purchase all day in the Oxley Room for both visitors and exhibitors.

Tea and coffee will be provided, in the Oxley Room, free of charge to exhibitors 7am - 8.00am on Tuesday 27th September 2011. Water coolers will be positioned throughout the venue.

For your convenience you may pre-order lunch to be delivered to your stand. Order forms will be distributed prior to the event

Welcome Event

This new event will be held 6pm – 8pm Tuesday 27th September 2011 in a unique venue with atmosphere! Your tickets may be ordered on the Registration Form or online

Wine Tasting

A Wine and Cheese Tasting will be served immediately following the first day of the conference.....from 5pm to 6pm.... in the Exhibition space at the Dubbo Regional Theatre & Convention Centre – Wednesday 28th September 2011.

Carbon Cocky Awards Gala Dinner

The 5th Annual Carbon Cocky Awards will feature at the Carbon Cocky Awards Gala Dinner...to be held at Dubbo RSL Memorial Club commencing 7.30pm on Wednesday 28th September 2011. Your tickets may be ordered on the Registration Form or online <http://www.carbonfarmingconference.com.au/>

Promotional Support & Marketing Campaign

The Carbon Farming Conference & Expo and Festival of Fertiliser will be heavily promoted widely through an extensive media and marketing campaign which will include radio and newspapers.

Print Media

Carbon Farming Week 2011 will be promoted via the Western Magazine, The Land Newspaper and Agriculture Today.

The Carbon Farming Week Feature in the Western Magazine

- Western Magazine Monday 19th September 2011
- The Carbon Farming Conference & Expo and Festival of Fertiliser will be promoted in this Feature, as well as exhibitor and sponsor ads promoting exhibitors and their services and products... and any special offers only available at the Expo.
- Editorial opportunities are available to businesses who provide information and supportive pics early
- Complete the Feature booking form (Page 8) and fax to (02) 6882 0504 when you return the Registration Form.

Radio

2DU and other radio stations will carry information prior to and in the lead up to the event. The ABC will be kept informed of activities prior to and during the Event.

Media Releases

Distributed to all media, ensuring ongoing conference and exhibition exposure.

Website

- **FREE** listing on the Exhibitors Directory page
- **FREE** link from your entry on the Exhibitor's Directory page to your Business Website
- **We encourage you to establish a link** between your website and the the Expo website

Promotional Flyer

FREE promotional flyer sent to you electronically for you to distribute to your customers via email, website or mail out...

TIP - add an invitation to visit your stand at the Expo!

Promotional Support & Marketing Campaign Cont.

Carbon Farming Week Handbook

This is a comprehensive booklet which will detail Carbon Farming Week activities, including the final Carbon Farming Conference Program, logos/listings of all Sponsors, floor plans and contact details of exhibitors at the Carbon Farming Expo and Festival of Fertiliser, Compost & Bioferts Expo. This Booklet will be handed to all delegates and visitors at the Carbon Farming Conference & Expo and Festival of Fertiliser Expo. It will be kept as a valuable resource tool by all recipients and used well into the future to contact Expo exhibitors.

Your business is offered a FREE listing in the Handbook, which will detail your business name, address and contact details and will include details and value of your door prize

Expo Bags

FREE opportunity to provide handouts or gifts for inclusion in Expo bags... given to all delegates and visitors who attend Carbon Farming Expo and the Festival of Fertiliser Expo.

Please ensure that you deliver your promotional material for these bags to The Wedding Shoppe 193 Brisbane St, Dubbo NSW 2830... no later than Thursday 15th September. Yes, the address is correct!! The Wedding Shoppe is a central position in Dubbo and the owner, Leanne Ferguson, has kindly agreed to allow our Exhibitor's brochures to be delivered to her shop.

Want to Maximise the Exposure for your Business?

Door Prizes

- FREE opportunity to gain valuable exposure at the Expos when the winner of your Door Prize is announced.
- FREE listing on our Prizes page on our website www.carbonfarmingconference.com.au
- FREE listing in the Carbon Farming Week Handbook.

Each exhibitor will be asked to donate a door prize, which will be promoted in the Carbon Farming Week Handbook, and will be uploaded onto our website. The door prizes and the winners will be announced by the compere at intervals during the day. The list of prizes will be logged on our website and in the Handbook.

Stand Promotion over the PA

FREE opportunity to gain prominent exposure for your business. If you have something special happening from your stand during the Expo, a new product release, a demonstration or a prize draw...please supply us with a short blurb so the exhibition coordinator and the compere can work with you to gain additional exposure for your business

Festival of Fertiliser Workshops and Seminars

We will be offering Expo visitors the opportunity to attend a selected range of FREE informative workshops and seminars. These workshops will be held in the main hall and the side foyer of the venue commencing at 10am, on the hour. Exhibitors are encouraged to use these workshops and seminars to promote their own business by either sponsorship or participation.

Workshop and Seminar opportunities are limited. If you are interested in being a presenter or a sponsor, please call us on 02 6374 0329 or 0429 821 425 to find out more! Sound exciting? It will be – we are always introducing additional opportunities for exhibitors to capitalise on marketing to the valuable target market which this event draws each year.

Please let us know if we can assist you in any way to further maximise the exposure for your business at the Festival of Fertiliser Expo this year. We are here to help.

Western Magazine

Carbon Farming Week Feature

Western Magazine will publish a feature in conjunction with the Carbon Farming Conference and Expo and Festival of Fertiliser, that will focus on promoting the Conference guest speakers, the two Expos and our exhibitors, as well as their products and services. This FULL COLOUR feature will appear in the Western Magazine Monday 19th September 2011.

