



**ICOE**  
INTERNATIONAL CONFERENCE  
ON OCEAN ENERGY

**MELBOURNE 2024**

# SPONSORSHIP & EXHIBITION PACKAGES

# INVITATION FROM ICOE 2024 CO-CHAIRS



**Professor Irene Penesis**  
CHAIR



**Professor Christophe Gaudin**  
CO-CHAIR

*On behalf of the Organising Committee for the International Conference on Ocean Energy (ICOE 2024), we would like to invite you to attend the Conference as a sponsor and/or exhibitor.*

*Sponsoring and exhibiting at ICOE 2024 gives your organisation a unique opportunity to promote your capabilities, technology, projects, brand and key messages to delegates from end users, financiers, project developers and government across Australia and internationally. You will have extensive marketing exposure in the lead-up to the event as well as during the Conference.*

*Australia is buzzing with projects that showcase the importance of ocean energy for a more sustainable future. Ocean energy is no longer a question, but a need for us to reach net zero targets globally. Our exciting program, technical visits and tours will cover changes both internationally as well as recent transformational developments in Australasia.*

*With world-class resources and research capabilities, an innovative and dynamic industry with ambitious decarbonisation plans, and six offshore zones open for offshore renewable energy development, Australia will be an exciting playing field in the very near future.*

*We will ensure that you have an innovative space and the best Australian produce and hospitality during your visit. We look forward to seeing you in Melbourne!*



MELBOURNE 2024



AusIndustry  
Cooperative Research  
Centres Program

SEPT 17 - 19, 2024  
MELBOURNE, AUSTRALIA

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# DELEGATE PROFILE

ICOE 2024 will provide a rich and exciting program of sessions, workshops, networking, technical site visits and an insight into Australasia's rapidly evolving ocean energy activities. Aligning your organisation with ICOE 2024 will provide the opportunity to consolidate relationships and exposure to:

- » Government representatives
- » Engineering consultant services
- » Technology developers
- » Ocean energy leaders
- » Ocean financiers
- » Key decision-makers
- » Companies looking for ocean energy solutions to decarbonise

SPONSORSHIP PACKAGE	NUMBER AVAILABLE	PRICE A\$ INCL. GST
Platinum Sponsor	Exclusive	35,000
Gold Sponsor	Two	25,000
Silver Sponsor	Three	20,000
Bronze Sponsor	Three	15,000
<b>NETWORKING SPONSORSHIP OPPORTUNITIES</b>		
Conference Dinner Sponsor	Exclusive	15,000
Welcome Reception Sponsor	Exclusive	8,000
Poster Session Sponsor	Exclusive	3,000
Networking Lounge	Exclusive	6,000
<b>IN-PROGRAM SPONSORSHIP OPPORTUNITIES</b>		
Plenary Session Sponsor	Limited	4,500
Concurrent Session Sponsor	Limited	3,500
Post Conference Technical Tour Sponsor	Limited	3,000
<b>BRAND SPONSORSHIP OPPORTUNITIES</b>		
Conference App Sponsor	Exclusive	11,500
Lanyard Sponsor	Exclusive	5,000
<b>TRADE EXHIBITION</b>		
Shell Scheme	Multiple	4,500
Trestle Table Package	Multiple	2,500

## Sponsor & Exhibitor Guidelines

- » Exposure in the Conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.
- » The delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
- » Venue surcharge to serve sponsor's product will be an additional cost to the sponsor. Please note all food sampling is subject to approval by the Conference Manager, and the venue.
- » Banner advertisement specifications will be provided after the confirmation of booking.



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# SPONSORSHIP PACKAGES

# PLATINUM SPONSOR

EXCLUSIVE

**\$35,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Two (2) Conference delegate registrations inclusive of Welcome function
- » Two (2) 3m x 3m exhibition booth located in a prominent position
- » Four (4) Exhibitor registrations inclusive of Welcome Reception
- » ICOE 2024 Knowledge Centre naming rights and branded signage within the stage area.
- » All marketing and collateral will refer to the location using the branded title.
- » The sponsor will own the prime slot on the Knowledge Centre stage for each day of ICOE 2024.
- » 200-word profile in the Conference App
- » One push notification in Conference App (scheduled at Conference Manager's discretion)
- » Delegate list provided two weeks prior to and post Conference subject to consent and privacy laws
- » Verbal acknowledgement as the Platinum Sponsor during the opening and closing sessions
- » The sponsor may provide a freestanding banner which will be positioned in the Registration Area of the Conference (maximum size 2m high x 1m wide)
- » Use of the Conference logo until the end of September 2024

