

## THE MARKETPLACE - TERMS AND CONDITIONS

The organisers have laid out the exhibition area to provide the best opportunities for product exposure and, at the same time, allow delegates to move easily around the Marketplace.

### STANDARD EQUIPMENT

Each booth will be provided with a standard trestle table (1.8m x 750mm) and black tablecloth. You have space behind your trestle table for any banners you wish to bring with you. When attaching anything to walls, exhibitors are asked to use velcro, bluetack, double-sided adhesive tape, or wall-mounted shelving and hooks. Power will also be provided to your area.

The existing venue flooring will constitute the flooring of your stand.

**PLEASE NOTE:** If you provide your own power accessories, they will need to be tagged to comply with the venue and workplace safety regulations. Any additional display equipment such as tables, chairs, AV equipment or brochure stands etc, will be at your own cost and will need to be organised.

### BUMP IN

Exhibitors may commence work on their display from 6:30am, with guest arrival from 7:30am at each venue.

### BUMP OUT

Exhibitors must remove all of their property by 1.00pm at each event.

### DELIVERY LABELS

If you would like to send any material ahead of time, please contact Elaine Linnell on 021 508 507 to arrange delivery labels and timings.

### LOSS OR DAMAGE

The venue, the event team, or FSC, will not be responsible for any loss or damage to the exhibitor's property. All exhibitor material and equipment is the sole responsibility of the exhibitor.

### MICROPHONES AND SOUND AMPLIFIERS

Will be permitted only as long as they cause no annoyance to neighbouring exhibitors or the visiting public. The organisers or its authorised agent shall be the sole judge as to whether there is an annoyance being caused to neighbouring exhibitors or the public.

#### THE ORGANISERS

Will use their best endeavours to ensure the supply of services to the site, but it shall not be liable for any loss, damage or expense incurred by the exhibitor, resulting from any cause beyond the control of the organisers.

#### NAMES

Names of those attending the marketplace booth must be provided in order for a name badge pass to be provided.

#### CANCELLATION POLICY

A refund of, less an administrative charge of \$150.00 (including GST) will only be available if written notification of your cancellation is received four weeks prior to the event. No refunds after this date. Substitutions may be made at any time with written notice.

#### PHOTOGRAPHY POLICY

Financial Services Council will be photographing and filming at this event for the purpose of reporting on the event and for use in future promotional material. Please be advised that by registering to attend, you give your consent to be photographed and filmed.

#### USE OF LOGO AND BRANDING

By registering for this event, you agree to supply your logo and any additional branding required to the event team in order to promote, advertise and encourage registrations. You give your permission for your branding to be promoted on social media, media releases and the website.