Exhibitors are encouraged to participate, as this is a fantastic opportunity for all exhibitors to promote their inclusion in this year's Carbon Farming Expo or Festival of Fertiliser...and advertise any specials that they may be offering on the day.

Carbon Farming Conference and Expo Festival of Fertiliser Expo

Fax this booking form to Event Coordinator Jan Grady on 02 6882 0504

<u>Size</u>	<u>Cost (Inc GST and colour)</u>
[] 19cm x 7 columns – Full page	\$ 1,800
[] 19cm x 4 columns – ¼ page	\$ 1,010
[] Strip Ad – 8cm x 7 columns	\$ 805
[] 15cm x 3 columns (10.96cm)	\$ 660
[] 10cm x 3 columns (10.96cm)	\$ 500
[] 10cm x 2 columns (7.17cm)	\$ 330
[] 8cm x 2 columns (7.17cm)	\$ 280

*** These prices do not include any commissions charged by advertising agencies.**

**Other sizes available upon request.

Published: Monday 19th September 2011
Book by: 5pm Wednesday 14th September
Artwork by: 10am Thursday 15th September

Business Name _____

Address _____

Phone _____ Fax _____

Authorised By _____ Position _____

Signature _____ Date _____

Carbon Farming Conference & Expo

Dubbo NSW

27th – 29th September, 2011

Proudly supported



Please note that unless you have a 21 day account with Regional Publishers Dubbo be by credit card, direct deposit or 7-day accounts (for any amount under \$250).

***Note:** all 7-day accounts will incur a \$3.85 surcharge.

Please note: this acceptance form indicates your commitment to participate in this incur charges.

Circulation Details	
Local papers: Dubbo, Gilgandra, Cobar, Coonamble, Walgett, Lightning Ridge, Bourke, Nyngan, Warren, Narromine, Parkes, Forbes, Condobolin, Lake Cargelligo, West Wyalong, Grenfell, Yass, Young, Cowra, Blayney, Canowindra, Molong, Orange, Bathurst, Lithgow, Mudgee, Wellington.	
Circulation:	52 602
Readership:	120 985
Published:	Weekly

payment for advertising can
feature. Cancellations will

Please indicate how you will be paying for this service:

[] Credit card – please fill out details below [] Cheque [] Account [] Other _____
 Name on credit card: _____ Number on card: _____ Exp: _____
 Authorisation: _____ Price: \$ _____ Type: Visa/MasterCard/BankCard (please circle)

Exhibitor Information

Please ensure that you carefully read the Exhibition 'Terms and Conditions', in conjunction with the following information, before completing the Registration Form. If you have any queries please call the Exhibition Coordinator on (02) 6882 1425 for clarification.

Floor Plan

You'll see on Page 12 the Floor Plan of the exhibition and the venue.

Site Sizes, Costs and Inclusions

See Pages 13, 14 and 15 for details of site sizes, costs and inclusions...and optional extras

Western Magazine Carbon Farming Conference & Expo Feature

EXCLUSIVE rates especially for exhibitors. See Page 8 for details of advertisement sizes, costs and booking form.

Door Prizes

Door prizes are drawn throughout the Event. Each exhibitor's donated door prize will be listed on our website and in the Carbon Farming Week Handbook, together with the donating business' contact details.

Booking Your Site

Your site booking must be confirmed on the enclosed Exhibitor Information Form - see Page 20 – or details can be registered online <http://www.carbonfarmingconference.com.au/>.

Site Sharing

Due to the popularity of the Carbon Farming Expo and Festival of Fertiliser, and strict limits on exhibitor space, sharing (sub-letting) of sites will not be permitted except where express written permission has been obtained from the Organisers.

There will be one company or business per site.

Products or services of firms not exhibiting in their own right may not be promoted or displayed as exhibits. Unauthorised promotional material or items not belonging to the participating company will be confiscated by the Organisers.

These measures are to protect all exhibitors and guarantees only approved exhibitors. Thank you for your co-operation and understanding.

Security

- All personnel in the exhibition venue **MUST** wear name tags at all times. The name tags are the exhibitor's pass. The Name Tag Order Form needs to be completed and returned – see Page 19.
- Name Tags will be available from the Exhibition Coordinator in the Main Hall at bump in on Monday 26th September OR at the Registration Desk in the foyer Tuesday 27th September or Wednesday 28th September.
- Exhibitors must arrange their own insurance to cover theft or damage to their own products.
- For the Carbon Farming Expo Wednesday 27th and Thursday 29th, security will be provided in the venue when Exhibitors leave their stands to attend the Conference.
- Festival of Fertiliser Exhibitors on Tuesday 27th September 2011 are reminded that their booths should **NEVER** be left unattended until all valuable items are removed.
- Caution should be exercised, when bumping in or out. Do **NOT** leave valuable items, briefcases or handbags at the site unattended.
- For security and safety reasons, exhibit movement in or out of the venue during exhibition hours is not permitted.

Exhibitor Information Cont.

Insurance

The Exhibition Organiser will not be responsible for the safety of exhibits, property or articles of any kind brought to the exhibition by the exhibitors, their staff, agents or contractors, members of the public or any person whatsoever.

- Exhibitors must supply a current Certificate of Currency (Public Liability) when returning the Exhibitor Information Form (see Page 20).
- Exhibitors must arrange their own insurance to cover theft or damage to their own products.