# GOLD SPONSOR

LIMITED

**\$25,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Two (2) Conference delegate registrations inclusive of Welcome function
- » One (1) 3m x 3m exhibition booth located in a prominent position
- » Two (2) Exhibitor registrations inclusive of Welcome Reception
- » 150-word profile in the Conference App
- » One push notification in Conference App (scheduled at Conference Manager's discretion)
- » Delegate list provided one week prior to and post Conference subject to consent and privacy laws
- » Verbal acknowledgement as a Gold Sponsor during the opening and closing sessions
- » Use of the Conference logo until the end of September 2024



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# SILVER SPONSOR

LIMITED

**\$20,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Two (2) Conference delegate registration inclusive of Welcome function
- » 100-word profile in the Conference App
- » One (1) 3m x 3m exhibition booth located in a prominent position
- » One (1) Exhibitor registration inclusive of Welcome Reception
- » One push notification in Conference App (scheduled at Conference Manager's discretion)
- » Delegate list provided onsite and post Conference subject to consent privacy laws
- » Use of the Conference logo until the end of September 2024

# BRONZE SPONSOR

LIMITED

**\$15,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Two (2) Conference delegate registrations inclusive of Welcome function
- » 100-word profile in the Conference App
- » One push notification in Conference App (scheduled at Conference Manager's discretion)
- » Delegate list provided onsite and post Conference subject to consent and privacy laws
- » Use of the Conference logo until the end of September 2024



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# NETWORKING

## SPONSORSHIP OPPORTUNITIES

### WELCOME RECEPTION SPONSOR

EXCLUSIVE

**\$8,000** (INCL. GST)

- » Naming rights in conjunction with ICOE 2024 Welcome Reception
- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Two (2) tickets for the sponsor's nominated guests to attend the Welcome Reception
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Use of the Conference logo until end of September 2024
- » A three-minute speaking opportunity at the opening of the Welcome Reception
- » The sponsor may provide a freestanding banner which will be positioned at the entrance to the Welcome reception venue (maximum size 2m high x 1m wide)
- » Small table signs featuring the organisation name and logo displayed on the tables at the Welcome Reception
- » 100-word profile in the Conference App
- » Opportunity to provide product to be served during the Welcome Reception (subject to approval by the Conference Manager and Venue)
- » Opportunity for sponsor to provide branded materials such as napkins for use by guests during the function. We welcome your ideas to provide additional theming for the function, subject to the approval of the Organising Committee

### POSTER SESSION SPONSOR

EXCLUSIVE

**\$3,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Use of the Conference logo until end of September 2024
- » The sponsor may provide a freestanding banner which will be positioned in the area of the poster session (maximum size 2m high x 1m wide)
- » 100-word profile in the Conference App



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# CONFERENCE DINNER SPONSOR

EXCLUSIVE

**\$15,000** (INCL. GST)

- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Ten (10) Conference Dinner tickets to use on a pre-reserved table
- » Use of the Conference logo until end of September 2024
- » The opportunity to display the sponsor's brand via pull-up banners (to be supplied by the sponsor) in and around the Conference Dinner space
- » Small table signs featuring the organisation name and logo displayed on the tables at the Conference Dinner
- » A three-minute welcome speaking opportunity at the opening of the Conference Dinner
- » Organisation logo will be printed on all dinner menus/tickets/programs (if applicable)
- » Sponsor may provide the Conference Dinner guests with a branded gift (sponsor to supply gifts)
- » 100-word profile in the Conference App
- » The opportunity to distribute promotional material within the Conference Dinner space.
- » The Conference Dinner area can be themed to suit the sponsor's marketing needs (in consultation with the Organising Committee and at the sponsor's cost)

# NETWORKING LOUNGE

EXCLUSIVE

**\$6,000** (INCL. GST)

- » An excellent opportunity to create your own corporate hub within the exhibition area to host delegates and reinforce your presence.
- » Opportunity to theme the Networking Lounge to your own corporate branding (cost borne by sponsor)
- » The sponsor may provide two (2) freestanding banners which will be positioned in the Lounge (maximum size 2m high x 1m wide)
- » Basic café style furniture included, e.g. lounge, tables
- » Opportunity to have two (2) company representatives to network within the lounge
- » Corporate literature may be displayed in the lounge (sponsor to supply, subject to approval of the Organising Committee)
- » 100-word profile in the Conference App