Exhibition Equipment

- Optional extras required must be ordered on the Optional Extras Order Form – Page 17, and will be organised by Jan Grady, the Exhibition Coordinator. The cost of these extra requirements must be paid for by the exhibitor prior to the event - in addition to the site fee.
- All signage and fixing for exhibit display material is the responsibility of each exhibitor.
- Power usage up to 300 watts will be available on each site. A Power Usage Form will be sent to you closer to the Event and must be completed and returned.
- Power leads and power boards supplied by the exhibitor must be tested and tagged. These will be inspected prior to the Expo opening time.

Equipment Hire

The following equipment may be hired directly by the exhibitor from the recommended firms. The supplier will invoice the exhibitor direct.

Spot Lights/stands	Audio Plus Adors	6882 8394 (Glenn /Adam) 6882 9333 (Julie)
TV's/Video/DVD Players	Audio Plus	6882 8394 (Glenn / Adam)
Power Leads	Audio Plus Adors	6882 8394 (Glenn / Adam) 6882 9333 (Julie)
Power Boards	Audio Plus Adors	6882 8394 (Glenn / Adam) 6882 9333 (Julie)
Carpet Squares	Audio Plus	6882 8394 (Glenn / Adam)

Refreshments

FREE tea and coffee for exhibitors will be provided in the Oxley Room 7am – 8.00am each day of the Exhibitions – Tuesday, Wednesday and Thursday.

If you are exhibiting on Tuesday 27th September at the Festival of Fertiliser, for your convenience you may pre-order lunch to be delivered to your stand. Order forms will be distributed prior to the event.

Exhibitor Information Cont.

Exhibition Timelines for Bump-in and Bump-out and Conference / Expos Door Opening Hours

Bump-in – Festival of Fertiliser Expo

Monday 26th September
3pm – 9pm

Tuesday 27th September
6am – 8am

Bump-in – Carbon Farming Expo

Tuesday – 27th September
4pm – 8pm

Wednesday – 28th September
5.30am – 8.00am

Thursday 29th September
7am – 8.00am

Doors Open to Visitors and Delegates

Tuesday 27th September (*Festival of Fertiliser*)
9am – 4.00pm

Wednesday 28th September
8am – 5.00pm (*Day 1 - Carbon Farming Conference & Expo*)
5.00pm – 6.00pm (*FREE Wine and Cheese Tasting in Exhibition venue*)

Thursday 29th September (*Day 2 – Carbon Farming Conference & Expo*)
8am – 5pm

Bump-out – Festival of Fertiliser Expo (if not staying on for the 2 day Carbon Farming Expo)

Tuesday 27th
4pm – 6pm

Bump-out – Carbon Farming Conference & Expo

Thursday 29th September
5pm – 8pm

Free Tea and Coffee (*in the Oxley Room*)

Each day until 8.00am

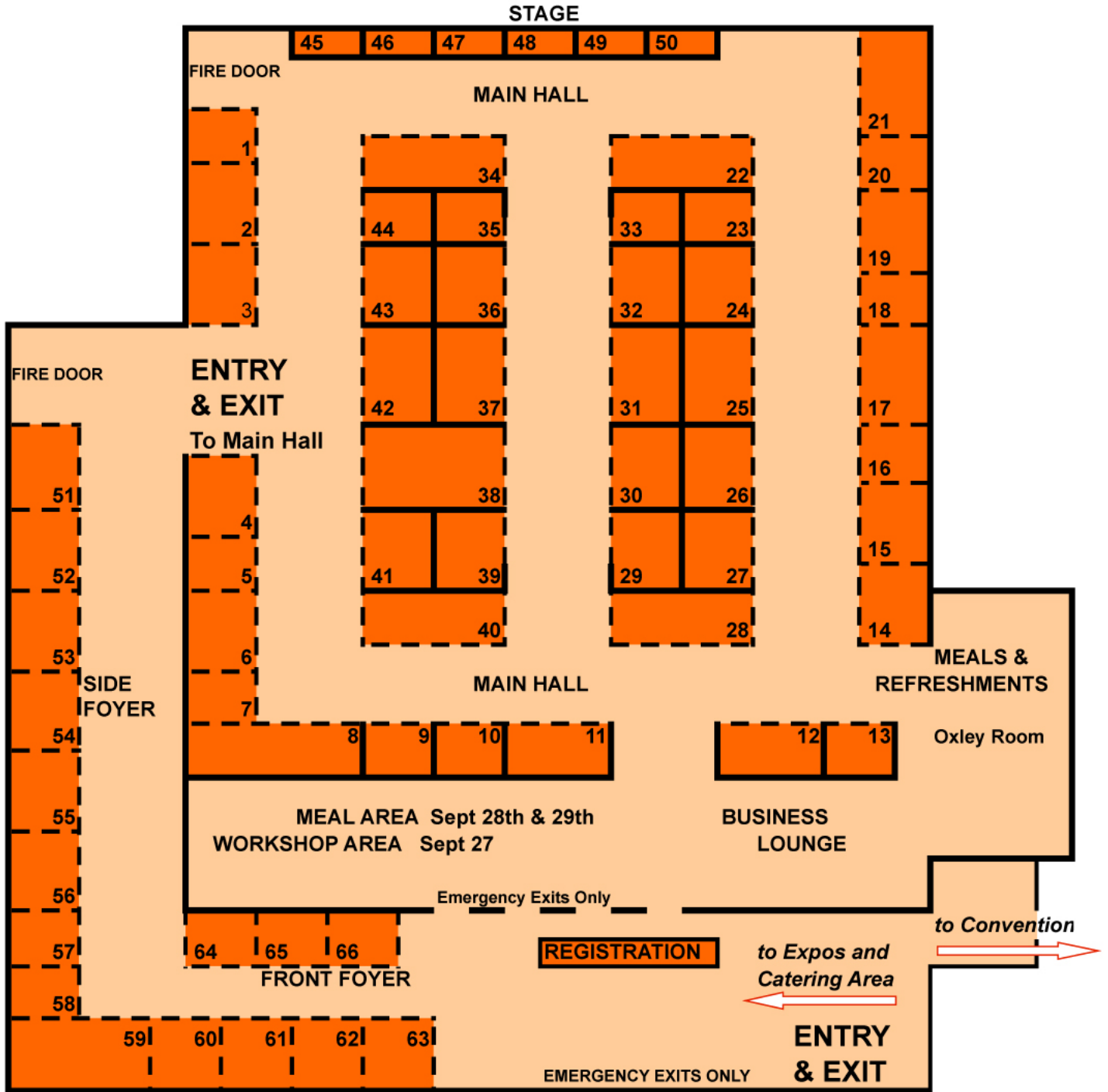
Exhibitors shall not, under any circumstances, proceed to pack down (even partially) their stand or bump-out prior to the Exhibition closing time each day..

NOTE: it is extremely important that you read 'Important Dates' page 16 and 'Terms and Conditions' pages 21 & 22



Floor Plan

DUBBO REGIONAL THEATRE AND CONVENTION CENTRE Darling Street, Dubbo NSW



CARBON FARMING CONFERENCE & EXPO 27th - 29th September 2011

• Carbon Farming Conference & Expo • Carbon Farming 101 • Festival of Fertiliser Expo

Site Costs & Inclusions

3 days - includes both above Expos - at discounted price

<p>1 day Expo FESTIVAL of FERTILISER EXPO Tuesday 27th September 2011</p>	<p>2 day Expo CARBON FARMING EXPO Wednesday 28th & Thursday 29th September 2011</p>
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Enquiries

Louisa (02) 6374 0329
louisa@carboncoalition.com.au

Jan 02 6882 1425 / 0429 821 425
jangrady@innovent.com.au

SITE	SIZE	COST	MAIN HALL –External Walls	OPTIONAL EXTRAS
2: 3: 4: 6: 14: 15: 17: 19: 21:	<i>Bare site with power</i> 3m x 2m *2 day Carbon Farming Expo <i>(please also register personnel manning the site as delegates)</i> *1 day Festival of Fertiliser Expo * <u>3 days-includes both above Expos - at discounted price</u>	 \$550 \$350 \$695	<i>Setup includes:</i> <ul style="list-style-type: none"> • Bare floor space • Power usage up to 300 watts – apply for additional watts if required • 1 table - 2m x .75 • 2 Chairs 	<i>Prices on application:</i> <ul style="list-style-type: none"> • White shell scheme booth • Grey exhibition panels • Spotlights • Additional tables • Tablecloths
1: 5: 7: 16: 18: 20:	<i>Bare site with power</i> 2m x 2m *2 day Carbon Farming Expo <i>(please also register personnel manning the site as delegates)</i> *1 day Festival of Fertiliser Expo * <u>3 days- includes both above Expos - at discounted price</u>	 \$475 \$325 \$595	<i>Setup includes:</i> <ul style="list-style-type: none"> • Bare floor space • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<i>Prices on application:</i> <ul style="list-style-type: none"> • White shell scheme booth • Grey exhibition panels • Spotlights • Additional tables • Tablecloths
45: 46: 47: 48: 49: 50:	<i>Poster Paper Sites</i> 2m x .75m *3 days – includes 2 day Carbon Farming Expo AND 1 day Festival of Fertiliser Expo	 \$295	<i>Setup includes:</i> <ul style="list-style-type: none"> • 1 table – 2m x .75 • Backing Board • Signage • Lighting • Power 	

SITE	SIZE	COST	MAIN HALL – Central Islands & Eastern Wall	OPTIONAL EXTRAS
22: 28: 34: 40:	<p><i>Booth with power, lights, signage</i> 4m x 2m</p> <p><i>*2 day Carbon Farming Expo (please also register personnel manning the site as delegates)</i></p> <p><i>*1 day Festival of Fertiliser Expo</i></p> <p><i><u>*3 days-includes both above Expos - at discounted price</u></i></p>	<p>\$1,050</p> <p>\$695</p> <p>\$1,325</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • White shell scheme booth • Fascia board bearing your company name • 2 spotlights • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Additional tables • Tablecloths
8: 11: 12: 24: 25: 26: 27: 29: 30: 31: 32: 36: 37: 39: 41: 42: 43:	<p><i>Booth with power, lights, signage</i> 3m x 2m</p> <p><i>*2 day Carbon Farming Expo (please also register personnel manning the site as delegates)</i></p> <p><i>*1 day Festival of Fertiliser Expo</i></p> <p><i><u>*3 days-includes both above Expos - at discounted price</u></i></p>	<p>\$795</p> <p>\$495</p> <p>\$995</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • White shell scheme booth • Fascia board bearing your company name • 2 spotlights • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Additional tables • Tablecloths
9: 10: 13: 23: 33: 35: 44:	<p><i>Booth with power, lights, signage</i> 2m x 2m</p> <p><i>*2 day Carbon Farming Expo (please also register personnel manning the site as delegates)</i></p> <p><i>*1 day Festival of Fertiliser Expo</i></p> <p><i><u>*3 days-includes both above Expos - at discounted price</u></i></p>	<p>\$525</p> <p>\$425</p> <p>\$650</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • White shell scheme booth • Fascia board bearing your company name • 2 spotlights • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Additional tables • Tablecloths
38	<p><i>Booth with power, lights, double signage</i> 4m x 3m</p> <p><i>*2 day Carbon Farming Expo (please also register personnel manning the site as delegates)</i></p> <p><i>*1 day Festival of Fertiliser Expo</i></p> <p><i><u>*3 days-includes both above Expos - at discounted price</u></i></p>	<p>\$1,395</p> <p>\$850</p> <p>\$1,695</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • White shell scheme booth • Fascia board bearing your company name • 2 spotlights • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Additional tables <p>Tablecloths</p>