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# IN-PROGRAM

## SPONSORSHIP OPPORTUNITIES

### PLENARY SESSION SPONSOR

LIMITED

**\$4,500** (INCL. GST)

- » Opportunity to sponsor one of the Plenary sessions. This will be a keynote presentation offered to the full Conference audience and not scheduled against any other presentation.
- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Plenary Rooms sponsorship including pull-up banners (to be provided by the sponsor) placed on the plenary stage of the sponsored session
- » Use of the Conference logo until end of September 2024
- » Organisation logo to feature on the session slides prior to and the conclusion of the sponsored session
- » 100-word profile on the Conference App
- » Verbal recognition by the session chair acknowledging the Plenary Session Sponsor
- » Four (4) passes for nominated guests to attend the sponsored session

### CONCURRENT SESSION SPONSOR

LIMITED

**\$3,500** (INCL. GST)

- » Opportunity to sponsor one of the Concurrent sessions. Note that Concurrent sessions are running separately from the main conference program and thus attendance numbers will depend on the appeal of the session topic.
- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Pull-up banners (to be provided by the sponsor) placed in the room of the sponsored concurrent session
- » Use of the Conference logo until end of September 2024
- » Organisation logo to feature on the session slides prior to and the conclusion of the sponsored session
- » 100-word profile on the Conference App
- » Verbal recognition by the session chair acknowledging the Concurrent Session Sponsor
- » Two (2) passes for nominated guests to attend the sponsored session



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# POST CONFERENCE TECHNICAL TOUR SPONSOR LIMITED

**\$15,000** (INCL. GST)

- » Organisation name to be associated with one post conference tour
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Use of the Conference logo until end of September 2024
- » 100-word profile on the Conference App
- » Logo acknowledgment in marketing emails related to the tour
- » Two (2) passes for nominated guests to attend the sponsored post conference tour



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# BRAND

## SPONSORSHIP OPPORTUNITIES

### CONFERENCE APP SPONSOR

LIMITED

**\$11,500** (INCL. GST)

- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Recognition as a major sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Use of the Conference logo until end of September 2024
- » Sponsor logo displayed on the homepage of the app
- » Sponsor of the Conference app will be acknowledged at the top of the sponsors' page in the app
- » Sponsor logo to be featured on all Conference app promotional materials such as the instructional sheet
- » Opportunity for sponsor to provide promotional PDF material to be linked to the Conference app
- » Opportunity for sponsor to feature hyperlink or QR code for the Conference app on their own website
- » Sponsor advertisement banner to be displayed at bottom of the Conference app
- » 100-word company profile to appear in the Conference App

Our Conference App has been developed to enhance the delegate's experience by increasing engagement, improved networking and smarter interaction with the Conference Program, and more exposure for our valued sponsors and exhibitors. For the sponsor, the Conference App offers unique technology with which to position your brand on each delegate's smart technology device and deliver your message direct to the palm of their hand.

### LANYARD SPONSOR

EXCLUSIVE

**\$5,000** (INCL. GST)

- » Sponsor logo to appear on all lanyards alongside the ICOE 2024 logo
- » 100-word profile in the Conference App
- » Recognition as a sponsor (with organisation logo) in the Conference App
- » Recognition as a sponsor on the sponsor page of the official Conference website including a hyperlink to the organisation's home page
- » Use of the Conference logo until end of September 2024



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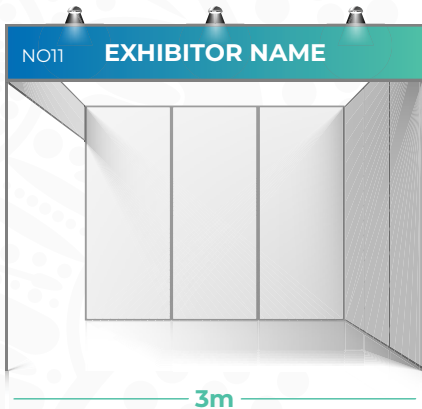


**EXHIBITION**  
**PACKAGES**

# SHELL SCHEME

## SHELL SCHEME BOOTH PACKAGE

**\$4,500 (INCL. GST)**



### ONE (1) BOOTH, INCLUSIVE OF:

- » One stand (3m x 3m)
- » White Octanorm panels 2.4m high
- » Branded logo fascia signage
- » Two (2) x 150-watt spotlight per 3m x 3m booth
- » One (1) x 4-amp power point per 3m x 3m booth