SITE	SIZE	COST	FOYER	OPTIONAL EXTRAS
51: 52: 53: 54: 55: 56:	<p style="text-align: center;"><i>Bare site with power</i> 3m x 2m</p> <p>*2 day Carbon Farming Expo <i>(please also register personnel manning the site as delegates)</i></p> <p>*1 day Festival of Fertiliser Expo</p> <p><u>*3 days-includes both above Expos - at discounted price</u></p>	<p>\$450</p> <p>\$325</p> <p>\$550</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Exhibition panels • Spotlights • Additional tables • Tablecloths
57: 58: 59: 60: 61: 62: 63: 64: 65: 66:	<p style="text-align: center;"><i>Bare site with power</i> 2m x 2m</p> <p>*2 day Carbon Farming Expo <i>(please also register personnel manning the site as delegates)</i></p> <p>*1 day Festival of Fertiliser Expo</p> <p><u>*3 days-includes both above Expos - at discounted price</u></p>	<p>\$395</p> <p>\$295</p> <p>\$450</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Exhibition panels • Spotlights • Additional tables • Tablecloths
INSIDE & OUTSIDE	<p style="text-align: center;"><i>Bare site inside with power</i> <i>No power outside</i> 2m x 2m <u>plus</u> 4m x 2m Foyer Outside</p> <p>*2 day Carbon Farming Expo <i>(please also register personnel manning the site as delegates)</i></p> <p>*1 day Festival of Fertiliser Expo</p> <p><u>*3 days-includes both above Expos - at discounted price</u></p>	<p>\$495</p> <p>\$395</p> <p>\$550</p>	<p><i>Setup includes:</i></p> <ul style="list-style-type: none"> • Power usage up to 300 watts – apply for additional watts if required • 1 table – 2m x .75 • 2 Chairs 	<p><i>Prices on application:</i></p> <ul style="list-style-type: none"> • Exhibition panels • Spotlights • Additional tables • Tablecloths

Important Deadlines and Planning Timelines

DATE	ACTION	DONE
Friday 29 th July 2011	<ul style="list-style-type: none"> Last day to benefit from "Early Bird Registration" discount 	
With Payment	<ul style="list-style-type: none"> Supply Certificate of Currency (Public Liability) Return completed Registration form – Page 18 Return Western Magazine Carbon Farming & Expo Feature booking form – Page 8 Return Optional Extras order form – Page 17 Return Name Tag Order form – Page 19 Return Exhibitor Information form – Page 20 Fax all documentation to 02 6882 0504 OR enter online http://www.carbonfarmingconference.com.au	
Thursday 15 th September 2011	<ul style="list-style-type: none"> Last day to deliver handouts or gifts for inclusion in the Delegate/Visitor Expo Bags Last day to provide Door Prize Certificate for presentation to the winner of your door prize Deliver to The Wedding Shoppe – Cnr Brisbane & Bultje Streets, Dubbo or post to Carbon Farming Week PO Box 640 Dubbo NSW 2830	
Monday 19 th September 2011	<ul style="list-style-type: none"> Last day to return completed Name Tag order form – Page 19 Last day to return Optional Extras order form – Page 17 Fax to 02 6882 0504 OR enter online http://www.carbonfarmingconference.com.au	
Monday 26 th September 2011 3.00pm - 9.00pm	<ul style="list-style-type: none"> Bump-in - Festival of Fertiliser Expo exhibitors 	
Tuesday 27 th September 2011 6.00am – 8.00am (Festival of Fertiliser Expo) Doors open 9.00am 4.00pm - 6.00pm 4.00pm - 8.00pm	<ul style="list-style-type: none"> Finalise set up at Festival of Fertiliser Expo by 8.00am Remove all rubbish by 8.00am Free tea/coffee available for exhibitors in Oxley Room until 8.00am <p>Festival of Fertiliser Expo opens</p> <ul style="list-style-type: none"> Bump-out Festival of Fertiliser Expo exhibitors Bump-in Carbon Farming Expo exhibitors 	
Wednesday 28 th September 2011 5.30am - 8.00am (Carbon Farming Expo) Doors open 8.00am	<ul style="list-style-type: none"> Finalise set up at Carbon Farming Expo by 8.00am Remove all rubbish by 8.00am Free tea/coffee available for exhibitors in Oxley Room until 8.00am Return lunch order forms to caterer by 8.00am <p>Day 1 Carbon Farming Expo opens to Conference Delegates</p> <ul style="list-style-type: none"> Registrations for Conference Delegates. Tea/Coffee available for Delegates in Exhibition Area until 8.00am 	
Thursday 29 th September 2011 7.00am – 8.00am Doors open 8.00am 5.00pm – 7.00pm	<ul style="list-style-type: none"> Check site set-up at Carbon Farming Expo <p>Day 2 Carbon Farming Expo opens to Conference Delegates</p> <ul style="list-style-type: none"> Tea/Coffee available for Delegates in Exhibition Area until 8.00am Bump-out Carbon Farming Expo exhibitors 	

Organising Committee

Louisa Kiely

Exhibition Producer & Manager
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Uamby RMB 384 Goolma NSW 2852
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Jan Grady

Exhibition Coordinator
InnoVent
PO Box 640 Dubbo. NSW 2830
Phone: 02 6882 1425 Mobile: 0429 821 425
Fax: 02 6882 0504
Email: jangrady@innovent.com.au

Optional Extras Order Form

Please fill out this form and fax to 02 6882 0504.

Deadlines: ASAP: when registering site in the first instance OR no later than 19th September 2011

Please contact the Coordinator Jan Grady on 02 6882 1425 to obtain a quote for the cost of Optional Extras required prior to completing and returning this Order Form.

Payment must be made prior to the event by cheque, credit card or direct deposit. An Invoice from the Exhibition Organiser will be sent to the Exhibitor for Optional Extras.

BUSINESS NAME: _____
(Use one form *per booth number*)

SITE NO. _____

Duplicate this form if your company has more than one booth in need of optional extras

NOTE: Cost of goods will be confirmed with the Exhibitor before an order becomes official.

No.	Item	Price	Quantity	Subtotal
1	White Shell Scheme Booth, complete with 2 spotlights & fascia sign			
2	Grey Exhibition Panels 2100H x 840W			
3	Spotlights to suit Grey Exhibition Panels			
5	Additional Trestle Tables 1800L x 600W			
6	White Tablecloths to suit Trestle Tables			
			TOTAL	

EXHIBITOR

ORGANISER

Name & signature

Name & Signature

REGISTRATION FORM

- Carbon Farming 101 Seminar
- Carbon Farming Expo
- Festival of Fertiliser, Compost, Healthy Food & Soil Expo
- Carbon Farming Conference
- Carbon Cocky Awards Gala Dinner
- Welcome Event

To Register – complete this form and fax to (02) 6882 0504 **Enquiries** - Louisa (02) 6374 0329
 Jan (02) 6882 1425

Title.....Name.....
 Organisation (if applicable).....ABN.....
 Student Training Facility attended (if applicable).....Student No.....
 Address.....
State.....Postcode.....Phone.....
 Mobile.....Fax.....Email.....

DATE	EVENT	NUMBER	COST	TOTAL
Tues 27 th Sept 2011	Festival of Fertiliser Expo – FREE Workshops/Cooking Comp/Garden Gurus	Open to Public and Delegates	\$15 per person	
Tues 27 th Sept 2011	Carbon Farming 101 Seminar - farm ready approved - Complete Name Tag Order Form	Delegate/s	\$145 per person	
Tues 27 th Sept 2011	Welcome Event Complete Name Tag Order Form	Delegates Exhibitors Speakers	\$25 per person	
Wed, Thurs 28 th & 29 th Sept 2011	2 day Carbon Farming Conference Complete Name Tag Order Form	Delegate/s	\$295 per person	
Wed 28 th Sept 2011	Carbon Cocky Awards Gala Dinner Complete Name Tag Order Form	Guest/s	\$88 per person	
Tues 27 th Sept 2011	1 day Exhibitor (Festival of Fertiliser Expo) (with Workshop Opportunities) See Exhibitor Manual - Floor Plan & Costings Complete Name Tag Order Form	Exhibition Site/s	\$ _____ See price list	
Wed, Thurs 28 th & 29 th Sept 2011	2 day Exhibitor (Carbon Farming Expo) See Exhibitor Manual - Floor Plan & Costings Complete Name Tag Order Form	a) Exhibition Site/s b) Delegate/s Reduced price to Exhibitor Personnel	a) \$ _____ See price list b) \$225 per person	
Tues, Wed, Thur 27 th 28 th 29 th Sept 2011	3 day Exhibitor (2 day Carbon Farming Expo + 1 day Festival of Fertiliser Expo) See Exhibitor Manual - Floor Plan & Costings Complete Name Tag Order Form	a) Exhibition Site/s Reduced price to 3 Day Exhibitor b) Delegate/s Reduced price to Exhibitor Personnel	a) \$ _____ See price list b) \$225 per person	

PAYMENT METHODS: DIRECT DEPOSIT: BSB: 633 511 ACCOUNT NO: 3013 24919		SUB TOTAL
CHEQUE or MONEY ORDER: Carbon Farmers of Australia PO Box 640 Dubbo NSW 2830		Less 50% (Student discount if applicable)
CREDIT CARD: Name on credit card.....Expiry date.....		TOTAL
Card No.....	Signature.....	

Deduct 5 % Early Bird discount if paid by 29th July 2011

CARBON FARMING WEEK 27th – 29th September 2011

Name Tag Order Form *(Deadline 19th September 2011)*

Please fill out this form to register the names of personnel attending Conference events.