### ONE (1) EXHIBITION STAFF PASS, INCLUDING::

- » Welcome reception and closing refreshments ticket
- » Refreshment breaks
- » Lunches
- » Comprehensive Exhibition Manual
- » Recognition as an Exhibitor on the exhibitor page of the official conference website, including a hyperlink to the exhibitor's home page
- » 50-word profile in the Conference App.
- » A 25% discount on the standard fee for additional delegate passes

# TRESTLE TABLE DISPLAY

**\$2,500 (INCL. GST)**

### EACH TRADE DISPLAY INCLUDES THE FOLLOWING:

- » Space 2m wide x 2m deep
- » One (1) trestle table
- » Two (2) chairs
- » One (1) black/white tablecloth
- » One (1) exhibitor registration (which includes morning/afternoon teas and lunches each day)
- » 50-word profile on the Congress Mobile App
- » Recognition as an Exhibitor on the exhibitor page of the official Conference website, including a hyperlink to the exhibitor's home page
- » A comprehensive exhibition manual
- » A 25% discount on the standard fee for additional delegate passes

## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & Exhibition Managers and all prices in this document are **inclusive of the GST**. GST is calculated at the date of publication of this document. The Sponsorship & Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **17 June 2024**. Applications received after **17 June 2024** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount following booking.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the Event. No organisation will be listed as a sponsor in any official Event material until a completed, signed Booking Form and full payment have been received by the Sponsorship & Exhibition Managers.
5. If any payment is not received by the Sponsorship and Exhibition Managers by the applicable due date then the provision of agreed entitlements for the sponsorship will immediately be withdrawn or suspended at the sole discretion of the Sponsorship & Exhibition Managers.
6. If full sponsorship payment is not received by **17 June 2024** you will receive an email notifying you that the authorised credit card supplied on the Booking Form will be charged for the remaining unpaid amount and the provisions of Clause 5 shall immediately be applied if payment is not effected.
7. **CANCELLATION POLICY:**
  - Postponement*
    - a)** In the event of postponement by the Host Organisation, the Sponsorship & Exhibition Managers or the venue, all Sponsorship & Exhibition bookings will be carried over to the revised Event dates.
  - Cancellation by Organisers*
    - a)** In the event of cancellation by the Host Organisation, Sponsorship & Exhibition Managers or the venue, all Sponsorship & Exhibition payments will be fully refunded subject to deduction of any credit card or bank fees that the Host or Sponsorship & Exhibition Managers may incur.
  - COVID-19 implications*
    - a)** Should a Sponsor's attendance to the Event be impacted by any restrictions enforced by COVID-19 government regulations, the Organising Committee will discuss the available options on a case by case basis and come to a mutual agreement with the Sponsor.
  - Cancellation by Sponsor:*
    - a)** In the event of cancellation by the Sponsor (other than as a consequence of any restrictions enforced by COVID-19 government regulations), the following cancellation fees will apply:
      - (i)** More than 91 days prior to the Event (18 June 2024): 50% of the total payment due will be applicable
      - (ii)** Between 90 and 61 days prior to the Event (17 June and 17 July 2024): 70% of the total payment due will be applicable
      - (iii)** From 60 days prior to the Event (16 July 2024): 100% of the total payment due will be applicableShould a cancellation be made prior to payment, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be due and payable within seven (7) days. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Sponsorship & Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Event in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Event.
9. Sponsorship entitlements including organisation logo on the Event website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Where sponsorship involves specified support of Event Speakers:
  - Nomination of speakers will be subject to written approval by the speaker and the Program Committee. Furthermore, at the sole discretion of the Program Committee, sponsored speakers may be asked to speak at additional keynote and/or concurrent sessions.
  - The speaker's contract will specify that speakers must present leading edge, non-commercial papers with no obvious product endorsement and specify that speakers must act ethically, not commenting on other speakers, their presentations or sponsors' products.
  - Following approval from the Program Committee, sponsors will be expected to negotiate directly with their nominated speaker and cover all costs relating to the speaker's attendance at the Event.
  - Sponsors may have the sponsored speaker present at breakfasts, optional workshops and/or commercial sessions within the Event but at no other public, external or by invitation appearances pre or post the Event for a period of 30 days.