Please tick the applicable event/s being attended

Carbon Farming 101 Seminar

2 day Carbon Farming Expo

Festival of Fertiliser Expo

3 day Exhibition (2 day Carbon Farming Expo + 1 day Festival of Fertiliser Expo)

Carbon Farming Conference

Carbon Cocky Awards Gala Dinner

Welcome Event

Please complete and fax to (02) 6882 0504

Name 1 _____

Business _____

Name 2 _____

Business _____

Name 3 _____

Business _____

Name 4 _____

Business _____

Name 5 _____

Business _____

Exhibitor Information Form - for deadlines and planning timelines refer to page 16

Business Name: _____

Street Address: _____

Postal Address: _____

Email: _____ ABN: _____

Nature of Business: _____

Phone: _____ Mobile: _____

Facsimile: _____ Home Phone: _____

Contact/s: _____ Website _____

Door Prize: _____ Value: \$ _____

No. of chairs required: _____

I want to:

- Supply Hand Outs or Gifts for Visitor Expo Bags
- Discuss other promotional ideas
- Conduct a seminar/workshop or demonstration
- Install a link between my Website and the Expo Website
- Become a sponsor

My preferred Site Number/s
(choose 3 options)

Site Cost: \$
*Deduct Early Bird discount of 5% off the site fee
if paying in full before 29th July 2011*

- I agree to the Terms and Conditions included in the Exhibitor's Manual
- I have emailed a high resolution jpeg version of my company's official Logo for use online in the Exhibitor's Directory
- I have provided a copy of my Public Liability Policy
- I have returned my Name Tag Order Form
- I have returned my Registration Form with payment
- I require Optional Extras and have returned the Order Form
- I have returned the Western Magazine Feature Booking Form
- I have supplied Certificate for presentation to the winner of my Door Prize

Signature: _____

PAYMENT METHODS

DIRECT DEPOSIT: BSB: 633 511 ACCOUNT NO: 3013 24919

CHEQUE or MONEY ORDER: Carbon Farmers of Australia: PO Box 640 Dubbo 2830

CREDIT CARD: Name on credit card.....Expiry date.....

Card No.....Signature.....

Exhibition Terms & Conditions

In these Terms and Conditions:

The word 'EXHIBITOR' means the person, company, firm or other organization to whom space at the Exhibition has been allocated by the Organisers and in relation to any term or condition, shall include employees, contractors, sub-contractors, servants, agents, licensees or invitee of the Exhibitor. The word 'EXHIBITION' means 'CARBON FARMING CONFERENCE & EXPO' or FESTIVAL OF FERTILISER EXPO.

The word 'ORGANISERS' means 'CARBON FARMERS OF AUSTRALIA'

Allocation of Booth Space:

Application for site space must be made on the Site Application Form provided by the Organisers. Applications will be dealt with in strict order of receipt save that in the event of a conflict regarding space or other imperative conditions, the Organisers shall have the right to allocate space to the Exhibitor, re-arrange the floor plan, and/or relocate any booth at any time before or during the period of the Exhibition. Organisers shall reserve the right to refuse any application. The Site Application Form must list the firm being represented by the Exhibitor. The Organisers undertake to give the fullest sympathetic consideration to the interests of the Exhibitor provided that any question arises which is not provided for within the terms of these Terms and Conditions. The Organisers' decision must be accepted as final.

Upon the issue by the Organisers of the Confirmation of Site Application (which allocates the site space to the Exhibitor) a contract shall be deemed to have been made for the booth space so allocated between the Organisers and Exhibitor whose entire terms shall be contained in these Terms and Conditions, the Site Application Form, the Confirmation of Site Application and the Exhibitor's Manual as issued by the Organisers (which the Organisers may amend from time to time).

Charges For Booth Space

The Exhibitor shall pay the total cost of the booth(s) allocated when lodging the Registration Form. Payments must be made by cheque, credit card or direct deposit. The Organisers shall have the right to refuse to permit the Exhibitor to occupy or use the booth until all sums due to the Organisers from the Exhibitor have been paid.

Cancellation or reduction of space

Notice of cancellation of allocated booth space must be sent in writing to the address on the Site Application Form. A cancellation charge of 20% of the total charge for the booth will be made if the cancellation is made within 30 days from the date of the exhibitor submitting the Site Registration Form and a refund of any charges already paid in excess of this amount will be made to the Exhibitor. Cancellations made after the 30 day period from the Exhibitor submitting the Site Registration Form will not entitle the Exhibitor to a refund. A refund shall not apply for cancellation of any site relating to an application submitted by the Exhibitor less than one MONTH prior to the Exhibition.

Alteration to Booth Space

The Organisers shall be entitled to alter the layout if, in their opinion, it is in the general best interest of the Exhibition.

Bankruptcy or Liquidation

In the event of the Exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver, administrator or trustee appointed over any of its assets, or entering into any composition or compromise with its creditors, the Organisers shall be at liberty to terminate forthwith the contract with such an Exhibitor and to cancel the allotment of booth space to the Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

Installation of Exhibits

The Exhibitor will be notified of the hours of installation of exhibits, removal of exhibits and the official opening hours of the Exhibition in the Exhibitor's Manual. All booths must be complete and ready for inspection one hour prior to the official opening time. All Booths must be open for viewing and staffed during the official opening hours. Removal of exhibits and dismantling of booths may not commence until the official closing time of the Exhibition. The Exhibitor shall remove by the time stated in the Exhibitor's Manual all exhibits, displays, booth fittings, materials and other items brought into the Exhibition Hall by the Exhibitor.

Conduct of Exhibitors

Upon being required to do so by the Organisers, the Exhibitor shall cease to employ at the Exhibition any servant or agent of the Exhibitor who shall be guilty of any conduct, which in the opinion of the Organisers, is prejudicial to the proper management of the Exhibition.

Canvassing

No Exhibitor shall place signs or distribute promotional material in any area not designated for such purposes by the Organisers. Any such materials placed in non-designated areas shall be removed. No Exhibitor may conduct surveys or distribute print items, promotional samples or other materials in the exhibit hall unless it is within the parameters of his own booth space.