- After the sponsor has agreed with the speaker to commit to the program and associated costs have been negotiated, the Event Managers will then conduct the speaker liaison in relation to obtaining abstracts, papers, copyright waiver, speaker audio visual requirements and any other appropriate arrangements.
11. Sponsors whose agreed entitlements include the right to host an endorsed private function will do so at their own expense and at a time and date approved by the Sponsorship & Exhibition Managers and the Host.
  12. Hosting of private functions in conjunction with the Event is limited to those sponsors who have obtained such a right within their sponsorship entitlements. The purpose of this condition is to avoid conflict between official Event functions and private functions.
  13. The Delegate List may be used by the sponsor (if entitled to do so under their sponsorship entitlements) for the purpose of contacting Event delegates only. The list must not be used by the sponsor for any purpose related to future events and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Event. The inclusion of email addresses in the Delegate List is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have withheld consent for use of their information in accordance with Privacy Acts.
  14. Sponsors (and their employees, contractors or other representatives) will exercise due care in and around the Event venue and in all matters related to sponsorship of the Event so that no harm is caused.
  15. As a sponsor, you agree that no promise, warranty or representation has been made to you by the Sponsorship & Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
  16. The Sponsorship & Exhibition Managers will have no liability to sponsors of any kind if anything not of their doing occurs that a sponsor may consider causes loss or damage of any kind. In the event of cancellation or interruption of the Event, the Sponsorship & Exhibition Managers will have no liability to sponsors other than any refund to which they may be entitled in accordance with these Terms & Conditions or from the Event venue.
  17. Privacy Statement –
    - YES, I consent to my details being shared with suppliers and contractors of the Event to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.
    - NO, I do not consent.
  18. The Sponsorship & Exhibition Managers are not responsible for any mandatory quarantine fees and travel and border responsibility rests with the sponsor organisation and their representatives.
  19. Force Majeure Event
    - (a) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
      - (i) such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.
      - (ii) such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.
      - (iii) if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.
      - (iv) if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.
    - (b) If the Event is delayed, postponed, altered, or cancelled by a Force Majeure:
      - (i) neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Event.
      - (ii) The Sponsorship & Exhibition Managers will not be obliged to refund to the sponsor any part of payments already made under the Agreement.
    - (c) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.
  20. Late Bookings are possible, but choices may be limited. Sponsors contracted less than four (4) weeks prior to the Event start date will be charged a 15% surcharge.

## EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Sponsorship & Exhibition Managers and all prices in this document are **inclusive of the GST**. GST is calculated at the date of publication of this document. The Sponsorship & Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition booths and trestle tables will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and may be changed at the sole discretion of the Sponsorship & Exhibition Managers. A letter of confirmation will be provided to confirm the booking together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **17 June 2024**. Applications received after **17 June 2024**, must include full payment. Payments for exhibition bookings of \$5,000 and under will be required to be paid by credit card and will be charged the full amount following booking.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers prior to the Event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and the signed Booking Form and Terms & Conditions have been received by the Sponsorship & Exhibition Managers.
5. If exhibition payment is not received by **17 June 2024** exhibitors will receive an email notifying that the authorised credit card supplied on the Booking Form will be charged the remaining unpaid amount.
6. Public and Product Liability insurance to a minimum of A\$20 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Sponsorship & Exhibition Managers at the time of submitting the Booking Form or by no later than **17 June 2024**.
7. **CANCELLATION POLICY:**
  - Postponement*
    - a) In the event of postponement by the Host Organisation, the Sponsorship & Exhibition Managers or the venue, all Sponsorship & Exhibition bookings will be carried over to the revised Event dates.
  - Cancellation by Organisers*
    - a) In the event of cancellation by the Host Organisation, the Sponsorship & Exhibition Managers or the venue, all Sponsorship & Exhibition payments will be fully refunded subject to any credit card or bank fees that the Sponsorship & Exhibition Managers may incur.
  - COVID-19 implications*
    - a) Should an Exhibitor's attendance to the Event be impacted by any restrictions enforced by COVID-19 government regulations, the Organising Committee will discuss the available options on a case by case basis and come to a mutual agreement with the Exhibitor.
  - Cancellation by Exhibitor:*
    - a) In the event of cancellation by the Exhibitor (other than as a consequence of any restrictions enforced by COVID-19 government regulations), the following cancellation fees will apply:
      - (i) More than 91 days prior to the Event (18 June 2024): 50% of the total payment due will be applicable
      - (ii) Between 90 and 61 days prior to the Event (17 June and 17 July 2024): 70% of the total payment due will be applicable
      - (iii) From 60 days prior to the Event (17 July 2024): 100% of the total payment due will be applicable