Booth Construction and Arrangement

It is the responsibility of the exhibitor occupying a bare floor site to ensure that booth construction and signage is not fixed to the walls of the venue by nails, screws or staple guns which causes damage to the walls. If damage occurs, the Exhibitor shall be liable to pay the cost of restoring the walls to the original condition. The contractors appointed by the Organisers are the only persons authorised to carry out movement of, and fixtures to, the shell scheme hired from the Organisers and to carry out any electrical installations and connections. Signage placed on shell scheme walls must be affixed by using removable tape.

All structures and materials, including signs, shall conform to the requirements of the Organisers as laid down by the regulations of the venue and of the event. Carpet flooring installed by the Exhibitor must be laid directly on the floor and securely taped at the edges. No storage for packing cases or packing materials is provided within the Exhibition Hall. All such cases and materials must be removed from the premises before the Exhibition opens and not brought back before the official closing time. The Organisers and the venue reserve the right to examine and exclude any exhibit. No Exhibitor will be permitted to install display materials or exhibits which contravene safety or security regulations as laid down by the Organisers. Aisles must be kept clear and free for passage and must not be littered or obstructed. An Exhibitor may provide his own electrical fittings, where such fittings are in the form of made-up units, (including showcases and signs), complete and ready for connection to mains supply. All electrical installations must comply with the relevant regulations and are subject to inspection and test.

Promotional Material

Any images captured by the organizer of exhibits or staff remains the property of the Organiser. Exhibitors agree to allow the organizer to use these images in any promotional or marketing material

Site Cleaning

Booth cleaning is not included in the charge for booth space, but the Exhibitor is responsible to the Organisers for seeing that his booth is maintained in a clean and orderly state. Should goods be left, they will be disposed of or stored by the Organisers who will have the right to charge for such storage.

Dangerous Exhibits and Substances

No exhibit, working demonstration, or special display, such as lasers, which involve substances of a dangerous, explosive or objectionable nature may be brought onto the premises without prior written consent. The Exhibitor, if granted permission, must indemnify the Organisers against any claims, costs or liabilities arising from the use of such materials and must comply with all local laws, ordinances and regulations concerning the handling and disposal of such materials and bear all costs incurred in the removal and disposal of such materials. Written consent will not be granted unless the Organisers are provided with copies of an insurance policy which provides adequate cover for any claims which may be made by the Organisers under the indemnity in this clause. Oily or dirty exhibits are not permitted unless specifically cleared with the Organisers prior to the Exhibition opening.

Noisy Exhibits / Obstructions

Electrical, mechanical apparatus, video or musical/voice sound must be inaudible to neighbouring booths. Objectionable audible or visual attention-seeking devices or effects and offensive odours from exhibits are strictly prohibited. No Exhibitor will be permitted to install his display or exhibits in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or aisles of the Exhibition Hall.

Fire Precautions

The Exhibitor must comply with any instructions given by the venue and the Organisers to avoid the risk of fire. All materials in constructional work and displays must be effectively fire-proofed to comply with Australian ratings. Australian law regarding fire safety is the only one applicable.

Security

The Organisers shall be under no liability for theft of or loss or damage to any property, equipment or materials brought onto the Exhibition site. For the purposes of security, Exhibitor identification Name Tags will be supplied. ID Tags must be worn at all times by exhibiting personnel whilst within the venue.

Sub-Letting

Sub-letting of site space is not permitted, neither may the products or services of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Exhibitor is the SOLE selling agent for such products or firms, or express written permission has been obtained from the Organisers.

O H & S

The exhibitor must comply with Occupational Health and Safety regulations.

Public Liability

The Organisers shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's booth and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability therefore assumed by the Exhibitor. Nothing in these Terms and Conditions shall exclude the Organisers' liability for death or personal injury caused by the negligence of the Organisers, its employees, sub-contractors or agents.

Insurance

The Organisers do not accept responsibility for any theft, loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor. The Exhibitor releases from and indemnifies the Organisers against any liabilities in respect of any loss or damage to the exhibits or any other property brought to the venue and the Exhibitor shall effect insurance on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition.

The Exhibitor shall provide proof of adequate cover to meet the insurance requirements of exhibiting at the Exhibition, including Public Liability insurance for the value of no less than \$10 million and property insurance to cover loss or damage to any property of the Exhibitor.

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, actual or threatened violence by any terrorist group, the non-availability, either wholly or partially, of the Exhibition premises, or any other cause not within the control of the Organisers, the Organisers shall be under no liability to the Exhibitor for non-performance or delay in performance of its obligations under this contract or otherwise in respect of any actions, claims, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events. If, by re-arrangement or postponement of period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, (save that in those circumstances the Organisers shall not be obliged to take any of such actions) the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangements considered necessary by the Organisers shall be determined.

Failure to Vacate

If the Exhibitor, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by the official move-out time, due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the venue or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers. The Organisers will remove and may then store any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the Exhibitor shall be liable for the costs of such removal and storage and any other incidental costs incurred by the Organisers or their agents. Any such removal and storage will be at the risk of the Exhibitor.

Exhibitor's Manual/Order Forms

The Exhibitor's Manual will be available via the website. The Exhibitors' Manual will include (without limitation) any amended or additional rules and regulations, badge order Forms. Please review all information carefully and be aware of all required deadline dates. The Exhibitor must comply with the terms of the Exhibitor's Manual. If there is any inconsistency between these Terms and Conditions and the provisions of the Exhibitor's Manual, the provisions of the Exhibitor's Manual shall prevail.