Should a cancellation be made prior to payment, the appropriate cancellation fee will be applicable, and the Sponsorship & Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in exhibition space is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing. Reduction in space may result in relocation of the exhibit space at the sole discretion of the Sponsorship & Exhibition Managers. Any space not claimed and occupied before 0900 on 17 June 2024 may be reassigned without notice or refund.
8. The Sponsorship & Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit at their sole discretion and without notice. The Sponsorship & Exhibition Managers will not discount or refund for any facilities not used or required.
9. If the exhibitor intends to install a custom-built stand, the Sponsorship & Exhibition Managers must be advised, and such advice must include full details and stand dimensions. This information must be received no later than **17 June 2024**. All display construction requires the approval of the Sponsorship & Exhibition Managers and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
10. In the use of the exhibition space/booth/display table allocated to each exhibitor, and at all times in and around the Event premises, exhibitors must: (a) exercise due care for the persons, property and premises of others and



will be solely liable for any harm to any person, or loss of or damage to property or premises the sponsor or its personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Sponsorship & Exhibition Managers reserve the right to terminate use of the exhibition booth and trestle tables, without liability to exhibitors, and exhibitors will be liable for any loss or damage suffered by the Sponsorship & Exhibition Managers, if any of these things occur or are threatened by an exhibitor or exhibitor's representatives.

11. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Sponsorship & Exhibition Managers.
12. The Delegate List may be used by the exhibitor (if entitled to do so under their exhibition entitlements) for the purpose of contacting Event delegates only. The list must not be used by the exhibitor for any purpose related to future events and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Event. The inclusion of email addresses in the Delegate List is at the discretion of the Sponsorship & Exhibition Managers. The Delegate List will exclude those persons who have withheld consent for use of their information in accordance with Privacy Acts.
13. Exhibitors and their personnel, or other representatives will exercise due care in and around the Event venue and in all matters related to participation in the Event so that no harm is caused.
14. As an exhibitor you agree that no promise, warranty or representation has been made to you by the Sponsorship & Exhibition Managers regarding any benefit expected or other expectation regarding entry into this Agreement and that as an exhibitor, you alone bear full responsibility for the exhibition package chosen by or allocated to you.
15. The Sponsorship & Exhibition Managers will have no liability to an exhibitor of any kind if anything not of their doing occurs that an exhibitor may consider causes loss or damage of any kind. In the event of cancellation or interruption of the Event, the Sponsorship & Exhibition Managers will have no liability to an exhibitor other than any refund to which they may be entitled in accordance with this Agreement or from the Event venue.
16. Privacy Statement –
  - YES, I consent to my details being shared with suppliers and contractors of the Event to assist with my participation; being included in participant lists and for the information distribution in respect of other relevant events organised by the Sponsorship & Exhibition Managers.
  - NO, I do not consent.
17. The Sponsorship & Exhibition Managers are not responsible for any mandatory quarantine fees and travel and border responsibility rests with the exhibiting organisation.
18. Force Majeure Event
  - (d) Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
    - (iii) such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.
    - (iv) such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.
    - (v) if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended.
    - (vi) if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.
  - (e) If the Event is delayed, postponed, altered, or cancelled by a Force Majeure:
    - (vii) neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavoured to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Event.
    - (viii) Arinex will not be obliged to refund to the exhibitor any part of payments already made under the Agreement.
  - (f) It is the intention of the Parties that this clause will supplant the common law doctrine of frustration and the operation of the *Frustrated Contracts Act 1978* (NSW) and equivalent legislation in other jurisdictions, to the extent applicable.
19. Late Bookings are possible, but choices may be limited. Exhibition space contracted less than four (4) weeks prior to the Event start date will be charged a 15% surcharge.



**MELBOURNE 2024**

For bookings or enquiries, contact the ICOE 2024  
Sponsorship & Exhibitions manager at  
[sponsorship@arinexgroup.com](mailto:sponsorship@arinexgroup.com) or phone +61 2 9625 0700

**SEPT 17 - 19, 2024**  
**MELBOURNE, AUSTRALIA**

[icoe2024melbourne.com](http://icoe2024melbourne.com)



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